

**BY ORDER OF THE COMMANDER
JOINT BASE LANGLEY-EUSTIS**



AIR FORCE INSTRUCTION 13-213

**JOINT BASE LANGLEY-EUSTIS
Supplement**

19 JUNE 2018

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

AIRFIELD DRIVING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 13-213, Airfield Driving, 1 December 2012 is supplemented as follows: This instruction implements Air Force Policy Directive 13-2, Air Traffic Control, Airspace, Airfield, and Range Management and prescribes policies, responsibilities, and procedures for qualification and certification of airfield driving and the control of motor vehicle traffic on Langley Airfield. It implements AFI 13-213, Airfield Driving, AFMAN 24-306, Manual for the Wheeled Vehicle Driver, AFI 24-301, Vehicle Operations, AFI 91-203, Air Force Consolidated Occupational Safety Instruction. This instruction applies to all military and civilian personnel who must conduct ground vehicular operations on Langley Airfield at Joint Base Langley-Eustis, Virginia. This publication does not include operating instruction for Felker Army Airfield. If you need to operate on Felker Army Airfield please see Ft. Eustis Airfield Management for a copy of the Felker Airfield Operations Manual (AOM). Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Contact supporting records managers as required. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This document is substantially revised and should be reviewed in its entirety. It has been updated to comply with the current version AFI 13-213. Major changes include updating airfield driving procedures, training standards and program management.

2.3. The 633 Air Base Wing Commander, 633 ABW/CC.

2.3.1.1. **(Added)** The 633 ABW/CC designates the 1 OSS/OSAA, Deputy Airfield Manager (DAFM) as the Wing Airfield Driving Program Manager (ADPM).

2.4. 1st Operations Group Commander, 1 OG/CC.

2.5.1.2.1. **(Added)** The Wing ADPM may suspend a unit's program if a new ADPM is not appointed in writing and trained by the Wing ADPM within 30 days of changeover. If a program is suspended, the unit commander will be notified in writing. The program will be reactivated only after a new ADPM has been appointed in writing and trained by the Wing ADPM.

2.5.1.2.2. **(Added)** Newly appointed unit ADPMs must contact the Wing ADPM to schedule an ADPM training session within 3 duty days of being appointed. Documentation of ADPM training will be maintained in Tab D of the unit airfield driving continuity binder/folder.

2.5.5. The individual's AF Form 483 *Certificate of Competency* must be turned in to Airfield Management, 1 OSS/OSAA, within 3 duty days of suspension of AFI license or base driving privileges. If the suspension is for 90 days or less, the AF Form 483 will be returned upon proof of reinstatement of driving privileges. Suspensions of more than 90 days, but less than 6 months will require refresher training prior to return of the AF Form 483. Suspensions of over 6 months will require complete retraining and certification.

2.6.3. Current training references and study materials are available for review and/or download on the Airfield Driving SharePoint site at https://langley.eim.acc.hedc.af.mil/org/1fw/1_OG/1_oss/osa/Airfield%20Management/Forms/AllItems.aspx?RootFolder=%2F0rg%2F1fw%2F1%5FOG%2F1%5Foss%2Fosa%2FAirfield%20Management%2FAIRFIELD%20DRIVING%20PROGRAM&FolderCTID=0x0120009BADEF2464F2_F8499CE02E5ED507101A&View={590378D4-165C-45F2-A8D5-A376524396D2}

2.6.5.3. Primary method of inspection will be electronic records inspection of files uploaded to the Airfield Driving SharePoint site. Units will be notified at least 2 weeks prior to electronic records inspection. Units will coordinate with the Wing ADPM if a hard-copy inspection must be completed.

2.7.9.1. **(Added)** Unit personnel must have training for the specific equipment they operate, be thoroughly familiar with equipment operating directives, and demonstrate a need to operate a vehicle on the airfield.

2.7.11.1. **(Added)** Personnel who do not have a requirement to drive on the Langley Airfield will not be trained/licensed to drive on the airfield for the sole purpose of meeting deployment requirements without approval from the Wing ADPM.

2.7.12. Ensures all required personnel obtain verification of color vision through the Optometry Clinic, 633 AMDS/SGPE, 764-7630 (procedures will be approved by qualified optometrist).

2.7.13. Personnel who do not complete refresher training will have their airfield driving privileges suspended on the first day of the following month after the refresher training is due. Members will not be authorized to operate a vehicle on the airfield until refresher training is completed.

2.7.13.1. **(Added)** Personnel who do not complete all training and testing within 90 days of going overdue will be removed from the unit airfield driving program by the unit ADPM and will have to reaccomplish all training.

2.7.14. Airfield Driving Program Continuity Binders will be maintained electronically on the Airfield Driving SharePoint site. Each unit will electronically upload all documentation into their unit folder under the proper tab.

2.7.14.1. **(Added)** Unit personnel training documentation (**Attachment 5**, Attachment 6, and Airfield Driving Computer Based Training (CBT) will be filed under TAB F of the unit continuity binder until members Permanent Change of Station (PCS) or Permanent Change of Assignment (PCA). Members who PCA and still require airfield driving privileges will take their training documentation with them or have it sent electronically to the destination unit for filing and training continuity purposes.

2.7.14.2. **(Added)** Units unable to maintain records on the Airfield Driving SharePoint must coordinate with the Wing ADPM to include a DD Form 2861, *Cross- Reference*, in their electronic folder indicating where documentation is stored.

2.7.21. Provides classroom and/or individual training using the products provided by the Wing ADPM through the Airfield Driving SharePoint site.

2.7.21.1. **(Added)** Maintain and administer a pre-test and Runway Incursion Prevention test.

2.7.21.2. **(Added)** Upon successfully completing the pre-test IAW paragraph **3.2.4.**, personnel will take the final exam at Airfield Management.

2.7.26. **(Added)** Review unit airfield driver listing monthly to review status of training and verify personnel listed in the program still have a requirement to drive on the airfield.

2.8.2.1. **(Added)** At a minimum, two spot checks will be conducted per shift. A spot check will include a check of the driver's AF Form 483 for currency/accuracy, the availability/currency of the AF Visual Aids (i.e. AFVA 11-240, *Airport Signs and Markings*, AFVA 13-221, *ATC Light Signals*, AFVA 13-222, *Runway/Controlled Movement Area Procedures*), 1 FW Phraseology Placard, and the availability/currency of the local airfield diagram.

2.11. Routinely patrol all airfield areas, ensuring unauthorized vehicles are prohibited from operating on the airfield and violations reported to Airfield Management Operations (AMOPS), 764-2504.

2.11.2. Ensure Privately Owned Vehicles (POV) driving on the airfield are displaying current calendar year (permanent passes) or current temporary passes.

2.11.6.1. **(Added)** Ensure runway intruders are detained, ticketed, and turned over to Airfield Management in Bldg. 378.

2.11.7. Comply with all procedures outlined in this directive for entry into the Controlled Movement Area (CMA).

2.11.9.1. **(Added)** 633 SFS personnel responding to in-flight/ground emergencies will not enter or cross the CMA unless specifically requested by the Incident Commander. If called onto the CMA, permission must still be requested from Air Traffic Control (ATC) before proceeding onto the runway. Personnel will position and hold on the West Ramp until requested.

2.12.1. Document color vision test results on [Attachment 5](#), section II, or provide suitable documentation (e.g. a standard memorandum for record) that Unit ADPMs will file in their airfield driving program continuity binder.

2.12.3.1. 633 MDG personnel responding to in-flight/ground emergencies will not enter or cross the CMA unless specifically requested by the Incident Commander. If called onto the CMA, permission must still be requested from ATC before proceeding onto the runway. Personnel will position and hold on the West Ramp until requested.

2.13. 633 Contracting Squadron, 633 CONS

2.13.1. **(Added)** Ensure the DFARS Clause 252.236-7005 "Airfield Safety Precautions" is included in contracts that affect the airfield environment. 633 CONS will ensure projects that are to be executed by 633 CONS that affect the airfield environment have been coordinated with 1FW/OSS.

