

**BY ORDER OF THE  
JOINT BASE CHARLESTON  
COMMANDER (AMC)**



**DEPARTMENT OF AIR FORCE  
INSTRUCTION**

**13-213**

**AIR MOBILITY COMMAND  
Supplement**

**23 DECEMBER 2020**

**JOINT BASE CHARLESTON**

**Supplement**

**2 MAY 2023**

**NUCLEAR SPACE, MISSILE,  
COMMAND, AND CONTROL AIRFIELD  
DRIVING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This supplement defines, describes, and implements airfield driving policies, responsibilities, and procedures for operating vehicles on the JB Charleston airfield in accordance with (IAW) AFI13-213\_AMCSUP, Airfield Driving. The contents of this instruction apply to all military and civilian personnel conducting ground vehicular traffic operations on the airfield at JB Charleston and North Auxiliary Airfield (NAAF) to include Air National Guard and Air Force Reserve. The Charleston County Aviation Authority (CCAA) maintains an airfield driving program IAW FAA directives to license/certify airfield drivers in support of civilian airport operations.

**SUMMARY OF CHANGES**

**(Added)** This publication has been substantially revised and needs to be completely reviewed. Major changes include updated driver testing requirements and unit inspection processes. Minor

changes were made throughout and include reference updates and editing errors. NOTE: This supplement incorporates DAFI 13-213\_AFGM2020-01.

## Chapter 2

### ROLES AND RESPONSIBILITIES [THIS SECTION IS REQUIRED, AND IS NOT TIERED.]

2.7.4. **(Added)** Copies of this instruction, training curriculum and testing materials are provided through the Airfield Drivers Training Program (ADTP) website (<https://webapps.amc.af.mil/ADTP/Pages/System/Login.aspx?ReturnUrl=%2fADTP%2fPages%2fLicensed%2fHome.aspx>) and the Airfield Driving SharePoint site. (<https://usaf.dps.mil/sites/JB-CHS/437AW/437oss/intra/OSA/afds/SitePages/Home.aspx>)

2.7.11. **(Added)** 437 AW utilizes the 437 AW SharePoint Airfield Driving page and the AMC Airfield Drivers Training Program web site (ADTP) to maintain the Wing ADPM continuity binder in an electronic format.

2.7.14. **(Added)** The Wing ADPM may provide training to temporarily assigned personnel, Inspection/Survey/MRT Teams, and non-base assigned contractors. The training may be tailored based on type, location, time and duration of work.

2.7.16. **(Added)** Driving Certification Codes used at JB Charleston are:

2.7.16.1. **(Added)** JB Charleston NON – CMA Access: B

2.7.16.2. **(Added)** JB Charleston CMA Access – C

2.7.16.3. **(Added)** North Auxiliary Airfield Access – X

2.7.16.4. **(Added)** and/or North Aux Airfield daylight only – D

2.8.25. **(Added)** All training and testing materials are maintained on the ADTP web site.

2.16.4. **(Added)** Inform the 628 Security Forces Squadron (SFS) and Airfield Management of contractors seeking authorization to operate vehicles on the airfield or vehicles that may impact airfield operations.

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

2.17.1. **(Added)** Ensure airfield construction or other projects that affect the airfield environment contain requirements for contractor personnel to comply with the provisions of AFI 13-213, Airfield Driving, AFI13-213\_AMCSUP and 437AWI 13-213.

## Chapter 3

### TRAINING CRITERIA AND TESTING

**3.1. (Added) The ADTP Step 3 unit test is optional, but highly encouraged to be used by the unit ADPM to assess the readiness of a trainee to successfully complete the Step 4 wing test.**

**3.2.2. (Added)** Personnel who do not complete annual refresher training by the date their license expires will have their airfield driving privileges suspended until the training is complete. Personnel who do not complete annual refresher training within 90 days after the expiration date of their airfield driver's license are subject to removal from the airfield driving program (ADTP).

**3.2.4. (Added)** Review of AFI 13-213, Airfield Driving, AFI 13-213\_AMCSUP, Airfield Driving, AFMAN 24-306, Operation of Air Force Government Motor Vehicles, AFMAN 91-203, Air Force Occupational Safety, Fire, and Health Standards, **Paragraph 24.13**, and this supplement are required.

