

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**



AIR FORCE INSTRUCTION 13-213

4 FEBRUARY 2020

Incorporating Change 1, 24 March 2022

**HILL AIR FORCE BASE
Supplement**

19 AUGUST 2026

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

AIRFIELD DRIVING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: HQ AFFSA/XA

Certified by: AF/DA3O
(Mr. Trent O. Dudley)

Supersedes: AFI13-213, 1 June 2011

Pages: 103

(HILLAFB)

OPR: 75OSS/OSAA

Certified by: 75OSS/CC

Supersedes: AFI13-213_HILLAFBSUP, 22 MARCH 2021

Pages:

This Department of the Air Force Instruction (DAFI) implements Air Force Policy Directive (AFPD) 13-2, *Air Traffic Control, Airfield, Airspace and Range Management*. This DAFI applies to all civilian employees and uniformed members of the United States Space Force, Regular Air Force, Air Force Reserve, and Air National Guard organizations (to include contracted locations) that administer an airfield driving program. At joint, shared-use, and overseas airfields, this DAFI applies to organizations that are operated and/or managed by the Department of the Air Force, as outlined in real estate documents or letters of agreement. It establishes responsibilities, procedures, and restrictions for the safe control and operation of vehicles and equipment on airfield ramps, aprons, taxiways, and runways. Compliance with the Attachments [2](#), [3](#), [4](#), [5](#), [6](#), [7](#), [8](#) and [9](#) in this instruction is mandatory. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer

recommended changes and questions about this publication to the office of primary responsibility (OPR) using the Air Force Form 847, *Recommendation for Change of Publication*; route Air Force Form 847 from the field through the appropriate functional chain of command. This DAFI may be supplemented at any level, however major or field command supplements to include interim changes to previously approved supplements must be routed to Headquarters Air Force Flight Standards Agency (AFFSA), Director of Airfield Operations (AO) for coordination prior to certification and approval. Unit (wing or base) supplements to this DAFI must be routed to the responsible major or field command OPR for AO for review and coordination prior to certification and approval. The authorities to waive wing or unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See DAFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command and major or field command OPR for AO prior to submission to the appropriate tier waiver approval authority. The Air Force Flight Standards, Airfield Operations Directorate (AFFSA/XA) is the tier waiver approval authority for non-tiered compliance items or requirements in this DAFI. See [paragraph 1.2](#) for additional guidance concerning waivers to this DAFI. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of the Air Force. The reporting requirements in this DAFI are exempt from licensing with a report control symbol according to Air Force Instruction 33-324, *The Air Force Information Collections and Reports Management Program*.

(HILLAFB) Air Force Instruction (AFI) 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 DAF Form 847, *Recommendation for Change of Product*; route DAF 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. DAF Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, 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 interim change revises AFI 13-213 by changing it to a DAFI, de-conflicting guidance and tier waiver authority for Foreign Object Damage (FOD) checks on Department of the Air Force (DAF)

owned and/or operated airfields, clarifying wing or garrison airfield driving program manager's role and responsibility for ensuring unit program compliance and updating technical references. A margin bar (|) indicates newly revised material.

(HILLAFB) 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.

Chapter 1—GENERAL INFORMATION	8
1.1. Scope and Purpose	8
1.2. Waivers.	9
Chapter 2—ROLES AND RESPONSIBILITIES	10
2.1. Headquarters Air Force Flight Standards Agency.	10
2.2. Major or Field Command OPR for Airfield Operations.	10
2.3. Host Wing Commander or equivalent.	10
2.3. (HILLAFB) Host Wing Commander or equivalent.	10
2.4. Operations Group Commander or equivalent.	11
2.4. (HILLAFB) Operations Group Commander or equivalent.	11
2.5. Unit Commander or equivalent.	11
2.6. Airfield Operations Flight Commander (AOF/CC) or equivalent.	11
2.7. Wing or Garrison ADPM. The Wing or Garrison ADPM (WADPM) will:.....	12
2.8. Unit ADPM.....	14
2.9. Airfield Driving Trainers.	17
2.10. Airfield Drivers.	18
2.11. Airfield Management (AM).	19
2.12. Air Traffic Control Tower.	19
2.13. Wing Safety.	20
2.13. (HILLAFB) Wing Safety.	20
2.14. Security Forces Squadron.	20
2.15. Hospital/Medical Treatment Facility.	20
2.15. (HILLAFB) Hospital/Medical Treatment Facility.	20
2.16. Civil Engineer Squadron.	21
2.16. (HILLAFB) Civil Engineer Squadron.	21
Chapter 3—TRAINING CRITERIA AND TESTING	23
3.1. Training Curriculum.	23

3.2.	Training Criteria.	23
3.3.	Testing Requirements.	24
3.4.	Color Vision Requirements.....	26
3.5.	(Added-HILLAFB) Procedures for Issuing AF Form 483.	26
3.6.	(Added-HILLAFB) Annual Refresher Training Requirements.	27
3.7.	(Added-HILLAFB) Disposition of Documentation.....	27
3.8.	(Added-HILLAFB) TDY and Contractor Training.	28
Chapter 4—OPERATING PROCEDURES AND STANDARDS		30
4.1.	General.....	30
4.2.	Operating a Vehicle in the CMA.	30
4.3.	Emergency removal or exit of vehicles and/or pedestrians in the event of vehicle or Air Traffic Control Tower radio failure.	34
4.4.	Airfield Driving Visual Aids/Decals.	34
4.5.	Airfield Signs.....	35
4.6.	Airfield Markings.	35
4.7.	Airfield Lighting.....	36
4.8.	Vehicle speed limits on the airfield.	36
4.9.	Vehicles operating in the immediate vicinity of an aircraft.....	39
4.10.	Parking and chocking vehicles on the airfield.	40
4.11.	Fixed and mobile obstacle distance requirements.....	41
4.12.	Control tower light gun signals.....	41
4.13.	Foreign Object Damage Prevention (FOD).	41
4.14.	Use of cellular or mobile phones on the airfield.....	42
4.15.	Restricted Visibility or Night Driving Operations.....	43
4.16.	Driving with Daytime Running Headlights.	43
4.17.	Operating Non-Vehicular Equipment.	43
4.18.	Use of Perimeter, In-Field or other Airfield Roads.	44
4.19.	Runway Crossing Limitations.....	44
4.20.	Emergency Responses on or near the Runway(s).....	45
4.21.	Vehicle Traffic Control Devices or Lights Located on Taxiways and Runways.....	45
4.22.	Airfield Driving During Blackout Conditions.	45
4.23.	Vehicle escorts and convoys on the CMA and Non-CMA.....	46
4.24.	Vehicles equipped with supplemental traction devices.	46

4.25.	Vehicular traffic over in-ground fuel pit covers.	47
4.26.	Jet blast hazard areas.....	47
4.27.	Disabled Vehicle.....	47
4.28.	Temporarily assigned personnel, Inspection and Survey Teams, and non-base assigned contractors.	48
4.29.	POV and Government Leased Vehicle Passes.....	49
4.30.	Reporting, Enforcement and Violation Consequences.	51
4.31.	Reinstatement of an AF Form 483.....	52
4.32.	Reporting and documenting Controlled Movement Area Violation events.....	52
4.32.	(HILLAFB) Reporting and documenting Controlled Movement Area Violation events.	52
4.33.	Reporting and documenting Non-CMA airfield driving incidents and/or violations.....	55
4.34.	Airfield Diagram.....	55
Figure 4.1.	Hot Spots.....	56
Figure 4.2.	(Added-HILLAFB) Stop bar on North Perimeter access road.	56
Figure 4.3.	(Added-HILLAFB) Typical Runway Guard Lights.	57
Figure 4.4.	(Added-HILLAFB) Typical Taxiway Edge Lights.	57
Figure 4.5.	(Added-HILLAFB) Aircraft Circle of Safety.	57
Figure 4.6.	(Added-HILLAFB) Non-Movement Area Boundary Marking With FOD Check Point Marking painted on the ground.	58
Figure 4.7.	(Added-HILLAFB) FOD Check Point Signs.....	58
Figure 4.8.	(Added-HILLAFB) POV Airfield Pass.	58
Figure 4.9.	(Added-HILLAFB) POV Pass Example.....	59
Figure 4.10.	(Added-HILLAFB) Entry Control Point to a Restricted Area.....	59
Figure 4.11.	(Added-HILLAFB) Restricted Area Sign.....	60
Chapter 5—RADIO COMMUNICATIONS PHRASEOLOGY, DISCIPLINE AND TECHNIQUES		61
5.1.	General.....	61
5.2.	Radio Techniques.	61
5.3.	Phraseology.....	62
5.3.	(HILLAFB) Phraseology.	62
Table 5.1.	Sample Runway Crossing Phraseology.	62
Table 5.2.	Sample Read back Instructions.	62

Table 5.3.	Sample Hold Short Instructions.	63
5.4.	Common Use Phrases.	63
Table 5.4.	Common Use Phrases.	64
5.5.	Phonetic Aviation Alphabet.	64
Table 5.5.	Phonetic Aviation Alphabet.	65
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		66
Attachment 2—RUNWAY INCURSION PREVENTION WORKING GROUP (RIPWG)		75
Attachment 3—AIRFIELD SIGNS, MARKING, AND LIGHTING		77
Attachment 4—UNIT AIRFIELD DRIVING PROGRAM MANAGER AND TRAINER(S) APPOINTMENT LETTER		80
Attachment 5—UNIT AIRFIELD DRIVING PROGRAM MANAGER TRAINING CHECKLIST		81
Attachment 6—AIRFIELD MANAGEMENT QUALITY CONTROL MEASURES		83
Attachment 7—AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST		84
Attachment 8—TEMPORARILY ASSIGNED PERSONNEL/NON-BASED ASSIGNED CONTRACTORS TRAINING CHECKLIST		87
Attachment 9—AIRFIELD DRIVING PROGRAM CONTINUITY BINDER		89
Attachment 10—(Added-HILLAFB) SAMPLE AF 483		90
Attachment 11—(Added-HILLAFB) VEHICULAR CALL SIGNS		91
Attachment 12—(Added-HILLAFB) HILL AFB ORIENTATION AND RESTRICTIONS		93
Attachment 13—(Added-HILLAFB) HILL AFB AIRFIELD CONTROLLED MOVEMENT AND RADIO MONITORING AREAS		94
Attachment 14—(Added-HILLAFB) HILL AFB AIRFIELD FOD CHECK POINTS/AIRFIELD ACCESS POINTS		95
Attachment 15—(Added-HILLAFB) HILL AIRFIELD MANAGEMENT AIRFIELD CONSTRUCTION/TDY BRIEFING GUIDE		96
Attachment 16—(Added-HILLAFB) CONTROLLED MOVEMENT AREA (CMA) PHRASEOLOGY		97
Attachment 17—(Added-HILLAFB) NORTH RAMP DRIVING RESTRICTIONS		100
Attachment 18—(Added-HILLAFB) SAMPLE POV PASS REQUEST LETTER		101

**Attachment 19—(Added-HILLAFB) SAMPLE SUSPENSION/REVOCATION OF
AIRFIELD DRIVING PRIVILEGES**

102

**Attachment 20—(Added-HILLAFB) SAMPLE ANNUAL VALIDATION OF
AUTHORIZED AIRFIELD DRIVERS**

103

Chapter 1

GENERAL INFORMATION

1.1. Scope and Purpose.

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

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

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

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

1.1.4. **Shared-Use Airfields.** Airfield Management personnel at shared-use airfields (i.e. Air National Guard, Air Force Reserve units) should work with the civil airport manager to develop and implement an airfield driving program as applicable.

1.1.5. **Contingency Locations.** Contingency is defined as a situation requiring military operations in response to natural disasters, terrorists, subversives, or as otherwise directed by appropriate authority to protect United States interests. At contingency locations, outside the United States, the senior airfield authority (SAA) is delegated authority to waive Tier 3 compliance requirements in this instruction to support tactical or combat operations and situations. Authority shall not be further delegated. **(T-1).** The SAA ensures the following actions are accomplished prior to waiver approval:

1.1.5.1. Conduct a risk management assessment with the rationale for the waiver and explain (1) how complying with the requirement or compliance item impacts mission accomplishment, OR (2) cost of compliance (training, funds, equipment, facilities, guidance or manpower) creates unacceptable risk to a higher priority task; OR (3) expected cost of compliance outweighs the benefit; OR (4) personnel cannot comply with the requirement due to a lack of resources (training, funds, equipment, facilities, guidance or manpower). **Note:** Waiver may be approved for a period not to exceed the requested waiver period or 30 calendar days after the approving commander's deployment length, whichever is shorter. Because waivers are the expression of a specific commander accepting risk,

approved waivers automatically expire 30 calendar days after a change unless the new commander renews the waiver.

1.1.5.2. Forward proposed waivers to the Air Force Forces (AFFOR) staff or equivalent for an operational review if time permits, or at the discretion of the SAA.

1.1.5.3. Refer to Air Force Tactics, Techniques, and Procedures (AFTTP) 3-4.4, *Contingency Airfield Operations* (CAO) for additional information. This AFTTP outlines how AFFOR open and operate a deployed or contingency airfield. This AFTTP volume also contains planning considerations for airfield management, air traffic control, and deployable air traffic control and landing systems (DATCALS) capabilities, procedures, forces, and equipment.

1.2. Waivers.

1.2.1. Units shall use the Air Force Form 679, *Air Force Publication Compliance Item Waiver Request/Approval* to process waivers to this instruction. (T-1).

1.2.2. All waiver requests to this instruction must be reviewed and coordinated on by the Wing or Garrison Airfield Driving Program Manager (ADPM), Airfield Operations Flight Commander (AOF/CC) or civilian equivalent, Wing Safety and major or field command OPR for AO prior to submission to the appropriate Tier waiver approval authority. (T-1).

1.2.3. Units must include a risk management assessment with the rationale for the waiver and explain (1) how complying with the requirement or compliance item impacts mission accomplishment, (2) cost of compliance (training, funds, equipment, facilities, guidance or manpower) creates unacceptable risk to a higher priority task; OR (3) expected cost of compliance outweighs the benefit; OR (4) personnel cannot comply with the requirement due to a lack of resources (training, funds, equipment, facilities, guidance or manpower). (T-1). If deemed necessary, submit additional data (e.g., letters of procedure, airspace maps, traffic patterns, airfield diagrams) to substantiate the waiver request. **Note:** Tier 1, 2, and 3 waivers may be approved for a period not to exceed the requested waiver period or 90 calendar days after the approving commander's tour length, whichever is shorter. Because waivers are the expression of a specific commander accepting risk, approved waivers automatically expire 90 calendar days after a change unless the new commander renews the waiver.

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

1.2.5. The requesting office unit commander must forward a copy of the approved waiver (e.g., AF Form 679 or equivalent) to the Air Force Flight Standards, Airfield Operations Directorate (AFFSA/XA) workflow at hqaffsa.xa@us.af.mil within 30 calendar days of approval for situational awareness and process improvement considerations. (T-1).

1.2.6. Approved waivers become part of the approver's and requestor's official records and are appropriately filed in accordance with Air Force Instruction (AFI) 33-322. (T-1).

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Headquarters Air Force Flight Standards Agency.

- 2.1.1. Develops United States Air Force airfield driving operations, procedures, and training standards.
- 2.1.2. Utilizes the Air Force Safety Automated System to monitor and track airfield driving and controlled movement area violations.
- 2.1.3. Reviews and provides final disposition on waiver request(s) to this instruction.
- 2.1.4. Supports Air Force Runway Safety Action Team programs, in accordance with Air Force Manual (AFMAN) 13-204, Volume 1, *Management of Airfield Operations*.
- 2.1.5. Develops mandatory briefing and training items to provide education, training, and awareness on airfield driving and to enhance flight safety.