3.2.2.4. **(Added)** There are two standard types of airfield certifications for Langley Airfield: Class A (CMA) and Class B (non-CMA). Individuals must have proper authorization to access restricted areas within the airfield. See [Attachment 8](#) for Langley's restricted areas.

3.2.2.5. **(Added)** Training for Class B license does not require light gun recognition or CMA brief given by the Control Tower. All other training is required.

3.2.2.6. **(Added)** Trainers and certifiers will ensure all training requirements have been completed IAW AFI 13-213 and this supplement, and annotated accordingly on the [Attachment 5](#) (Form 15). The certifier and trainer will verify, validate, and annotate completion of each respective task as the trainee progresses in training.

3.2.3. Training references and publications are available on the 1 OSS/OSAA Airfield Driving SharePoint site at:
https://langley.eim.acc.hedc.af.mil/org/1fw/1_OG/1_oss/osa/Airfield%20Management/Forms/AllItems.aspx?RootFolder=%2F0rg%2F1fw%2F1%5FOG%2F1%5Foss%2Fosa%2FAirfield%20Management%2FAIRFIELD%20DRIVING%20PROGRAM%2FWing%20ADPM%20Binder%2FTA%20I%20D%20References.

3.2.3.2.1. **(Added)** Upon completion of training (no later than 30 days after completion date), [Attachment 5](#) (Form 15) along with the Airfield Driving CBT certificate, the Airfield Driving Training Documentation and Certification Checklist, and the Runway Incursion Prevention Test will be sent to Airfield Management (either electronically or brought over in person) before final airfield driving testing.

3.2.3.4.1. **(Added)** The Wing, Group, and Unit ADPMs or designated representative will provide classroom training as required for newly assigned personnel requiring authorization to operate a vehicle on the airfield.

3.2.3.6. **(Added)** Use the Wing ADPM developed Airfield Driver Training Lesson Plan and Airfield Driver Training PowerPoint presentation, provided on the SharePoint, to conduct training on Attachment 6 training items. All training products can also be found on the Airfield Driving SharePoint.

3.2.3.7. **(Added)** Review of AFI 13-213, AFMAN 24-306, and AFI 91-203, and this supplement is required.

3.2.3.8. **(Added)** Air Traffic Control Tower (ATCT) light gun signal training will consist of review of AFI 13-213, paragraph 3.2.7.10., AFI 91-203, paragraph 24.13.10. and the completion of the USAF Airfield Driving CBT.

3.2.3.8.1. **(Added)** If access into the CMA is required, the trainer will take the trainee to get a CMA brief with ATCT before going on the airfield. The trainer will request ATCT to conduct a light-gun signal test via radio. Trainee will call the colors back to ATCT and explain the meaning of each signal to the trainer.

3.2.3.9. **(Added)** Review the HQ AFFSA/A3AV Runway Incursion Prevention briefing on the 1 OSS/OSAA Airfield Driving SharePoint site.

3.2.4. Tests will be administered along with the Airfield Driving CBT. Personnel who do not have computer access to the ADLS website will be given the Airfield Driving CBT by the unit ADPM. Upon successful completion of the test 100% for Airfield Diagram/Layout, 100% for Communications (if required), 80% for General Knowledge, and 100% for Runway Incursion), the individual will be given a final exam at Airfield Management. Tests will include testing requirements listed in AFI 13-213, paragraphs 3.2.4.3.1.–3.2.4.3.5.

3.2.4.4.1. **(Added)** First time failure must receive additional training from their unit ADPM. Trainees can be rescheduled for testing upon completion of additional training, but no earlier than 7 days from the failure.

3.2.4.4.2. **(Added)** Second time failures must receive additional training from their unit ADPM and have the training document on a memorandum for record, endorsed by the unit commander (may not be delegated) with justification stating the trainee is safe for airfield operations. Trainees can be rescheduled for testing upon completion of additional training and the commander's endorsement letter, but no earlier than 14 days from the second failure.

3.2.4.4.3. **(Added)** Third time failures will not be allowed to re-test without an official request by the unit commander, approval from the 1 OG/CC, and a minimum of 60 calendar days has passed since the second failure. No exceptions to this policy will be granted.

3.2.5. Personnel training for driving on the CMA must complete color vision screening and/or provide verification of previous color vision screening to the Unit ADPM for validation.

3.2.5.2. Personnel who do not pass the color vision test will be evaluated by the Deputy Airfield Manager on a case-by-case basis for issuance of a limited access airfield competency card. If approved, the restrictions will be annotated on their AF Form 483. Personnel who do not possess normal color vision will not be granted access to the CMA.

3.2.6. The Langley airfield diagram is depicted in [Attachment 8, Figure A8.1](#) and [Figure A8.2](#). The Airfield diagrams depicted in this supplement are available on the 1 OSS/OSAA Airfield Driving SharePoint site.

3.2.6.1. **(Added)** The Langley CMA is defined as the North Ramp, runway, overruns, and 100 feet from the edge of the runway and overruns. It is designated by signs and markings as depicted in [Attachment 8, Figure A8.1](#).

3.2.6.3. Airfield access points are depicted in [Attachment 8, Figure A8.2](#).

3.2.6.6. Vehicle traffic lanes and traffic flow is depicted in [Attachment 8, Figure A8.4](#).

3.2.6.10.1. ATCT blind spots are depicted in [Attachment 8, Figure A8.3](#).

3.2.6.11.1. There are no identified communication “dead spots” on the airfield.

3.2.7.1. Vehicles will be operated on the airfield only when required in direct support of the mission.

3.2.7.2.6.1. Vehicle and/or pedestrian call signs are provided in [Attachment 9](#).

3.2.7.2.9.2. If unable to contact the ATCT or AM, the driver, after vacating the CMA, should turn the vehicle toward the tower and start flashing the vehicle headlights and wait for the controller to signal back with the light gun. **DO NOT ENTER OR CROSS ANY RUNWAY OR TAXIWAY IF RADIO FAILURE IS SUSPECTED.**

3.2.7.4. Airfield driving visual aids/decals and the airfield diagram ([Attachment 8](#)) identified in AFI 13-213, paragraphs 3.2.7.4.1.–3.2.7.4.5, will be maintained in all vehicles that operate on the airfield. Decals are no longer available for ordering and must be downloaded and printed from either the Air Force e-publishing website or from the Airfield Driving SharePoint. The printing of these decals is the responsibility of the individual organizations and must be done with color ink.

3.2.7.5.1.1. **(Added)** Mandatory signs are provided when an instruction must be followed. A mandatory sign is internally lit and has white inscription on a red background. Informational signs are used as necessary to indicate a specific location, or destination on an aircraft movement area, or to provide other useful information. Mandatory and informational signs are depicted in [Attachment 11](#).

3.2.7.5.1.1.2. **(Added)** Instrument Landing System (ILS) Critical Area Holding Position Sign ([Attachment 11](#)). The inscription “INST” is used for protection of the ILS critical area at Taxiway Bravo. The ILS critical area sign corresponds with Instrument Holding Position Markings ([Attachment 10](#)). 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 be instructed by ATCT to hold short of the “INST” holding position on Taxiway Bravo when operating during the following conditions.

3.2.7.5.1.1.2.1. **(Added)** The ILS critical area holding position procedures will be in effect when the reported ceiling is below 800 feet and visibility is less than 2 statute miles. The “INST” sign identifying the ILS holding position is located on Taxiway Bravo prior to Runway threshold.

3.2.7.5.1.2. **(Added)** Information signs ([Attachment 11](#)). An information sign shall be provided where there is an operational need to identify by a sign a specific location, or routing (direction or destination) information. Information signs shall include: direction signs, location signs, destination signs, and runway exit signs.

3.2.7.5.1.2.1. **(Added)** Taxiway Direction Sign. These signs indicate directions of other taxiways leading out of an intersection. The signs have black inscriptions on a yellow background and always contain arrows oriented to the approximate direction of the turn, as depicted in [Attachment 11](#).