**3.3. (Added) The ADTP Step 3 unit test is optional, but highly encouraged to be used by the unit ADPM to assess the readiness of a trainee to successfully complete the Step 4 wing test.**

**3.3.1. (Added)** The authority to administer/enable the Wing airfield drivers tests is delegated to the Unit ADPMs.

**3.3.1.1.4. (Added)** The JB Charleston airfield diagram is depicted in **Attachment 10**.

**3.3.2.3. (Added)** Document Unit commander approval to retest using the Add Comment function in the individuals ADTP profile.

**3.4. (Added) Personnel who require color vision testing will report to the 628 MDG/SGOPF (Flight Medicine) or 628MDG/SGPE (Optometry) for color vision screening.** Both clinics will conduct vision screening on a walk-in basis.

**3.4.4. (Added)** The Unit ADPM will validate color vision screening results and check the completed box in the ADTP Step 2.

## Chapter 4

### OPERATING PROCEDURES AND STANDARDS

**4.1. (Added) Vehicles will be operated on the airfield only when required in direct support of the flying mission.** At no time will any portion of the airfield be used as a short-cut or for convenience.

**4.2.3.1. (Added)** All vehicle operators and/or pedestrians operating in the CMA and/ or requiring short periods on the runway (i.e. runway crossings) will use/monitor the Charleston Ground frequency.

**4.2.3.2. (Added)** Vehicle operators and/or pedestrians requiring extended periods on the runway (i.e. runway inspections/checks, barrier maintenance, pavement repair etc.) will use/monitor the Charleston Tower frequency.

**4.2.6.1. (Added)** Vehicle and pedestrian call signs are provided in [Attachment 12](#).

**4.2.6.1.1. (Added)** AM personnel will utilize the following call signs to avoid confusion with local civilian airport operations personnel.

**4.2.6.1.1.1. (Added)** Airfield Manager – Ops 1. **4.2.6.1.1.2. (JB Charleston) Deputy Airfield Manager – Ops 2**

**4.2.6.1.1.3. (Added)** All other Airfield Management personnel – Ops 4, 5 , 6 etc. “Ops 3” will not be used to avoid confusion with Runway 3 or Runway 33.

**4.3.1. (Added)** Air Traffic Control Tower will use light gun signals to advise vehicle operators/pedestrians of vehicle/ATC radio failure. Note: Because JB Charleston control tower is operated by the FAA, the Air Force guidance provided in [paragraph 4.3.1](#) is not applicable. The FAA control tower will not flash runway edge lights on and off to alert vehicle operators/pedestrians on the runway that there is a problem and/or emergency that requires them to immediately exit the runway.

**4.5.1.1. (Added)** At no time will vehicles/pedestrians proceed beyond a Mandatory Sign without specific approval from Air Traffic Control. This also applies during periods when runways/taxiways are closed.

**4.5.1.2. (Added)** Runway Holding Position Signs (Attachment 3, figure A3.1). Runway holding position signs are located on taxiways that intersect a runway and correspond with Runway Hold Position Markings, as shown in [Attachment 3, figure A3.2](#) The runway numbers on the sign are arranged to correspond to the respective runway threshold. For example, “33-15” indicates that the threshold for Runway 33 is to the left and the threshold for Runway 15 is to the right. On taxiways that intersect the beginning of the takeoff runway, only the designation of the takeoff runway may appear on the sign. For example, “33” indicates the beginning of Runway 33. Vehicle operators or pedestrians will not proceed beyond these signs without approval from Air Traffic Control. Vehicles and/or pedestrians will STOP before the sign and contact Air Traffic Control to request permission to proceed onto the runway beyond the hold sign.

**4.5.1.3. (Added)** Instrument Landing System (ILS) Critical Area Holding Position Sign ([Attachment 3, figure A3.1](#)). The inscription “ILS” is used for protection of the ILS critical area at Taxiways Delta, Echo, and Golf as they approach runway 15/33. These signs correspond to the

Instrument Holding Position Markings as shown in **Attachment 3, figure A3.2** When the instrument landing system is being used, it may be necessary to hold a vehicle or aircraft at designated taxiway locations to protect the critical areas. This prevents vehicles and aircraft on the ground from interfering with the ILS signal transmitted to an aircraft on final approach. Vehicle drivers will hold short of these signs when inclement weather conditions exist (ceilings less than 800 feet and/or visibility less than 2 miles).