2.2. Major or Field Command OPR for Airfield Operations.

- 2.2.1. Supplements United States Air Force airfield driving guidance as applicable.
- 2.2.2. Reviews and evaluates airfield driving incidents, causes, observations and recommendations.
- 2.2.3. Conducts Air Force Runway Safety Action Team programs, in accordance with AFMAN 13-204, Volume 1.

2.3. Host Wing Commander or equivalent.

2.3. (HILLAFB) Host Wing Commander or equivalent. All responsibilities in this section fall under the 75th Air Base Wing Commander (75 ABW/CC).

- 2.3.1. Ensures base or tenant agencies support the airfield driving program.
- 2.3.2. May reinstate airfield driving privileges in writing to perform mission essential duties following suspension or revocation of an individual's civilian driver's license and base driving privileges. Authority may be delegated in writing to a G-series ordered commander in the appropriate chain of command.
- 2.3.3. Approves publication of wing or base supplements to this instruction.
- 2.3.4. Requests an Air Force Runway Safety Action Team through the major or field command OPR for AO when there are recurring problems with runway incursions. See AFMAN 13-204, Volume 1 for additional information.
- 2.3.5. Reviews runway incursion and Controlled Movement Area Violation incidents and corrective actions taken.
- 2.3.6. Appoints a wing or garrison airfield driving program manager in writing. **(T-3)**. Authority may be delegated in the wing or base supplement.
- 2.3.6. **(HILLAFB)** The 75 OSS, Assistant Airfield Manager (AAFM), or Deputy Airfield Manager (DAFM), is designated as the 75 Wing Airfield Driving Program Manager (WADPM).

2.4. Operations Group Commander or equivalent.

2.4. (HILLAFB) Operations Group Commander or equivalent. All responsibilities in this section fall under the 75 ABW/CC.

2.4.1. Reviews Controlled Movement Area Violations and corrective actions taken.

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

2.4.3. Approves the shape and increase or decrease in the size of the controlled movement area (CMA) with recommendations from airfield manager (AFM), wing or garrison airfield driving program manager (WADPM), AOF/CC, tower chief controller, and wing safety.

2.5. Unit Commander or equivalent.

2.5.1. Shall appoint qualified primary and alternate unit ADPMs and unit airfield driving trainers in writing in accordance with [paragraph 2.8](#) and [paragraph 2.9 \(T-3\)](#). **Note:** Ensure an adequate number of unit ADPMs to satisfactorily manage the number of airfield drivers within an organization. Conversely, small organizations can combine or consolidate their airfield driving program. See [Attachment 4](#) for an example appointment letter.

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

2.5.3. Certifies unit personnel complete the required training and testing requirements outlined in this instruction and wing or base supplement prior to obtaining an Air Force Form 483, *Certificate of Competency* to operate a vehicle on the airfield. **Note:** Unit commanders may delegate to unit ADPMs.

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

2.5.5. Suspends a unit member's airfield driving authorization upon suspension or revocation of their civilian driver's license or base driving privileges. Notify the wing or garrison ADPM and unit ADPM of the individuals' suspension or revocation. **Note:** Process request for reinstatement of airfield driving authorization according to [paragraph 4.31](#).

2.5.6. Participates in the RIPWG.

2.6. Airfield Operations Flight Commander (AOF/CC) or equivalent.

2.6.1. Assists in assigning an operational category classification (e.g. Operational Error, Pilot Deviation and Vehicle/Pedestrian) in the recommendation section of the Air Force Form 457 *United States Air Force Hazard Report* or narrative section of the Air Force Form 651, *Hazardous Air Traffic Report*.

2.6.2. Concurs or non-concurs with safety investigations on controlled movement area violations and runway incursions in accordance with Department of the Air Force Manual 91-223, *Aviation Safety Investigations and Reports*.

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

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

2.6.5. Participates in the RIPWG.

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

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

2.7.2. Develop a wing or base supplement to this instruction. **(T-2)**.

2.7.3. Use **Attachment 5** (or electronic equivalent) to conduct and document training on a Unit ADPM prior to performing duties. **(T-3)**.

2.7.4. Provide unit ADPMs a copy of the wing or base supplement to this instruction, training curriculum, and testing materials to manage unit airfield driving program. **(T-3)**.

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

2.7.6. Conduct an annual self-assessment of Wing Airfield Driving program using the Self-Assessment Communicator (SAC) loaded into Management Internal Control Toolset (MICT). **(T-2)**.

2.7.7. Conduct quality control measures to monitor the effectiveness of unit airfield driver training programs. See **Attachment 6**. **(T-3)**.

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

2.7.8.1. **(Added-HILLAFB)** 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.

2.7.9. Develop proactive approaches utilizing local resources, such as base paper, commander's access channel (TV), e-mail advisories, or unit briefings, in order to educate, inform and update personnel on airfield changes, trends and special events. **(T-3)**. Examples include but are not limited to exercises, air shows, and static displays, driving violations, runway/taxiway closures and inclement weather driving conditions.

2.7.10. Notify the appropriate unit commander, ADPM and AOF/CC when an individual commits a controlled movement area violation. **(T-3)**.

2.7.11. Maintain a Wing ADPM Continuity Binder or electronic equivalent outlined in [Attachment 9](#). (T-3).

2.7.12. Conduct semi-annual meetings with Unit ADPMs to provide training, brief Controlled Movement Area Violations, or trends. (T-3). Use a Memorandum for Record (MFR) to document semi-annual meeting minutes. Maintain a file copy of the current calendar year in Tab J of the Wing ADPM Continuity Binder.

2.7.13. Coordinate on unit airfield driving lesson plans and tests. (T-3).

2.7.14. Ensure unit ADPMs provide appropriate training to temporarily assigned personnel, inspection and survey teams, and non-base assigned contractors based on type, location, time and duration of work. (T-2).

2.7.15. Provide classroom training as determined locally. (T-3).

2.7.16. Identify mission oriented protective posture training requirements in accordance with AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, Chapter 14 and publish in the wing or base supplement, as applicable. (T-3).

2.7.17. Participate in the RIPWG. (T-3).

2.7.18. Provide Unit ADPM a standardized spreadsheet (or electronic equivalent) to monitor and track unit personnel authorized to drive on the airfield. (T-3). The list of airfield drivers will include the individual's full name, rank, unit, AF Form 483 certificate number, restrictions (e.g. daytime or ramp only) and refresher training due date. (T-3).

2.7.19. Take immediate actions following a Controlled Movement Area Violation or Runway Incursion to correct any identified systematic problems and ensures interim control measures are applied until permanent corrections are made. (T-3).

2.7.20. Develop a local airfield diagram for the wing or base supplement to this instruction. (T-3). See [paragraph 4.34](#) for additional information.

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

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

2.7.23. Develop a local airfield diagram or layout test to ensure individuals know the location of runways, taxiways, aprons, perimeter road, and airfield access points. (T-1). See [paragraph 3.3.1.1](#) for additional information.

2.7.24. Develop a written communication, general knowledge, and runway incursion on the wing or base supplement. (T-1). Include the OPR and currency date on each test. See [paragraph 3.3.1.2-3.3.1.5](#) for additional information.

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

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

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

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

2.8.2. Possess an AF Form 483. **(T-1)**. **Note:** Unit ADPMs with members who require CMA access, must also have CMA access **(T-1)**.

2.8.3. Administer the airfield driver's training program according to this instruction and wing or base supplement. **(T-2)**.

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

2.8.5. Limit airfield driver's access on or across runways to mission essential duties only. **(T-3)**.

2.8.6. Identify, document, and track personnel requiring access to the CMA, Non-CMA, or restricted airfield driving as applicable (e.g., ramp only or daylight hours only) **(T-3)**.

2.8.6.1. **(Added-HILLAFB)** All flight line drivers are fully trained to drive on the CMA, daytime and nighttime with exceptions as approved by the AFM or WADPM. When approved by the AFM, the individual is issued a restricted access AF Form 483 through the WADPM 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.

2.8.7. Ensure unit personnel who are not trained and certified to drive at night possess an AF Form 483 which indicates restricted access (i.e. "AUTHORIZED DAYLIGHT HOURS ONLY"). **(T-3)**. If the individual later requires driving on the airfield at night, ensure the practical airfield familiarization training and practical driving check-ride is conducted and documented prior to updating the AF Form 483.

2.8.8. Ensure designated airfield driving trainers conduct and document practical day and night (as applicable) airfield familiarization training and practical driving check-ride on unit personnel prior to issuance of an AF Form 483. **(T-3)**.

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

2.8.10. Ensure unit personnel have a valid state or country driver's license to operate privately owned, government (may also require a government driver's license), or contractor owned or leased vehicles on the airfield. **(T-3)**. At overseas locations, refer to major or field command directives for additional guidance.

2.8.11. Ensure unit personnel are qualified to drive the vehicle(s) they are operating on the airfield. **(T-3)**. This includes any other additional training required to operate vehicles in various field conditions (e.g., blackout or night vision devices, mission oriented protective

posture gear). Units with personnel operating vehicles on the airfield using mission oriented protective posture gear must have local operating procedures coordinated through the wing or garrison ADPM and approved by the requesting unit's squadron commander. **(T-3)**. The local operating procedures must include the required training outlined in AFMAN 24-306, Chapter 14. **(T-1)**.

2.8.11.1. **(Added-HILLAFB)** Blackout/Night Vision Device (NVD) Driving Conditions. Blackout/NVD Driving Conditions are not authorized 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.

2.8.12. Maintain current and accurate airfield driving training records, associated forms and listing of unit personnel authorized to drive on the airfield. **(T-3)**.

2.8.13. Ensure personnel that have (or will have) duties requiring them to operate a vehicle on the airfield in a deployed or contingency environment are trained and possess a valid AF Form 483 prior to deploying. **(T-3)**.

2.8.14. Schedule personnel that require access to the CMA for color vision testing according to the wing or base supplement to this instruction. **(T-3)**. See [paragraph 3.4](#) for additional information.

2.8.15. Conduct and document annual refresher training on unit airfield drivers. **(T-2)**. **Note:** Document completion of refresher training on the reverse side of the individual's AF Form 483. Maintain a copy of the most current refresher training completion date on file in the unit.

2.8.16. Ensure alternate Unit ADPMs and designated trainers give a practical day and night (as applicable) airfield familiarization training and practical driving check-ride to all new vehicle operators before they are allowed to drive vehicles on the airfield. **(T-3)**.

2.8.17. Maintain an airfield driving program Continuity Binder (or electronic equivalent) in the format outlined in [Attachment 9](#). **(T-3)**.

2.8.18. Train unit airfield driver trainers on how to conduct and document training for newly assigned unit airfield drivers. **(T-3)**.

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

2.8.20. Ensure temporarily assigned personnel, inspection and survey teams and non-base assigned contractors, that are hosted by the unit receive local airfield driving training as outlined in this instruction and wing or base supplement. **(T-2)**.

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

2.8.21.1. **(Added-HILLAFB)** 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.

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

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

2.8.24. Provide classroom training as determined locally. **(T-3)**.

2.8.25. Maintain current and accurate training and testing materials. **(T-3)**.

2.8.26. Notify unit commander and wing or garrison ADPM in writing after an individual commits a violation and/or after suspending an individual's airfield driving privileges. **(T-3)**.

2.8.27. Participate in the RIPWG. **(T-3)**.

2.8.28. Annually validate the number of personnel authorized to drive on the airfield to include justification for individuals required to enter or cross the CMA. **(T-3)**. Provide results to the wing or garrison ADPM via an email or memorandum for record (MFR).

2.8.28.1. **(Added-HILLAFB)** Validate unit drivers using **Attachment 21** as a template for the validation MFR required to be sent to the wing or garrison ADPM.

2.8.29. Review current airfield information (NOTAMS, advisories and/or emails from wing or garrison ADPM for any taxiway closures, runway closures, construction activity, or other airfield hazards and disseminate this information out to unit drivers for their situational awareness. **(T-3)**.

2.8.29.1. **(Added-HILLAFB)** NOTAMS website location: **Primary:**
<https://www.daip.jcs.mil/daip/mobile/index>; **Alternate:**
<https://www.notams.faa.gov/dinsQueryWeb>. Search NOTAMS by location. 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.

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

2.8.31. **(Added-HILLAFB)** 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 Restricted 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 WADPM.

2.8.32. **(Added-HILLAFB)** Hill AFB Unit PMs use the Airfield Driving Training Certification System (ADTCS) website (<https://aodms.af.mil/AirfieldDriving>) to administer the required CBT, testing, and tracking of individual's training for airfield driving.

2.8.33. **(Added-HILLAFB)** After the individual successfully completes the unit's training, the ADPM ensures the completion of the Airfield Driving Training Documentation and Certification Checklist, which indicates completion of requirements. For those units who do not conduct their own testing using the ADTCS website, the ADPM can obtain a testing date from the WADPM or the designated representative. Testing is completed within 30 days of first completed training.

2.8.34. **(Added-HILLAFB)** The trainee takes his or her completed Airfield Driving Training Documentation and Certification Checklist to their Unit ADPM. 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.

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

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

2.8.37. **(Added-HILLAFB)** Driver profiles are kept for record on the ADTCS website. **Attachment 7** can be electronically created from the driver's profile.

2.9. Airfield Driving Trainers.

2.9.1. Must possess an AF Form 483 with the same level of access (i.e. Unit Airfield Driving Program Trainers with members who require CMA access, must also have CMA access) as the personnel the trainers are training. **(T-1).**

2.9.2. Conducts and documents practical day and night (as applicable) airfield familiarization training and the practical driving check-ride as outlined in this instruction and wing or base supplement.

2.9.3. Ensures unit personnel being trained have a valid state or country driver's license to operate the applicable vehicles prior to operating the vehicle on the airfield. **Note:** At overseas locations, refer to major or field command directives for additional guidance.

2.9.4. **(Added-HILLAFB)** 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-HILLAFB)** Minimum requirements for unit airfield driving trainers:

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

2.9.5.2. **(Added-HILLAFB)** Have a current AF 483.

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

2.9.5.4. **(Added-HILLAFB)** 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.

2.10. Airfield Drivers.

2.10.1. Possess a valid AF Form 483 or be escorted by a vehicle operator that possesses a valid AF Form 483. **Note:** A valid AF Form 483 must be in the driver's possession when operating a vehicle and/or non-vehicle equipment on the airfield. **(T-1)**.

2.10.2. Comply with all governing directives and safety practices while driving on DAF-owned and/or operated airfields.

2.10.3. Review and understand airfield signage and markings.

2.10.4. Maintain situational awareness when driving on the airfield, especially in areas Air Traffic Control Tower has known visual blind spots. It is the personal responsibility of every vehicle operator or pedestrian operating on the airfield to check for approaching aircraft, visually observe the Air Traffic Control Tower, and recognize the location of runways, taxiway, and aprons.

2.10.5. Review current airfield information for any taxiway closures, runway closures, construction activity, or other airfield hazards.

2.10.5.1. **(Added-HILLAFB)** Review NOTAMs in accordance with [paragraph 2.8.29.1](#) for current airfield information.

2.10.6. Ensure appropriate vehicle lights (high beams, flashers, beacons, and strobes) are operational prior to driving in the operational area.

2.10.7. Use service roads whenever possible to minimize time spent on taxiways and runways.

2.10.8. Use correct terminology during radio transmissions.

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

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

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

2.10.12. **(Added-HILLAFB)** 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.

2.11. Airfield Management (AM).

2.11.1. Serves as the OPR for the wing or base airfield driving program. **Exception:** At contract locations, the AOF/CC shall be designated as the OPR for the wing or base supplement. **(T-2).** The AOF/CC shall designate the airfield management contract officer representative (military or DoD civilian) as the point of contact for the wing or base supplement. **(T-2).** However, the contract airfield management office retains responsibility for development of the wing or base supplement to this instruction.