3.2.7.5.1.2.2. **(Added)** Runway Exit Sign. These signs are located prior to a runway/taxiway intersection on the side and in the direction of the exit taxiway. This sign has a black inscription on a yellow background with an arrow oriented to the direction of the exit taxiway, as depicted in [Attachment 11](#).

3.2.7.5.2.1. **(Added)** Runway markings. Runway markings are white in color and include runway threshold, designation (e.g. 08), centerline, touchdown, and side stripe markings. Refer to AFI 11-218, *Aircraft Operations and Movement on the Ground*, paragraph 3.5., for additional information. Note: 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, as depicted in [Attachment 10](#).

3.2.7.5.2.2. **(Added)** Taxiway and Apron Markings. Taxiway and apron markings are yellow in color and consist of centerline, edge, and shoulder markings. As depicted in [Attachment 10](#), taxiway, taxilane, and taxitrack centerline markings consist of a single continuous yellow line to identify the designated path of travel on taxiways, through parking ramps, and to aircraft parking locations. Taxiway and apron edge markings consist of a continuous double yellow line to define the taxiway and apron boundaries from the shoulder, as depicted in [Attachment 10](#). Taxiway shoulder markings identify pavements that are not intended for use by aircraft. Refer to AFI 11-218, paragraph 3.6., for additional information.

3.2.7.5.2.3. **(Added)** Runway Hold Position Markings/VFR Hold-Short Lines. Runway hold position markings/VFR Hold-Short Lines indicate where vehicles, pedestrians, and aircraft are supposed to stop. These markings consist of four yellow lines, two solid and two dashed, extending across the width of the taxiway prior to the runway, as depicted in [Attachment 10](#). The solid lines are always on the side where vehicles, pedestrians, or aircraft are to hold. These markings are coincidental with Runway Holding Position Signs, and personnel must stop and contact ATCT to request permission to proceed beyond these markings.

3.2.7.5.2.4. **(Added)** “INST” Holding Position Marking. “INST” Holding Position Markings consist of two yellow solid lines spaced two feet apart connected by pairs of solid lines extending across the width of the taxiway, as depicted in [Attachment 10](#). These markings are adjacent to the mandatory signs described in paragraphs [3.2.7.5.1.2](#). When the ILS critical area is being protected, as outlined in paragraphs [3.2.7.5.1.2.1](#) and [3.2.7.5.1.2.2.](#), vehicles will stop so no part of the vehicle extends beyond the holding position marking. See [Attachment 8, Figure A8.1](#). for locations of ILS markings.

3.2.7.5.2.5. **(Added)** Taxilane Edge Marking. This marking is used to define the limits of the designated taxi route and ensure appropriate wingtip clearance for aircraft taxiing through the parking aprons. These markings consist of two yellow broken stripes, as depicted in [Attachment 10](#), and are located along the length of Taxiways A and B. Vehicle operators will park or drive vehicles behind this marking when approached by an oncoming aircraft to ensure appropriate wingtip clearance is provided between aircraft taxiing through parking aprons. Vehicles and equipment will also be parked behind these lines while performing aircraft maintenance.

3.2.7.5.2.6. **(Added)** Restricted Area Marking. Restricted areas are identified by a solid red line on the pavement surface as depicted in [Attachment 8, Figure A8.1](#) and [Figure A8.2](#). Entrance is limited to authorized personnel only and the AF Form 1199C *USAF Restricted Area Badge* must be properly marked, worn and visible. Restricted area entry/exit is made through the Entry Control Points, as depicted in [Attachment 10 Figure A10.9](#).

3.2.7.5.2.7. **(Added)** Distinguished Visitor (DV) Red Carpet. This marking is used by DV aircraft. It is located on the West Ramp. The marking consists of a red “T” shape with the words “Welcome to Langley AFB”, and Air Force symbol, multiple patches as depicted in [Attachment 10 Figure A10.7](#). Do not drive on the red carpet.

3.2.7.5.2.8. **(Added)** Navy helipad approach markings are painted on the North Ramp CMA. These markings are used by aircraft to do practice approaches. The markings consist of white lines placed in the center of the North Ramp as depicted in [Attachment 10 Figure A10.8](#).

3.2.7.5.3.1. **(Added)** Runway Lighting. Langley runway lighting consists of runway edge lights, runway end lights, and runway threshold lights, which are used to outline the lateral and longitudinal limits of the usable surface of the runway. Runway edge lights, as depicted in [Attachment 11](#), are white in color and define the edge of the runway. Runway end lights are red in color define the end of the operational runway. Runway threshold lights are green in color to provide positive identification of the beginning of the operational runway surface. Refer to AFI 11- 218, for additional information on these runway lighting systems.

3.2.7.3.2. **(Added)** Taxiway Edge Lights. Taxiway edge lights, as depicted in [Attachment 11](#), are used to outline the edges of taxiways during periods of darkness or restricted visibility conditions. These fixtures emit blue light.

3.2.7.6. Airfield speed limits will be IAW AFI 91-203, paragraphs 4.13.3.–24.13.4. and AFMAN 24-306, paragraph 20-6. Note: Vehicles responding to Red Balls (emergency flight line scenarios), exercises and precautionary landings are not authorized to exceed these limits.

3.2.7.6.1. General purpose vehicles will not exceed 15 mph in vehicle parking areas.

3.2.7.6.2. General purpose vehicles will not exceed 15 mph in all aircraft parking ramps.

3.2.7.6.3. General Purpose vehicles will follow the posted speed limits on airfield access roads.

3.2.7.6.4. General purpose vehicles will not exceed 15 mph on the taxiway.

3.2.7.6.5. General purpose vehicles will not exceed 40 mph on the runway. Exception: Vehicles on the runways may exceed speed limits when directed to expedite by ATCT or when responding to actual emergencies.

3.2.7.6.6. General purpose vehicles will not exceed 15 mph when within 200 feet of aircraft parking areas or on aprons/ramps.

3.2.7.6.7.1. **(Added)** Vehicles towing an aircraft or two or more maintenance stands will not exceed 5 mph.

3.2.7.6.7.2. **(Added)** Special purpose vehicles and vehicles towing one maintenance stand will not exceed 10 mph.

3.2.7.6.7.3. **(Added)** Vehicles towing Aerospace Ground Equipment (AGE) will not exceed 15 mph.

3.2.7.7.1. **(Added)** Speed limit for vehicles operating within close proximity to aircraft (within 50 feet) is 5 mph.

3.2.7.7.2. **(Added)** 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.

3.2.7.7.3. **(Added)** Vehicles will not cross in front of an aircraft unless signaled to do so by the pilot or instructed by ATCT. Vehicle operators will never proceed between an aircraft and a marshaller.

3.2.7.8.1. **(Added)** Prepositioned wheel chocks shall be used to prevent vehicles backing into aircraft.

3.2.7.8.2. **(Added)** All powered vehicles and all equipment mounted on wheels that do not have an integral braking system will be chocked when left unattended on the airfield.

3.2.7.9. All vehicles operating in/or around 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 section. All other vehicles operating on an airfield must comply with the following clearance distances:

3.2.7.9.1. **(Added)** Runway lateral clearance: 1000 feet from runway centerline.

3.2.7.9.2. **(Added)** Taxiway lateral clearance: 200 feet from taxiway centerline.

3.2.7.9.3. **(Added)** Fixed or mobile obstacle clearance from F-22 parking apron/ramp boundary marking: 25 feet

3.2.7.9.4. **(Added)** Alert Apron, East Ramp, West Ramp, and Hot Cargo Pad: 125 feet.

3.2.7.9.5. **(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 taxilanes or taxiways) or other imaginary surfaces.

3.2.7.10. Vehicle operators will be trained on and comply with control tower light gun signals IAW AFI 13-213, paragraph 3.2.7.10., and have AFVA 11-240 *USAF Airport Signs and Markings* affixed in all vehicles that operate on the airfield.

3.2.7.11.1. **(Added)** All vehicle operators will conduct a rollover FOD Check. The driver and/or vehicle occupants will check vehicles for foreign objects in the tire treads. For a rollover FOD Check, all portions of vehicle tires must be carefully inspected by pulling forward 18 to 24 inches after initial check of visible tire area to inspect the remaining tire area depicted in [Attachment 10, Figure A10.5](#). for a photo.

