

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



AIR FORCE INSTRUCTION 13-213

**HILL AIR FORCE BASE
Supplement**

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

AIRFIELD DRIVING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Air Force Instruction 13-213, *Airfield Driving*, is supplemented as follows. This supplement outlines responsibilities and procedures and restrictions for the safe control and operation of vehicles and equipment on airfield ramps/aprons, taxiways, and runways. This instruction applies to all civilian employees and uniformed members of the regular Air Force, Air Force Reserve, and Air National Guard organizations (to include contracted locations) that administer an airfield driving program. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a tier (T-0, T-1, T-2, T-3) number following the compliance statement. See Air Force Instruction 33-360, *Publications and Forms Management*, for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command and Major Command OPR for Airfield Operations prior to submission to the appropriate tier waiver approval authority. AFFSA/XA is the tier waiver approval authority for non-tiered compliance items or requirements in this AFI. See [paragraph 1.2](#) for additional guidance concerning waivers to this instruction. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, Records Management and Information Governance Program and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

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

1.1.1.1. **(Added)** The standards set in this supplement to control airfield vehicle operations must be used in conjunction with Hill AFB Instruction 13-204, Airfield and Air Traffic Control Operations and AFI 13-213 Airfield Driving.

2.3. 75th Air Base Wing Commander (75 ABW/CC).

2.3.6. **(Added)** Must convene a Runway Incursion Prevention Working Group (RIPWG) no later than 30 days following the occurrence of three runway incursion (within a 6 month period). See **Attachment 2** for RIPWG requirements. **Note:** This requirement only applies to vehicle and pedestrian runway incursions. Aircraft runway incursions should be addressed by the Flight Safety office.

2.3.7. **(Added)** Approves the shape and/or increase/decrease the size of the Controlled Movement Area (CMA) with recommendations from Airfield Manager (AFM), Wing Airfield Driving Program Manager (ADPM), AOF/CC, Tower Chief Controller, and 75 ABW/SE.

2.4. All responsibilities in this section fall under the 75 ABW/CC.

2.7.8.1. **(Added)** Government vehicles. Flight mission support, GSA vehicles, and special purpose vehicles are easily recognizable as government vehicles (government license plates) and are not required to display a flightline POV pass.

2.8.1.1. **(Added)** Waiver authority is the appropriate group commander or equivalent, or the 75 OSS/CC for 75 OSS personnel.

2.8.6.1. **(Added)** All flight line drivers are fully trained to drive on the CMA, daytime and nighttime with exceptions are on a case by case basis. When approved by the AFM, the individual is issued a restricted access AF Form 483 through the Wing ADPM who will annotate it on the AF Form 483 and Airfield Driving Training Documentation and Certification Checklist "Ramp Access Only." Ramp Access Only means the driver is not allowed access to the CMA.

2.8.11.1. **(Added)** Blackout/Night Vision Device (NVD) Driving Conditions. Blackout/NVD Driving Conditions are not conducted on Hill AFB Airfield. Driving on the airfield with Mission Oriented Protective Posture (MOPP) mask and over boots is strictly prohibited without a MOPP 4 Driver Qualification, AF Form 483. ADPMs are responsible for ensuring unit drivers are properly trained and documented. This training is not to be documented on the Airfield Driving AF Form 483.

2.8.21.1. **(Added)** Provide a copy of your completed Unit ADPM Self-Assessment Communicator (SAC) answers from your unit Management Internal Control Toolset (MICT) to the Wing ADPM at least annually or when requested to ensure program integrity and compliance.

2.8.29.1. **(Added)** NOTAMs website location: **Primary:**
<https://www.daip.jcs.mil/daip/mobile/index>. **Alternate:**
<https://www.notams.faa.gov/dinsQueryWeb/>. Type KHIF in the box and select view NOTAMS. KHIF (Stands for Hill Air Force Base) to the aviation world. **NOTE:** Remember, times are in Zulu in the NOTAMS so you need to convert it to local time by subtracting 7 hours. For example, 2300Z in local time is (23-7=) 1600L. During daylight savings time, subtract 6 hours.

2.8.31. **(Added)** The unit ADPM ensures accomplishment of all phases of airfield driver training. ADPMs review each individual's driving record and security credentials. The initial review ensures the individual possesses a valid state driver's license and control area badge. A final assessment of the driver's need to be on Hill's airfield would be warranted at this point; further direction and assistance can be provided by the Wing ADPM.

2.8.32. **(Added)** After the individual successfully completes the unit's training, the ADPM ensures the unit commander signs the Airfield Driving Training Documentation and Certification Checklist, which indicates completion of requirements. For those units who do not conduct their own testing, the ADPM obtains a testing date from their Wing ADPM or their designated unit representative. Testing is completed within 30 days of first completed training.

2.8.33. **(Added)** The trainee takes his or her completed Airfield Driving Training Documentation and Certification Checklist to their Unit ADPM, 75 OSS/OSAA, or designated unit representative to be tested. Trainees must score 100 percent on the Airfield Diagram/Layout test, Communications test, Runway Intrusion test, and 80 percent or higher on the General Knowledge test to obtain an AF 483 stamped "CONTROLLED MOVEMENT AREA ACCESS" with applicable restrictions.

2.8.34. **(Added)** Ensure additional training is conducted and documented on individuals who fail a test or commit a violation.

2.8.35. **(Added)** Ensure unit drivers' information is entered into the Master Airfield Driving Database. **(T-3)**. See Wing ADPM for Master Airfield Driving Data base permissions.

2.8.36. **(Added)** Unit ADPMs are responsible for training personnel within his or her respective organizations, to include assigned/hosted augmentee, contractor, and TDY personnel.

2.9.4. **(Added)** Commanders and directors appoint unit trainers. Unit ADPMs train airfield driving trainers **(T-3)**. It is recommended that units have one trainer for every 25 airfield drivers.

2.9.5. **(Added)** Minimum requirements for unit airfield driving trainers:

2.9.5.1. **(Added)** Are designated in writing by their unit commander or director.

2.9.5.2. **(Added)** Have a current AF 483 stamped "AUTHORIZED HILL AFB AIRFIELD DRIVING" and "CONTROLLED MOVEMENT AREA ACCESS" with no restrictions.

2.9.5.3. **(Added)** Assigned duties involving driving on the airfield.

2.9.5.4. **(Added)** Have 1 year of airfield driving experience.

2.9.5.5. **(Added)** Remain qualified on tasks for which he or she trains or certifies others. Competency in the use of radio terminology and phraseology with the Air Traffic Control Tower and driving on the runway are of the utmost importance. Trainers must instruct trainees in all aspects of airfield operations.

2.9.6. **(Added)** Annotate training on the Airfield Driving Training Documentation and Certification Checklist.

2.10.5.1. **(Added)** Review NOTAMs in accordance with 2.8.29.1. for current airfield information.

2.10.9. **(Added)** Provide feedback to trainer and unit ADPM on quality and application of unit training program.

2.10.10. **(Added)** Comply with requirements in this instruction.

2.10.11. **(Added)** Complete the Airfield Driving CBT information and written tests.

2.10.12. **(Added)** Be alert for FOD items in the airfield environment. When possible, pick up FOD. If large volumes of FOD are encountered, report it to AMOPS for sweeper dispatch.

2.12.4. **(Added)** Immediately report violations of this instruction to AMOPS. File an AF Form 457, USAF Hazard Report, or AF Form 651, Hazardous Air Traffic Report, as required, and provide a copy to Airfield Management.

2.12.5. **(Added)** When unable to establish communications with personnel in the Radio Monitor Area (RMA) as defined in [Attachment 13](#).

2.12.5.1. **(Added)** Immediately notify AMOPS of the situation.

2.12.5.2. **(Added)** Attempt to contact the vehicle by using light gun signals.

2.12.5.3. **(Added)** If the vehicle is on the runway, raise or lower the intensity of the runway edge lights. This signal directs personnel to immediately observe light gun signals, exit the runway and establish communication with the Air Traffic Control Tower.

2.13. 75th Air Base Wing Safety (75 ABW/SE).

2.14.9. **(Added)** Be alert for FOD items in the airfield environment. When possible, pick up FOD. If large volumes of FOD are encountered, report it to AMOPS for sweeper dispatch.

2.15. 75th Medical Group (75 MDG).

2.15.3. **(Added)** Determine individual's ability to distinguish between colors including red, green, white, yellow, and blue. Evaluate individuals failing the color vision screening test required by unit ADPM IAW [paragraph 3.4](#) Report results of evaluation to requesting unit commander or director.

2.16. 75th Civil Engineer Group (75 CEG), Army Corps of Engineers, or other contracting organizations.

2.16.4. **(Added)** Ensure all contracts for activities within the airfield environment contain a requirement for airfield safety and airfield driving training before starting work. Driving routes to and from construction sites must be approved by the AFM or Wing ADPM.

2.16.5. **(Added)** Ensure base assigned contractors are trained IAW this AFI and receive an AF 483 endorsed by AFM before driving on the airfield. Contractors not operating in a Government Owned Vehicles (GOV) or General Services Administration (GSA) vehicle on the airfield as defined in [Attachment 1](#) must obtain a flightline POV pass.

2.16.6. **(Added)** Ensure temporary contractors working on the airfield are escorted by an airfield qualified escort or are trained, certified, and issued a valid AF 483 card by 75 CEG ADPM before operating vehicles or equipment on the airfield. Temporary contractor vehicles must obtain a POV pass. The 75 CEG Project Manager coordinates work on the airfield as defined in [Attachment 15](#) with Airfield Management. The AFM or Wing ADPM clarifies the level of training required for contractors and coordinate issuance of POV passes through the 75 CEG ADPM.

2.16.7. **(Added)** Temporary contractors required to drive across active runway, taxiways, or taxilanes require local airfield drivers training and an AF Form 483. All contractor vehicles operating within the CMA must be equipped with a rotating yellow beacon or emergency flashers and have two-way radio contact with the Air Traffic Control Tower.

2.16.8. **(Added)** Temporary contractors not required to drive across active runway, taxiways, or taxilanes must receive a briefing tailored to Airfield Management approved contractor vehicle routes to and from construction sites. The project manager coordinates driving routes with Airfield Management during the pre-construction meeting and document a briefing sheet as shown in **Attachment 15**.

3.1.1. **(Added)** Academic Classroom Training includes reading of this instruction, AFMAN 24-306_IP, Chapter 12, AFMAN 91-203, and additional material particular to the assigned unit. Training must cover vehicle operating principles as well as local airfield layout (Attachments **12, 13 and 14**). Ensure special attention is placed on radio terminology and phraseology (**Chapter 5** and **Attachment 16**), CMA markings (**Attachment 3**) and driving procedures. Trainees must be familiar with operating procedures in this AFI before conducting day or night orientation training. Unit ADPMs are responsible for checking with the Wing ADPM to ensure training materials are current before issuing this material to the trainee.