4.5.2. **(Added)** These signs are used as necessary to indicate a specific location, direction, or other useful information. Non-mandatory signs include taxiway direction signs, taxiway location signs, destination signs, boundary signs and runway exit signs.

4.5.2.4. **(Added)** These signs are used to identify the exit boundary of a runway protected area and instrument holding position protected area. This runway protected area boundary sign has a black inscription that depicts a holding position marking on a yellow background. Vehicle operators can use these signs as a guide when to report back to ATCT when they have exited a runway or ILS critical area.

4.6.1. **(Added)** Runway shoulder markings and chevron markings in the overruns are yellow in color to identify areas along the edge of the runway and overruns not intended for use by aircraft.

4.6.3.1. **(Added)** On the non-runway side of the marking, the taxiway centerline is enhanced with dashed lines 150 feet prior to the hold marking and surface painted hold position sign markings have been added. These markings are coincidental with Runway Holding Position Signs. All personnel must stop and contact Air Traffic Control to request permission to proceed beyond these markings.

4.7.3. **(Added)** Taxiway centerline lights are not installed at Joint Base Charleston.

4.8.12. **(Added)** Emergency response vehicles meeting a regulatory requirement may exceed the speed limits with prudence, provided personnel and property are not endangered and only when responding to actual (not exercise, training or simulated) emergencies.

4.8.13.1. **(Added)** - 35 miles per hour.

4.8.14. **(Added)** Runway speed limits will not exceed 45 mph. Exception: Vehicles on the runways may exceed speed limits when directed to expedite by ATCT or when responding to actual emergencies.

4.9.3. **(Added)** Do not operate a vehicle between a taxiing aircraft and a "Follow Me" vehicle.

**4.11. (Added) All vehicles operating on the airfield are considered mobile obstacles.** Maintenance and emergency vehicles operating on ramps/aprons and in the CMA have special separation standards and are not addressed in this supplement. All other vehicles operating on the airfield must comply with the following.

4.11.2. **(Added)** The lateral clearance distance from the edge of all ramps and aprons to a mobile obstacle is 50 feet from the wingtip of any aircraft. When operating off the edges of a ramp or apron do not park or operate a vehicle within 50 feet of a moving aircraft. To ensure separation from any aircraft in the Air Force inventory, vehicles should park a minimum of 125 feet from edge of pavement.

4.11.4. **(Added)** Mobile ground support equipment will be placed on the airfield (taxiways, aprons, etc.) no sooner than three hours before an arrival and must be moved no later than three

hours after a departure. When such equipment is not in use, it shall be removed and stored in areas that do not violate aircraft clearance requirements for normal operating routes (marked taxi lanes or taxiways) or other imaginary surfaces.

**4.13.4. (Added)** Vehicle operators will stop and perform a visual FOD inspection on all vehicles, equipment, and tires prior to entering the flightline. (NOTE: Emergency response vehicles (SFS, Fire Dept, Ambulance and J-Alert) responding to actual/real- world events are exempt from this requirement.)

**4.17. (Added) Motorcycles, mopeds/scooters, bicycles, and tricycles are not authorized on the parking ramps, taxiways, or runways.** Electrical or gasoline-powered golf- type carts are authorized.

**4.21. (Added) No vehicle traffic control devices/lights are installed on the airfield at Joint Base Charleston.** Vehicle operators will adhere to all signs and markings identifying the CMA boundary.

**4.22.1. (Added)** NVD ops are not conducted on any open/active portion of the airfield. Units requiring the use of NVD's for airfield drivers must coordinate with Airfield Management for closure of the area they want to operate/train in.

**4.23.3. ADDED)** One individual may act as an escort for no more than three vehicles. The escort individual is responsible for the group and will relay ATCT instructions/communications for the group if in the CMA.

**4.23.4. (Added)** Personnel providing escort of unlicensed drivers will take full responsibility for drivers' actions and not allow drivers to deviate from the escort convoy.

**4.23.5. (Added)** Personnel escorting individuals into the restricted areas are responsible for that person and must stay in close proximity to the escorted individual. All escorted personnel must be visible at all times by the escort official and the escort must have escort privileges.