3.2.7.11.3. If significant FOD is found on the airfield notify AM via radio or by telephone at DSN 764-2504. AM will inspect the area and contact a sweeper, as necessary.

3.2.7.12.1. **(Added)** Vehicle operators on a Department of Defense (DoD) installation and operators of government owned vehicles will not use cell phones while driving unless the vehicle is safely parked. Phone use should only be done when the vehicle is safely parked and for official/business use only. 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.

3.2.7.13.1. **(Added)** If poor weather conditions are in effect, personnel will follow ATCT guidance to stop and hold short of "INST" Holding Position Marking /sign locations.

3.2.7.13.2. **(Added)** When visibility is less than 300 m (900 feet), the maximum speed limit on the ramps and taxiways is 5 mph. Mission essential Security Forces movements and emergency vehicles, as authorized by their Unit Commander, will be allowed to operate on the airfield. Vehicles from all other units must be authorized by the 1 OG/CC, or designated representative, and must be requested only to support an aircraft emergency situation.

3.2.7.13.3. **(Added)** A walking guide with a flashing or luminescent wand shall be used during emergency movement of alert vehicles when visibility is under 15 m (50 feet).

3.2.7.13.4. **(Added)** Flashing or parking lights shall be used at night when vehicles are temporarily parked on any part of the aircraft ramp.

3.2.7.13.5. **(Added)** Vehicle operators shall ensure headlights do not point toward taxiing aircraft or towing operations to prevent blinding aircraft or tow vehicle operators.

3.2.7.13.6. **(Added)** Only essential government vehicles (GOV) are allowed on the ramps and taxiways when visibility is 300 m (900 feet) or less, no POV traffic is authorized.

3.2.7.13.7. **(Added)** Refueling and explosive loaded (laden) vehicles shall not be operated when visibility is less than 100m (300 feet) unless directed by 633 ABW/CC.

3.2.7.14. Vehicles with daytime running lights will park in a safe location with ignition off, parking brake set, and emergency flashers on when operating in the vicinity of a taxiing aircraft at night or during periods of low visibility.

3.2.7.15.1. **(Added)** Organizational bicycles/tricycles (government owned) are permitted only on parking aprons and inside the fighter squadron areas. All bicycles require appropriate reflectors and lights.

3.2.7.15.2. **(Added)** During night operations, bicycles/tricycles will be equipped with an operational headlamp.

3.2.7.15.3. **(Added)** Bicycles/tricycles will not be permitted to operate on the runway or taxiways.

3.2.7.15.4. **(Added)** Personnel operating a government owned bicycle/tricycle on the airfield will complete airfield drivers training and must possess an AF Form 483.

3.2.7.15.5. **(Added)** The use of privately owned bicycles, tricycles, motorcycles, and mopeds/scooters, on the airfield is prohibited.

3.2.7.17. Use of the CMA for convenience is strictly prohibited. Ward Road and Lee Road are designated as the primary means for all traffic to gain access to facilities on both sides of the airfield.

3.2.7.18. Annual refresher training requirements listed in AFI 13-213 and this supplement will be conducted and documented via the Unit ADPM. The Unit ADPM will ensure all refresher training was successfully completed for each driver. Once training and testing has been completed, the unit ADPM may sign and date the reverse side of the AF Form 483.

3.2.7.18.1. A review of AFI 13-213, AFI 91-203, paragraphs 24.13., AFMAN 24-306, Chapter 12, and this supplement is required.

3.2.7.18.3. The Unit ADPM will administer a hard-copy of the runway incursion prevention test provided by the Wing ADPM.

3.2.7.19. Every vehicle operator or pedestrian operating on the airfield is personally responsible to check for approaching aircraft, visually observe the ATCT, and recognize the location of all runways, taxiway, and aprons. There are no known communications or radio signal problem areas on the airfield, or visual blind spots to the runways and landing zone. However, the following areas are identified as ATC visual blind spots; NASA Ramp, Taxiway Hotel and Juliet behind the Alert Ramp and east of the weather shelters on East Ramp as depicted in [Attachment 8, Figure A8.3](#).

3.2.7.20. Primary (initial) emergency response agencies include Fire Department, Airfield Management, and Transient Alert/Crash Recovery. Secondary (follow-on/support) agencies include Security Forces, Wing Safety, Maintenance, and Medical Group. Secondary support agencies (e.g. transportation, maintenance, etc.), as determined by the Fire Chief or Incident Commander, are those required to support on-going operations. Primary and secondary response agencies will follow procedures in AFI 13-213, paragraphs 3.2.7.20.1. – 3.2.7.20.2.

3.2.7.20.1.1. **(Added)** During an aircraft accident or incident, all vehicles not directly involved with the situation are required to standby in a pre-designated area until called forward by the Fire Chief or Incident Commander.

3.2.7.20.1.1.1. **(Added)** All emergency response vehicles will stage on the applicable apron/ramp or taxiway depending on the landing runway (08 or 26) and await the arrival of the aircraft. If the aircraft has already landed, personnel will wait to approach the aircraft until directed by Fire Department personnel.

3.2.7.20.1.1.2. **(Added)** Secondary support agencies will not respond to the runway unless called upon/requested by the Incident Commander or Fire Department personnel. Secondary support agencies are required to request and received permission from the ATCT to enter the CMA, unless under authorized vehicle escort.

3.2.7.21. Lee Road intersects Taxiway Hotel and Taxiway Juliet which is an active airfield taxiway. Drivers should use caution and obey all signs and traffic signals which are not in the standard configuration seen with normal traffic signals as depicted in [Attachment 11, Figure A11.10](#). Vehicles not performing official duties should never turn left or right from Lee Road onto the active airfield taxiway. Wigwag lights are installed to warn drivers not to enter the active aircraft taxiway as depicted in [Attachment 11, Figure A11.11](#).

3.2.7.22. Use of Night Vision Devices (NVD) for airfield driving during blackout conditions/operations is not authorized on Langley Airfield.

3.2.7.23. One individual may act as an escort for two or more vehicles on the CMA who are together on or within 250 feet of each other. The escort vehicle is responsible for the group and will relay ATCT control instructions/communication for the group.

3.2.7.23.1. **(Added)** Requests for CMA access can be made by a single driver for a convoy of vehicles as long as the driver of the first vehicle requesting access onto/across the runway is a “CMA-Access” certified driver. The vehicle operator making the request will clearly state that the request is made for a specific number of vehicles and will report all vehicles off the runway after the last vehicle has passed the Runway Hold Position Marking/VFR Hold-Short Line. If different units are joining the same convoy, the request shall specify the number of vehicle belonging to each unit. An example request is as follows: “TOWER, AIRFIELD 1 PLUS 2

VEHICLES REQUESTS PERMISSION TO CROSS RUNWAY 08 FROM ALPHA WEST TO HOTEL, WILL REPORT WHEN ALL VEHICLES ARE OFF THE RUNWAY”.

3.2.7.23.2. **(Added)** Personnel escorting individuals onto the airfield 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.

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

3.2.7.25. Use caution for F-22 hot pit operations that are performed and located on the West Ramp.

3.2.7.25.1. **(Added)** Personnel will use caution when driving behind taxiing aircraft and parked aircraft with engines running.

3.2.7.25.2. **(Added)** When engines are running or are about to be started, remain at least 25 feet to the front or 200 feet to the rear of any aircraft. Note: When operating near large aircraft, such as C-5, C-17, KC-10, etc., use extreme caution due to jet engine blast (recommended distance is 500 feet).

3.2.7.26. Smoking on the airfield is prohibited.

3.2.8.1. **(Added)** Unit Commanders, ADPMs (for unit assigned personnel), AM, and SFS personnel are authorized to revoke or suspend airfield driving privileges.

3.2.8.1.1. **(Added)** Notify the Wing ADPM, Unit ADPM, and Unit Commander when a revocation or suspension occurs. See [Attachment 12](#) for sample memorandum.