3.2.3.1. **(Added)** Once a passing score is obtained, annotate the date in the Airfield Driving Training Documentation and Certification Checklist and attach a copy of the Airfield Driving CBT certificate.

3.2.5.1. **(Added)** All flightline drivers at Hill AFB are fully trained to drive on the CMA, day and nighttime, exceptions are on a case by case basis. When approved by the AFM, the individual is issued a restricted access AF Form 483 through the Wing ADPM, who will annotate on the AF Form 483 and Airfield Driving Training Documentation and Certification Checklist "RAMP ONLY." RAMP ONLY means the driver is not allowed access to the CMA.

3.2.6. **(Added)** Light Gun Signal Recognition Test. Practical training for light gun signals and required actions is accomplished using actual signal recognition from the Air Traffic Control Tower. During practical drivers training, the trainer requests a light gun signal test with the Air Traffic Control Tower to provide the trainee the ability to recognize actual light gun signals.

3.2.7. **(Added)** Document completed training on Airfield Driving Training Documentation and Certification Checklist. The trainee and the trainer sign off the required training blocks including the training completion dates. Trainee reports to the unit ADPM for the written airfield driving examination. Only personnel who have completed the training requirements are scheduled for testing.

3.2.8. **(Added)** The trainee must complete the unit's airfield driving training program requirements and Airfield Driving Training Documentation and Certification Checklist before being administered an airfield driving closed book, multiple choice question test developed by the Wing ADPM.

3.2.9. **(Added)** When reporting to the Wing ADPM or the unit ADPM for testing, the trainee hand carries the Airfield Driving Training Documentation and Certification Checklist and the ADLS Airfield Driving CBT completion certificate to the testing session. Documentation must be complete, with required signatures, prior to administering the test.

3.3.1.5.6. **(Added)** Regardless of the hours trained during day and night practical training, this check ride should not be accomplished until the trainee is confident in his or her airfield driving abilities. Trainees must be able to demonstrate the ability to operate a vehicle in all areas required for the duty position, location of the runway and CMA, and ability to contact the Air Traffic Control Tower without assistance.

3.3.3. **(Added)** Request for Unit ADPM to Administer the Written Test.

3.3.3.1. **(Added)** Unit ADPMs may administer the written test. Contact the Wing ADPM for the correct format.

3.3.3.2. **(Added)** The written airfield test is a controlled document. Unit ADPMs are responsible for protecting the integrity of the test and safeguarding it against compromise. In the event a test is compromised, the unit ADPM must suspend testing and immediately notify Wing ADPM or AFM.

3.5. (Added) Trainer, trainee, and unit ADPM Certification.

3.5.1. **(Added)** After completion of airfield driving qualification training and written airfield driving examination, the trainer initials the applicable blocks in Section II and IV of the Airfield Driving Training Documentation and Certification Checklist certifying the trainee has been fully trained on airfield driving IAW AFI 13-213 Hill AFB Supplement, Airfield Driving.

3.5.2. **(Added)** The trainee initials the applicable blocks in Section II and IV of the Airfield Driving Training Documentation and Certification Checklist certifying he or she has received the required training and are considered qualified to drive on the Hill AFB airfield.

3.5.3. **(Added)** The unit ADPM certifies on the Airfield Driving Training documentation and Certification Checklist that a qualified trainer for airfield driving has trained the trainee.

3.6. (Added) AF Form 483.

3.6.1. **(Added)** Only the unit ADPM or Airfield Management completes the AF Form 483; reference [Attachment 10](#) for completion procedures.

3.6.2. **(Added)** AF Form 483 may either be typed or hand-written.

3.6.3. **(Added)** Airfield Management is the only agency authorized to endorse AF 483s.

3.6.4. **(Added)** The Wing ADPM or designated representative approves and validates Airfield Driving Authorization in Section VII.

3.6.5. **(Added)** The Wing ADPM, or designated representative, verifies training, testing documentation, and endorses the AF Form 483 "Controlled Movement Area Access." This endorsed AF Form 483 indicates the bearer has completed the required airfield driving training and is authorized to drive on Hill AFB airfield including the controlled movement area.

3.6.6. **(Added)** Return required documents to the unit ADPM via the trainee for filing.

3.7. (Added) Annual Refresher Training.

3.7.1. **(Added)** Airfield driving certificate of competency is revoked when refresher training is overdue by 30 days.

3.7.2. **(Added)** The annual refresher training is accomplished and annotated on the back of the card by the unit ADPMs for up to and including 7 years total. A new card will need to be reissued after 7 years; all personnel are required to be recertified as airfield drivers because of policy and driving procedure changes throughout the 7 years. If annual refresher is not annotated, the card becomes invalid and driving privileges are revoked until initial training is re-accomplished. The AF 483 certificate number is recorded by the program manager in the Master Airfield Driving Data Base.

3.7.3. **(Added)** Refresher training must be completed by the last day of the anniversary month and not before the first day of the same month.

3.7.4. **(Added)** Personnel not able to complete refresher training, while deployed or TDY, must complete the requirements for refresher training prior to driving on the airfield.

3.8. (Added) Disposition of Documentation.

3.8.1. **(Added)** The Airfield Driving Training Documentation and Certification Checklist is the only source document to be used for annotating airfield driving training and certification. Units retain this document until the individual no longer works on Hill AFB or is no longer authorized to drive on the airfield.

3.8.2. **(Added)** The losing unit ADPM gives the driver his or her training and certification documentations (e.g., Airfield Driving Training Documentation and Certification Checklist and CBT certificates) and updates the unit's list on the database.

3.8.3. **(Added)** To ensure the unit listing and database is updated, members who PCS or separate must give the losing unit ADPM his or her AF Form 483. Training and certification documentation may be given to the individual or destroyed.

3.8.4. **(Added)** Since the back side of the AF 483 is a record of refresher training, a lost or destroyed card requires an individual to be retrained and tested unless the unit ADPM can show the necessary current and valid training documentation and signs off past refresher entries on the recreated "Certificate of Competency." Members who lose their AF Form 483 do the following:

3.8.4.1. **(Added)** Hand carry his or her original Airfield Driving Training Documentation and Certification Checklist and certifying documents to the Wing ADPM for re-issue of new AF 483. The Wing ADPM completes a new AF 483 with the current sequence number obtained from the drivers Airfield Driving Training Documentation and Certification Checklist. Verify the number of years refresher training has occurred by drawing a diagonal line through the same amount of previously used lines on the back of the AF 483. Write "REISSUE" along the diagonal line and initial and date with the latest refresher training received.

3.8.5. **(Added)** Members who have a permanent change of assignment (PCA) do the following:

3.8.5.1. **(Added)** Bring his or her AF 483 to the losing unit ADPM.

3.8.5.2. **(Added)** The losing unit ADPM gives the driver his or her training and certification documentation (e.g., Airfield Driving Training Documentation and Certification Checklist, and CBT certificates) and updates the unit's list in the data base.

3.8.5.3. **(Added)** The driver turns in the training and certification documentation to the gaining unit ADPM.

3.8.5.4. **(Added)** Gaining unit ADPM (1) verifies training and certification information. (2) Completes a new AF 483 with next unit number. (3) Determines the number of times refresher training has occurred from Airfield Driving Training Documentation and Certification Checklist then applies a diagonal line through the appropriate number of proceeding blocks. (4) Initials the back of the AF 483. (5) Updates the unit's list.

3.9. (Added) TDY and Contractor Training. TDY and contractor airfield driver requests must go through a sponsoring unit to conduct or arrange a local area briefing as outlined in this instruction.

3.9.1. **(Added)** TDY Personnel. Visiting unit TDY personnel, prior to driving on Hill AFB airfield do the following:

3.9.1.1. **(Added)** Have in his or her possession a valid home-station AF 483 stamped "Airfield Authorized" or authorized equivalent. Visiting foreign units provide proof of airfield driver training from their home station.

3.9.1.2. **(Added)** Have in their possession a home-station Controlled Area badge or be on an Entry Authorization List (EAL).

3.9.1.3. **(Added)** Receive from the Wing ADPM or designated representative an airfield safety briefing as well as a unit specific briefing from the sponsoring unit.

3.9.2. **(Added)** Non-Airfield Qualified personnel TDY to Hill AFB must complete the entire airfield drivers training course through the Hill AFB sponsoring ADPM. If visiting personnel are not licensed or do not possess the home station AF 483 card, they are not authorized to drive on Hill AFB airfield.

3.9.3. **(Added)** The sponsor or representative submits a unit commander signed request to the Wing ADPM to request POV passes for all non-GOV vehicles, reference **Chapter 4**. Requests includes (1) the reason a POV is required on the airfield, (2) driver's name, (3) the year, make, model, color, and (4) vehicle license number for each vehicle request along with the AF 483 number for each driver.

3.9.4. **(Added)** Units deployed to Hill AFB that are not sponsored by an assigned Hill AFB Unit must provide a member for full Airfield Driver's training from the Wing ADPM. This member will be responsible for Unit ADPM responsibilities for the deployed unit.

3.9.5. **(Added)** Contractor representative must ensure each person requiring access onto the airfield possess a "Controlled Area Z" badge prior to training.

3.9.5.1. **(Added)** At least 72 hours prior to project start, the project officer, and contractor(s) must receive and sign an Airfield Construction Briefing given by the AFM, AAFM, Wing ADPM or designated representative reference Attachment 15. Wing ADPM keeps a copy of the signed briefing. Records are maintained for 30 days after completion of the contract.

3.9.5.2. **(Added)** The contractor briefs subordinates and sub-contractors who sign and keep a copy of the briefing.

3.9.5.3. **(Added)** Each contractor carries a signed copy of the airfield briefing while working on the airfield.

3.9.5.4. **(Added)** When working within the RMA, contractors will have radios with the Airfield Operations and Air Traffic Control Tower frequencies. Sponsoring unit and project engineers ensure contractor radio requirements are met.

4.2.1.1. **(Added)** The CMA is defined as any portion of the airfield requiring aircraft, vehicles, and pedestrians to obtain specific Air Traffic Control Tower approval for access. At Hill AFB, the CMA is defined as the runway, overruns, instrument landing system (ILS) critical area (when active) and those portions of the airfield within 100 feet of the runway edge lights (either side). Permission into these areas can only be obtained through the VHF 121.6 or trunking network "Tower" net radio. Call sign: "Hill Ground" (**Attachment 13**).

4.2.1.2. **(Added)** In certain situations, the Air Traffic Control Tower may grant limited area access to the CMA but limit the areas that may be accessed. For example, grass mowing equipment may receive approval within the CMA but told to hold short of the runway; often referred to as "...approved up to but not on the runway..." Barrier Maintenance personnel may be approved in barrier shacks but told to hold short of the runway. In these situations, it is imperative the drivers fully understand and acknowledge Air Traffic Control Tower's instructions. The runway edge lights are the defining boundary when given permission "up to, but not on" the runway. Prior coordination and permission through the AFM to work in this area must be obtained before requesting permission to proceed into this area from the Air Traffic Control Tower.