**4.24. (Added) Vehicles equipped with supplemental traction devices (e. g. tire chains, studded tires, etc.) are not authorized to operate on the JB Charleston airfield due to the potential for FOD and pavement damage.**

**4.26.4. (Added)** Due to excessive jet blast, ground vehicle operations are prohibited within 750 feet of C-17 combat offload (training) area on taxiway Delta and near taxiway Kilo when aircraft are present.

**4.28.1. (Added)** TDY and non-base assigned personnel requiring unescorted access to the CMA must complete all of the provisions in this instruction and the ADTP before being granted an AF Form 483 for the JB Charleston Airfield. This training will be accomplished by the sponsoring unit.

**4.28.1.1. (Added)** The preferred method of granting access to the CMA is for the sponsoring unit to provide CMA certified escorts. See **paragraph 4.23** for escort procedures.

**4.28.2.1. (Added)** TDY personnel with a valid AF Form 483 Certificate of Competency for Airfield Driving from their home station may be granted Non- CMA airfield driving privileges on the JB Charleston airfield upon completion of **Attachment 8**, Temporarily Assigned Personnel/Non-Based Assigned Contractors Training Checklist. The Wing ADPM or designated AM representative will train non-base assigned contractors

4.29.6.1. **(Added)** Temporary POV passes/cones are issued on a daily basis to contractors fulfilling their contractual duties. Contractors requesting a POV pass must have a valid AF IMT 483 in their possession or be escorted by an individual with a valid 483. The temporary POV passes are issued by AM Ops and must be returned at the end of each duty day.

4.29.6.1.1. **(Added)** A current airfield diagram, AFVA 13-222 and AFVA 11-240. must be always maintained in the vehicle while on the airfield.

4.29.6.1.2. **(Added)** Temporary POV pass/cone color will be changed annually.

4.29.6.1.3. **(Added)** Passes/cones will be removed from the exterior of the vehicle and secured upon exiting the airfield.

4.29.6.1.4. **(Added)** Loss or theft of passes must be reported to Airfield Management immediately.

4.29.6.2. **(Added)** Permanent POV passes are only issued to personnel assigned to Joint Base Charleston with a compelling justification. A valid current AF IMT 483 is required.

4.29.6.2.1. **(Added)** Permanent POV pass requests must be endorsed by the requesting individuals Group Commander and approved/issued by Wing Airfield Driving Program Manager or designated representative.

4.29.6.2.2. **(Added)** The JB Charleston POV/GLV Pass Request can be downloaded from the Wing Airfield Driving SharePoint site. This request must be signed by Wing Airfield Driving Program Manager and a copy kept in the vehicle while on the airfield.

4.29.10. **(Added)** Vehicles with a GSA license plate and JB Charleston base- assigned contractor vehicles with company logos displayed on both sides are exempt from POV pass requirements.

4.29.11. **(Added)** Contractor vehicles without company logos are not authorized on the airfield without an approved temporary POV Pass/cone issued by AM.

4.30.3.1. **(Added)** First Offense. Incur a warning (minimum) or loss of airfield driving privileges for a period of up to 30 days as determined by the Wing ADPM.

ROBERT V. LANKFORD, Col, USAF  
Commander, 437 Airlift Wing

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

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

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

AFMAN 13-204v1, *Management of Airfield Operations*, 22 July 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

AFECD, 31 October 2017

AFOCD, 31 October 2017

AFMAN 91-223, *Aviation Safety Investigations and Reports, 14 September 2018 FAA Order 7110.65Y, Air Traffic Control*, 20 June 2019

AFVA 11-240, *USAF Airport Signs and Markings*, 15 April 2017 AFVA 13-221, *Control Tower Light Signals*, 1 November 2001

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

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 15 January 2020

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

AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, 29 July 2020

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

AFI 91-202, *The US Air Force Mishap Program*, 25 March 2020

FAA Advisory Circular 150/5340-1L, *Standards for Airport Markings*, 10 May 2019

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

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

**Prescribed Forms**

*AF Form 483, Certificate of Competency*

**Adopted Forms**

*AF Form 457, United States Air Force Hazard Report AF Form 651, Hazardous Air Traffic Report (HATR) AF Form 3616, Daily Record of Facility Operation*