3.2.8.1.3. **(Added)** An airfield violation is any unsafe act on the airfield or any action that violates the airfield driving program. Examples of airfield driving violations include but are not limited to Controlled Movement Area Violations (CMAVs), speeding, ignoring FOD checks, expired/no AF Form 483, and crossing in front of taxiing aircraft.

3.2.8.2. **(Added)** If the Wing ADPM revokes or suspends airfield driving privileges, the Unit Commander and Unit ADPM will receive written notification.

3.2.8.2.1. **(Added)** Suspensions for first-time airfield driving violations will be at the discretion of the Airfield Manager or Wing ADPM. Punishment for first-time violations will range from a warning (minimum) up to a 30-day suspension of airfield driving privileges depending on the seriousness of the violation. Exception: CMAV events automatically incur a 30-day suspension for the first offense or longer if an investigation is greater than 30 days.

3.2.8.2.2. **(Added)** A second airfield driving violation will result in a 60 day suspension of airfield driving privileges. Exception: A second CMAV event will result in a permanent suspension of airfield driving privileges.

3.2.8.2.3. **(Added)** Before reissuance of the AF Form 483, Unit commanders and ADPMs will ensure that personnel with suspended driving privileges accomplish the following:

3.2.8.2.3.1. **(Added)** Receive refresher training on safe airfield driving operations. Training will be accomplished through the Unit ADPM.

3.2.8.2.3.2. **(Added)** Upon completion of training requirements and pre-test, the Unit Commander will request reinstatement of airfield driving privileges. See **Attachment 13** for example memorandum. This memorandum must accompany training documentation prior to the final testing at Airfield Management.

3.2.8.2.3.3. **(Added)** The individual will receive a new AF Form 483 after all paperwork has been accomplished and when all training and testing have been completed.

3.2.8.2.3.4. **(Added)** If the Unit Commander feels the individual requires earlier reinstatement of airfield driving privileges, a request for reinstatement will be made in writing to the 633 ABW/CC IAW paragraph 2.3.2.

3.2.8.3. Unit Commanders will be notified in writing by the Deputy Airfield Manager, or designated representative, through the 1 OSS/CC within 24 hours of the CMAV event. The notification will describe the CMAV event, the circumstances of the violation, and illustrate the recommendations to prevent future similar infractions. A written response addressing corrective actions on the reported event will be required from the Unit Commander within 5 duty days of notification.

3.2.8.4. Personnel who do not complete annual refresher training on the first day of the month after the refresher training is due will have their airfield driving privileges suspended until refresher training can be accomplished. Unit Commanders and Unit ADPM's will be notified by the Wing ADPM.

3.2.8.5. Individuals who witness an airfield driving incident/violation will provide the information outlined in AFI 13-213, to Airfield Management at DSN 764-2504.

3.2.9. The Wing ADPM or Unit ADPM will provide local training when TDY personnel are required to operate a vehicle on the airfield. Training will be provided using the Airfield Driver's Training Presentation developed by Airfield Management. Host Unit ADPMs will brief, train, and certify TDY personnel of the units that their squadron is sponsoring.

3.2.9.1. TDY personnel Inspection/Survey Teams and non-base assigned contractors may be escorted by someone who possesses an AF Form 483.

3.2.9.1.1. **(Added)** Non-base assigned contractors working on the airfield will be assigned an escort for the areas that they will be working in. The escort must be a fully-qualified and licensed airfield driver for the area where work will be conducted. Coordination of airfield escorts will be made through the Airfield Manager or designated representative.

3.2.9.1.2. TDY personnel will not be granted access to the CMA. Personnel requiring access into the CMA will be escorted by an airfield licensed vehicle operator from the hosting unit who has CMA privileges indicated on their AF Form 483.

3.2.9.3. Mass training that is conducted (more than 5 TDY personnel) may utilize a sign-in sheet to document the local briefing/training. The sign-in sheet will include the rank, full name, unit and office symbol or company name, duty phone and signature of each individual. All training items from AFI 13- 213, Attachment 7 must be briefed. Forward a copy of the sign-in sheet to the Wing ADPM upon completion.

3.2.9.7. **(Added)** To the maximum extent possible, contractors will have it written into their contracts that they will adhere to the provisions of AFI 13-213 and this supplement if required to operate a vehicle on the airfield.

3.2.10.1. Vehicle pass requests for base-assigned personnel will be submitted to the Wing ADPM for approval. For contractors and non-base assigned personnel, vehicle pass requests will be submitted to the Wing ADPM by a memorandum for record (**Attachment 14**) for processing and approval. Personnel will not be issued a vehicle pass unless they are airfield driving qualified (members holding a valid AF Form 483) or are being escorted by a qualified airfield driver. Vehicle passes will only be issued to those individuals whose job requires immediate and direct access to the work area on the airfield. Vehicle passes are required for contractor vehicles operating on the airfield within designated work areas.

3.2.10.1.2.1. **(Added)** Permanent vehicle passes are issued on an annual basis; no pass will be issued beyond the calendar year in which it was issued. Pass justification must be re-accomplished upon expiration and prior to re-issuance of annual passes. Vehicle pass colors will change annually upon reissuance.

3.2.10.1.2.2. **(Added)** Temporary vehicle passes will only be issued for the period of time that work is required on the airfield. Temporary vehicle pass colors will change on periodic basis by the Wing ADPM.

3.2.10.1.2.3. **(Added)** Airfield passes shall be turned in to Airfield Management for accountability and/or destruction upon expiration or when no longer required (due to PCS, reassignment, separation or sale/disposal of vehicle).

3.2.10.1.4. POV/rental vehicles and Langley government leased vehicles may operate on the airfield by personnel with a valid airfield pass and AF Form 483. Airfield Management, 1 OSS/OSAA, will issue vehicle passes only after receiving a Vehicle Pass Request (**Attachment 14**) signed by the host unit commander.

3.2.10.3. **(Added)** Place the pass on the left side of the dashboard so it is clearly visible. Remove and store the vehicle pass in a proper and safe location when off the airfield in order to prevent any unauthorized use. The pass is a controlled item and must be used by the requester only.

3.2.10.4. **(Added)** All passes are required to be legible, recognizable, and visible when on the airfield. Contact the Wing ADPM to replace lost or faded passes.

3.2.10.5. **(Added)** Temporary vehicle passes will be returned to the Wing ADPM when no longer required.

3.2.10.6. **(Added)** Loss or theft of vehicle passes must be reported to the Wing ADPM immediately.

3.2.11.3.1. **(Added)** If the vehicle operator has cell phone capability, contact Airfield Management at 764-2504 as soon as possible.

3.2.12.5. **(Added)** Jogging or base fun runs are prohibited on the airfield, unless coordinated in advance with Airfield Management. As a precaution, all personnel will remove any potential FOD hazards before the run begins and a FOD sweep will be conducted by the sponsor organization after the run.

4.1.3. **(Added)** All vehicle operators must have the ability to monitor the Tower Net and maintain two-way communication with ATC while operating within the CMA.

4.1.4. **(Added)** CMA operations and runway crossings are permitted only after authorization is received from ATCT via radio using the established procedures. When the airfield is closed, airfield drivers are not relieved of the requirement to coordinate their intent to operate within the CMA.

4.1.5. **(Added)** Prior to closing, the Tower will make a general announcement via Tower Net that the CMA will be uncontrolled. Vehicle drivers and pedestrians must use extreme caution when operating on the uncontrolled airfield. They must also monitor the Tower Net at all times as the airfield is subject to open for emergency aircraft and/or Higher Headquarters' missions with little or no notice.

4.1.6. **(Added)** Personnel requiring access to cross or enter the CMA will first scan the airfield and airspace environments to ensure no aircraft are operating within their vicinity. Airfield drivers will then attempt to contact the Tower via Tower Net three times to verify the Tower is closed. AIRFIELD3: "TOWER, AIRFIELD3 REQUEST PERMISSION ON RWY 08 FROM ALPHA WEST", "TOWER, AIRFIELD3 REQUEST PERMISSION ON RWY 08 FROM ALPHA WEST"; "TOWER, AIRFIELD3 REQUEST PERMISSION ON RWY 08 FROM ALPHA WEST."