4.2.1.3. **(Added)** Drivers shall not request, and controllers shall not approve, permission to "cross the runway *and* work within 100 feet of the runway" in the same transmission or as part of the same clearance.

4.2.1.3.1. **(Added)** If a vehicle needs to operate within 100 feet of the runway on the side it is currently on, and subsequently cross the runway, the operator will first only request permission to operate within 100 feet of the runway. The operator will request a runway crossing only at such a time as they actually intend to cross.

4.2.1.3.2. **(Added)** If a vehicle needs to operate within 100 feet of the runway on the "far" side of the runway, reference the vehicle's current location, the operator will first only request to cross the runway. Only after the operator has safely crossed and reported off the runway, will the operator request permission to work within 100 feet of the runway.

4.2.6. See **Attachment 11** Vehicular Call Signs.

4.2.9. **(Added)** Operating a Vehicle in the RMA.

4.2.9.1. **(Added)** Any work to be accomplished within the RMA (**Attachment 13**) must be approved by AMOPS or Airfield Management.

4.2.9.2. **(Added)** At Hill AFB, the RMA is defined as 1000 feet on each side of the runway centerline to the end of the runway, then the area from the threshold to 3,000 feet beyond the threshold 1,500 feet either side of centerline. The RMA line falls just west of Taxiway Alpha. Personnel need not ask permission into the RMA but must closely monitor very high frequency (VHF) 121.6 or trunking network "Tower" net for instructions from "Hill Ground." Exception to the 1000' RMA is for aircraft towing operations. Vehicles towing aircraft on any taxiway will contact Hill Ground for permission prior to moving the aircraft.

4.2.9.3. **(Added)** IAW HAFBI 13-204, no vehicle or person may enter the RMA (Attachment 13) without manually tuning their radio to the Tower net or Hill Ground frequency. Monitor the Tower net continually while in the RMA. Direct communication with Hill Ground's controller is not necessary; monitor the radio for Tower to communicate with the vehicle, if needed. You must obtain approval from the Air Traffic Control Tower if entering the CMA.

4.2.9.4. **(Added)** IAW HAFBI 13-204, no vehicle or person may enter the RMA (Attachment 13) when the DEMO airspace is active for an aircraft practice air show maneuvers.

4.2.10. **(Added)** Accessing the CMA when the Air Traffic Control Tower or Airfield is closed.

4.2.10.1. **(Added)** The Air Traffic Control Tower and Airfield is scheduled open from 0800 to 2400 Monday through Friday and from 0900 to 1700 on Saturdays and Sundays. The Air Traffic Control Tower and Airfield may open when needed for special missions. Use the following procedures to ensure safety. Always assume the Air Traffic Control Tower is open until you use these procedures to ensure otherwise. Do not assume just because the amber lights are lit around the Tower cab catwalk that the Tower is closed. The amber lights may have been left on due to human error.

4.2.10.2. **(Added)** Stop prior to the runway VFR Hold marking.

4.2.10.3. **(Added)** Call Hill Ground, using your call sign to request to access the runway.

4.2.10.4. **(Added)** If Hill Ground does not respond, look to see if the amber lights are lit (Amber lights around the Tower cab catwalk indicate the Air Traffic Control Tower is closed.)

4.2.10.5. **(Added)** Call Hill Ground again, this time stating: where you are entering the runway from and where you will be exiting. Wait an additional 20 seconds before proceeding on the runway.

4.2.10.6. **(Added)** Proceed into the CMA.

4.2.10.7. **(Added)** When you get off of the runway, report off the runway and where you exited.

4.2.10.8. **(Added)** Your radio transmission is digitally recorded in the Tower. **Note:** Do not drive on the runway/CMA unless you have a reason to be out there. A closed runway is still dangerous.

4.2.11. **(Added)** Towing an aircraft on any taxiway when the Air Traffic Control Tower or Airfield is closed.

4.2.11.1. **(Added)** Call Hill Ground prior to towing an aircraft.

4.2.11.2. **(Added)** If Hill Ground does not respond, look to see if the amber lights around the Air Traffic Control Tower cab cat walk are lit (Amber lights around the Tower cab cat walk indicate the Air Traffic Control Tower is closed).

4.2.11.3. **(Added)** Proceed with your aircraft tow.

4.2.11.4. **(Added)** Report off of the taxiway.

4.2.11.5. **(Added)** Your radio transmission is digitally recorded in the Tower.

4.6.4.1. **(Added)** There are two locations with a stop bar on vehicle roads at Hill AFB that protect the Glide Slope Critical Area. They are located on the north perimeter access road and service access road south of the Glide Slope Critical Area. It consists of a white stop bar with the word STOP painted on the roadway. Drivers must stay behind this line and request permission from Hill Ground to proceed beyond during periods of inclement weather. The north perimeter access road is accompanied with a set of guard lights (Wig-Wags). See [Figure 4.2](#).

Figure 4.2. (Added) Stop bar on North Perimeter access road.



4.6.4.2. **(Added)** There is an instrument hold line located on east side of the runway at the north end of the Alert taxiway. In addition, there is an "ILS" sign.

4.8.4. Blackout/Night vision operations are not authorized at Hill AFB.

4.8.15. **(Added)** Aircraft, equipment, and trailer towing.

4.8.15.1. **(Added)** Towing speed is 5 MPH for aircraft and two or more maintenance stands. When towing an aircraft on any taxiway, individuals must be in radio contact with Ground and get prior approval from Hill Ground before towing.

4.8.15.2. **(Added)** Towing speed for one maintenance stand is 10 MPH.

4.8.16. **(Added)** Taxiing or towed aircraft.

4.8.16.1. **(Added)** Drivers will give way to taxiing or towed aircraft. Do not overtake or pass a taxiing aircraft. Vehicle drivers may cautiously overtake an aircraft under tow if the vehicle stays outside of 25 feet of the wing tips and passes at no more than 10 MPH. Vehicle operators may never pass between an aircraft wing walker and the aircraft itself – remember the “Circle of Safety.” The responsibility to avoid the aircraft and its maintainers rests solely with vehicle operators (reference [Figure 4.3](#)).

4.8.16.2. **(Added)** To the maximum extent possible, vehicles are driven on the paved shoulder of the taxiways and within the painted ramp roadways. Vehicle operators will not “cut corners” or drive off the paved surfaces to take short cuts. Vehicles encountering an aircraft coming from behind or in front within 100 feet stop until the aircraft passes. If the aircraft has a large wingspan, the driver reverses course well ahead of, or quickly move out of the way of the aircraft and drive back along the edge of the taxiway to a point where the vehicle can turn off the shoulder onto a prepared surface to avoid the aircraft wing tip having to pass in the vicinity of the vehicle.

4.8.16.3. **(Added)** Except for "Follow Me" vehicles, vehicles will not be parked in front of, or driven into the path of taxiing aircraft. Vehicles are not driven between a taxiing aircraft and its Follow Me Guide.

4.8.16.4. **(Added)** Vehicles are driven on a paved surface by the shortest route. Vehicles are not allowed past the hold line without radio authorization transmitted by the Air Traffic Control Tower. Only as a last resort is the vehicle driven off the paved surface to ensure adequate clearances for aircraft. Minimum wing tip clearance is 25 feet - remember the “Circle of Safety.” Never drive under any part of a taxiing aircraft.

4.8.16.5. **(Added)** When approaching an aircraft at night, headlights are immediately turned off so the pilot’s night vision is not affected. The vehicle parking lights or emergency flashers are turned on so its position is known. The vehicle headlights remain off until the aircraft is out of range. Headlights are turned ON prior to putting the vehicle back in motion. **Note:** Vehicles equipped with daytime running lights will park in a safe location with ignition off, parking brake set, and emergency flashers on.

4.8.17. **(Added)** Vehicle Parking Procedures.

4.8.17.1. **(Added)** Vehicles will not be left unattended on runways or taxiways.

4.8.17.2. **(Added)** Vehicles may be left unattended on service aprons, ramps, and hardstands under the following conditions:

4.8.17.2.1. **(Added)** Vehicle is located beyond the “Circle of Safety” minimum wing tip clearance of 25 feet (reference [Figure 4.3](#)).

4.8.17.2.2. **(Added)** Ignition is turned off and keys left in the ignition.

4.8.17.2.3. **(Added)** The transmission is placed in park (automatic transmission) or the reverse gear (manual transmission).

4.8.17.2.4. **(Added)** Parking brake set. Vehicles not equipped with an internal braking system will have chocks placed both in front and behind one of the rear wheels. One chock will be placed between the tandem wheels of dual (tandem) axle vehicles.

4.8.17.2.5. **(Added)** The doors remain unlocked.

4.8.17.2.6. **(Added)** At night, when parked unattended, the parking lights or emergency flashers are turned on.

4.8.18. **(Added)** With the exception of emergency response vehicles that must remain in operation at the scene of the emergency, no other vehicles are left unattended with the engine running while on the airfield. Operators of emergency response vehicles set the parking brake, put the transmission in neutral or park, and chock the rear wheels when the driver’s seat is not occupied.

4.8.19. **(Added)** Vehicles will not be parked within the “Circle of Safety” - 25 feet of any aircraft, except as authorized, for operations such as unloading, loading, servicing, or towing. See [Figure 4.3](#).

Figure 4.3. (Added) Aircraft Circle of Safety.



4.8.20. **(Added)** A spotter is posted when a vehicle is backed towards an aircraft and pre-positioned wheel chocks are used to prevent vehicles from striking the aircraft when the vehicle is within 10 feet. The spotter pre-briefs the operator on the standard signals used (See [Figure 4.3](#)).

4.8.21. **(Added)** Park vehicles with the driver's side toward the aircraft. Never park a vehicle facing toward an aircraft.

4.8.22. **(Added)** Vehicles parked at the side of an aircraft are located clear of the wing tips and clearly visible to personnel in the aircraft cockpit.

4.8.23. **(Added)** Vehicles will not be parked or stopped directly in front of or behind an aircraft loaded with forward firing ordnance.

4.8.24. **(Added)** Vehicle operations on the airfield when snow or ice is present.

4.8.24.1. **(Added)** Vehicle traffic compacts snow making it hard to remove. Airfield vehicle operators keep vehicles off freshly fallen snow to the maximum extent possible while snow removal operations are underway. If mission priorities necessitate traveling on the airfield, vehicles stay off aircraft movement surface as much as possible by traveling along the shoulder of taxiways and aprons.

4.8.24.2. **(Added)** Airfield snow removal priority requests are made through AMOPS. Base street requests are made through 75 CEG.