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

*AF Form 847, Recommendation for Change of Publication*

***Abbreviations and Acronyms*****ADPM**—Airfield Driving Program Manager**AF**—Air Force**AFECD**—Air Force Enlisted Classification Directory**AFFSA**—Air Force Flight Standards Agency**AFI**—Air Force Instruction**AFM**—Airfield Manager**AFMAN**—Air Force Manual**AFOCD**—Air Force Officer Classification Directory**AFPD**—Air Force Policy Directive**AFRIMS**—Air Force Records Information Management System**AFSAS**—Air Force Safety Automated System**AFVA**—Air Force Visual Aid**AO**—Airfield Operations**AOB**—Airfield Operations Board**AOF/CC**—Airfield Operations Flight Commander**CC**—Commander**CMA**—Controlled Movement Area**FAA**—Federal Aviation Administration**FOD**—Foreign Object Damage**HATR**—Hazardous Air Traffic Report**MFR**—Memorandum for Record**MICT**—Management Internal Control Toolset**NOTAM**—Notice to Airmen**NVD**—Night Vision Device**OPR**—Office of Primary Responsibility**POV**—Privately Owned Vehicle**RDS**—Records Disposition Schedule**RIPWG**—Runway Incursion Prevention Working Group**SAC**—Self-Assessment Communicator**UFC**—Unified Facilities Criteria

**Terms**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Controlled Movement Area**—As defined in Airfield Operation Instructions, any portion of the airfield requiring aircraft, vehicles and pedestrians to obtain specific Air Traffic Control Tower approval for (normally via two-way radio contact with the Air Traffic Control Tower). Controlled Movement Areas include but are not limited to areas used for takeoff, landing and as required taxiing of aircraft. NOTE—This definition is used in lieu of "movement area" as defined in the Federal Aviation Administration Pilot Controller Glossary. Also called Controlled Movement Area.

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

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

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

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

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

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

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

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

**Light Gun**—A handheld directional light signaling device which emits a brilliant narrow beam of white, green, or red light as selected by the tower controller. The color and type of light transmitted can be used to approve or disapprove anticipated pilot actions where radio communication is not

available. The light gun is used for controlling traffic operating in the vicinity of the airport and on the airport movement area.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Attachment 10 (Added)

## HOT SPOT AND AIRFIELD DIAGRAM

Figure A10.1. (Added) JB Charleston Hot Spot Diagram.



Figure A10.2. (Added) JB Charleston Airfield Diagram.

**Attachment 11 (Added)****NORTH AIR FORCE AUX AIRFIELD (ADDED)**

**A11.1. (Added)** All of the operating criteria and standards previously identified in this document for Joint Base Charleston also apply at North Air Force Auxiliary Airfield.

**A11.2. (Added)** Personnel permanently assigned or with a frequent recurring requirement to drive on the airfield at North AF Aux (i. e. Fire Dept, ATOC contractor, grass cutters etc.) will be trained IAW with the provisions in **Chapter 3** of this instruction. The training/qualification to drive at North will be indicated by an “X” in the Airfield Restrictions portion of the AF Form 483.