2.11.2. Conducts random spot checks for enforcement and compliance of the airfield driving program in conjunction with periodic airfield checks. Annotate spot checks on the Air Force Form 3616, *Daily Record of Facility Operations* or electronic equivalent.

2.11.3. Routinely monitors radios for proper radio terminology, phraseology and discipline. Immediately respond to and correct improper radio usage when notified by the air traffic control tower or through the monitoring of radio frequencies. Document corrective actions on an AF Form 3616 or electronic equivalent.

2.11.4. Imposes and publishes restricted driving routes as required.

2.11.5. Responds to reported or suspected airfield driving violations (e.g. Controlled Movement Area Violations, speeding, expired POV, runway incursions).

2.11.6. Participates in the RIPWG.

2.11.7. AFM, wing or garrison ADPM, and other designated airfield management (AM) representatives are responsible for determining certificate numbers and signing AF Form 483s.

Note: Authority must not be delegated outside AM. **(T-1).**

2.12. Air Traffic Control Tower.

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

2.12.2. Reports known airfield and controlled movement area violations and problems with vehicle operator radio communications to airfield management. Assists airfield management in identifying and locating violators or any unauthorized personnel and vehicles.

2.12.3. Participates in the RIPWG.

2.12.4. **(Added-HILLAFB)** Immediately report violations of this instruction to Airfield Management.

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

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

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

2.12.5.3. **(Added-HILLAFB)** 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. Wing Safety.

2.13. (HILLAFB) Wing Safety. All responsibilities in this section fall under the 75th Air Base Wing Safety (75 ABW/SE).

2.13.1. Coordinates on wing or base supplement to this instruction.

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

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

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

2.13.5. Participates in the RIPWG.

2.13.6. Reviews Controlled Movement Area violations for trends.

2.14. Security Forces Squadron.

2.14.1. Monitors airfield vehicle operations.

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

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

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

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

2.14.6. Provides assistance when requested by Airfield Management or the Air Traffic Control Tower to apprehend airfield driving violators (e.g. Controlled Movement Area Violation, speeding, expired POV, runway incursion) and remove unauthorized personnel from the airfield.

2.14.7. Participates in the RIPWG.

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

2.14.9. **(Added-HILLAFB)** Be alert for FOD 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. Hospital/Medical Treatment Facility.

2.15. (HILLAFB) Hospital/Medical Treatment Facility. All responsibilities in this section fall under the 75th Medical Group (75 MDG).

2.15.1. Administers and documents color vision screening as determined in the wing/base supplement.

2.15.1.1. **(Added-HILLAFB)** Reviews medical records for an individual's color vision screening, as applicable, and documents results in the ADTCS website, <https://aodms.af.mil/AirfieldDriving>.

2.15.1.2. **(Added-HILLAFB)** 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.

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

2.16. Civil Engineer Squadron.

2.16. (HILLAFB) Civil Engineer Squadron. All responsibilities in this section fall under the 75th Civil Engineer Group (75 CEG), Army Corps of Engineers, or other contracting organizations.

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

2.16.2. Ensures training requirements and construction vehicle access roads, including access gates and haul routes are approved by the AFM or wing or garrison ADPM and are included in contract documents.

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

2.16.4. **(Added-HILLAFB)** Ensure all contracts for activities within the airfield environment contain a requirement for airfield safety and airfield driving training before starting work.

2.16.5. **(Added-HILLAFB)** Ensure base assigned contractors are trained IAW this AFI and receive an AF 483 endorsed by AFM or wing ADPM before driving on the airfield.

2.16.6. **(Added-HILLAFB)** 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.

2.16.7. **(Added-HILLAFB)** 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.

2.16.8. **(Added-HILLAFB)** 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.

2.16.9. **(Added-HILLAFB)** 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](#).

2.16.10. **(Added-HILLAFB)** The 75 CEG Project Manager coordinates work on the airfield as defined in [Attachment 15](#) with Airfield Management. The AFM or WADPM clarifies the level of training required for contractors and coordinate issuance of POV passes through the 75 CEG ADPM.

Chapter 3

TRAINING CRITERIA AND TESTING

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

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

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

3.2.1.1. **(Added-HILLAFB)** Use the ADTCS website: <https://aodms.af.mil/AirfieldDriving> to document training and testing completion. The system will auto populate **Attachment 7** under the member's profile.

3.2.2. Refresher training annually or upon reissuance of the AF Form 483. **(T-1).** As a minimum, refresher training includes the runway incursion prevention test.

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

3.2.3.1. **(Added-HILLAFB)** If the trainee is a contractor, 75 CEG will provide classroom and practical training. The 75 CEG Unit Program Manager will issue a written test to the contractor for completion and the issuance of the AF Form 483.

3.2.3.2. **(Added-HILLAFB)** Completion of the Airfield Driving Computer-Based Training Course (accessible on the ADTCS Website, <https://aodms.af.mil/AirfieldDriving>). This completion auto populates on the ADTCS generated Attachment 7.

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

3.2.4.1. **(Added-HILLAFB)** Academic Classroom Training includes reading of this instruction, AFMAN 24-306, Chapter 12 & 14, DAFMAN 91-203, *Department of the Air Force Occupational Safety, Fire, And Health Standards*, Chapter 24, 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 DAFI before conducting day or night orientation training. Unit ADPMs are responsible for checking with the WADPM to ensure training materials are current before issuing this material to the trainee.

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

3.2.6. **(Added-HILLAFB)** 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-HILLAFB)** Document completed training within the ADTCS website by clicking the boxes under the trainee's profile.

3.3. Testing Requirements. Base assigned personnel (e.g., military, DoD civilian or contractor) required to operate a vehicle on the airfield must pass all required tests prior to issuance of an AF Form 483. **(T-1)**. Training and testing materials should be made available in the predominant host nation language as applicable. All tests shall be administered closed book. **(T-1)**. **Note:** Written tests may be consolidated as long as the minimum test questions are covered and clearly defined by sections (e.g., General Knowledge, Communication, Runway Incursion Prevention, Airfield Diagram or Layout Test).

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

3.3.1.1. Airfield Diagram/Layout Test. (T-1).

3.3.1.1.1. Include identifying the location and description of holding position signs and markings, runway(s) and taxiway(s) on the airfield diagram/layout test.

3.3.1.1.2. Required minimum passing score is a 100%.

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

3.3.1.2. Communications Test. (T-1). Communication Test contains at least 5 questions with a minimum passing score of 100%. This test is mandatory for airfield drivers that required access onto the CMA. Use the Airfield Driving Training Documentation and Certification Checklist to document test results. At a minimum, the communications test is comprised of the following:

3.3.1.2.1. Basic communication principles.

3.3.1.2.2. Phonetic Alphabet.

3.3.1.2.3. Standard aviation phraseology.

3.3.1.2.4. Escort phraseology and procedures.

3.3.1.2.5. A simulation of radio communications between a vehicle operator and Air Traffic Control Tower. For example, initial radio contact, crossing active runway, or hold short instructions.

3.3.1.3. **General Knowledge Test. (T-1).** General knowledge test contains at least 10 questions with a minimum passing score of 80% (corrected to 100%). Use the Airfield Driving Training Documentation and Certification Checklist to document test results.

3.3.1.4. **Runway Incursion Prevention Test. (T-1).** Test contains at least 5 questions with a minimum passing score of 100%.

3.3.1.5. **Practical Driving Check-ride. (T-1).** At a minimum:

3.3.1.5.1. Drive the vehicle during the check-ride, when feasible.

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

3.3.1.5.3. Identify the location of runway hold lines, runways and other CMA.

3.3.1.5.4. Demonstrate the ability to contact air traffic control tower prior to entering the runways and other CMA (*Runway and CMA drivers only*).

3.3.1.5.4.1. **(Added-HILLAFB)** 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.

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

3.3.1.5.6. **(Added-HILLAFB)** Unit ADPM or designated trainer must conduct this test.

3.3.1.5.7. **(Added-HILLAFB)** 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 WADPM or AFM.

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

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

3.3.2.1.1. **(Added-HILLAFB)** Unit ADPM has the ability to unlock the test after 24 hours.

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

3.3.2.2.1. **(Added-HILLAFB)** Second-time failures must receive additional training from the unit ADPM. The ADPM will write a memorandum for record (MFR) outlining the retraining actions taken before a third attempt at the test is authorized.

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

3.3.2.3.1. **(Added-HILLAFB)** The Unit Commander or Director will write an MFR to the wing ADPM explaining the importance of the member having an airfield driver's license and authorize an additional attempt.

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

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

3.4. Color Vision Requirements. Individuals that have a requirement to drive a vehicle on the CMA must pass a color vision test. **(T-1)**. Contact the base hospital or medical treatment facility Optometrist for assistance in determining the best process for administering the color vision test to drivers that operate a vehicle on the CMA.

3.4.1. Individuals that fail to pass the color vision test can be issued a "ramp only" AF Form 483. **NOTE:** Access to the CMA must not be granted. **(T-1)**.

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

3.4.2.1. **(Added-HILLAFB)** Members must go to Optometry at the 75 MDG to receive credit for the color vision test within ADTCS.

3.4.3. Unit ADPMs can use the Officer and Enlisted Classification Directory for Air Force Specialty Codes <https://www.afpc.af.mil/Classification/> to check vision requirements. Both products are available for viewing and download on the Air Force Portal.

3.5. (Added-HILLAFB) Procedures for Issuing AF Form 483.

3.5.1. **(Added-HILLAFB)** Individuals will complete the required training through the ADTCS website with their trainers and Unit Program Managers. The AF Form 483 will not be endorsed without all required paperwork. If the individual is a contractor, they will complete their training and testing through the 75 CEG as mentioned per **paragraph 3.2.1.2**.

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

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

3.5.4. **(Added-HILLAFB)** The Wing ADPM or designated AM representative will validate the required training has been accomplished and authorize the issuance of the AF Form 483 within ADTCS.

3.5.5. **(Added-HILLAFB)** Personnel who PCS, separate, or retire must turn in their AF Form 483 to their unit ADPM. The ADPM will ensure they update the unit's listing of qualified drivers.

3.5.6. **(Added-HILLAFB)** When personnel PCA between units on base, the losing ADPM ensures all airfield driving records are transferred to the gaining unit ADPM. The losing ADPM removes the individual from the unit's list of airfield drivers. The gaining ADPM will verify completion and currency of the individual's training against the unit's training/certification requirements.

3.5.6.1. **(Added-HILLAFB)** If training documentation is missing or incomplete, or if additional training is required, the gaining ADPM will ensure completion of any additional required training/testing documentation.

3.6. (Added-HILLAFB) Annual Refresher Training Requirements.

3.6.1. **(Added-HILLAFB)** Airfield drivers must complete the following refresher training requirements annually:

3.6.1.1. **(Added-HILLAFB)** A review of this instruction.

3.6.1.2. **(Added-HILLAFB)** Runway incursion prevention test (administered by unit ADPM).

3.6.2. **(Added-HILLAFB)** Unit ADPMs will ensure all personnel that have been issued an AF Form 483 after completion of the annual refresher training. ADPMs will annotate refresher training completion on the back of the member's AF Form 483 and update the unit's airfield drivers listing. **Note:** ADPMs may apply a sticker to the back of laminated AF Form 483s to document completion.

3.6.2.1. **(Added-HILLAFB)** The ADTCS will automatically populate a new completion date on the back of the AF Form 483 generated by the system.

3.6.2.2. **(Added-HILLAFB)** If the individual is a contractor, the date will be updated by the Unit ADPM on the contractor's AF Form 483.

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

3.6.3.1. **(Added-HILLAFB)** Suspension of airfield driving privileges can be accomplished in the ADTCS website by the Unit Program Manager, wing ADPM, or designated representative.

3.6.3.2. **(Added-HILLAFB)** Deploying personnel should re- accomplish annual refresher training during out processing to avoid becoming overdue.

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

3.7. (Added-HILLAFB) Disposition of Documentation.

3.7.1. **(Added-HILLAFB)** 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.

3.7.2. **(Added-HILLAFB)** The losing unit ADPM gives the driver his or her training and certification documents (e.g., Airfield Driving Training Documentation and Certification Checklist and CBT certificates) and updates the unit's list on the master database (Non-CAC holders) and Airfield Driving Training Certification System (ADTCS).

3.7.3. **(Added-HILLAFB)** 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.

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

3.7.4.1. **(Added-HILLAFB)** Bring his or her AF 483 to the gaining unit ADPM.

3.7.4.2. **(Added-HILLAFB)** The gaining unit ADPM transfers the driver within ADTCS to their unit verifies training, and updates the unit's list in the data base. If the gaining unit ADPM cannot transfer the individual, the ADPM will reach out to the wing ADPM for assistance.

3.8. (Added-HILLAFB) 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.

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

3.8.1.1. **(Added-HILLAFB)** 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.

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

3.8.1.3. **(Added-HILLAFB)** Receive an airfield safety briefing from the WADPM or designated representative as well as a unit specific briefing from the sponsoring unit.

3.8.1.4. **(Added-HILLAFB)** 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.

3.8.1.5. **(Added-HILLAFB)** The sponsor or representative submits a unit commander signed request to the WADPM to request POV passes for all non-GOV vehicles, reference [Chapter 4](#). Requests include (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.

3.8.1.6. **(Added-HILLAFB)** 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 WADPM. This member will be responsible for Unit ADPM responsibilities for the deployed unit.

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

3.8.1.8. **(Added-HILLAFB)** 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, WADPM or designated representative reference [Attachment 15](#). ADPM keeps a copy of the signed briefing. Records are maintained for 30 days after completion of the contract.

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

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

3.8.1.11. **(Added-HILLAFB)** 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.

Chapter 4

OPERATING PROCEDURES AND STANDARDS

4.1. General. This chapter outlines the general operating procedures and standards to ensure maximum safety precautions are taken while operating in the airfield environment. Waivers to this section should be at an absolute minimum.

4.1.1. **(Added-HILLAFB)** Personnel driving on the airfield must have completed airfield drivers training IAW **Chapter 3** of this instruction and possess a current AF Form 483 or be escorted by a vehicle driver possessing a valid AF Form 483 prior to entry to the airfield.

4.1.1.1. **(Added-HILLAFB)** MUNs personnel requiring access to the pad on the east side of bldg. 906 can enter from Garland Way or Patrick Way without requiring an AF Form 483. If the members will proceed to Airfield Avenue from the pad, then a valid 483 is required.

4.1.2. **(Added-HILLAFB)** Airfield Authorized Vehicles:

4.1.2.1. **(Added-HILLAFB)** Government Owned Vehicles (GOV) performing official duties.

4.1.2.2. **(Added-HILLAFB)** Personally Owned Vehicles (POV), Government Leased Vehicles (GLV), and contractor vehicles with a valid airfield pass issued by AM and in the performance of official duties.

4.1.2.3. **(Added-HILLAFB)** Unit owned all-terrain vehicles (ATV)/utility terrain vehicles (UTV) and golf carts are authorized on taxiways and aprons only. Drivers will be airfield driving certified and qualified to operate the vehicle.

4.1.3. **(Added-HILLAFB)** Airfield support vehicles must coordinate with AMOPS when entering/exiting the airfield. For the purpose of this paragraph, airfield support vehicles are defined as vehicles engaged in airfield sweeping, mowing, snow removal, pavement repair, arresting gear maintenance/barrier checks, airfield electrical work, navigational/meteorological equipment repair, surveying, contractor operations, or any other vehicle supporting airfield maintenance, installation or repair. Multiple vehicles operating for the same purpose (i.e. snow removal, airfield maintenance, etc.) may make one report to AMOPS when entering/exiting the airfield provided all vehicles are accounted for. **Note:** This is not in lieu of contacting ATCT for access into the CMA.