4.8.25. **(Added)** When towing or parking aircraft with snow or ice present on the parking ramp or towing surface, chocks will be available and used. Heavier tow vehicles with chains can be used to improve starting and stopping traction during tow operations on ice or snow covered towing surfaces. Tire chains may only be used after obtaining coordination and approval from 75 OSS/OSAA, 75 ABW/SE, and 75 ABW/CE. The requesting agency conducts an operational risk assessment with the above agencies when evaluating the need for tire chains to minimize pavement damage and FOD hazards.

4.9.6. **(Added)** Passengers in vehicles.

4.9.6.1. **(Added)** Vehicle operators will ensure passengers are seated with seat belts fastened while the vehicle is in motion.

4.9.6.2. **(Added)** Passengers will not ride on any part of the vehicle not intended for carrying passengers nor will they ride on any part of moving equipment not designed to carry passengers. This includes the open cargo compartment on pick-up truck type vehicles.

4.9.6.3. **(Added)** Passengers will not ride in the doorways or sit on the engine cover of metro/step vans. Rear door nets will be in place while passengers are transported with the doors open.

4.9.6.4. **(Added)** Side doors on passenger vans will be closed when the vehicle is in motion.

4.9.7. **(Added)** Vehicle traffic.

4.9.7.1. **(Added)** Vehicles are not driven diagonally across a parking apron or ramp, but at a 90-degree angle to the driving lanes.

4.9.7.2. **(Added)** Vehicles are driven in a single file right of the taxiway centerline and to the right side of stressed pavement edge markings. Vehicles will not be driven on the dirt shoulder.

4.9.7.3. **(Added)** All drivers will monitor the “Tower” net when within 1,000 feet of the runway centerline. This area is defined as from the west side of Taxiway Alpha extending 3,000 feet past the end of the runway and 1,500 feet each side of the runway centerline from the end of the runway. The driver will stop to visually check the area to ensure the taxiway is free of aircraft or “Follow Me” vehicles before proceeding.

4.9.7.4. **(Added)** When driving on the runway; drive on the right side of the runway centerline. When requesting to cross the runway, proceed directly across using the most direct route possible.

4.9.7.5. **(Added)** Vehicles must approach parked aircraft with the driver’s side of the vehicle toward the aircraft.

4.9.7.6. **(Added)** Do not drive between parked aircraft, unless there is a vacant aircraft parking space between them.

4.11.5. **(Added)** IAW UFC 3-260-01, equipment may be pre-staged on parking aprons or hardstands no earlier than 3 hours before aircraft arrival and must be removed no later than 3 hours after aircraft departure.

4.13.5. **(Added)** Drivers will stop and thoroughly check the vehicle tires for stones and other FOD before entering the airfield. During winter conditions, FOD checks include removal of snow and ice from vehicle tops, bumpers, and wheel wells. Rollover checks are mandatory. Reference [Attachment 14](#) for locations of airfield FOD check points.

4.13.6. **(Added)** General and special purpose government motor vehicles which routinely require access to the airfield carry a covered container clearly marked with letters FOD, no less than 2 inches high and in contrasting colors for deposit of FOD. These containers are securely fastened to the vehicle and are emptied frequently.

4.13.7. **(Added)** Vehicle operators ensure the equipment carried on his or her vehicle is properly stored and secured before operating the vehicle on the airfield. Operators ensure the cargo bed and the passenger compartment floor are clean to prevent debris from falling onto the airfield. Vehicles utilizing the airfield at night carry a flashlight to accomplish the FOD check.

4.13.8. **(Added)** Anytime a vehicle is driven off a paved surface, the driver removes rocks, mud, or other FOD from the tires before proceeding onto the paved surface again. Immediately after returning to the paved surface from an unpaved surface, another tire check is accomplished to ensure no FOD is left in the tires or on the paved surface. A rollover check is mandatory.

4.13.9. **(Added)** Vehicle operators will be constantly alert for and will stop, get out of the vehicle and pick up any FOD. If the debris is too small or too abundant to be thoroughly picked up by hand, the individual notifies AMOPS, Air Traffic Control Tower or Maintenance Operation Control Center. Provide location of debris so an airfield sweeper can be dispatched.

4.13.10. **(Added)** Located on all airfield access roads are FOD CHECK signs painted on the pavement with red letters on a white background or on signs. Non-Movement Area Boundary Marking with FOD Check Point Marking painted on the ground/signs are used. At these locations no radio contact is required; all drivers will stop at these signs to perform a FOD check. See [Figure 4.4.](#) and [Figure 4.5.](#)

Figure 4.4. (Added) Non-Movement Area Boundary Marking with FOD Check Point Marking painted on the ground.



Figure 4.5. (Added) FOD Check Point Signs.



4.17.4. **(Added)** Bicycles and Tricycles can be used on the parking aprons in the performance of assigned duties provided the operator has an AF 483 for airfield driving and the following guidelines are followed:

- 4.17.4.1. **(Added)** Operators wear a bicycle helmet with chin strap fastened while in motion.
- 4.17.4.2. **(Added)** Park bicycles near the nose of parked aircraft and in plain view of personnel inside the aircraft. Position bicycles upright, using a kickstand, and parked in a position not interfering with aircraft maintenance or servicing.
- 4.17.4.3. **(Added)** Bicycles or tricycles are not allowed in the RMA or CMA (Attachment 13).
- 4.17.5. **(Added)** Golf-type carts or similar utility vehicles follow established rules for general and special purpose vehicles. When operated at night, these vehicles are equipped with forward and rear lamps. The operator has an AF 483.
- 4.17.6. **(Added)** Unauthorized vehicles.
 - 4.17.6.1. **(Added)** Motorcycles, mopeds, and two-wheeled scooters are not authorized on the Hill AFB airfield.
 - 4.17.7. **(Added)** Jogging as well as other recreational and sporting activities are prohibited on the airfield unless waived by the 75 ABW/CC.
 - 4.17.8. **(Added)** Animals are a potential hazard to aviation. Personnel are not authorized to bring pets (dogs, cats, etc...) on the airfield.
 - 4.17.9. **(Added)** Pedestrians on the airfield: Must adhere to the following procedures.
 - 4.17.9.1. **(Added)** Pedestrians are authorized on the airfield for official business in support of the flying mission.
 - 4.17.9.2. **(Added)** Walk facing oncoming traffic.
 - 4.17.9.3. **(Added)** Do not enter the CMA without two-way radio contact and approval from the Air Traffic Control Tower.
 - 4.17.9.4. **(Added)** Do not enter the CMA without two-way radio contact and approval from the Air Traffic Control Tower.
- 4.18.1. **(Added)** North Ramp Restriction.
 - 4.18.1.1. **(Added)** Do not cut across the north ramp diagonally.
 - 4.18.1.2. **(Added)** Maintain 10 feet minimum distance from parked aircraft on or near the ramp.
 - 4.18.1.3. **(Added)** Never Drive Across the Red Carpet Area. See [attachment 17](#) for north ramp restrictions.
- 4.20.3. **(Added)** Emergency response vehicles (e.g., Airfield Management, Civil Engineering, Supervisor of Flying, and Flight Safety) are exempt from normal traffic flow patterns while responding to an emergency.
- 4.20.4. **(Added)** Emergency response vehicles adhere to emergency procedures IAW HAFBI 13-204.

4.20.4.1. **(Added)** Vehicular Traffic and Response Personnel. In the interest of safety, it is critical that only the minimum necessary emergency vehicles and personnel respond to emergency or mishap situations. The following response procedures for in-flight emergencies or minor mishaps are guidelines for the Incident Commander to use as needed when the Emergency Operations Center (EOC) is not recalled. Should the EOC be recalled, response shall be executed IAW Hill AFB Plan 8, Installation Control Center Operations and Notification. Response procedures are as follows:

4.20.4.2. **(Added)** The Primary Emergency Response Group includes Senior Fire Officer (Chief 2) and Fire-Crash-Rescue. Chief 2 assumes responsibility and accountability for these vehicles and personnel.

4.20.4.3. **(Added)** During an emergency or mishap response, an entry control point (ECP) is marked and secured by an emergency vehicle designated by Chief 2. Vehicles and responders not included in the Primary Emergency Response Group assemble at the ECP to gain Chief 2 approval to enter the scene. **Note:** When responding to an emergency or mishap on the runway, vehicles not included in the Primary Emergency Response Group, after being granted access through the ECP, must also be granted approval on the runway by the Air Traffic Control Tower.

4.20.4.4. **(Added)** Passing explosive-laden vehicles is prohibited.

4.23.1. Convoys and escorts must brief drivers on route, speed, procedures, etc.

4.23.3. **(Added)** Vehicles entering the CMA must have two-way radio contact with the Tower or be escorted by a vehicle, meeting this requirement. Vehicle operators remain in radio contact with the Air Traffic Control Tower while in the CMA. Vehicle operators under escort in the CMA shall remain within 25 feet of the escort vehicle and adhere to escort's instructions. After obtaining Air Traffic Control Tower approval for crossing, the escort vehicle will ensure all vehicles cross the runway. The escort vehicle notifies the Air Traffic Control Tower when all vehicles are outside of the CMA.

4.23.4. **(Added)** Convoys or escorts are not to exceed five vehicles at one time. Fire Department and munitions convoys are exempt.

4.26.4. **(Added)** Vehicles will not be operated within 300 feet to the rear of large-bodied aircraft type aircraft when engines are running at low power settings and within 800 feet to the rear when the engines are running at high power settings.

4.27.2.1. **(Added)** A vehicle malfunction, preventing operations under its own power, must make every attempt not to block a taxiway. Try to move the vehicle beyond the wing tip clearance distance of 25 feet.

4.27.3.1. **(Added)** Operators of other radio-equipped vehicles (e.g., 75 SFS and 75 CEG) contact his or her control center to have the information relayed to AMOPS for relay to the Air Traffic Control Tower.

4.27.5. **(Added)** In the event of an accident or a vehicle disabled on the airfield, ensure Air Traffic Control Tower, Emergency Communications Center (ECC), and Airfield Management are notified by the fastest means possible.

4.27.5.1. **(Added)** Vehicles involved in accidents on the airfield are not moved until released by 75 ABW/SEF, 75 OSS/OSAA, and 75 SFS.

4.27.5.2. **(Added)** Airfield driving privileges are suspended immediately and until liability is determined for individuals involved in an accident. If the investigation determines individual is not found liable, their driving privileges are re-instated immediately. The duration of the suspension for liable parties is determined by the Airfield Manager.

4.28.2.1. Unit ADPMs are responsible for training personnel within his or her respective organizations, to include assigned, hosted, augmentee, contractor, and TDY personnel.