4.1.8. **(Added)** If there is no response, airfield drivers will contact the Command Post (CP) prior to entering the CMA via Tower Net. CP's call sign is CP and CP does not grant permission to enter the CMA; however is responsible to track access. After contacting the CP, airfield drivers will announce their intention to enter the CMA via Tower Net. AIRFIELD3: "COMMAND POST, AIRFIELD3 IS PROCEEDING ON THE RUNWAY FROM ALPHA WEST." COMMAND POST: "AIRFIELD3, COMMAND POST COPIES"

4.1.9. **(Added)** Once off of the CMA, personnel will contact the CP and report that they have exited the CMA. AIRFIELD3: "COMMAND POST, AIRFIELD3 IS OFF THE RUNWAY AT ALPHA EAST." COMMAND POST: "AIRFIELD3, COMMAND POST COPIES"

4.1.10. **(Added)** Prior to opening, Tower will make a general announcement via Tower Net and poll all personnel operating within the CMA. Personnel in the CMA will respond with their call sign and location.

4.1.10.1. **(Added)** AMOPS personnel conducting their preopening airfield check will ensure that all personnel within the CMA are aware that the airfield is opening and will respond if notified by ATC that personnel are within the CMA and not reporting in as required.

Table 4.1. (Added) Langley Specific Crossing Phraseology.

VEHICLE OPERATOR:	<i>“TOWER, AIRFIELD ONE”</i>
ATCT:	<i>“AIRFIELD ONE, TOWER”</i>
VEHICLE OPERATOR:	<i>“TOWER, AIRFIELD ONE ON TAXIWAY ALPHA EAST REQUEST PERMISSION TO CROSS RUNWAY TWO SIX”</i>
ATCT:	<i>“AIRFIELD ONE, PROCEED ACROSS RUNWAY TWO SIX AT ALPHA EAST, PROCEED ON, REPORT WHEN OFF”</i>
VEHICLE OPERATOR:	<i>“TOWER, AIRFIELD ONE PROCEEDING ACROSS RUNWAY TWO SIX AT ALPHA EAST, PROCEEDING ON,</i>
READ BACK VERBATIM	
OR	
ATCT:	<i>“AIRFIELD ONE, HOLD SHORT OF RUNWAY TWO SIX AT ALPHA EAST”</i>
VEHICLE OPERATOR:	<i>“GROUND, AIRFIELD ONE COPIES, HOLDING SHORT OF RUNWAY TWO SIX AT ALPHA EAST”</i>

4.3.2.1. **(Added)** If a vehicle operator improperly reads back ATCT instructions, the controller will instruct the vehicle operator to “HOLD SHORT OF THE RUNWAY.”

JASON T. HINDS, Colonel, USAF
Commander

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

AFI 11-218, *Aircraft Operations and Movement On The Ground*, 28 October 2011

AFI 13-213, *Airfield Driving*, 1 June 2011

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

AFMAN 24-306, *Manual for the Wheeled Vehicle Driver*

AFI 24-301, *Vehicle Operations*

Prescribed Forms

LAFB FORM 15, *Langley Airforce Base Airfield Driving Training Documentation and Certification CHECKLIST*

LAFB FORM 16, *Langley Airforce Base Annual Airfield Privately Owned Vehicles Decal*

1 FW Phraseology Placard

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1199C *USAF Restricted Area Badge*

DD Form 2861, *Cross- Reference*

AFVA 11-240, *Airport Signs and Markings*

AFVA 13-221, *ATC Light Signals*

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

Acronyms and Abbreviations

1 OSS —1st Operations Support Squadron

ADLS —Advanced Distribution Learning Center

AFRIMS —Air Force Records Information Management System

AGE —Aerospace Ground Equipment

AMOPS —Airfield Management Operations

AOM —Airfield Operations Manual

AFRIMS —Air Force Records Information Management System

DAFM —Deputy Airfield Manager

DV —Distinguished Visitor

IAW —In Accordance With

PCA —Permanent Change of Assignment

PCS —Permanent Change of Station

Attachment 5 (Added)

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST

Figure A5.1. (Added) Airfield Driving Training Documentation and Certification Checklist.

LANGLEY AFB FORM 15 AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST 23 Aug 2017			
SECTION I – TRAINEE INFORMATION <i>(Completed by the Unit ADPM)</i>			
Name (Last, First, Middle Initial)	Grade/Rank Equivalent	Unit/Office Symbol/Company Name	Duty Phone
SECTION II – QUALIFICATION TRAINING <i>(Completed by the Trainee and Unit Trainer)</i>			
	Date Completed	Trainee's Initials	Trainer's Initials
1. Trainee possesses a valid () State Driver's License List restrictions:			
2. Trainee possesses a valid Government Driver's License.			
3. USAF Airfield Driving Computer Base Training. [Score:] MIN. 80%			
4. Airfield Training Classroom (TR: LAFBI 13-213)			
5. Airfield Driving Qualification Checklist. (AFI 13-213 Attachment 6)			
6. ATC CMA Brief (0900L/1900L on Tuesday or Thursday) DSN 547-2591			
7. Runway Incursion Prevention (RIP) Test [Score:] MIN. 100%			
8. Practical Day Airfield Driver Familiarization Training.			
9. Practical Night Airfield Driver Familiarization Training.			
10. Practical Driving Test. Day and Night (as applicable)			
SECTION III – Color Vision Test for CMA drivers only <i>(Completed by Hospital/Medical Treatment Facility Optometry)</i>			
<input type="checkbox"/> Normal Color Vision <input type="checkbox"/> Deficient Color Vision <input type="checkbox"/> AFSC Exempt			
Name (Last, First, MI):	Grade:	Signature:	Date:
SECTION IV – TRAINER CERTIFICATION <i>(Completed by Unit Airfield Driving Trainer)</i>			
I certify that the trainee has received all required qualification training requirements annotated above.			
Name of Trainer (Last, First, MI):	Grade:	Signature:	Date:
SECTION V – TRAINEE ACKNOWLEDGEMENT <i>(Completed by Trainee)</i>			
I have received and completed all of the above training requirements and will comply with LAFBI 13-213 Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from Air Traffic Control Tower (ATCT).			
Name of Trainee (Last, First, MI):	Grade:	Signature:	Date:
SECTION VI – UNIT CERTIFICATION <i>(Completed by Unit Commander or Unit ADPM)</i>			
I certify that the above trainee has successfully completed all training requirements to operate a vehicle located on Langley AFB, VA. Check all applicable restrictions and or special access.			
<input type="checkbox"/> Ramp only – Class B <input type="checkbox"/> CMA Access – Class A <input type="checkbox"/> Other (Specify)			
Name (Last, First, MI):	Grade:	Signature:	Date:
SECTION VII – AIRFIELD DRIVING AUTHORIZATION <i>(Completed by the Wing ADPM or designated representative)</i>			
General Knowledge Test (MIN. 80%) [Score:]		Communications Test (MIN. 100%) [Score:]	
Airfield Diagram/Layout Test (MIN. 100%) [Score:]			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		AF Form 483 CERTIFICATE #	
Approved Areas: <input type="checkbox"/> ALL Airfield/CMA Included- Class A <input type="checkbox"/> NON-CMA/RAMP Only- Class B <input type="checkbox"/> Other			
Name (Last, First, MI):	Grade:	Signature:	
<small>NOTE 1: Each Trainee MUST achieve the minimum passing scores for the Communications, General Knowledge, Airfield Diagram and Runway Incursion Prevention Test to receive an AF Form 483. NOTE 2: See LAFBI 13-213 for additional requirements if a Trainee fails to reach the minimum passing scores. NOTE 3: Unit ADPM's will maintain this documentation along with the member's Airfield Driving Qualification Checklist, most current CBT, and RIP Test until the member PSC, PCA, retire, etc</small>			

Attachment 8 (Added)
AIRFIELD DIAGRAM

Figure A8.1. Airfield Diagram.