4.2. Operating a Vehicle in the CMA.

4.2.1. No vehicle operator or pedestrian shall enter the CMA without specific approval from the air traffic control tower. **(T-1). Note:** Vehicles and pedestrians with a qualified escort meet this requirement. See **paragraph 4.23**.

4.2.1.1. **(Added-HILLAFB)** No vehicle operator or pedestrian may gain access to, cross, or work in the CMA without establishing two-way radio contact with and receiving specific approval from the ATCT ("Hill Ground"). **Exception:** Vehicles and/or pedestrians may be escorted into the CMA by a valid AF Form 483 licensed vehicle operator that has two-way radio contact with and permission from ATCT.

4.2.1.2. **(Added-HILLAFB)** 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)**.

4.2.1.3. **(Added-HILLAFB)** 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.

4.2.1.4. **(Added-HILLAFB)** The mandatory runway hold signs and markings indicate the CMA boundary. Barrier access roads have white stop bars and signs to indicate the CMA boundary. Stop bars are also painted across the North perimeter road.

4.2.1.4.1. **(Added-HILLAFB)** 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.

4.2.2. Vehicle operators and/or pedestrians must read back all Air Traffic Control instructions verbatim. **(T-1)**.

4.2.3. Vehicle operators and/or pedestrians must always monitor the appropriate radio frequency when in the CMA. **(T-1)**.

4.2.3.1. **(Added-HILLAFB)** Two-way radio communications with ATCT will be maintained at all times while in the RMA (Radio Monitoring Area) and CMA.

4.2.4. Vehicle operators must use light emitting diode or rotating beacon lights and/or emergency or hazard warning flashers when driving in the CMA. **(T-1)**.

4.2.5. Vehicles operating in the CMA on a daily basis will have a permanent radio mounted in the vehicle to communicate with the air traffic control tower. **(T-3)**. A hand-held radio should only be used as a backup or when communication is required outside the vehicle. **Note:** Vehicle operators must conduct an operational test of the radio before entering the airfield. **(T-3)**.

4.2.6. Vehicle operators and/or pedestrians operating on the CMA must use a distinct approved call sign (e.g., Airfield 1, Chief 1, Sweeper 1, or Transient Alert 1) coordinated by the wing or garrison ADPM to avoid duplicating, confusing, or different agencies using similar names. **(T-2)**. To avoid confusion that could lead to runway incursions or controlled movement area violations, do not use a call sign that is part of air traffic control phraseology such as “Taxi” and/or the phonetic aviation alphabet. Additionally, call signs that incorporate the names and/or numbers of aircraft movement areas associated with the airfield environment must not be used (e.g., taxiway, ramp, alpha, bravo, or one-eight). **(T-2)**. Call signs shall be annotated in the wing or base supplement to this instruction. **(T-2)**.

4.2.6.1. **(Added-HILLAFB)** A listing of approved call signs that are commonly used on the airfield is identified in [Attachment 11](#).

4.2.6.2. **(Added-HILLAFB)** Temporary call signs for personnel such as TDY or non-base assigned contractors will be approved by the AFM, Wing ADPM, or designated AM representative to avoid duplication, confusion, or different agencies using similar names (e.g. Airfield 1, Airfield Lighting, Airfield Sweeper, etc.).

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

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

4.2.8.1. **(Added-HILLAFB)** 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.

4.2.8.2. **(Added-HILLAFB)** 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.

4.2.8.3. **(Added-HILLAFB)** 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.

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

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

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

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

4.2.10.1. **(Added-HILLAFB)** 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-HILLAFB)** Stop prior to the runway VFR Hold marking.

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

4.2.10.4. **(Added-HILLAFB)** 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-HILLAFB)** 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-HILLAFB)** Proceed into the CMA.

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

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

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

4.2.11.2. **(Added-HILLAFB)** 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-HILLAFB)** Proceed with your aircraft tow.

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

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

4.3. Emergency removal or exit of vehicles and/or pedestrians in the event of vehicle or Air Traffic Control Tower radio failure.

4.3.1. Air traffic control tower will flash the runway edge lights on and off to alert vehicle operators and/or pedestrians on the runway that there is a problem and/or emergency that requires them to immediately exit the runway. **(T-2).**

4.3.2. All vehicle operators and/or pedestrians must exit the runway immediately. **(T-2).**

4.3.2.1. Contact Air Traffic Control Tower and Airfield Management immediately and advise off the runway and include any pertinent information that might affect safe runway operations.

4.3.2.2. If not able to communicate with Air Traffic Control Tower or Airfield Management via radio, use other means of communication such as a cellular phone (when available). Report incident to Airfield Management immediately.

4.4. Airfield Driving Visual Aids/Decals. All vehicles that operate on the airfield must contain the following Air Force Visual Aid/decals and diagrams:

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

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

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

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

4.4.5. Decals may be permanently affixed in plain view of the driver or clipped to the inside of the sun visor on the driver's side of the vehicle so it can be flipped down for ready reference.

4.4.6. Decals may be permanently affixed in plain view of the driver or clipped to the inside of the sun visor on the driver's side of the vehicle so it can be flipped down for ready reference.

4.5. Airfield Signs.

4.5.1. **Mandatory Sign.** A mandatory sign has white legend on red background and provides an instruction that must be followed. They denote an entrance to a runway or critical area, or other situation such as a no-entry location. At controlled airfields (with active tower), aircraft and vehicles are required to hold at the holding position unless cleared by air traffic control. At uncontrolled airfields, the intent is that traffic may only proceed beyond the sign after appropriate precautions are taken by the pilot and vehicle operators.

4.5.2. **Taxiway Guidance and Informational Signs.** These include direction signs, destination signs, other informational signs, and boundary signs.

4.5.2.1. **Taxiway Direction Sign.** This sign has a black legend on a yellow background and always contain arrows oriented to the approximate direction of the turn. These signs indicate directions of other taxiways leading out of an intersection.

4.5.2.2. **Taxiway Location Sign.** This sign has a yellow legend on black background and identifies the taxiway on which an aircraft or vehicle operator is located.

4.5.2.3. **Destination Sign.** This sign indicates the general direction to a remote location.

4.5.2.4. **Boundary Sign.** This sign indicates important boundaries such as Instrument Landing System critical areas and runway approach areas.

4.5.2.5. Other signs are used to provide specific information such as noise abatement procedures, check points, and others.

4.5.3. **Runway Exit Sign.** A runway exit sign is located prior to the runway/taxiway intersection on the side and in the direction from which the aircraft is expected to exit.

4.5.4. Examples of mandatory and informational signs are included in [Attachment 3](#).

4.6. Airfield Markings. Airfield markings vary greatly depending on location. The following are common markings present at most DAF owned and/or operated airfields.

4.6.1. **Runway Markings.** Runway centerlines are marked with retro-reflective white paint at uniform intervals in the center of the runway. Runway designations are white numeric characters that indicate the lateral position of the runway. Where applicable, the runway side stripe is marked with a solid white line running the length of the runway.

4.6.2. **Taxiway and Apron Markings.** Unless otherwise indicated, most taxiway, apron, and taxilane markings for both fixed and rotary-wing facilities are marked in retro-reflective yellow. All markings of any color on light-colored pavement are optionally highlighted by marking a black, non-reflective border.

4.6.3. **Visual Flight Rules Hold Position.** Visual flight rules hold position markings are located at least 100 feet from the edge of the runway on all taxiways leading to the runway and consist of four parallel yellow stripes (two solid and two dashed) perpendicular to the axis of taxiway centerline, extending across taxiway with the dashed lines on the runway side. These lines mark the boundary of the CMA. Vehicle operators and/or pedestrians shall not cross the runway hold position or proceed onto the runway without first obtaining permission from the air traffic control tower. (T-1).

4.6.4. **Instrument Hold Positions.** These markings are normally placed farther from the runway than the Visual Flight Rules hold position. These markings consist of two solid yellow lines, two feet apart, extending across width of taxiway, connected by pairs of solid yellow lines ten feet apart, on black background. Hold positions are used during Instrument Flight Rules conditions or instrument approach procedures. Instrument Flight Rules hold positions protect Instrument Landing System critical areas to ensure an aircraft's instrument reception is not disrupted during flight. These hold positions are used any time the weather falls below a ceiling less than 800 feet and/or visibility less than 2 miles.

4.6.4.1. **(Added-HILLAFB)** 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](#).

4.6.4.2. **(Added-HILLAFB)** 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.

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

4.7. Airfield Lighting.

4.7.1. Runway edge lights are white except for the last 2,000 feet (600 meters) on an instrument runway, which are yellow (caution zone indication to the pilot). The runway edge lights may be capable of providing small amounts of omnidirectional light.

4.7.2. Taxiway edge lights are blue.

4.7.3. Taxiway centerline lights are a system of aviation green in-pavement lights installed along the taxiway centerlines to provide alignment for aircraft.

4.7.4. Examples of airfield lighting are included in [Attachment 3](#).

4.8. Vehicle speed limits on the airfield. No vehicle (including motorcycles, mopeds, bicycles or tricycles) shall be operated at a speed in excess of that deemed reasonable and prudent for existing traffic, road and weathers. **(T-2).** Emergency vehicles will not automatically assume the right of way. **(T-2). Note:** Vehicles responding to red balls (emergency airfield scenarios), exercises and precautionary landings are not authorized to exceed posted airfield speed limits. Speed limits on the airfields are designated as follows:

4.8.1. Vehicle Parking Areas — 5 miles per hour.

4.8.2. Vehicles in close proximity to aircraft (within 50 feet) — 5 miles per hour.

4.8.3. Aircraft towing speed — 5 miles per hour.

4.8.4. Blackout and/or night vision operations — 10 miles per hour.

4.8.5. Designated traffic lanes on the ramp or taxiway in congested areas or within 200 feet of aircraft parking areas — 15 miles per hour.

4.8.6. Aircraft Parking Ramp — 15 miles per hour.

- 4.8.7. Airfield or Perimeter Road — 15 miles per hour.
- 4.8.8. Aerospace Ground Equipment — 15 miles per hour.
- 4.8.9. During reduced visibility or when snow and ice are present on paved surfaces, reduce speed to 10 mph maximum. Defer vehicle operation when possible and limit to mission essential.
- 4.8.10. Snow and ice removal vehicles operate at a speed that facilitates safe operations.
- 4.8.11. “Follow Me” vehicles may exceed the 15 mph flightline speed limit when necessary to accommodate the safe taxiing speed of aircraft.
- 4.8.12. During emergencies, all emergency response vehicles, e.g., aerospace rescue firefighting equipment, ambulances, airfield management and security forces, may exceed speed limits only with due regard for the safety of persons and property
- 4.8.13. Taxiways:
 - 4.8.13.1. General purpose vehicles — 15 miles per hour. **Exception:** Vehicle operators may exceed this speed limit when published in an approved wing or base supplement to this instruction.
 - 4.8.13.2. Special purpose vehicles (e.g. tractors, tugs, forklifts, or sweepers).— 10 miles per hour.
- 4.8.14. Active Runways. Drivers should assume a prudent and reasonable speed depending on nature of business on the runway as well as weather conditions.
- 4.8.15. **(Added-HILLAFB)** Aircraft, equipment, and trailer towing.
 - 4.8.15.1. **(Added-HILLAFB)** 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-HILLAFB)** Towing speed for one maintenance stand is 10 MPH.
- 4.8.16. **(Added-HILLAFB)** Taxiing or towed aircraft.
 - 4.8.16.1. **(Added-HILLAFB)** 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-HILLAFB)** 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-HILLAFB)** 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-HILLAFB)** 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-HILLAFB)** 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-HILLAFB)** Vehicle Parking Procedures.

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

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

4.8.17.2.1. **(Added-HILLAFB)** Vehicle is located beyond the "Circle of Safety" minimum wing tip clearance of 25 feet (reference [Figure 4.5.](#)).

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

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

4.8.17.2.4. **(Added-HILLAFB)** 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-HILLAFB)** The doors remain unlocked.

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

4.8.19. **(Added-HILLAFB)** 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.

4.8.20. **(Added-HILLAFB)** 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 4.5.](#)

4.8.21. **(Added-HILLAFB)** 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](#)).

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

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

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

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

4.8.25.1. **(Added-HILLAFB)** 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.

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

4.8.26. **(Added-HILLAFB)** 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. Vehicles operating in the immediate vicinity of an aircraft.

4.9.1. Do not park or drive any vehicle closer than 25 feet in front or 200 feet to the rear of any aircraft when engines are operating or are about to be started. Units should add additional safety distance based on assigned aircraft.

4.9.2. Do not operate vehicles within 25 feet of an aircraft unless providing an immediate service to that aircraft (e.g. fueling, servicing).

4.9.3. Do not operate a vehicle in front of a taxiing aircraft unless signaled to do so by the pilot or instructed by Air Traffic Control Tower. Do not operate a vehicle between an aircraft and its marshaller.

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

4.9.5. Ensure vehicles parked at the side of the aircraft are clear of the wing tips and clearly visible to personnel in the aircraft cockpit.

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

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

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

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

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

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

4.9.7.7. **(Added-HILLAFB)** 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.

4.10. Parking and chocking vehicles on the airfield.

4.10.1. Never drive vehicles under any part of the aircraft.

4.10.2. Vehicles shall not be backed or parked within 25 feet of any aircraft, unless authorized for operations such as loading or unloading, servicing or towing. **(T-1)**. A spotter shall be posted when backing a vehicle towards an aircraft. **(T-1)**. Prepositioned wheel chocks shall be used to prevent vehicles backing into aircraft. **(T-1)**.

4.10.3. Unattended vehicles shall be parked with the driver’s side facing the aircraft and so it will not interfere with aircraft being towed or taxied. **(T-1)**. **Note:** Local guidance should address procedures at locations where right-hand drive vehicles or equipment are utilized.

4.10.4. Ignition shall be turned off; keys left in the ignition; and the gear lever put in reverse gear for manual transmissions, and in 'park' for automatic transmissions. **(T-1)**.

4.10.5. All vehicles parked and left unattended will have brakes set or chocks placed in front of and behind a rear wheel, or one chock placed between the tandem wheels of dual (tandem) axle vehicles. **(T-1)**. Only alert and emergency vehicles responding to an alert or emergency are exempt from these requirements. **Note:** Aerospace ground equipment towing vehicles may be placed in neutral or park with parking brake set and engine left running during equipment hitching and unhitching operations. Turn off aerospace ground equipment towing vehicles when the driver seat is vacated for any other purpose.

4.11. Fixed and mobile obstacle distance requirements.

4.11.1. The lateral clearance distance from taxiway centerline to fixed or mobile objects is 200 feet. Do not leave vehicles parked or unattended within 200 feet of the taxiway centerline.

4.11.2. The lateral clearance distance from the apron boundary edge to fixed or mobile obstacle is based on the Air Force apron boundary criteria outlined in Unified Facilities Criteria 3-260-01, *Airfield and Heliport Planning and Design*, Table 6-1 Rule 15.

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

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

4.12. Control tower light gun signals. Air traffic controllers use a light gun as a backup system for communicating with aircraft or ground vehicles if their radios stop working. When a vehicle operator experiences a radio failure on a runway or taxiway, vacate the runway as quickly and safely as possible and contact the air traffic control tower or airfield management by other means, such as a cellular or mobile phone to advise of the situation. If this is not practical, then the driver, after vacating the runway, should turn the vehicle toward the tower and start flashing the vehicle headlights and wait for the controller to signal with the light gun. All vehicle operators must know and comply with light gun signals **(T-1)**. Light gun signals are as follows:

4.12.1. **Steady Green Light:** "Cleared to cross," "Proceed," "Go".

4.12.2. **Steady Red Light:** "STOP! Vehicle will not be moved."

4.12.3. **Flashing Red Light:** "Clear taxiway/runway."