4.28.2.1.2. All flightline drivers are fully trained to drive on the CMA, day and nighttime, exceptions are on a case by case basis. When approved by the AFM, the individual is issued a restricted access AF Form 483 through the Wing ADPM, who will annotate it on the AF Form 483 and Airfield Driving Training Documentation and Certification Checklist "Ramp Access Only." "Ramp Access Only" means the driver is not allowed access to the CMA.

4.29.4.1. **(Added)** POV and rental vehicle airfield access. Privately-owned vehicle, to include rental vehicle, operation on the airfield is discouraged for several reasons (e.g., security, safety, FOD, and liability). Use of Hill AFB employee POVs to access places of work on the airfield is prohibited. Commanders desiring a waiver to this rule must submit their request to the 75 OSS/CC validating the request based on mission support.

4.29.4.2. **(Added)** Deployed units requesting rental vehicle access on the airfield for deployed unit missions (e.g., inspection teams) may be authorized by the AFM or the designated representative on a case-by-case basis.

4.29.4.3. **(Added)** Contractor representative or project engineer requesting access for airfield maintenance or repairs must submit a signed electronic request to the Wing ADPM to request a POV pass for each contractor vehicle. Final approval is granted by the AFM or the designated representative on a case-by-case basis based on route of travel and mission priority.

4.29.4.4. **(Added)** Upon validation of a legitimate need, Wing ADPM issues a POV Flightline Authorization Pass for each vehicle for the required duration. Passes are hung on the mirror of the vehicles while on the airfield and secured out of site while off the airfield.

4.29.4.5. **(Added)** POV passes are a controlled item. Passes are signed out to the unit making the request. The unit is responsible for ensuring passes are returned as soon as possible to the Wing ADPM upon expiration or when no longer required.

4.29.4.6. **(Added)** Passes are reviewed annually to validate contractor requirements.

4.29.4.7. **(Added)** Personnel ensure POVs driving on the airfield are displaying a current calendar year Hill AFB POV Flightline Pass. **Figure 4.6.**

Figure 4.6. (Added) POV Pass.



4.29.6.1. (Added) Government vehicles. Flight mission support, GSA vehicles, and special purpose vehicles are easily recognizable as government vehicles and are not required to display a flight line POV pass.

4.29.9.1. (Added) Controlled and Restricted Area Access:

4.29.9.1.1. (Added) IAW Hill AFB Integrated Defense Plan, vehicle operators must have a Hill AFB issued USAF Restricted Area Badge with the proper area designated to enter a restricted area or a home station equivalent with an authenticated entry authorization listing (EAL) authorizing access for the appropriate area. An AF 483 alone does not grant access into a restricted area.

4.29.9.1.2. (Added) When approaching an entry control point of a restricted area, it is the responsibility of the operator to inspect and ensure the vehicle is not transporting personnel or materials which constitute a threat to the security of the resources. Do not drive through red line marked with the Restricted Area Sign; use the entry control point to the restricted area on the ramp (see [Figure 4.7](#) and [Figure 4.8](#).)

Figure 4.7. (Added) Entry Control Point to a Restricted Area.



Figure 4.8. (Added) Restricted Area Sign.



4.30.1.1. **(Added)** Airfield Management, 75 ABW/SE, and 75 SFS personnel (regardless of rank) have the authority to confiscate an individual's AF 483 pending an investigation of the violation.

4.30.1.2. **(Added)** 75 SFS has the authority to issue a DD Form 1408, Armed Forces Traffic Ticket, to a vehicle operator observed violating provisions of this instruction.

4.30.1.3. **(Added)** Unit ADPMs should use violation trend data to validate the unit's training program.

4.30.1.4. **(Added)** Contractor vehicle operators violating the rules of this instruction can be banned from operating vehicles on the airfield. Replacement driver(s) are the contractor's responsibility.

4.30.1.5. **(Added)** Willful violation of established procedures may result in administrative, judicial, or non-judicial actions, including action pursuant to Article 92, UCMJ, at the discretion of the individual's commander and or the 75 ABW/CC.

4.32. *Failure to obtain permission onto the runway is a serious offense that jeopardizes human lives and valuable assets.*

4.32.1.1. **(Added)** CMA violations must be immediately reported to Airfield Management. The Wing ADPM notifies the 75 OSS/CC, 75 ABW/SEF, applicable unit commander or group level commander, and ADPM within 24 hours or the next duty day of the alleged incident. Airfield Management takes immediate action to correct a problem or apply interim control measures to prevent CMA violations.

4.32.3.1. **(Added)** The AOF/CC, 75 ABW/SE and Wing ADPM work as a team to assign runway incursions an operational category (e.g., Operational Error, Pilot Deviation and Vehicle/Pedestrian) defined in **Attachment 1** for trend analysis. The AOF/CC ensures these classifications are annotated in the recommendation section of the AF Form 457, or narrative section of the AF Form 651.

4.32.3.2. **(Added)** A CMA violation that adversely impacts flight operations must be submitted by the Air Traffic Control Tower to 75 ABW/SE on an AF 651, within 24- hours of the violation. 75 OSS/OSAA notifies MAJCOM OPR for AM OPS within 24 hours of a CMA violation or HATR incident.

4.32.3.3. **(Added)** A CMA violation not impacting an aircraft operation must be submitted to 75 ABW/SE on an AF 457, within 24-hours of the violation by the individual reporting the CMA violation. Airfield Management notifies MAJCOM OPR for Airfield Operations within 24 hours of a CMA violation or HATR incident.

4.32.3.4. **(Added)** Drivers accused of committing a CMA violation immediately report to, or be escorted to, AMOPS. Drivers surrender his or her AF 483 and provide a written (signed) statement to 75 OSS/OSAA providing who, what, when, where, and how regarding the event.

4.32.3.5. **(Added)** 75 OSS/OSAA and 75 ABW/SE conduct an investigation. If the driver is found at fault, airfield driving privileges are revoked for a minimum of 30 days. The driver must be completely retrained per this instruction with additional emphasis on CMA access and obtain a new AF 483 before driving privileges are reinstated. Unit commanders must thoroughly evaluate the individual and provide a written statement in addition to required retraining paperwork stating the individual is safe to drive on the airfield and particularly in the CMA to the Wing ADPM.

4.32.7. **(Added)** Runway Incursion.

4.32.7.1. **(Added)** A Runway Incursion, the most serious CMA violation, is an event involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft. For the purpose of this instruction, the protected area is the same as the CMA. Aircraft, vehicles, pedestrians, or communication errors may cause these incidents. Runway incursions or CMA violations result in an automatic 30-day airfield driving privilege revocation. **(T-3)**. After the 30-day revocation period, reinstatement of airfield driving privileges requires complete retraining with emphasis on the runway environment and a letter of reinstatement from the individual's commander.

4.32.7.2. **(Added)** For a runway incursion resulting in an adverse effect on flight operations (e.g., arrivals or departures), the Air Traffic Control Tower submits an AF 651 to 75 ABW/SE. Drivers committing a runway incursion lose his or her airfield driving privileges and revocation of their AF 483 for a period of 30 days.

4.32.7.3. **(Added)** For runway incursions and other CMA violations not impacting aircraft operations, the reporter of the intrusion completes and sends a copy of an AF 457 to the AFM to take immediate action to correct the problem or apply interim control measures. Drivers lose his or her driving privileges for a period of 30 days.

4.32.8. **(Added)** Incident Investigations.

4.32.8.1. **(Added)** Drivers immediately notify their supervisor and unit ADPM.

4.32.8.2. **(Added)** Drivers are encouraged to submit a statement describing the incident to his or her unit ADPM.

4.32.8.3. **(Added)** Airfield Management notifies applicable unit commander or director, unit ADPM, supervisor, and 75 ABW/SE of the violation.

4.32.8.4. **(Added)** The Wing ADPM and 75 ABW/SE conduct an investigation by gathering data from involved agencies and inspect the unit Airfield Driving Program of personnel that commit a runway incursion. Emphasis is placed on how the unit trained the individual and his or her compliance with AFI 13-213 Hill AFB Supplement, Airfield Driving. The results are reported to the unit commander.

4.32.8.5. **(Added)** After the investigation, the Wing ADPM determines the corrective course of action and notifies the appropriate agencies.

4.32.8.6. **(Added)** Any further action is at the discretion of the unit commander.

4.32.9. **(Added)** Enforcement.

4.32.9.1. **(Added)** General. Gross or repeated violations of safety or of airfield driving rules or overall demonstrated lack of ability on the part of the certificate holder results in suspension of privileges through surrender or revocation of the certificate without comment. Suspended and revoked certificates require written correspondence from the individual's unit commander or director to be reissued. The 75 OSS/OSAA or designated representative is authorized to confiscate military vehicle keys, AF 483, and flightline POV passes from any individual committing an airfield violation.

4.32.9.2. **(Added)** Suspension. The driver's ADPM, unit commander or director, the AFM, or the designated representative may suspend a driver's certification. Suspensions are reported to the Wing ADPM. Failure to complete annual refresher training or AF 483 not dated and signed, is cause for competency card suspension. Length of suspension is determined by Wing ADPM or AFM based on the circumstances of the event.

4.32.9.3. **(Added)** Revocation. Revocation of driving privileges is reserved for drivers committing serious infractions including a CMA incident, right of way, excessive speed (10 MPH or more over the speed limit), or unauthorized aircraft tow. The AF 483 can be revoked by the AFM, Wing ADPM or the designated representative. Once revoked another certificate is not reissued without the explicit approval of the AFM. Individuals having his or her driving privileges revoked must be completely retrained and recertified IAW this instruction and placed on a 30 day mandatory suspension. Revoked AF 483s are forwarded to the Wing ADPM.

4.32.9.4. **(Added)** For minor violations, such as speeding, radio phraseology, parking, or FOD check the Wing ADPM or AFM suspends the driver's AF 483 while determining corrective measures, based on the severity and circumstances of the event.

4.32.9.5. **(Added)** Suspension and revocation of civilian driver's license results in the revocation of airfield driving privileges. Only the 75 ABW/CC may waive this requirement.

5.3. **Note:** Review [Attachment 16](#) for locally used phraseology at Hill AFB.

JENISE M. CARROLL, Colonel, USAF
Commander

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

(Added) Aircraft Landing Area—Runway 14/32 length: 13,500 x 200 feet.

(Added) Aircraft Movement Area—Runway, north and south overruns, hot pads, taxiways, service aprons and hardstands.

(Added) Aircraft Taxi Area—The portions of the airfield used by aircraft moving from the aircraft parking area to the aircraft movement area.

(Added) Airfield at Hill AFB—An area prepared for the accommodation (including any buildings, installations, and equipment) of landing and take-off of aircraft. It refers to all areas inside the FOD check points. Drivers must have airfield driver's certification before driving in this area. The industrial safety area is not included in the term "airfield."