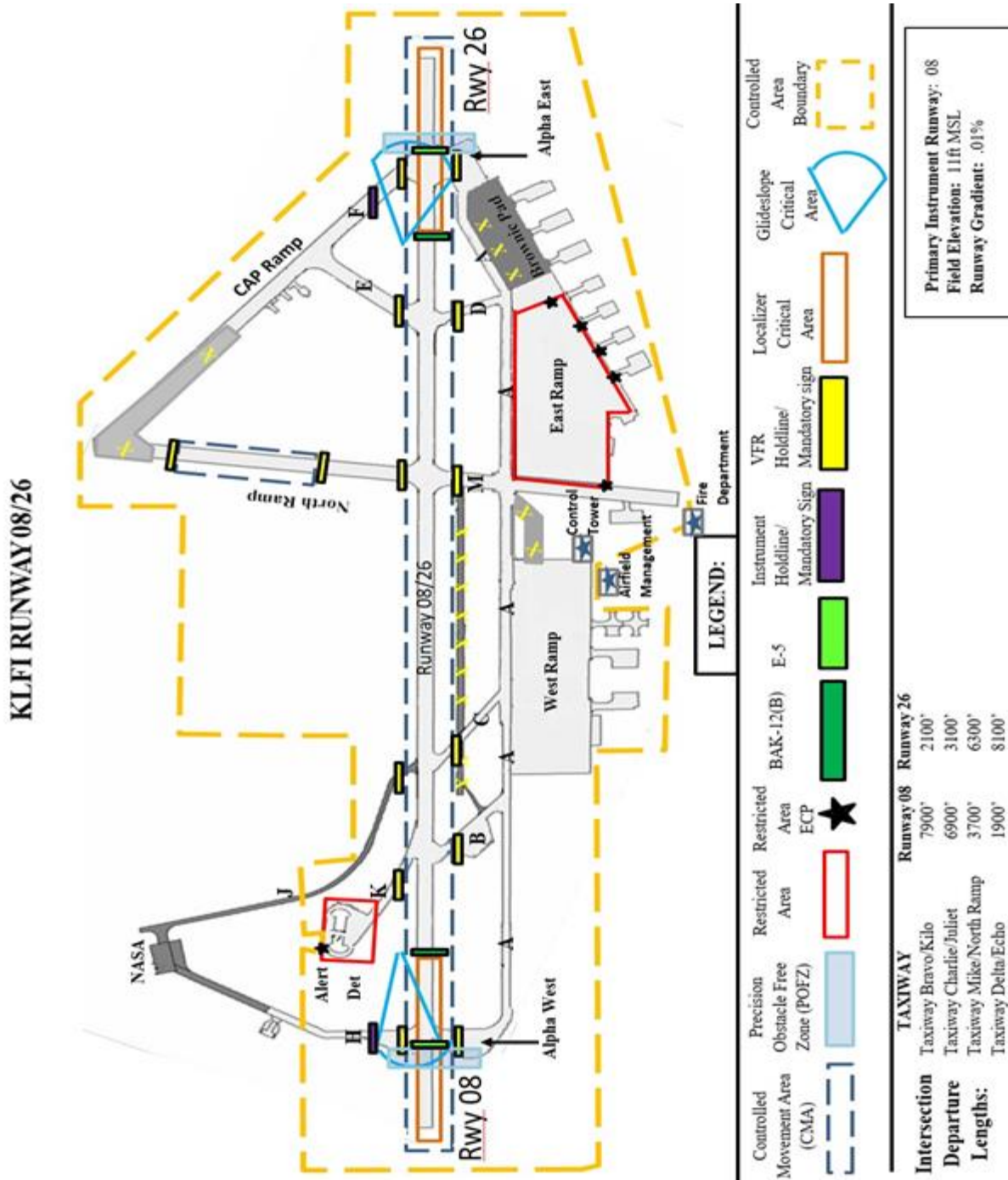


Figure A8.2. Airfield Access Points.



Figure A8.3. Airfield Driving “Blind-Spots” and Areas of Concern.

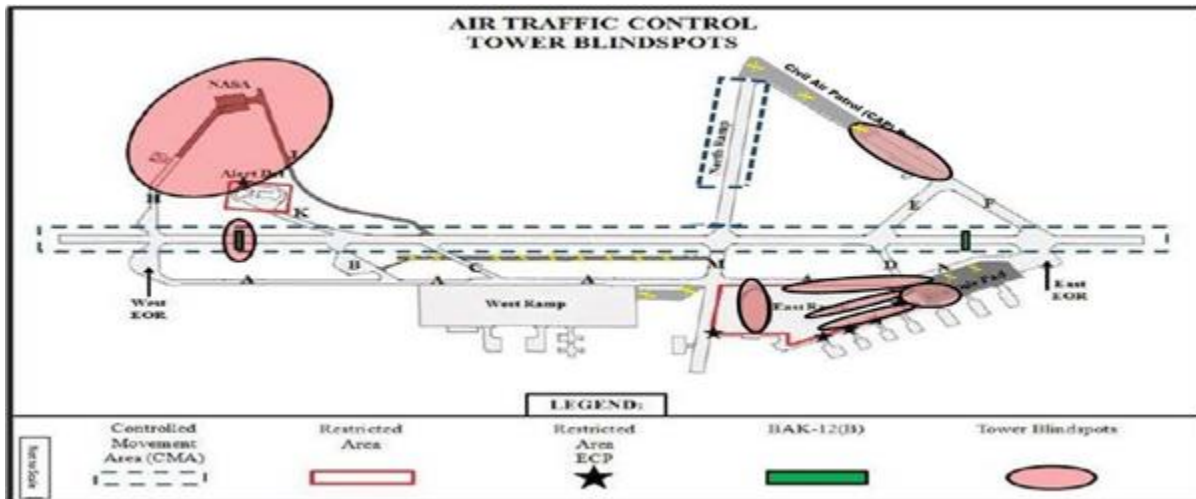


Figure A8.4. Traffic Flow.



Attachment 9 (Added)

CMA CALL SIGNS

Table A9.1. CMA Call Signs.

Call Sign	Organization
CROSSBOW 1/2	633 ABW/CC & 633 ABW/CV
RAPTOR 1/2	1 FW/CC & 1 FW/CV
RAPTOR 3/3A/3B	1 OG/CC & 1 OG/CD
RAPTOR 4/4A	1 MXG/CC 1 MXG/CD
SWORDSMEN 1/2	1 OSS/CC & 1 OSS/DO
OPS 1/2	1 OSS/OSA/CC & 1 OSS/OSA/DO
AIRFIELD 1/2	Airfield Manager & Deputy Airfield Manager
AIRFIELD 3	Airfield Management Personnel
RAWS 1-2	Radar Airfield Weather Systems
USDA	USDA
SWEEPER 3	Horizontal Section Sweeper
MAINTENANCE 1	Horizontal Section Maintenance
MOWER 1-9	Airfield Mowing Contract
PLOW 1-9	Airfield Plow
SNOW OPS 1-9	Airfield Snow and Ice Team
LIGHTING 1	Airfield Electrician
BARRIER MAINTENANCE 1-9	Aircraft Arresting System Maintenance
ENTOMOLOGY 1	Civil Engineers Entomology Shop
EOD 1	Explosive Ordinance Disposal
MAPLE MAINTENANCE	158 FW/Det 1 Maintenance
BULLET	1 AMXS (Munitions)
BLUE TOW	94th AMU Tow Team
GOLD TOW	27th AMU Tow Team
VEHICLE OPS1	Vehicle Operations Flight
CHIEF 1/2	Fire Chief & Deputy Fire Chief
CRASH 1-9	Fire Department Emergency Vehicles
MEDIC 1-9	Medical Personnel
FLIGHT SAFETY 1	1 FW/SEF
WEAPONS SAFETY 1	1 FW/SEW
SAFETY 1	1 FE/SEG

ABLE 1	Transient Maintenance
CONSTRUCTION 1-3	Civil Engineers Construction Management
<p>NOTE: This list is not all inclusive and contains only those ground vehicle operators/units who normally have day-to-day mission essential requirements to drive on the airfield. It does not include those operators who occasionally communicate with the tower.</p>	

Attachment 10 (Added)

AIRFIELD MARKINGS

Figure A10.1. Runway Hold Position Marking/VFR Hold-Short Line.