4.12.4. **Flashing White Light:** "Return to starting point."

4.12.5. **Red and Green Light:** "General warning. Exercise extreme caution."

4.13. Foreign Object Damage Prevention (FOD). All vehicle operators will:

4.13.1. Check tires for FOD after returning to pavement if driving on unimproved surfaces (for example, to avoid taxiing aircraft or if performing runway repairs). **(T-1)**.

4.13.2. Make every attempt to stay on paved surfaces and avoid driving on unimproved surfaces (e.g. dirt or grass). **(T-1)**.

4.13.3. At a minimum, a FOD check will consist of the following:

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

4.13.3.2. Ensure all external vehicle components are secured. Secure all items loaded on payload vehicle, to include all tie-down device loose ends such as chains, ropes, packaging or other item that may become dislodged during movement while on the airfield. **(T-1).**

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

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

4.13.5. **(Added-HILLAFB)** 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-HILLAFB)** 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-HILLAFB)** 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-HILLAFB)** 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-HILLAFB)** 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-HILLAFB)** 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 Figures [4.4](#) and [4.5](#).

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

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

4.14.2. The wearing of other portable headphones, earphones, or other listening devices while operating a motor vehicle is prohibited. Use of these devices impairs driving and prevents recognition of emergency signals, alarms, or radio calls.

4.15. Restricted Visibility or Night Driving Operations.

4.15.1. Do not point headlights toward taxiing aircraft or towing operations to prevent blinding pilot or tow vehicle operators.

4.15.2. Use flashing or parking lights at night when vehicles are temporarily parked on any part of the aircraft ramp. This does not apply to vehicles parked in a designated parking area.

4.15.3. Do not operate fueling and explosive loaded (laden) vehicles on the airfield when visibility is less than 300 feet unless approved by the host wing commander.

4.15.4. Do not operate vehicles on the airfield when visibility is less than 100 feet. **Exception:** Emergency and/or alert vehicles may be operated when necessary to accomplish the mission.

4.15.5. Use a walking guide with a flashing or luminescent wand during emergency movement of alert vehicles when visibility is under 50 feet.

4.15.6. Vehicle operator must stop and hold at instrument hold markings and/or signs when conditions are less than a reported ceiling of 800 feet or 2 miles visibility. **(T-1).**

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

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

4.16.1. **(Added-HILLAFB)** If unable to disable the DRLs, vehicle operators will position the vehicle so that the headlights are facing away from aircraft, or turn the vehicle off. If the vehicle is turned off, the emergency flashers will remain on. Once the aircraft passes out of range, the vehicle may be restarted.

4.17. Operating Non-Vehicular Equipment. Examples of non-vehicular equipment include segway, bicycle, tricycle, golf cart, all-terrain vehicle, mower, or aerospace ground equipment).

4.17.1. Non-vehicular equipment operators are required to know requirements in this instruction and wing or base supplement. Unless otherwise directed, personnel operating non-vehicular equipment are exempt from state and/or country driver's licensing requirements. However, personnel operating non-vehicular equipment must complete airfield driver's qualification training in accordance to this instruction. **(T-1).**

4.17.2. Tricycles parked on the airfield will have a braking device engaged to prevent inadvertent movement. **(T-1).** For night use, equip bicycles and tricycles with an operating headlight and reflectors or reflective tape. Equip non-vehicular equipment with forward and rear lamps if operated at night.

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

4.17.4. **(Added-HILLAFB)** 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-HILLAFB)** Operators wear a bicycle helmet with chin strap fastened while in motion.

4.17.4.2. **(Added-HILLAFB)** 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-HILLAFB)** Bicycles or tricycles are not allowed in the RMA or CMA (**Attachment 13**).

4.17.4.4. **(Added-HILLAFB)** 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.

4.17.5. **(Added-HILLAFB)** Unauthorized vehicles.

4.17.5.1. **(Added-HILLAFB)** Motorcycles, mopeds, and two-wheeled scooters are not authorized on the Hill AFB airfield.

4.17.5.2. **(Added-HILLAFB)** Jogging as well as other recreational and sporting activities are prohibited on the airfield unless waived by the 75 ABW/CC.

4.17.6. **(Added-HILLAFB)** Animals are a potential hazard to aviation. Personnel are not authorized to bring pets (dogs, cats, etc.) on the airfield.

4.18. Use of Perimeter, In-Field or other Airfield Roads. Runway(s), taxiway(s), or CMAs shall not be used for convenience. **(T-3)**. To the max extent possible, utilize perimeter, in-field, or other airfield roads.

4.18.1. **(Added-HILLAFB)** Pedestrians on the airfield: Must adhere to the following procedures.

4.18.2. **(Added-HILLAFB)** Pedestrians are authorized on the airfield for official business in support of the flying mission.

4.18.3. **(Added-HILLAFB)** Walk facing oncoming traffic.

4.18.4. **(Added-HILLAFB)** Do not enter the CMA without two-way radio contact and approval from the Air Traffic Control Tower.

4.18.5. **(Added-HILLAFB)** North Ramp Restriction.

4.18.5.1. **(Added-HILLAFB)** Do not cut across the north ramp diagonally.

4.18.5.2. **(Added-HILLAFB)** Maintain 10 feet minimum distance from parked aircraft on or near the ramp.

4.18.5.3. **(Added-HILLAFB)** Never Drive Across the Red Carpet Area. See **Attachment 17** for north ramp restrictions.

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

4.20. Emergency Responses on or near the Runway(s).

4.20.1. All emergency response vehicles must have approval from the Air Traffic Control Tower to enter and/or cross CMA(s). **(T-1).**

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

4.20.3. **(Added-HILLAFB)** Emergency response vehicles (e.g., Fire Department, Airfield Management, Civil Engineering, Supervisor of Flying, Security Forces, and Flight Safety) are exempt from normal traffic flow patterns while responding to an emergency.

4.20.4. **(Added-HILLAFB)** Emergency response vehicles adhere to emergency procedures IAW HILLAFBI 13-204.

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

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

4.22. Airfield Driving During Blackout Conditions.

4.22.1. Units operating vehicles on the airfield using night vision devices must have local operating procedures coordinated through the wing or garrison ADPM and approved by the requesting unit's squadron commander. **(T-3).** The local operating procedure must include the items below and require vehicle operators to follow the guidance outlined in AFMAN 24-306, *Section 12D—Vehicle Operations Using Night Vision Devices and Operations Under Blackout (BO) Conditions.* **(T-3).**

4.22.1. **(HILLAFB)** Operating a vehicle on the airfield with Night Vision Device (NVDs) is prohibited.

4.22.1.1. Driver and assistant driver responsibilities.

4.22.1.2. NVD-related accident reporting procedures.

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

4.22.1.4. Qualification and annual refresher training requirements.

4.22.1.5. NVD instructor qualification requirements.

4.22.2. Use hazard warning flashers or infrared strobe mounted on the vehicle's roof during periods of reduced airfield lighting (or blackout conditions) so the air traffic control tower and aircrew can observe vehicles on the airfield. **Note:** Vehicles must maintain two-way radio communications with the air traffic control tower while operating within the CMA. **(T-1)**.

4.22.3. Designate vehicle routes. Do not mix nonparticipating vehicles with participating NVD vehicles on any CMA. **Note:** Vehicle operations should be kept to a minimum during periods of reduced airfield lighting configurations.

4.23. Vehicle escorts and convoys on the CMA and Non-CMA.

4.23.1. All escorted personnel must be visible at all times by, and in close proximity to, the escort official. **(T-2)**. The escort official is responsible for relaying air traffic control tower control instructions and/or communication for the escorted group.

4.23.1. **(HILLAFB)** Convoys and escorts must brief drivers on route, speed, procedures, etc.

4.23.2. Escort officials must be trained and certified to drive on the airfield. **(T-1)**. Escort officials may only provide escort into the CMA if they are CMA qualified. **Note:** Airfield management does not provide escorts for airfield construction projects and/or activities generated via submission of base civil engineer work request, or customer service calls.

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

4.23.3. **(Added-HILLAFB)** 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.

4.24. Vehicles equipped with supplemental traction devices.

4.24.1. Tire chains may only be used on airfield pavements after obtaining coordination and approval from AFM, wing safety, and civil engineer. The requesting agency conducts a risk assessment with the above agencies when evaluating the need for tire chains to minimize pavement damage and FOD.

4.24.2. Vehicles equipped with studded tires are not permitted to operate on the airfield without prior coordination with the AFM, wing safety, civil engineer, Transportation, and host wing commander (or equivalent) approval. Publish the list of approved units and vehicles and areas authorized to use studded tires in the wing or base supplement.

4.25. Vehicular traffic over in-ground fuel pit covers. Do not stop, park or drive vehicles over any portion of in-ground fuel pit covers.

4.26. Jet blast hazard areas. Remain alert for jet blast hazard indicators such as operational aircraft anti-collision lighting and/or undercarriage (landing gear) lighting turned on or the presence of jet engine start observers, fire guards, or aircraft marshallers.

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

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

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

4.26.4. **(Added-HILLAFB)** 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. Disabled Vehicle.

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

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

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

4.27.2. Operators of other radio-equipped vehicles (e.g. security forces, civil engineer, or transportation) should make every effort to assist with removing the disabled vehicle from the airfield, especially if the vehicle is located on parking aprons, taxiways, or runway.

4.27.2.1. **(Added-HILLAFB)** 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. If a vehicle is not equipped with a two-way radio, stay with the vehicle and continue attempts to alert any taxiing aircraft or other vehicles in the vicinity.

4.27.3.1. **(Added-HILLAFB)** 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.

4.27.4. In the event of a disabled vehicle on the CMA, immediately notify Air Traffic Control Tower and Airfield Management by any means possible to coordinate expeditious removal of the disabled vehicle from the CMA.

4.27.4.1. Do not leave vehicles unattended in the CMA.

4.27.4.2. Remove disabled vehicle using any method in the quickest and safest way possible.

4.27.5. **(Added-HILLAFB)** 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-HILLAFB)** 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-HILLAFB)** 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. Temporarily assigned personnel, Inspection and Survey Teams, and non-base assigned contractors.

4.28.1. Do not grant temporarily assigned personnel, inspection and survey teams and non-base assigned contractors access to the CMA unless they have completed all training and testing requirements outlined in this instruction and wing or base supplement.

4.28.2. Temporarily assigned personnel, inspection and survey teams and non-base assigned contractors must possess an AF Form 483 (or other Federal, DoD agency equivalent) and be trained on the wing or base airfield driving procedures to operate a vehicle on the airfield without an escort. **(T-1).**

4.28.2.1. The wing or garrison ADPM or as delegated in the wing or base supplement to the unit ADPM may provide a local briefing and/or training when temporarily assigned personnel, inspection and survey teams and non-base assigned contractors driving route(s) do not require access on or across the CMA.

4.28.2.1.1. Use [Attachment 8](#) to document the name and unit of the individual that received the local briefing and/or training.

4.28.2.1.2. Issue a temporary AF Form 483 with the restriction “Ramp Access Only” or “Non-CMA Only” and expiration date.

4.28.2.2. The wing or garrison ADPM or designated representative may provide local airfield driving training via handouts and/or PowerPoint® slides and airfield diagrams in lieu of practical training or briefing.

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

4.28.2.3. Maintain a MFR signed by the unit commander (or equivalent) or contractor lead and approved by the wing or garrison ADPM (or as delegated) in lieu of **Attachment 8**. Include the following on the MFR:

4.28.2.3.1. Individual's full name and rank.

4.28.2.3.2. Home unit AF Form 483 certificate number.

4.28.2.3.3. The effective dates of the temporary duty assignment or site visit.

4.28.2.3.4. The statement: "Access on or across the CMA is not authorized."

4.28.3. The local briefing and/or training materials should be made available in host nation language where applicable.

4.28.4. If the unit ADPM accomplishes the local training and/or briefing, forward an information copy to the wing or garrison ADPM.

4.28.5. Maintain a file copy of **Attachment 8** and/or signed MFR in accordance with Air Force Records Distribution Schedule (RDS), Table 33-42, Rule 04.00.

4.29. POV and Government Leased Vehicle Passes.

4.29.1. POV on the airfield are discouraged and are restricted to an absolute minimum.

4.29.2. Prior to requesting issuance of a vehicle pass, unit commanders and/or host unit commanders should exhaust all means of obtaining a government owned vehicle. This includes, but is not limited to, signing-out a government owned vehicle from transportation and/or vehicle operations for one-time use.

4.29.2.1. **(Added-HILLAFB)** 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.

4.29.2.2. **(Added-HILLAFB)** 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.

4.29.3. Company and/or contractor representative vehicle passes are issued to fulfill contractual obligations only. Requests for vehicle passes by temporarily assigned personnel are coordinated through unit ADPM and forwarded to the wing or garrison airfield driving program for approval.

4.29.3.1. **(Added-HILLAFB)** 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. Each POV owner, user or operator must possess a valid driver's license or host nation driver's license and current AF Form 483. **(T-1)**.

4.29.5. Request for a vehicle pass or decal are endorsed by the individual's unit commander or company, contractor representative. At a minimum, the MFR or local form or electronic equivalent contains the following information:

4.29.5.1. Owner or User.

4.29.5.2. Organization or Company.

4.29.5.3. Duty Phone.

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

4.29.5.5. Pass or Permit number.

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

4.29.5.7. Justification.

4.29.5.8. Effective period or dates.

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

4.29.6.1. **(Added-HILLAFB)** 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.

4.29.6.2. **(Added-HILLAFB)** 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.

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

4.29.7.1. **(Added-HILLAFB)** 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.

4.29.7.2. **(Added-HILLAFB)** All POV passes are reviewed annually to validate contractor requirements.

4.29.7.3. **(Added-HILLAFB)** Personnel ensure POVs driving on the airfield are displaying a current calendar year Hill AFB POV Placard and POV Pass letter. Refer to **Figure 4.8** for required items.

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

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

4.29.9.1. **(Added-HILLAFB)** Controlled and Restricted Area Access:

4.29.9.1.1. **(Added-HILLAFB)** 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-HILLAFB)** 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 4.10](#) and [Figure 4.11](#).)

4.30. Reporting, Enforcement and Violation Consequences.

4.30.1. Unit Commanders and above, Unit ADPMs, Airfield Management and Security Forces Squadron personnel are authorized to temporarily suspend airfield driving privileges.

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

4.30.1.4. **(Added-HILLAFB)** 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-HILLAFB)** 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.

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

4.30.2.1. Escort individuals off of the airfield.

4.30.2.2. Confiscate individual's AF Form 483.

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

4.30.2.4. Document and report the incident to the wing or garrison ADPM, AFM and AOF/CC.

4.30.3. **Consequences (Non-CMA).** (e.g. speeding, expired POV, no AF Form 483 in possession).

4.30.3.1. First Offense. Incur a warning (minimum) or loss of airfield driving privileges for a period of up to 30 calendar days.

4.30.3.2. Second Offense. Loss of airfield driving privileges for a period of 60 calendar days.

4.30.3.3. Third Offense. Loss of airfield driving privileges for a period of six months.

4.30.4. Consequences (CMA).

4.30.4.1. First Offense. Incur loss of airfield driving privileges for a minimum of 30 calendar days.

4.30.4.2. Second Offense. Loss of airfield driving privileges for six months or permanent revocation if within a 12-month time period.

4.30.4.3. Third Offense. Loss of airfield driving privileges for one year or permanent revocation.

4.31. Reinstatement of an AF Form 483.

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

4.31.2. Upon completion of airfield driver training, Unit Commanders request reinstatement of airfield driving privileges in writing to the Unit Commander responsible for Airfield Management, or as delegated.

4.32. Reporting and documenting Controlled Movement Area Violation events. See [Attachment 1](#) for Controlled Movement Area Violation and Runway Incursion definition.