(Added) Airfield/Flightline—The area bound by the interior perimeter fence which include the runway, taxiways, infield, flightline, buildings, hangars, facilities, parking aprons,, and flightline ECPs. Industrial Safety Area is not in the airfield/flightline.

(Added) Airfield Authorized Drivers—Personnel who have undergone airfield driving training, been approved by Airfield Management, issued an AF 483 or a temporary airfield driving permit, and have unit commander directed access to the airfield for mission-essential tasks.

(Added) Airfield Interior/Access Roads—All roads within the airfield environment not designated as a runway, taxiway, or apron.

(Added) Airfield Driving Program Manager—The civilian or military individual selected by the commander or director to administer the organization's airfield driving program. While the organization's VCO/VCNCO may fulfill this position, it is a separate appointment process.

(Added) Airfield Environment—Includes the runway, all taxiways, ramps and aprons, hot pads, hangars, and airfield roadways inside the foreign object debris (FOD) checkpoints.

(Added) Aprons—Paved areas provided for aircraft parking, servicing, unloading, and loading.

(Added) Apron/Ramp—An area designed for loading or unloading passengers and/or cargo, refueling, parking, weapons loading, and maintenance of aircraft.

(Added) Circle of Safety—Within 25 feet of any part of an aircraft. See [Figure 4.3](#).

(Added) Controlled Areas—Controlled areas are legally defined areas containing Protection Level 4 resources. Only authorized personnel, designated by a unit commander or director, have access to controlled areas. It refers to the area inside the gated area within the Pacer Protect fence.

(Added) Controlled Movement Area—Any portion of the airfield requiring aircraft, vehicles, and pedestrians to obtain specific Hill Air Traffic Control approval for access into. At Hill AFB, the CMA is defined as the runway, overruns, ILS critical area (when active) and those portions of the airfield within 100 feet of the runway edge light (either side). Permission into these areas can only be obtained through the VHF 121.6 radio or trunking network "Tower" net. Call sign: "Hill Ground." See [Attachment 13](#).

(Added) Contractor POV Pass—A POV pass will be issued and controlled by the AFM authorizing nonmilitary contractor vehicles to be operated on the airfield. POV passes will be inserted in the driver's window of the contractor vehicle. POV passes will be requested in writing to 75 OSS/OSAA from a Hill AFB assigned project officer for the predetermined time agreed upon in the pre-construction meeting. Passes will be issued to project officers whom bear sole responsibility for the return of the passes to the airfield management office.

(Added) General Purpose Vehicles—Vehicles 1.5 tons and less required for airfield mission support.

(Added) Industrial Safety Area—Area between the Pacer Protect airfield fencing and the FOD Check/Airfield Access Points.

(Added) Movable Obstacles—Moving or parked vehicles, construction equipment, AGE, fire extinguishers, aircraft chocks, maintenance stands, etc., posing a hazard to aircraft.

(Added) Overruns—Paved portions extending outwards 1,000 feet at both ends of runway 14/32 and spanning the same width as the runway. The overruns are considered an active portion of the runway.

(Added) Parked Vehicles—Vehicles, which are unattended, where no one is sitting in the driver's seat.

(Added) Priority Vehicles—Crash or fire vehicles, ambulances, Safety, Airfield Management, and 75 SFS vehicles responding to an emergency or immediate response situations which have operational priority over other vehicles.

(Added) Privately Owned Vehicle—A vehicle that is owned or leased by a private party. All motorized vehicles not owned by the US Government. Includes contractor or government funded rentals.

(Added) Privately Owned Vehicle (POV) Pass, FlightLine, Hill AFB Utah—This pass authorizes nonmilitary vehicles to be temporarily operated on the airfield and is issued and controlled by the AFM. A flight line pass will be issued to operate in the airfield environment for vehicles approved by the unit's commander or director in writing and authorized by the AFM. Passes will be displayed on the dashboard or hang from the mirror of the vehicle. Passes are reissued annually effective 1 January or are returned to 75 OSS/OSAA when no longer required.

(Added) Radio Monitoring Area—An area paralleling the runway 1,000 feet either side of centerline to the end of the runway, then an area from the threshold to 3,000 feet beyond the threshold 1,500 feet either side of centerline (reference [Attachment 13](#)). This is an area of increased hazard due to accident potential. Only vehicles being used to complete mission requirements are authorized to operate within the RMA. At Hill AFB, a rough estimate of the western edge of the radio monitoring area is the western edge of taxiway Alpha. Personnel need not ask permission into the RMA but must closely monitor VHF 121.6 or trunking network "Tower" net for any instructions from the Air Traffic Control Tower.

(Added) Ramp—Either concrete or asphalt (depending on the weight of the aircraft and the sub-base of the ground beneath) used to park aircraft or equipment; Air Freight Ramp, ALC Ramp, Alert Ramp, Fighter (388/419, WSEP) Ramp, West (Transient) Ramp, North Ramp, East Ramp (Flight Test Ramp), and South Ramp.

(Added) Restricted Area defined at Hill AFB—An area on the airfield designated for the use by aircraft/equipment requiring security protection level. Marked with signs prior to entering, Red Lines indicate the boundaries. Hill AFB restricted areas are designated by red lines and painted signs identifying them as restricted areas. Drivers should have appropriate area numbers on their restricted area badge before going into these areas. See [Figure 4.7](#) and [Figure 4.8](#).

(Added) USAF Restricted Area Badge—All persons on the airfield must have and display a current badge with appropriate areas annotated. This is an attachable identification (ID) card issued by the 75 SFS.

(Added) Special Purpose Vehicles—Vehicles designed for special requirement, such as tugs, Bomb Loaders, forklifts, K-loaders, fuel trucks, and heavy equipment. Vehicles towing aircraft on any taxiway will contact Hill Ground for permission prior to moving the aircraft. Vehicles towing aircraft will maintain the required distance of 25 feet from any obstacle.

(Added) Taxiways defined at Hill AFB—A paved surface for taxiing aircraft from parking ramp to runway. Taxiways connect the parking and maintenance areas of the airfield with the runway and provide access to hangars, docks, various parking aprons, hardstands, and hot pads. Taxiways for Hill AFB include: Taxiway Alpha running north-south parallel to the runway, Alert, Bravo and Kilo located on the east side of the airfield. Intersecting the runway from north- south are, Charlie, Echo, Delta, Juliet, Foxtrot and Golf.

(Added) Uncontrolled Movement Area—All Taxiways west of taxiway Alpha, all ramps, including all ramps east of the Alert taxiway, aprons, parking areas, loading docks, and any other areas not under the control of air traffic are considered uncontrolled movement areas.

(Added) Vehicles—Any mechanical device moving on the ground, including bicycles, golf carts, excluding aircraft.

(Added) Vehicle Control Officer (VCO) or Vehicle Control Noncommissioned Officer (VCNCO)/ ADPM—The civilian or military individual selected by the commander or director to administer the organization's vehicle program. A separate appointment letter and training from Airfield Management is required to appoint a unit's Airfield Driver Program Manager (ADPM).

(Added) Wheeled Vehicle—Refers to any vehicle (i.e., motorized, bicycle, or tricycle) with wheels.

Attachment 10 (Added)

SAMPLE AF 483

Figure A10.1. (Added) Sample AF 483.

CERTIFICATE OF COMPETENCY		CERTIFICATE NO.
NAME (Last, First, Middle Initial)		DATE
COMMAND	INSTALLATION	
AFMC	HILL AIR FORCE BASE, UTAH	
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:		
CONTROLLED MOVEMENT AREA ACCESS AUTHORIZED HILL AFB AIRFIELD DRIVING		
TYPED NAME, TITLE, AND ORGN.		SIGNATURE
THOMAS J. MURDOCK AIRFIELD MANAGER		<i>Thomas J. Murdock</i>

AF FORM 483, 19850201 (EF-V2)

PREVIOUS EDITION WILL BE USED.

REFRESHER TRAINING		
DATE	INSTRUCTOR	DATE REFRESHER

AF FORM 483, 19850201 (REVERSE) (EF-V2)

CERTIFICATE OF COMPETENCY		CERTIFICATE NO.
NAME (Last, First, Middle Initial)		DATE
INSTALLATION	UNIT/OFFICE SYMBOL	
Hill AFB, Utah	75 OSS	
HAS SUCCESSFULLY COMPLETED THE PRESCRIBED COURSE OF INSTRUCTION AS REQUIRED BY CURRENT DIRECTIVES AND IS DEEMED QUALIFIED FOR:		
CONTROLLED MOVEMENT AREA ACCESS AUTHORIZED		
TYPED NAME, TITLE, AND ORGN.		SIGNATURE
THOMAS J. MURDOCK AIRFIELD MANAGER		<i>Thomas J. Murdock</i>

AF FORM 483, 20200513

REFRESHER TRAINING		
DATE	INSTRUCTOR	DATE REFRESHER

AF FORM 483, 20200513 (REVERSE)

NOTE: The older version of the AF 483 Card 19850201 (EF-V2) may still be utilized until a replacement is required.

COMPLETION INSTRUCTIONS

Front Side:

Certificate No: This number is issued by 75 OSS/OSAA

Name: Self-explanatory.

Date: Date that all paperwork and testing is completed and card is issued to the driver.

Command: Self-explanatory

Installation: Hill AFB

Typed Name, Title, and ORGN and Signature: Signed by AFM, AAFM, Wing ADPM or designated personnel.

Reverse side:

Date: Date instructor signs the card

Instructor: Airfield Driving Program Manager or designated Airfield Driving Trainer's signature.

Date Refresher: Date Airfield Driver Refresher Training was accomplished.

Attachment 11 (Added)
VEHICULAR CALL SIGNS

Table A11.1. (Added) Approved Vehicular Call Signs.