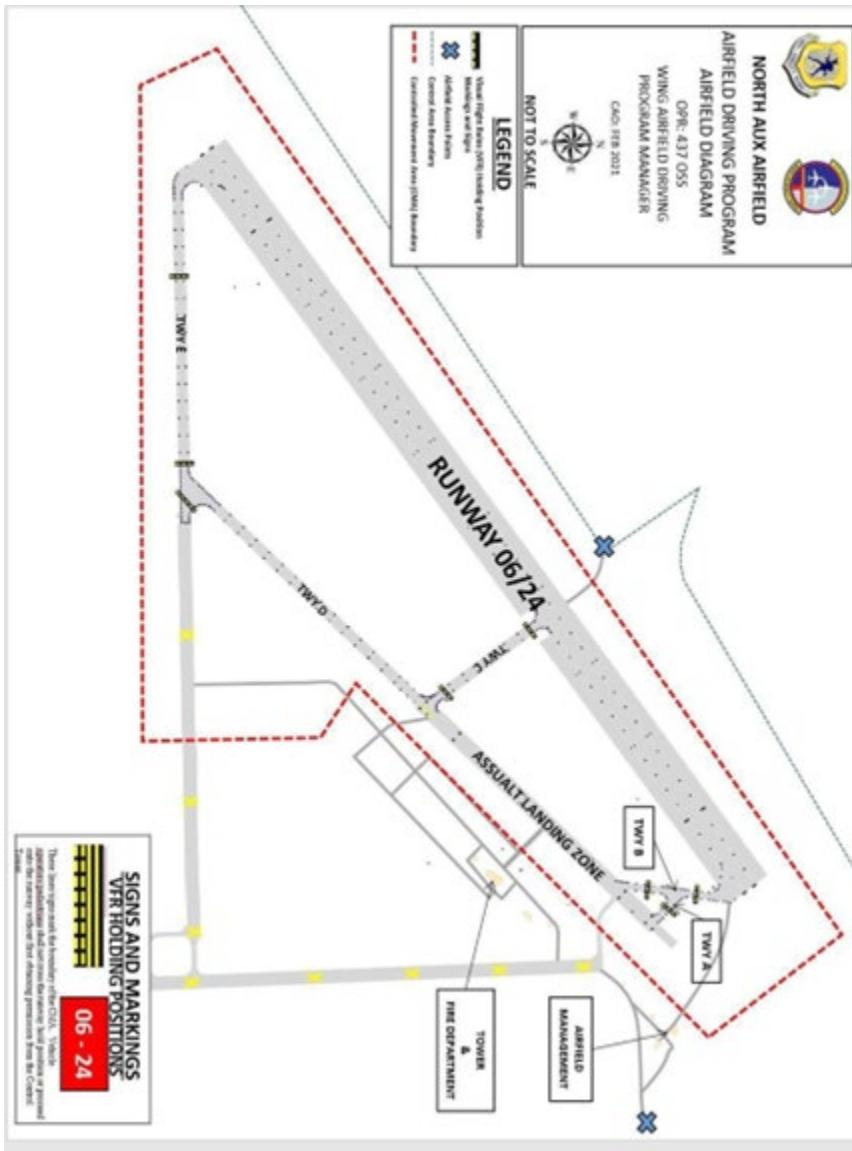
**A11.3. (Added)** Personnel responding to North in response to disabled aircraft or other unforeseen issues (i. e. Acft MX, SFS, C.E. etc.) will make contact with the Airfield Management representative or Landing Zone Safety Officer (LZSO) on duty upon arrival and prior to driving on any portion of the airfield.

A11.3.1. **(Added)** The Airfield Management representative or LZSO will provide “just in time training/briefings” and/or escort (time and duties permitting) to individuals requiring access into the CMA at XNO.

A11.3.2. **(Added)** Personnel responding to North must have a current and valid Charleston AF Form 483 for Airfield Driving in order to be granted unescorted access into the CMA. Regardless of assigned restrictions all personnel must contact the Airfield Management representative or Landing Zone Safety Officer (LZSO) on duty upon arrival at North.

**A11.4. (Added) The Airfield Management representative will train TDY and contract personnel IAW Paragraph 4.28 of this instruction.**

**Figure A11.1. (Added) North Air Force Aux Airfield Diagram.**



## Attachment 12 (Added)

TABLE A12.1. APPROVED CALLSIGNS. (ADDED)

Agency	Call Sign	Agency	Call Sign
437 Wing Commander	Lifter 01	Barrier Maintenance	Barrier Maintenance
437 Vice Wing Commander	Lifter 02	Airfield Lighting	Light Bulb
315 Wing Commander	Grits 01	Civil Engineering, Engineering	Engineer 1, 2, etc...
315 Vice Wing Commander	Grits 02	Fire Chief	Chief 1, 2, etc...
437 Operations Group Commander	Lifter 03	Crash Recovery	Crash 1, 2, etc...
FAA	FAA Equipment Maintenance	Rescue	Rescue 1, 2, etc...
Charleston County Aviation Authority	Airport 1, 2, etc...	Transient Alert	TA 1, 2, etc...
Wing Safety	Safety 01	Airfield Sweeper	Sweeper 1, 2, etc...
Airfield Manager/Deputy Airfield Manager	Ops 1/2	Boeing Fire	Boeing Crash 1, 2, etc...
Airfield Management Personnel	Ops 4, 5, 6, etc...	Boeing Fire	Boeing Squad 1, 2, etc...
Civil Engineer Maintenance	C. E. 1, 2, etc...	Boeing Fire	Boeing Command 1, 2, etc...
Airfield Mowers	Grass Cutter 1, 2, etc...		