4.32. (HILLAFB) Reporting and documenting Controlled Movement Area Violation events. *Failure to obtain permission onto the runway is a serious offense that jeopardizes human lives and valuable assets.*

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

4.32.1.1. **(Added-HILLAFB)** 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.

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

4.32.2.1. **(Added-HILLAFB)** The WADPM notifies the 75 OSS/CC, 75 ABW/SEF, applicable unit commander or group level commander, and Unit ADPM within 24 hours or the next duty day of the alleged incident.

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

4.32.3.1. **(Added-HILLAFB)** 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-HILLAFB)** 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-HILLAFB)** 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-HILLAFB)** 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-HILLAFB)** Runway Incursion.

4.32.3.5.1. **(Added-HILLAFB)** 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.

4.32.3.5.2. **(Added-HILLAFB)** 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.

4.32.3.5.3. **(Added-HILLAFB)** 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.

4.32.4. The wing or garrison ADPM and wing safety review the unit's airfield driving program within three duty days to which personnel that commit a controlled movement area violation are assigned. Place emphasis on how the unit trained the individual and their compliance with this instruction and wing or base supplement. The wing or garrison ADPM reports results to the unit commander.

4.32.5. Include the following information in the narrative section of the AF Form 651 and/or AF Form 457:

4.32.5.1. Individual's information (e.g., grade, job title, organization, temporary duty assignment, or base assigned).

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

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

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

4.32.5.5. Approximate location where the controlled movement area violation occurred (e.g., runway or taxiway intersection, distance from threshold or overrun.)

4.32.5.6. **(Added-HILLAFB)** 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 WADPM.

4.32.6. The wing or garrison ADPM maintains a copy of the AF Form 651s and/or AF Form 457s, actions taken, results and supporting documentation in accordance with Air Force RDS, Table 13-06, Rule 15.00 (see Air Force Instruction 91-202, *The US Air Force Mishap Program* and DAFMAN 91-223.) A copy of the final runway incursion Air Force Safety Automated System (AFSAS) report may be obtained from wing safety.

4.32.7. **(Added-HILLAFB)** Incident Investigations.

4.32.7.1. **(Added-HILLAFB)** Drivers immediately notify their supervisor and unit ADPM.

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

4.32.7.3. **(Added-HILLAFB)** Airfield Management notifies the WADPM who will in turn notify the applicable unit commander or director, unit ADPM, supervisor, and 75 ABW/SE of the violation.

4.32.7.4. **(Added-HILLAFB)** The WADPM 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 this supplement. The results are reported to the unit commander.

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

4.32.7.6. **(Added-HILLAFB)** Any further action is at the discretion of the unit commander.

4.32.8. **(Added-HILLAFB)** Enforcement.

4.32.8.1. **(Added-HILLAFB)** 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.

4.32.8.2. **(Added-HILLAFB)** 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 WADPM. 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 WADPM or AFM based on the circumstances of the event.

4.32.8.3. **(Added-HILLAFB)** 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, WADPM 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 WADPM.

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

4.32.8.5. **(Added-HILLAFB)** 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.

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

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

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

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

4.34. Airfield Diagram. The Airfield Diagram needs to be legible when printed on 8.5" x 11" paper for placement in vehicles. Depict the following items as a minimum:

4.34.1. Location and a detailed description of runways, taxiways, ramps or aprons, visual flight rules, and instrument holding position signs and markings.

4.34.2. Airfield access points.

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

4.34.4. Control area boundary.

4.34.5. Vehicle traffic lanes and traffic flow.

4.34.6. Critical area boundaries for precision navigational aids (i.e. Instrument Landing System, Precision Approach Radar, Localizer, or Precision Obstacle Free Zone) if applicable.

4.34.7. Location of Airfield Management and Air Traffic Control Tower.

4.34.8. Hot spots (as determined locally). **Note:** A different diagram may be used to depict hot spots. See [Figure 4.1](#) for an example.

Figure 4.1. Hot Spots.

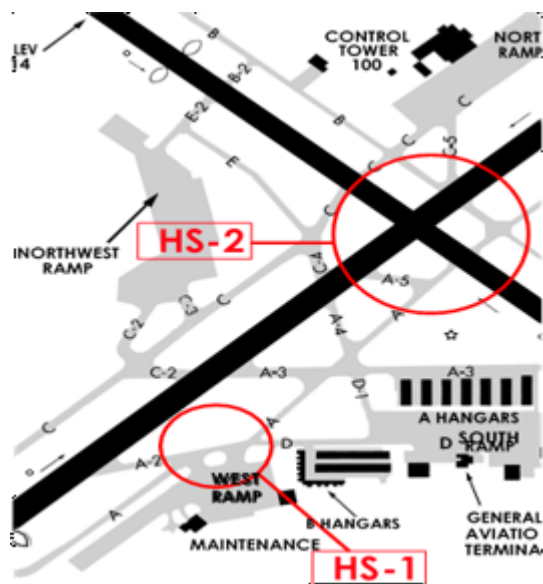


Figure 4.2. (Added-HILLAFB) Stop bar on North Perimeter access road.



Figure 4.3. (Added-HILLAFB) Typical Runway Guard Lights.



Figure 4.4. (Added-HILLAFB) Typical Taxiway Edge Lights.



Figure 4.5. (Added-HILLAFB) Aircraft Circle of Safety.



Figure 4.6. (Added-HILLAFB) Non-Movement Area Boundary Marking With FOD Check Point Marking painted on the ground.



Figure 4.7. (Added-HILLAFB) FOD Check Point Signs.



Figure 4.8. (Added-HILLAFB) POV Airfield Pass.

		HILL AIR FORCE BASE POV AIRFIELD PASS Pass ID: 160346770000-08 2000 Jan 01 - 2000 Dec 31		
		OWNER INFO		
NAME (Last, First) ADDRESS (Last)		PHONE NUMBER (000) 000-0000	DRG NAME 75-000	
VEHICLE INFO				
YEAR 2000	MAKE FORD	MODEL FORD	LICENSE PLATE STATE UT	
AREA OF OPERATION ADDRESS (1)				
ADDITIONAL INFO APPROVED BY: 75-000000 - Vehicle used to respond to emergencies on the airfield.				
APPROVER INFO				
TYPED NAME, TITLE AND ORIGIN (00-00) 000000-000000 Support Squadron/0000			SIGNATURE (Signed) 0000000000-000000	

Figure 4.9. (Added-HILLAFB) POV Pass Example.



Figure 4.10. (Added-HILLAFB) Entry Control Point to a Restricted Area.



Figure 4.11. (Added-HILLAFB) Restricted Area Sign.



- 4.34.9. Limited or no visibility with the Air Traffic Control Tower blind spots (as applicable).
- 4.34.10. Communication —dead spots.
- 4.34.11. Complex runway and/or taxiway intersections.
- 4.34.12. Other confusing or ambiguous areas identified on airfield.
- 4.34.13. Include a legend on the airfield diagram to illustrate symbols used.
- 4.34.14. Jet Blast Hazard areas.
- 4.34.15. Other areas that pose a hazard to vehicle operators (as determined locally).
- 4.34.16. CMAs.

Chapter 5

RADIO COMMUNICATIONS PHRASEOLOGY, DISCIPLINE AND TECHNIQUES

5.1. General.

5.1.1. Radio communications are a critical link in the Air Traffic Control system. The single, most important thought in communications with the Air Traffic Control Tower is understanding. It is essential to acknowledge each radio communication with controllers by using the appropriate call sign.

5.1.2. Brevity is important, therefore, radio transmissions are kept as brief as possible. However, controllers need to know what you want to do before they can properly carry out their control duties. The vehicle operator should know and understand what the controller wants them to do.

5.1.3. Proper radio communications phraseology, discipline, and techniques. The words "clear" or "clearance" must not be used in communication with air traffic control tower. **(T-1).** **Exception:** Vehicle operators may reply "Loud and Clear" in response to an air traffic control tower request for radio transmission quality or clarity.

5.1.4. Vehicle operators must be vigilant and monitor air traffic control radio communications frequencies on the airfield for situational awareness, especially when operating on an active runway. **(T-1).**

5.2. Radio Techniques.

5.2.1. Listen before transmitting. Be cognizant of other radio transmissions, multiple transmitters may override and/or block out other receiver messages.

5.2.2. Think before keying the transmitter; know exactly what you need to say before you say it.

5.2.3. Hold the microphone close to your lips and, after pressing the "microphone button," a slight pause may be necessary to be sure, the first word is transmitted clearly. Speak in a normal, conversational tone.

5.2.4. When releasing the microphone button, wait a few seconds before calling again. The controller may be looking for you on the airfield, transmitting on a different frequency, or scanning the runway to enable your request.

5.2.5. Be alert to the sounds or the lack of sounds in the receiver. Check your volume and frequency to make sure that your microphone is not stuck in the transmit position. Frequency blockage can, and has, occurred for extended periods due to unintentional transmitter operation. This type of interference is commonly referred to as a "stuck mike," and controllers may refer to it in this manner when attempting to correct the problem.

5.2.6. Ensure that you are within the performance range of your radio equipment and the ground station equipment. Refer to the airfield diagram to determine possible radio blind spots.

5.2.7. Use caution when using a vehicle mounted and/or handheld radio and operating a vehicle at the same time. When possible, use the radio when the vehicle is safely parked.

5.3. Phraseology. Vehicle operators must contact the Air Traffic Control Tower controller every time they proceed onto or leave the CMA. **(T-1).** When proceeding onto a CMA, advise the controller of three things: **WHO** you are, **WHERE** you are, and **WHAT** your intentions are. Always acknowledge all communications so ground control and other persons know that the message was received. Always give aircraft and Air Traffic Control transmissions priority unless an emergency exists. Very High Frequency and Ultra High Frequency transmissions are reserved for the primary use of aircraft and Air Traffic Control Tower personnel. A typical runway crossing transmission sequence is as follows:

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

Table 5.1. Sample Runway Crossing Phraseology.

VEHICLE OPERATOR:	<i>“JACKSONVILLE TOWER, AIRFIELD ONE ”</i>
Air Traffic Control Tower:	<i>“AIRFIELD ONE, JACKSONVILLE TOWER.”</i>
VEHICLE OPERATOR:	<i>“JACKSONVILLE TOWER, AIRFIELD ONE REQUEST TO CROSS (runway) AT</i>
Air Traffic Control Tower:	<i>“AIRFIELD ONE, CROSS (runway) AT (point/intersection). or “AIRFIELD ONE, HOLD SHORT OF (runway).”</i>

5.3.1. Vehicle operators must read back Air Traffic Control Tower instructions verbatim. **(T-1).** If you are unsure of what the controller has transmitted, or if you do not understand an instruction, you **MUST** ask the controller to repeat the instructions (or say again) before taking any action. **(T-1).** Good communication only occurs when each party knows and understands what the other is saying.

Table 5.2. Sample Read back Instructions.

VEHICLE OPERATOR: Note: Airfield 1 visually scans the runway prior to entry, and then proceeds across the runway	<i>“AIRFIELD ONE UNDERSTANDS APPROVED TO CROSS (runway) AT (point/intersection). WILL REPORT WHEN OFF.” Or “AIRFIELD ONE, HOLDING SHORT (at location).”</i>
VEHICLE OPERATOR:	<i>“JACKSONVILLE TOWER, AIRFIELD ONE CROSSING COMPLETE, OFF (runway) AT (location).”</i>
Air Traffic Control Tower:	<i>“AIRFIELD ONE, ROGER.”</i>

5.3.2. If vehicle operators are issued hold short instructions, they must provide a read back to the Air Traffic Control Tower. **(T-3).** See example below.

Table 5.3. Sample Hold Short Instructions.

Air Traffic Control Tower:	<i>“AIRFIELD ONE PROCEED VIA TAXIWAY CHARLIE, HOLD SHORT OF RUNWAY TWO SEVEN.”</i> <i>or</i> <i>“AIRFIELD ONE PROCEED VIA CHARLIE, HOLD SHORT OF RUNWAY TWO SEVEN.”</i>
VEHICLE OPERATOR:	<i>“AIRFIELD ONE, ROGER.”</i>
Air Traffic Control Tower:	<i>“AIRFIELD ONE, READ BACK HOLD INSTRUCTIONS.”</i>
VEHICLE OPERATOR:	<i>“AIRFIELD ONE, PROCEEDING VIA CHARLIE, WILL HOLD SHORT OF RUNWAY TWO SEVEN.”</i>

5.4. Common Use Phrases. **Table 5.4.** provides the meaning of commonly used radio phraseology.

Table 5.4. Common Use Phrases.

What Is Said:	What It Means:
Acknowledge	Let me know you have received and understand this message.
Advise Intentions	Let me know what you plan to do.
Affirmative	Yes.
Correction	An error has been made in the transmission, and the correct version follows.
Go Ahead	Proceed with your message only. Note: Use of this phrase does not authorize requestor to “Go Ahead” with, or carry out, their request.
Hold/Hold Short	Phrase used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point while awaiting further clearance from air traffic control.
How do you hear me?	Question relating to the quality of the transmission or to determine how well the transmission is being received.
Immediately or without delay, Expedite	Phrase used by Air Traffic Control when such action compliance is required to avoid an imminent situation.
Negative	"No" or "permission not granted" or "that is not correct."
Out	The radio conversation is ended, and no response is expected.
Over	My radio transmission is ended, and I expect a response.
Read Back	Repeat my message to me.
Roger	I have received all of your last transmission.
Stand By	The controller or pilot should pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in "stand by for clearance." The caller should reestablish contact if a delay is lengthy.
Unable	Indicates inability to comply with a specific instruction, request, or clearance.
Verify	Request confirmation of information.
Wilco	I have received your message, understand it, and will comply with it.

5.5. Phonetic Aviation Alphabet. Because some letters have similar sounds, like B and P, the international aviation industry uses the following words to reduce confusion. For example, Taxiway “B” would be referred to as Taxiway Bravo on the radio. Know and use the following Phonetic Aviation Alphabet:

Table 5.5. Phonetic Aviation Alphabet.