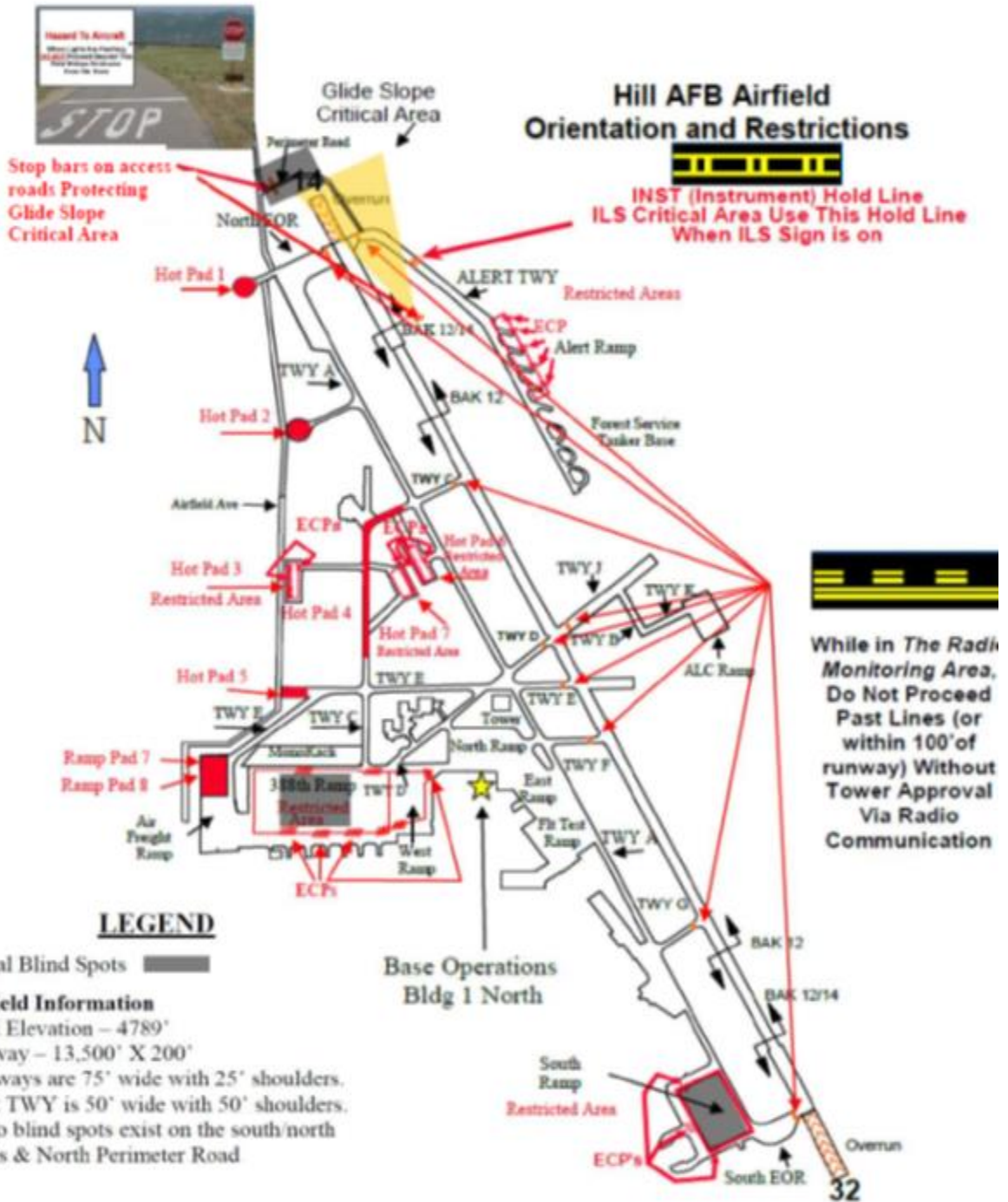
CALL SIGN	OFFICE	CALL SIGN	OFFICE
Wing 1	75 ABW/CC	Rescue 101	775 CES/CEF
Wing 2	75 ABW/CV	Deputy 102	775 CES/CEF
Wolf Pack 1	75 OSS/CC	Utility 1	775 CES/CEF
Wolf Pack 2	75 OSS/DO	Utility 3	775 CES/CEF
Ops 1	75 OSS/OSA	Training 1	775 CES/CEF
Airfield 1	75 OSS/OSAA	Hazmat 1	775 CES/CEF
Trainer 2, 3, 4, 5 ...	ADPM Trainers	Fire Prevention 21	775 CES/CEF
Airfield 2	75 OSS/OSAA	Fire Prevention 25	775 CES/CEF
Airfield 3	75 OSS/OSAAB	Resource 1	775 CES/CEF
QA	75 OSS/OSC	Defender 1	75 SFS/CC
TA	75 OSS/OSCT	Security Forces A 1	75 SFS/Flight A
Alert 1 thru 4	75 OSS/OSCT	Security Forces B 1	75 SFS/Flight B
ATC 1	75 OSS/OSAT	Security Forces C 1	75 SFS/Flight C
ATCALS 1thru 3	75 OSS/OSM	Security Forces D 1	75 SFS/Flight D
CE 1	75 CEG/CC	Security Forces E 1	75 SFS/Flight E
Barrier 1 thru 5	75 CES/CEOFP	Security Forces I 1	75 SFS/Flight I
Power Pro 1 thru 4	75 CES/CEOFP	Security Forces K 1	75 SFS/MWD
Survey 1	75 CEG/CEPT	Police1 thru 3	75 SFS Flightline Internal Security Respond Team
Electrical Super	75 CES/CEOFE	Fox 1	75 SFS Flightline Internal Security Respond Team
Exterior Electric 1-3	75 CES/CEOFE	Security 1	75 SFS Flightline External Security Respond Team
Airfield Electrician	75 CES/CEOFE	Command Post	75 ABW/CP
Pavements 1	75 CES/CEOHG	Safety 1	75 ABW/SE
Snow 1, 2	75 CES/CEOHG	Flight Safety	75 ABW/SEF
Airfield Sweeper	75 CES/CEOHG	Shotgun 1	OO-ALC/CC
Broom 1 thru 4	75 CES/CEOP	Shotgun 2	OO-ALC/CV
Plow 1 thru 4	75 CES/CEOP	Lightning 1	388 FW/CC
Water Truck	75 CES/CEOP	Lightning 2	388 FW/CV
Bash 1	75 CEG/CEVR	Lightning 3	388 OG/CC
Bash 2 thru 3	USDA	Lightning 5	388 FW/SE
Sprayer 4 thru 8	75 CES/CEOIE	Lightning 5A	388 FW/SEF
Panther 6	388 /419 FW SOF	Brush 103	775 CES/CEF
Panther 7	388/419 FW Alert Ops Sup	Brush 106	775 CES/CEF
AMMO1	388 MXS/MXMWPA	Recovery 1 thru 4	388 EMS/MXMT
AMMO2	388 MXS/MXMWPC	Bulldog 1	Mission Director
Grounds 1	75 CES/CEOES	Oscar 1	Incident Commander
Mower 1 thru 3	75 CES/CEOES	Diamond 1	419 FW/CC
Chief 1	775 CES/CEF	Diamond 2	419 FW/CV
Chief 2	775 CES/CEF	Diamond 3	419 OG/CC
Battalion 111	775 CES/CEF	Diamond 5	419 FW/SE
Engine 1 thru 5	775 CES/CEF	Diamond 5A	419 FW/SEF

Crash 4 thru 6	775 CES/CEF	Test Ops SOF	514 FLTS SOF
Tender 3	775 CES/CEF	Acft Transportation	309 AMXG
Truck 101	775 CES/CEF	Hammer 1	Combat Hammer
These are the most used call signs. All others used on the airfield are coordinated through the Airfield Manager.			

Attachment 12 (Added)

HILL AFB ORIENTATION AND RESTRICTIONS

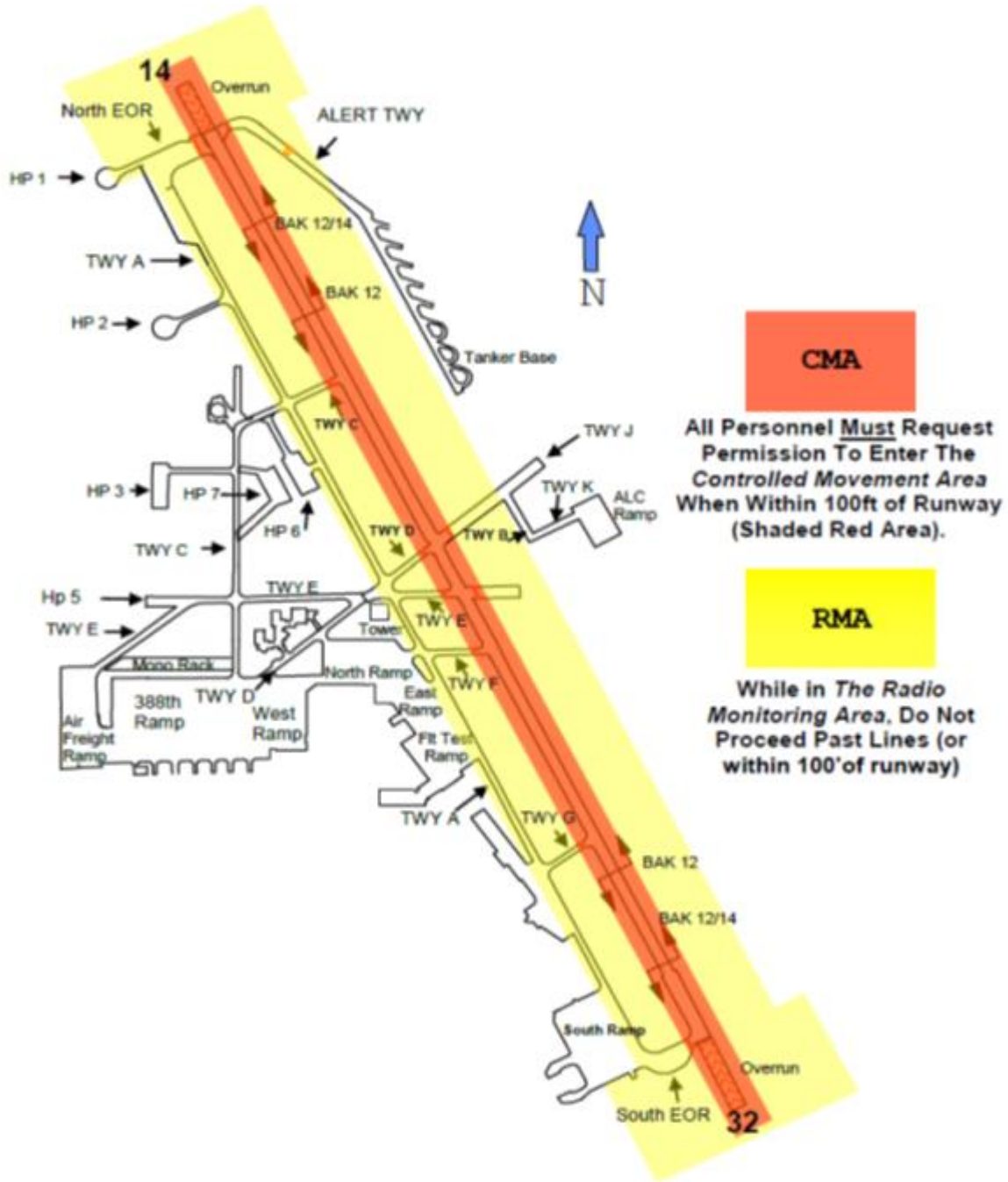
Figure A12.1. (Added) Hill AFB Orientation and Restrictions.



Attachment 13 (Added)

HILL AFB AIRFIELD CONTROLLED MOVEMENT AND RADIO MONITORING AREAS

Figure A13.1. (Added) Hill AFB Airfield Controlled Movement and Radio Monitoring Areas.



