

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



AIR FORCE INSTRUCTION 13-213

4 FEBRUARY 2020

**KEESLER AIR FORCE BASE
Supplement**

9 JUNE 2021

Certified Current, 28 JANUARY 2025

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

AIRFIELD DRIVING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication

OPR: HQ AFFSA/XA

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

Supersedes: AFI13-213, 1 June 2011

Pages: 86

(KEESLERAFB)

OPR: 81 OSF/OSA

Certified by: 81 OSF/CC
(Maj Geoffrey D. Border)

Supersedes: AFI13-
213_KEESLERAFBSUP, 23 February 2016

Pages: 86

This instruction implements Air Force Policy Directive 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*. It establishes responsibilities, procedures, and restrictions for the safe control and operation of vehicles and equipment on airfield ramps/aprons, taxiways, and runways. This instruction applies to all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve, and Air National Guard organizations (to include contracted locations) that administer an airfield driving program. At joint, shared-use, and overseas airfields, this instruction applies to organizations that are operated and/or managed by the Department of the Air Force, as outlined in real estate documents or letters of agreement. This Air Force Instruction may be supplemented at any level, however Major Command supplements to include interim changes to previously approved supplements must be routed to Headquarters Air Force Flight Standards Agency, Director of Airfield Operations for coordination prior to certification and approval. Unit (wing or base) supplements to this Air Force Instruction must be routed to the responsible Major Command Office of Primary Responsibility (OPR) for Airfield Operations for

review and coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR using the Air Force Form 847, *Recommendation for Change of Publication*; route Air Force Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Air Force Instruction 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command and Major Command OPR for Airfield Operations prior to submission to the appropriate Tier waiver approval authority. AFFSA/XA is the tier waiver approval authority for non-tiered compliance items or requirements in this AFI. See [paragraph 1.2](#) for additional guidance concerning waivers to this instruction. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. The reporting requirements in this Air Force Instruction are exempt from licensing with a report control symbol according to Air Force Instruction 33-324, *The Air Force Information Collections and Reports Management Program*.

(KEESLERAFB) This supplement defines, describes and implements airfield driving policies, responsibilities, and procedures for vehicles, equipment, and pedestrians operating on the airfield at Keesler AFB, Mississippi. This supplement applies to all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve, and Air National Guard organizations (to include contracted locations) that administer an airfield driving program. Compliance with Attachments [2](#), [6](#), and [9](#) in this publication is mandatory. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of the Air Force Instruction 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command and Major Command OPR for Airfield Operations prior to submission to the appropriate Tier waiver approval authority. AFFSA/XA is the tier waiver approval authority for non-tiered compliance items or requirements in this AFI. See [paragraph 1.2](#) for additional guidance concerning waivers to this instruction. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

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

(KEESLERAFB) This publication has been completely revised and should be read in its entirety.

Chapter 1—GENERAL INFORMATION	7
1.1. Scope and Purpose.	7
1.2. Waivers.	8
Chapter 2—ROLES AND RESPONSIBILITIES	9
2.1. Headquarters Air Force Flight Standards Agency.	9
2.2. Major Command OPR for Airfield Operations.....	9
2.3. Host Wing Commander or equivalent.	9
2.4. Operations Group Commander or equivalent.	9
2.5. Unit Commander or equivalent.....	10
2.6. Airfield Operations Flight Commander.	10
2.7. Wing ADPM.	11
2.8. Unit ADPM.....	13
2.9. Airfield Driving Trainers.	17
2.10. Airfield Drivers.	18
2.11. Airfield Management (AM).	19
2.12. Air Traffic Control Tower.	19
2.13. Wing Safety.	19
2.14. Security Forces Squadron.	20
2.15. Hospital/Medical Treatment Facility.	20
2.16. Civil Engineer Squadron.....	21
Chapter 3—TRAINING CRITERIA AND TESTING	22
3.1. Training Curriculum.	22
3.2. Training Criteria.	22
3.3. Testing Requirements.	24
3.3. (KEESLERAFB) Testing Requirements.	24
3.4. Color Vision Requirements.....	26
3.4. (KEESLERAFB) Color Vision Requirement.	26
3.5. (Added-KEESLERAFB) Reservist Training Plan.	27
Chapter 4—OPERATING PROCEDURES AND STANDARDS	28
4.1. General.....	28
4.2. Operating a Vehicle in the CMA.	28