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

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

(HILLAFB)

DANIEL L. CORNELIUS, Colonel, USAF
Commander

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

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

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

AFMAN 13-204 Volume 1, *Management of Airfield Operations*, 22 July 2020

DAFI 21-101, *Aircraft and Equipment Maintenance Management*, 16 January 2020

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

DAFI 31-101, *Integrated Defense*, 25 March 2020

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

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

DAFMAN 48-123, *Medical Examinations and Standards*, 8 December 2020

AFI 91-202, *The US Air Force Mishap Prevention Program*, 12 March 2020

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

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

Air Force Enlisted Classification Directory (AFECD), 31 October 2017

Air Force Officer Classification Directory (AFOCD), 31 October 2017

(Added-HILLAFB) DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

DAFVA 11-240, *USAF Airport Signs and Markings*, 4 August 2021

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

(Added-HILLAFB) HILLAFBI 13-204, *Airfield Operations*, 12 August 2025

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

FAA Order 7110.65Z, *Air Traffic Control*, 17 June 2021

FAA AC 150/5340-1M, *Standards for Airport Markings*, 10 May 19

Federal Aviation Administration Pilot Controller Glossary

Prescribed Forms

AF Form 483, *Certificate of Competency*

Adopted Forms

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

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

AF Form 3616, *Daily Record of Facility Operation*

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

AF Form 847, *Recommendation for Change of Publication*

(Added-HILLAFB) DD Form 1408, *Armed Forces Traffic Ticket*

Abbreviations and Acronyms

(Added-HILLAFB) **AAFM**—Assistant Airfield Manager

ADPM—Airfield Driving Program Manager

(Added-HILLAFB) **ADTCS**—Airfield Driving Training Certification System

AF—Air Force

AFECD—Air Force Enlisted Classification Directory

AFSA—Air Force Flight Standards Agency

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

AFI—Air Force Instruction

AFM—Airfield Manager

AFMAN—Air Force Manual

AFOCD—Air Force Officer Classification Directory

AFPD—Air Force Policy Directive

AFSAS—Air Force Safety Automated System

AO—Airfield Operations

AOF/CC—Airfield Operations Flight Commander

CMA—Controlled Movement Area

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

DAFVA—Department of the Air Force Visual Aid

DoD—Department of Defense

(Added-HILLAFB) **EAL**—Entry Authorization List

(Added-HILLAFB) **ECC**—Emergency Communications Center

(Added-HILLAFB) **ECP**—Entry Control Point

(Added-HILLAFB) **EOC**—Emergency Operations Center

FAA—Federal Aviation Administration

FOD—Foreign Object Damage

(Added-HILLAFB) GOV—Government Owned Vehicle

(Added-HILLAFB) GSA—General Services Administration

HATR—Hazardous Air Traffic Report

(Added-HILLAFB) HILLAFBI—Hill Air Force Base Instruction

(Added-HILLAFB) ILS—Instrument Landing System

MFR—Memorandum for Record

MICT—Management Internal Control Toolset

NVD—Night Vision Device

OPR—Office of Primary Responsibility

POV—Privately Owned Vehicle

RDS—Records Disposition Schedule

RIPWG—Runway Incursion Prevention Working Group

(Added-HILLAFB) RMA—Radio Monitor Area

SAA—Senior Airfield Authority

SAC—Self-Assessment Communicator

UFC—Unified Facilities Criteria

WADPM—Wing or Garrison Airfield Driving Program Manager

Terms

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

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

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

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

(Added-HILLAFB) 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-HILLAFB) 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-HILLAFB) 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/VNCO may fulfill this position, it is a separate appointment process.

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

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

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

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

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

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

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

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

Air Force Runway Safety Action Team—Composed of AFFSA and/or major or field command OPR for AO functional experts used to analyze, report and determine corrective actions required to reduce the number of controlled movement area violations on the airfield. Air Force Runway Safety Action Team functional experts evaluate all pertinent areas that are a part of, or affect, the negative trend or unsafe condition.

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

(Added-HILLAFB) 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

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

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

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

(Added-HILLAFB) Circle of Safety—Within 25 feet of any part of an aircraft. See **Figure 4.5**.

(Added-HILLAFB) 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-HILLAFB) 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-HILLAFB) 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), except for the NEOR (295 feet west of the runway edge light); Alert taxiway (135 feet east of the runway edge light); Taxiway Delta (200 feet west of the runway edge light); Taxiway Juliett (200 feet east of the runway edge light); Taxiway Echo (250 feet west of the runway edge light); Taxiway Foxtrot (110 – 160 feet west of the runway edge light); taxiway Golf (110 feet west of the runway edge light) and the SEOR (110 feet west of the runway edge light) 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**

Controlled Movement Area (CMA)—As defined in Airfield Operation Instructions, any portion of the airfield requiring aircraft, vehicles and pedestrians to obtain specific air traffic control tower approval for access (normally via two-way radio contact with the air traffic control tower). Controlled movement areas include but are not limited to areas used for takeoff, landing and as required taxiing of aircraft. This definition is used in lieu of "movement area" as defined in the Federal Aviation Administration pilot controller glossary. Also called controlled movement area.

Controlled Movement Area Violation Event—An airfield infraction caused by aircraft, vehicles, or pedestrians entering the control movement area without specific air traffic control tower approval. This definition includes runway incursions and infractions caused by communication errors. Refer to DAFMAN 91-223 paragraph 9.1 for reportable hazardous air traffic report reporting procedures and for reportable controlled movement area violation events.

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

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

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

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

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

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

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

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

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

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

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

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

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

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 the vehicle and aircraft. Always yield to aircraft and never drive under an aircraft or its wings. Slow speed and extreme caution are required in these areas.

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

(Added-HILLAFB) 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.

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

(Added-HILLAFB) 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-HILLAFB) 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.

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

(Added-HILLAFB) 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.

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

(Added-HILLAFB) 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.

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

(Added-HILLAFB) 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.**

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

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

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

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

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

Pilot Deviation—The action of a pilot that results in the violation of air traffic control instructions, DAF instructions, DAF manuals or Federal Aviation regulations.

(Added-HILLAFB) 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-HILLAFB) 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 hangers, 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-HILLAFB) 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-HILLAFB) 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-HILLAFB) 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).

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

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

Spot Check—A spot check is conducted randomly for the purpose of enforcement and compliance with airfield driving procedures. Spot checks include but are not limited to the accuracy and currency of the driver's Air Force Form 483 and the availability and currency of the local airfield diagram, Department of the Air Force Visual Aids (e.g., DAFVA 11-240, DAFVA 13-222).

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

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

Unit—For the purpose of this publication, the term unit is equivalent to a squadron, also known as the basic unit in the United States Air Force organizational structure. For the United States Space Force, the term unit is typically equivalent to a Delta. The United States Space Force has squadrons subordinate to Deltas.

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

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

Attachment 2

RUNWAY INCURSION PREVENTION WORKING GROUP (RIPWG)

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

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

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

A2.4. RIPWG. The RIPWG will:

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

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

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

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

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

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

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

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

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

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

A2.4.2.4. Painting Federal Aviation Administration enhanced taxiway centerline marking prior to the runway hold position markings. **Note:** This option requires coordination with

civil engineer and wing safety and a work order request to change is implemented uniformly over the entire airfield.

A2.4.2.5. Installing runway guard lights if applicable.

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

A2.4.2.7. Installing Location Signs.

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

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

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

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

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

Attachment 3

AIRFIELD SIGNS, MARKING, AND LIGHTING

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

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

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

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

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



Attachment 4**UNIT AIRFIELD DRIVING PROGRAM MANAGER AND TRAINER(S)
APPOINTMENT LETTER****Figure A4.1. Unit Airfield Driving Program Manager and Trainer(s) Appointment Letter.**

[Date]

MEMORANDUM FOR 213 OSS/OSA

FROM: (Unit Commander Office Symbol)

SUBJECT: Appointment of Unit Airfield Driving Program Managers and Trainers

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

NAME/Email	OFFICE SYM	DP	483 # _____
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PRIMARY:

ALTERNATE:

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

NAME/Email	OFFICE SYM	DP	483 # _____
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3. This letter supersedes all previous letters, same subject.

XXXX X. XXXXX, Lt Col, USAF
Commander

Attachment 5

UNIT AIRFIELD DRIVING PROGRAM MANAGER TRAINING CHECKLIST

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

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

8. Unit ADPM Continuity Binder.			
9. Reporting, Enforcement, and Violations Consequences.			
10. Vehicle Passes (privately owned and government leased).			
11. Controlled Movement Area (CMA) procedures and training for unit personnel.			
12. Temporarily assigned personnel and Non-based assigned contractors briefing and/or training requirements.			
13. Escort procedures.			
14. Procedures for issuing, revoking and reissuing an AF Form 483, <i>Certificate of Competency</i> .			
15. Participate with the unit ADPM on an actual training session and practical check ride.			
16. AF Form 483 Certificate #:			
SECTION III TRAINING CERTIFICATION (Completed by the unit airfield driving program manager and wing or garrison airfield driving program manager or designated representative).			
Unit Airfield Driving Program Manager			
I have received and completed all of the above training requirements and will comply with Department of the Air Force Instruction 13-213 and wing or base supplement.			
Name: (Last, First, MI):	Grade or Civilian equivalent:	Signature:	Date:
Wing or Garrison Airfield Driving Program Manager			
Name: (Last, First, MI):	Grade or Civilian equivalent:	Signature:	Date:
Note: A local form may be used as long as it includes all information listed above.			

Attachment 6**AIRFIELD MANAGEMENT QUALITY CONTROL MEASURES****A6.1. Airfield Management.** Airfield Management should:

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

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

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

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

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

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

A6.3. Airfield Management. Airfield Management will:

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

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

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

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

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

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

Attachment 7

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST

Table A7.1. Airfield Driving Training Documentation And Certification Checklist.

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST			
SECTION I - TRAINEE INFORMATION (Completed by the Unit ADPM)			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Unit/Office Symbol or Company Name	Duty Phone
SECTION II - QUALIFICATION TRAINING (Completed by the Trainee and Unit Trainer)			
	Date	Trainee's	Trainer's Initials
1. Trainee possesses a valid (List State of Issue) Driver's License (List restrictions).			
2. Trainee possesses a valid Government Driver's License.			
3. Airfield Driver Classroom Training (as determined locally)			
4. Airfield Driving Qualification Training Checklist/Curriculum. (Completion of this checklist).			
5. Local Airfield Familiarization. Training Outcome(s): Trainee must be familiar with knowledge of the local airfield environment.	Date Completed	Trainee's Initials	Trainer's Initials
5.1. Non-Movement Area Boundary Marking as applicable.			
5.2. Non-Standard Airfield Markings as applicable.			
5.3. Aircraft Arresting Gear Markings as applicable.			
5.4. Locations of airfield Navigational Aids and Visual Approach Aids.			
5.5. Location of Restricted Area and Entry Control Points.			
5.6. Location of Free Zones as applicable.			
5.7. Location of the Fire Department, Air Traffic Control Tower (ATCT) and Airfield Management.			
5.8. Location/use of traffic control device as applicable.			
5.9. Hazardous Jet Blast locations on the airfield.			
5.10. Runway(s) configuration (e.g. dimensions, location, designation). Also, explain and define runway approach end and departure end.			
5.11. Taxiway configuration (e.g. dimensions, location, designation).			
5.12. Controlled Movement Area Boundaries.			
5.13. Congested Areas.			

5.14. Hot Spots as required locally.			
5.15. ATCT and vehicle blind spots.			
6. Local Vehicle Operator Requirements. Training Outcome(s): Trainee must be knowledgeable on local procedures and requirement for operating a vehicle on the airfield.	Date Completed	Trainee's Initials	Trainer's Initials
6.1. Use of perimeter and infield roadways.			
6.2. Lateral distance requirements for mobile obstacles on an apron/ramp and taxiway.			
6.3. Speed limits for vehicles operating on an apron/ramp and taxiway.			
6.4. Procedures for reporting and removing FOD.			
6.5. Restricted visibility and/or night driving.			
6.6. Procedures for operating bicycles, tricycles, etc. on			
6.7. Use of traction control devices as applicable.			
6.8. Emergency Response Vehicle requirements.			
6.9. Vehicle Escort/Convoy driving procedures as applicable.			
7. Practical Day Airfield Familiarization Training. Training Outcome(s): Trainee must be knowledgeable of the airfield environment. At a minimum, the trainee must demonstrate the ability to operate a vehicle to and from their designated work areas.			
7.1. Practical Day Driving Check-ride			
8. Practical Night (as applicable) Airfield Familiarization Training. Training Outcome(s): Trainee must be knowledgeable of the airfield environment. At a minimum, the trainee must demonstrate the ability to operate a vehicle to and from their designated work areas.			
8.1. Practical Night Driving Check-ride (as applicable).			
9. Review Local AFI 13-213 supplement.			
10. USAF Airfield Driving CBT (Date Completed).			
11. Runway Incursion Prevention Training.			
12. Airfield Diagram/Layout Test [Score:]			
13. General Knowledge Test (written) [Score:]			
14. Runway Incursion Prevention Test [Score:]			
15. Communication Test [Score:]			

16. Demonstrate the ability to contact ATCT for approval to enter/exit the CMA . Note: Required for all personnel that require access on or across taxiways, helipad, and aprons located in the CMA.			
17. Demonstrate the ability to contact ATCT for approval to enter/exit the runway . Note: Required for all personnel that require access on or across taxiways, helipad and aprons located in the CMA.			
SECTION III - Color Vision Test for CMA drivers only. (Completed by Hospital/Medical Treatment Facility Optometry)			
Results: Pass / Fail (Circle one)			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
SECTION IV - TRAINER CERTIFICATION (Completed by Authorized Airfield Driving Trainer)			
I certify the trainee has received all required qualification training requirement annotated above.			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

I have received and completed all of the training requirement and will comply with my local base's Airfield Driving AFI 13-213 Supplement instructions. I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement area without approval from the Air Traffic Control Tower (ATCT).			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
SECTION VI - UNIT CERTIFICATION (Completed by Unit Commander or Unit ADPM)			
I certify that the above trainee has successfully completed all training requirements to operate a vehicle on _____			
Check all applicable restrictions and/or special access.			
Ramp Only	Daylight Only	CMA Authorized	Other (Specify):
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
SECTION VII - AIRFIELD DRIVING AUTHORIZATION (Completed by the Wing ADPM or designated)			
Approved	Disapproved	AF Form 483#:	
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
NOTE: A local form may be used as long as it includes all information listed above.			

Attachment 8

TEMPORARILY ASSIGNED PERSONNEL/NON-BASED ASSIGNED CONTRACTORS TRAINING CHECKLIST

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

TEMPORARILY ASSIGNED PERSONNEL/NON-BASED ASSIGNED CONTRACTORS TRAINING CHECKLIST			
SECTION I - TRAINEE INFORMATION (Completed by the Unit Airfield Driving Program Manager or Wing Airfield Driving Program Manager)			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Unit/Office Symbol or Company Name	Duty Phone
SECTION II - QUALIFICATION TRAINING (Completed by the Trainee, Unit Airfield Driving Program Manager or Designated Trainer)			
	Date Completed	Trainee's Initials	Trainer's Initials
1. Explain the difference between mandatory/informational local airfield signs.			
2. Explain the different types of airfield marking (i.e. runway, taxiway, apron/ramp). Provide examples of local airfield markings.			
3. Explain the different types of airfield lighting systems (i.e. runway, taxiway, apron/ramp). Provide examples of local airfield lighting.			
4. Identify the speed limits for general/special purpose vehicles operating on aircraft parking aprons/ramps and taxiways.			
5. Identify the procedures for vehicle operating in the immediate vicinity of base assigned and transient (if applicable) aircraft.			
6. Explain the requirements for parking and chocking vehicles and/or equipment on the airfield.			
7. Identify the lateral distance requirements for mobile obstacles on taxiways and aprons.			
8. Discuss Foreign Object Damage (FOD) control/prevention measures for the airfield.			
9. Identify methods/practices to prevent a runway incursion.			
10. Explain the different types of airfield violations and their consequences.			
11. Identify the proper radio terminology and phraseology.			
12. Provide a local Airfield Diagram.			
13. Identify all restricted areas and entry control points.			
14. Identify all Control Movement Area boundaries.			
15. Identify Free zones, when applicable.			
16. Practical airfield familiarization training. At a minimum, familiarize individual on route(s) to and from the designated work area.			

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

Attachment 9**AIRFIELD DRIVING PROGRAM CONTINUITY BINDER**

A9.1. TAB A. Unit Airfield Driving Program Manager appointment letter(s). At a minimum, the appointment letter must be signed by the current unit commander or equivalent and on file with the wing or garrison ADPM. **(T-3).**

A9.2. TAB B. DAFI 13-213, wing or base supplement.

A9.3. TAB C. Annual program assessment results.

A9.4. TAB D. Unit airfield driving program manager training documentation.

A9.5. TAB E. Current list of unit assigned airfield drivers. At a minimum, the list of airfield drivers include the individual's full name, grade (or civilian equivalent), unit, Air Force Form 483 certificate number, restrictions (e.g., daytime or ramp only) and refresher training due date.