Attachment 14 (Added)

HILL AFB AIRFIELD FOD CHECK POINTS/AIRFIELD ACCESS POINTS

Figure A14.1. (Added) Hill AFB Airfield FOD Check Points/Airfield Access Points.



Attachment 15 (Added)

HILL AIRFIELD MANAGEMENT AIRFIELD CONSTRUCTION/TDY BRIEFING GUIDE

Table A15.1. (Added) Hill Airfield Management Airfield Construction/TDY Briefing Guide.

Hill Airfield Management Airfield Construction/TDY Briefing Guide		
Contract #:	Operational Area:	Date:
<p>Purpose: To brief construction crews or TDY personnel on their responsibilities as related to the following:</p> <p>Flightline Authorization: Before work begins on the airfield, all contractors/TDY personnel must receive this briefing and ensure all employees receive and sign this briefing, forwarding a copy to the project manager, and receive a flightline authorization pass. Return the pass to Airfield Management upon expiration or when no longer required.</p> <p>Proper FOD Checks and FOD awareness: Always clean vehicle floor and tires (with roll over) before entering the airfield area or leaving the construction site, visually inspect vehicle and tires, and sweep up as necessary. If the contractor posts a FOD monitor at taxiway crossings, the monitor will check the taxiway after each vehicle crosses. Coordinate with AFM, AAFM or Wing ADPM on smoking, eating areas on the airfield and for proper disposal of trash. Only hats and safety helmets with chin straps secured will be allowed on the airfield.</p> <p>Operation in vicinity of aircraft: No vehicle will park or pass closer than 25 feet in front of or 200 feet to the rear of an aircraft that has engines running at idle.</p> <p>Traffic Flow Control: Aircraft have the right of way. If you see an aircraft moving in your direction, do not cross in front of it. Vehicles must come to a complete stop within 100 ft of a fighter type aircraft. Vehicles encountering larger than fighter type aircraft must turn around and exit the taxiway. Vehicles operating on all taxiways will travel on the extreme right edge of the taxiway. No vehicle will be parked in such a manner to impede vehicle or aircraft traffic.</p> <p>Airfield Area Awareness/Radio Controlled Movement Area: Controlled Movement Area – all areas on the airfield where two way radio contact with the control tower is required. This area includes the runway infield and overruns. Be aware of the airfield area as it relates to the work site, the controlled movement area, and the restricted areas. Do not enter the controlled movement area without prior coordination with the Airfield Management section and radio contact with the control tower. If working in the controlled movement area, always maintain 2-way radio contact, always read back instructions to the tower. Do not ever use the word “clear”. Add all areas as defined in Attachment 1 where two way radio contact is required</p> <p>Night operations: When an aircraft is approaching, headlights will be turned off, and emergency flashers or parking lights turned on, to prevent interference with the pilot’s vision. Do not leave vehicle unattended on taxiways. Do not leave engine running in unmanned vehicles.</p> <p>Speed Limits: All taxiways, aprons, and ramps: General Purpose Vehicles - 15 MPH; Any vehicle within 50 feet of an aircraft, snowplow, or building - 5 MPH.</p> <p>Site Visit: The Airfield Manger or designated representative will visit the work site as required. Briefing Confirmation (Sign below)</p>		
Contractor: _____		Project Officer: _____

Attachment 16 (Added)**CONTROLLED MOVEMENT AREA (CMA) PHRASEOLOGY****A16.1. (Added) Techniques and Instructions Used on the Airfield.**

A16.1.1. **(Added)** When requesting access on the runway, you must state the requested access point, call sign, and should include destination and expected duration.

A16.1.2. **(Added)** Some runway crossing approvals may be issued as "without delay". This means the Tower has approved your operation using minimal time on the runway. If you are crossing the runway DO NOT STOP. If you expect to use more than minimal time on the runway or you are unable to proceed "without delay", hold short and advise the controller. If the controller clears you to cross the runway before you have made your request and you need access on the runway instead of crossing, hold short and advise the controller.

A16.1.3. **(Added)** Any approval "up to, but not on the runway" is an approval inside a 100 foot, distance from the runway edge lights. The runway edge lights are the defining boundary when given permission "up to, but not on" the runway. This requires specific approval from the Control Tower. See paragraph [4.2.1.2-4.2.1.3.2](#) for additional guidance concerning "up to, but not on the runway."

A16.1.4. **(Added)** During inclement weather conditions stay behind the flashing sign on the north perimeter road until Tower approval is given.

A16.1.5. **(Added)** If on a runway or taxiway and you observe the runway or taxiway lights flashing on and off, look to Tower for light gun signals, exit immediately and contact the Tower. You may be experiencing radio difficulties and cannot hear the instructions to exit the runway/taxiway.

A16.1.6. **(Added)** Under no circumstances shall a vehicle be driven onto the runway if there is any uncertainty concerning the approval of the request.

A16.2. (Added) Example of Initial Call to Tower.

A16.2.1. **(Added)** Identify yourself and state your request or advisory. "HILL GROUND, AIRFIELD 3."

A16.2.2. **(Added)** The Ground Controller will respond by: "AIRFIELD 3, HILL GROUND."

A16.3. (Added) Example of Runway Crossing.

A16.3.1. **(Added)** VEHICLE: "HILL GROUND, AIRFIELD 3."

A16.3.2. **(Added)** HILL GROUND: "AIRFIELD 3, HILL GROUND."

A16.3.3. **(Added)** VEHICLE: " HILL GROUND, AIRFIELD 3 AT TAXIWAY DELTA REQUEST PERMISSION TO CROSS THE RUNWAY."

A16.3.4. **(Added)** Hill Ground will advise the vehicle to:

A16.3.4.1. **(Added)** HILL GROUND: " AIRFIELD 3, HOLD SHORT, LANDING or DEPARTING TRAFFIC."

A16.3.5. **(Added)** Or will transmit crossing instructions.

A16.3.5.1. **(Added)** HILL GROUND: "AIRFIELD 3, CROSS RUNWAY ONE FOUR AT DELTA, REPORT WHEN OFF."

A16.3.5.2. **(Added)** VEHICLE: "HILL GROUND, AIRFIELD 3, PROCEEDING ACROSS THE RUNWAY AT DELTA AND WILL REPORT OFF." **Note:** If holding instructions are issued the controller may state the reason for the hold. You must repeat all hold short instructions.

A16.3.5.3. **(Added)** HILL GROUND: "AIRFIELD 3, HOLD SHORT, LANDING TRAFFIC." VEHICLE: "HILL GROUND, AIRFIELD 3, WILL HOLD SHORT."

A16.3.5.4. **(Added)** Or

A16.3.5.5. **(Added)** HILL GROUND: "AIRFIELD 3, PROCEED ACROSS THE RUNWAY AT THE NORTH BAK 12 BARRIER", "REPORT OFF."

A16.3.5.6. **(Added)** VEHICLE: "HILL GROUND, AIRFIELD 3, PROCEEDING ACROSS THE RUNWAY AT THE NORTH BAK 12 BARRIER AND WILL REPORT OFF."

A16.3.6. **(Added)** The requester will respond with hold instructions, approval to proceed across, or "stand by" instructions.

A16.4. (Added) Example of Access on the Runway. NOTE: You must state the requested access point and should include destination and expected duration on the runway.

A16.4.1. **(Added)** HILL GROUND: "AIRFIELD SWEEPER, PROCEED ON RUNWAY ONE FOUR AT TAXIWAY CHARLIE, REPORT OFF."

A16.4.2. **(Added)** Or

A16.4.3. **(Added)** HILL GROUND: "OPS ONE, PROCEED ONTO RUNWAY ONE FOUR AT CHARLIE, REPORT OFF."

A16.4.4. **(Added)** Or

A16.4.5. **(Added)** HILL GROUND: "SURVEY ONE, PROCEED ACROSS RUNWAY ONE FOUR AT DELTA WITHOUT DELAY, REPORT OFF."

A16.4.6. **(Added)** The controller will issue an approval, hold instructions, or "stand by."

A16.4.7. **(Added)** HILL GROUND: "AIRFIELD SWEEPER, PROCEED ON RUNWAY AT CHARLIE, REPORT OFF."

A16.4.8. **(Added)** Or

A16.4.9. **(Added)** HILL GROUND: "OPS ONE, PROCEED ONTO RUNWAY AT CHARLIE", REPORT OFF" **Note:** Some approvals may be issued as "without delay." This means that you are approved for your operation using minimal time on the runway. If you are crossing the runway DO NOT STOP. If you expect to use more than minimal time on the runway or you are unable to proceed "without delay", hold short and advise the controller. If the controller approves you to cross the runway before you have made your request and you need access on the runway instead of crossing, hold short and advise the controller.

A16.4.10. **(Added)** HILL GROUND: " PAVEMENT ONE, PROCEED ACROSS RUNWAY ONE FOUR AT DELTA WITHOUT DELAY, REPORT OFF."

A16.5. (Added) Example of access "up to, but not on the runway." Note: Any approval "up to, but not on runway" is an approval inside a 100' distance from the runway edge light. The runway edge lights are the defining boundary when given permission "up to, but not on" the runway. This requires specific approval from the Control Tower. See paragraph [4.2.1.3-4.2.1.3.2](#) for additional guidance concerning "up to, but not on the runway."

A16.5.1. (Added) HILL GROUND: "AIRFIELD LIGHTING, PROCEED UP TO, BUT NOT ON RUNWAY AT DELTA" REPORT OFF."

A16.6. (Added) Example of Reporting off the Runway.

A16.6.1. (Added) VEHICLE: "AIRFIELD 3 IS OFF THE RUNWAY AT THE NORTH BAK-12." VEHICLE: "AIRFIELD SWEEPER IS OFF THE RUNWAY AT FOXTROT."

A16.6.2. (Added) VEHICLE: "OPS ONE IS OFF THE RUNWAY AT CHARLIE."

A16.7. (Added) Example of Acknowledging Tower Instructions.

A16.7.1. (Added) VEHICLE: "HILL GROUND, OPS ONE PROCEEDING ACROSS THE RUNWAY AT DELTA AND WILL REPORT OFF." **Note:** Never use the phrases "CLEAR", "CLEARED", or "CLEARANCE." These words are used strictly by ATC in communications with aircraft only.

A16.8. (Added) All acknowledgements and instructions must be reported verbatim back to the tower.

A16.9. (Added) Examples of Improper Phraseology.

A16.9.1. (Added) Phrases such as; "CLEARED", "CLEAR", "CLEARANCE", "GO-AHEAD", "OK", or "GO ON", should not be used by vehicle drivers and should be verified prior to proceeding with a request.

Attachment 17 (Added)

NORTH RAMP DRIVING RESTRICTIONS

Figure A17.1. (Added) North Ramp Driving Restrictions.