Figure A10.2. Instrument “INST” Hold Position Marking.



Figure A10.3. Taxiway Edge and Centerline Markings.

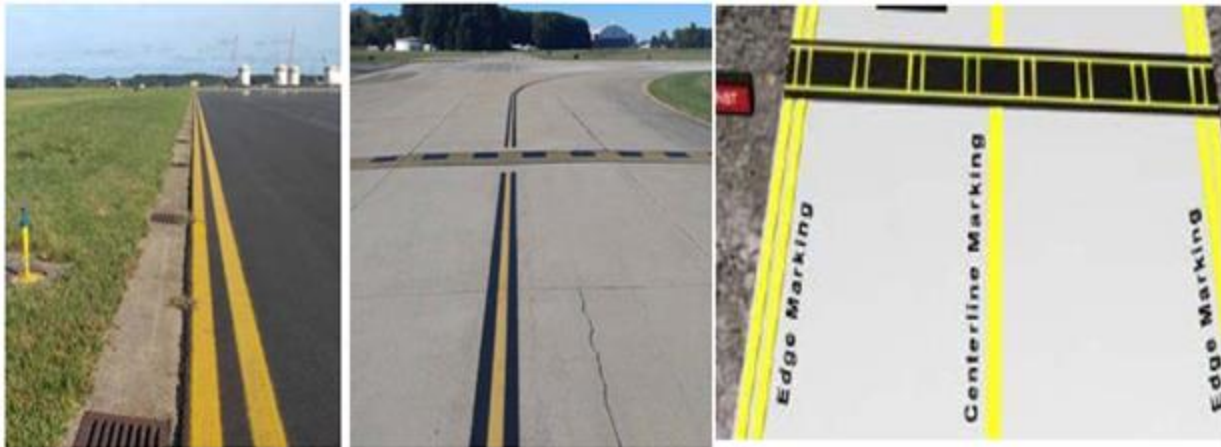


Figure A10.4. Runway Overrun Chevrons.



Figure A10.5. FOD Checkpoint Marking and Sign.



Figure A10.6. Airfield Driving Lane Markings.



Figure A10.7. DV Red Carpet.**Figure A10.8. Approach Helipad Markings.****Figure A10.9. ECP Markings.**

Attachment 11 (Added)
AIRFIELD SIGNS AND LIGHTING

Figure A11.1. Mandatory Runway Hold Position Signs.



Figure A11.2. Taxiway Direction Sign.



Figure A11.3. Runway Exit Signs.



Figure A11.4. Taxiway Location Sign.



Figure A11.5. Runway Lights



Figure A11.6. Edge Runway Lights.



Figure A11.7. Threshold Lights.



Figure A11.8. End Lights.



Figure A11.9. Taxiway Edge Light.



Figure A11.10. Traffic Sign and Stop Light.



Figure A11.11. Wigwag Lights.



Attachment 12 (Added)**EXAMPLE SUSPENSION/REVOCAION OF AIRFIELD DRIVER'S LICENSE****Figure A12.1. Example Suspension/Revocation of Airfield Driver's License.**

DEPARTMENT OF THE AIR FORCE
 HEADQUARTERS 15TH FIGHTER WING
 JOINT BASE LANGLEY-EUSTIS VA

DATE

MEMORANDUM FOR 1 AMXS/CC

FROM: 1 AMXS Airfield Driving Program Manager

SUBJECT: Controlled Movement Area Violation (CMAV)

1. IAW Langley AFBI 13-213, para. 5.1.3., Airfield Management is required to inform you that a member of your organization was involved in a CMAV, while operating a vehicle on the Langley AFB airfield.

2. On 4 Jul 15, between the hours of 0900L and 1000L, SrA Donald Duck (Call Sign BULLET-1) entered the Controlled Movement Area (CMA) without permission from the Air Traffic Control Tower (ATCT). SrA Duck was located by A1C Minnie Mouse (AFLD-3) during an airfield check, by the east-end overrun of Runway 08/26, approximately 10 feet from the edge of the pavement. AFLD-3 contacted the ATCT to confirm if they were aware of the personnel and equipment located by the east-end overrun. ATCT advised that they had not called to access the CMA. BULLET-1 was then escorted off the airfield and was told to report back to Airfield Management for further investigation.

3. After completing a statement, SrA Donald Duck reported that he requested permission from the ATCT, and though the response was jumbled he assumed he was given the okay to proceed. SrA Duck possessed a valid AF IMT 483; Airfield Driver's License; and was current on all of his training. His license have been revoked and airfield driving privileges have been suspended for 30 days IAW LAFBI 13-213, para. 5.2.2.3. To reinstate his license, SrA Duck will need to reaccomplish all airfield driving and testing requirements.

4. If you have any concerns regarding this incident please contact the Wing Airfield Driving Program Manager (WADPM) MSgt Eloris Jordan, 1 OSS OSAA at DSN 574-2438.

NISSAN R. MADA, SSgt, USAF
 Unit Airfield Driving Program Manager

Attachment 13 (Added)

EXAMPLE REQUEST FOR REINSTATEMENT OF AIRFIELD DRIVER'S LICENSE

Figure A13.1. Example Request for Reinstatement of Airfield Driver's License.

	Date
MEMORANDUM FOR 1 OSS/OSAA	
FROM: UNIT/CC	
SUBJECT: Request for Reinstatement of Airfield Driving Privileges	
1. On (date) SrA John Q. Doe had his airfield driving privileges suspended/revoked for 30 days (or other time period) due to committing a (state violation, i.e. Controlled Movement Area Violation).	
2. Request immediate reinstatement of airfield driving privileges. SrA Doe has completed all mandatory remedial airfield drivers training, and certification was conducted by the unit ADPM.	
3. If there are any questions feel free to contact the unit ADPM.	
UNIT COMMANDER, Lt Col, USAF Commander	
1st Ind, 633 ABW/CC MEMORANDUM FOR UNIT/CC Approved/Disapproved	
WING COMMANDER, Col, USAF Commander	

Attachment 14 (Added)

EXAMPLE POV AND GOVERNMENT LEASED VEHICLE PASS REQUEST

Figure A14.1. Example POV and Government Leased Vehicle Pass Request.

LANGLEY AIR FORCE BASE						
Annual Airfield - Privately Owned Vehicles (POV) Decal - Initial / Renewal Application						
SECTION I - APPLICANT INFORMATION						
Name			Grade		Date	
Duty Title					Duty Phone	
Organization			Office Symbol		IMT 483 (Flightline License) #	
SECTION II - VEHICLE(S) INFORMATION						
Vehicle #	Make	Model	Color	Year	State	License / Tag #
1						
SECTION III - JUSTIFICATION						
List Detailed Justification (include areas you need access)						
Impact if Not Approved						
SECTION IV - INDIVIDUAL CERTIFICATION						
I will comply with all requirements for driving on the airfield IAW LAFBI 13-213. In addition, I will contact 1 OSS/OSAA at 4-2504 prior to reassignment, separation, sale or vehicle, when decal is no longer required.						
Individual's Signature					Date	
SECTION V – UNIT / PROJECT MANAGER CERTIFICATION						
I certify the above listed member does require the use of a POV on the airfield.						
Commander's / Project Manager's Printed Name			Commander's / Project Manager's Signature		Date	
1 OSS/OSAA Local Use Only						
Recommendation						
Approve / Disapprove						
1 OSS/OSAA (AFM/DAFM/WADPM) Printed Name			1 OSS/OSAA (AFM/DAFM/WADPM) Signature		Date	
Decal Number(s)					Date of Issue	
Langley AFB IMT # 16 Effective 16 Oct 2017						