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

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

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

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

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

Attachment 10 (Added-HILLAFB)

SAMPLE AF 483

Figure A10.1. (Added-HILLAFB) 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 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/STATION	
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-HILLAFB)**VEHICULAR CALL SIGNS****Table A11.1. (Added-HILLAFB) Approved Vehicular Call Signs.**

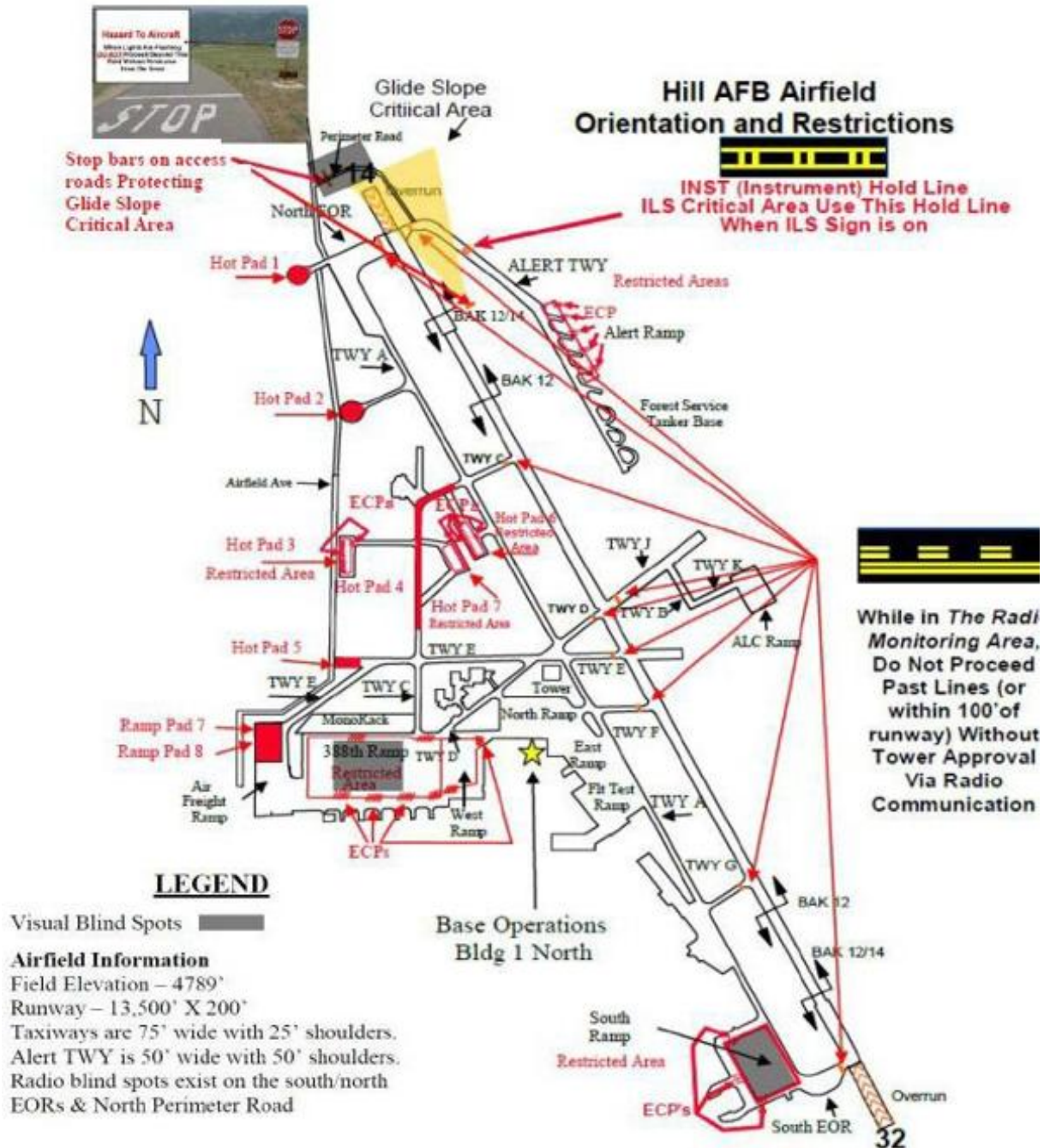
CALL SIGN	OFFICE	CALL SIGN	OFFICE
Wing 1	75 ABW/CC	Rescue 101	775 CES/CEF
Wing 2	75 ABW/CV	Deputy 102	775 CES/CEF
Wolf Pack 1	75 OSS/CC	Utility 1	775 CES/CEF
Wolf Pack 2	75 OSS/DO	Utility 3	775 CES/CEF
Ops 1	75 OSS/OSA	Training 1	775 CES/CEF
Airfield 1	75 OSS/OSAA	Hazmat 1	775 CES/CEF
Trainer 2, 3, 4, 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 1 thru 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/CEOF	Security Forces I 1	75 SFS/Flight I
Power Pro 1 thru 4	75 CES/CEOF	Security Forces K 1	75 SFS/MWD
Survey 1	75 CEG/CEPT	Police 1 thru 3	75 SFS Flightline Internal Security Respond Team
Electrical Super	75 CES/CEOF	Fox 1	75 SFS Flightline Internal Security Respond Team
Exterior Electric 1-3	75 CES/CEOF	Security 1	75 SFS Flightline External Security Respond Team
Airfield Electrician	75 CES/CEOF	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-HILLAFB)

HILL AFB ORIENTATION AND RESTRICTIONS

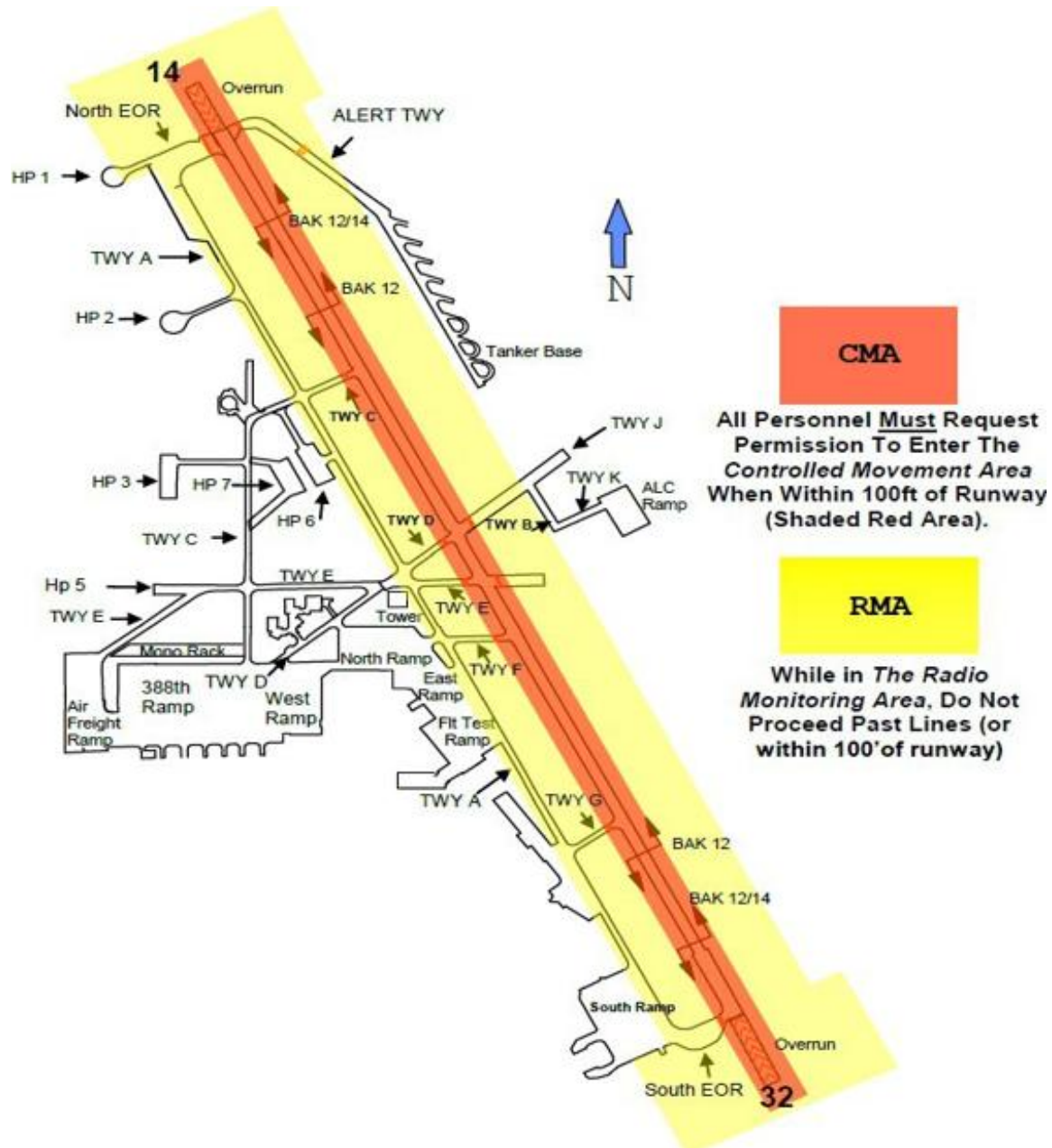
Figure A12.1. (Added-HILLAFB) Hill AFB Orientation and Restrictions.



Attachment 13 (Added-HILLAFB)

HILL AFB AIRFIELD CONTROLLED MOVEMENT AND RADIO MONITORING AREAS

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



Attachment 14 (Added-HILLAFB)

HILL AFB AIRFIELD FOD CHECK POINTS/AIRFIELD ACCESS POINTS

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



Attachment 15 (Added-HILLAFB)

HILL AIRFIELD MANAGEMENT AIRFIELD CONSTRUCTION/TDY BRIEFING GUIDE

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

Hill Airfield Management Airfield Construction/TDY Briefing Guide		
Contract #:	Operational Area:	Date:
Purpose: To brief construction crews or TDY personnel on their responsibilities as related to the following: 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. 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. 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. 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. 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 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. 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. Site Visit: The Airfield Manger or designated representative will visit the work site as required. Briefing Confirmation (Sign below)		
Contractor: _____		Project Officer: _____

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

A16.1.1. **(Added-HILLAFB)** 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-HILLAFB)** 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-HILLAFB)** 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 4.2.1.3.2](#) for additional guidance concerning "up to, but not on the runway."

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

A16.1.5. **(Added-HILLAFB)** If 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-HILLAFB)** 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-HILLAFB) Example of Initial Call to Tower.

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

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

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

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

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

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

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

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

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

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

A16.3.5.2. **(Added-HILLAFB)** 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-HILLAFB)** HILL GROUND: "AIRFIELD 3, HOLD SHORT, LANDING TRAFFIC." VEHICLE: "HILL GROUND, AIRFIELD 3, WILL HOLD SHORT."

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

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

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

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

A16.4. (Added-HILLAFB) 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-HILLAFB)** HILL GROUND: "AIRFIELD SWEEPER, PROCEED ON RUNWAY ONE FOUR AT TAXIWAY CHARLIE, REPORT OFF."

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

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

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

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

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

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

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

A16.4.9. **(Added-HILLAFB)** 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-HILLAFB) HILL GROUND: " PAVEMENT ONE, PROCEED ACROSS RUNWAY ONE FOUR AT DELTA WITHOUT DELAY, REPORT OFF."

A16.5. (Added-HILLAFB) 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-HILLAFB) HILL GROUND: "AIRFIELD LIGHTING, PROCEED UP TO, BUT NOT ON RUNWAY AT DELTA" REPORT OFF."

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

A16.6.1. (Added-HILLAFB) 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-HILLAFB) VEHICLE: "OPS ONE IS OFF THE RUNWAY AT CHARLIE."

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

A16.7.1. (Added-HILLAFB) 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-HILLAFB) All acknowledgements and instructions must be reported verbatim back to the tower.

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

A16.9.1. (Added-HILLAFB) 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-HILLAFB)

NORTH RAMP DRIVING RESTRICTIONS

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



Attachment 18 (Added-HILLAFB)
SAMPLE POV PASS REQUEST LETTER

Figure A18.1. (Added-HILLAFB) Sample POV Pass Request Letter.

	DEPARTMENT OF THE AIR FORCE 75TH OPERATIONS SUPPORT SQUADRON (AFMC) HILL AIR FORCE BASE UTAH
20 November 2025	
MEMORANDUM FOR 75 OSS/ OSAA	
FROM: UNIT	
SUBJECT: Resquest for Permanent/Temporary Personally Owned Vehicle (POV) Pass	
1. A POV pass is requested for the following individual(s): a. Name: b. Unit: c. Duty Phone: d. Vehicle Make: e. Vehicle Model: f. Vehicle Year: g. Vehicle Color: h. License Plate # & State: i. AF 483#: j. Area of Operation:	
2. Justification: Reason for requesting a POV pass (construction project, escort, etc.)	
3. This pass is requested through DATE. It is understood that a new request for a POV pass must be resubmitted at the expiration of the current pass and no pass will exceed 31 December.	
4. If you have any questions please contact (your name) at (phone number).	
FIRST M. LAST, Rank, USAF Commander OR Director	

Attachment 19 (Added-HILLAFB)**SAMPLE SUSPENSION/REVOCATION OF AIRFIELD DRIVING PRIVILEGES****Figure A19.1. (Added-HILLAFB) Sample Suspension Revocation of Airfield Driving Privileges.**

	DEPARTMENT OF THE AIR FORCE 75TH OPERATIONS SUPPORT SQUADRON (AFMC) HILL AIR FORCE BASE UTAH
20 November 2025	
MEMORANDUM FOR UNIT COMMANDER	
FROM: 75 OSS/OSAA	
SUBJECT: Suspension/Revocation of Airfield Driving Privileges	
1. The following individual has had their airfield driving privileges suspended/revoked for a minimum of 30 days IAW DAFI 13-213, 3.2.8.	
2. The reason for suspension/revocation of airfield driving privileges is due to (explain in detail airfield driving violation).	
3. After (mandated suspension period) the individual may have their airfield driving privileges reinstated provided that they have completed remedial airfield drivers training and certification is conducted by the unit ADPM. Upon completion of mandated suspension and retraining/certification, the unit ADPM must request the individual's airfield driving privileges be reinstated in writing to the wing or garrison ADPM.	
FIRST X. LAST, Rank, USAF Wing Airfield Driving Program Manager	

Attachment 20 (Added-HILLAFB)

SAMPLE ANNUAL VALIDATION OF AUTHORIZED AIRFIELD DRIVERS

Figure A20.1. (Added-HILLAFB) Sample Annual Validation of Authorized Airfield Drivers.

	DEPARTMENT OF THE AIR FORCE 75TH OPERATIONS SUPPORT SQUADRON (AFMC) HILL AIR FORCE BASE UTAH
13 November 2025	
MEMORANDUM FOR 75 OSS/OSAA	
FROM: UNIT CC or ADPM	
SUBJECT: Annual Validation Letter	
1. IF ALL unit airfield drivers are NON-CMA ONLY:	
The (UNIT) currently has XX drivers authorized to drive on the airfield. All authorized drivers that are assigned to the (UNIT) are properly trained on Non-CMA roles and responsibilities. This message is being sent to you, to comply with AFI 13-213 paragraph 2.8.28, "Annually validate the number of personnel authorized to drive on the airfield to include justification for individuals required to enter or cross the CMA. (T-3). Provide results to the Wing ADPM via an email and/or MFR".	
2. OR, IF ANY unit airfield drivers have CMA Access:	
The (UNIT) currently has XX drivers authorized to drive on the airfield. All authorized drivers that are assigned to the (UNIT) are properly trained on CMA procedures, roles and responsibilities. This message is being sent to you, to comply with AFI 13-213 paragraph 2.8.28, "Annually validate the number of personnel authorized to drive on the airfield to include justification for individuals required to enter or cross the CMA. (T-3). Provide results to the Wing ADPM via an email and/or MFR".	
FIRST X. LAST, Rank, USAF XX unit ADPM	