	4.3.	Emergency removal or exit of vehicles and/or pedestrians in the event of vehicle or Air Traffic Control Tower radio failure.	30
	4.4.	Airfield Driving Visual Aids/Decals.	30
	4.5.	Airfield Signs.	30
	4.6.	Airfield Markings.	32
Figure	4.2.	(Added-KEESLERAFB) Taxiway Edge/Wingtip Clearance Markings.	33
	4.7.	Airfield Lighting.	34
	4.8.	Vehicle speed limits on the airfield.	34
	4.8.	(KEESLERAFB) Vehicle speed limits on the airfield.	34
	4.9.	Vehicles operating in the immediate vicinity of an aircraft.	35
	4.10.	Parking and chocking vehicles on the airfield.	35
	4.11.	Fixed and mobile obstacle distance requirements.	36
	4.12.	Control tower light gun signals.	36
	4.13.	Foreign Object Damage Prevention (FOD).	37
	4.14.	Use of Cellular/mobile phones on the airfield.	37
	4.15.	Restricted Visibility or Night Driving Operations.	38
	4.16.	Driving with Daytime Running Headlights.	38
	4.16.	(KEESLERAFB) Driving with Daytime Running Headlights.	38
	4.17.	Operating Non-Vehicular/Equipment.	38
	4.18.	Use of Perimeter, In-Field or other Airfield Roads.	39
	4.18.	(KEESLERAFB) Use of Perimeter, In-Field or other Airfield Roads.	39
	4.19.	Runway Crossing Restriction.	39
	4.20.	Emergency Responses on or near the Runway(s).	39
	4.21.	Vehicle Traffic Control Devices/Lights Located On Taxiways/Runways.	39
	4.21.	(KEESLERAFB) Vehicle Traffic Control Devices/Lights Located on Taxiways/Runways.	40
	4.22.	Airfield Driving During Blackout Conditions.	40
	4.23.	Vehicle escorts and convoys on the CMA and Non-CMA.	40
	4.24.	Vehicles equipped with supplemental traction devices.	41
	4.24.	(KEESLERAFB) Vehicles equipped with supplemental traction devices.	41
	4.25.	Vehicular traffic over in-ground fuel pit covers.	41
	4.25.	(KEESLERAFB) Vehicular traffic over in-ground fuel pit covers.	41
	4.26.	Jet blast hazard areas.	41

4.27.	Disabled Vehicle.....	41
4.28.	Temporarily assigned personnel, Inspection/Survey Teams, and non-base assigned contractors.	42
4.29.	POV and Government Leased Vehicle Passes.....	43
4.30.	Reporting, Enforcement and Violation Consequences.	44
4.31.	Reissuance/Reinstatement of an AF Form 483.....	45
4.32.	Reporting and documenting Controlled Movement Area Violation events.....	45
4.33.	Reporting and documenting Non-CMA airfield driving incidents/violations.	46
4.34.	Airfield Diagram.....	46
4.34.	(KEESLERAFB) Airfield Diagram.....	46
Figure 4.3.	(Added-KEESLERAFB) Restricted Area and ECP Markings.	47
Figure 4.4.	(Added-KEESLERAFB) Vehicle Traffic Lane.	48
Figure 4.1.	Hot Spots.....	49
4.35.	(Added-KEESLERAFB) Equipment Uploads/Downloads on Ramp 1.....	49
4.36.	(Added-KEESLERAFB) Taxiway Charlie Aircraft Rinse Facility Warning.	50
Figure 4.5.	(Added-KEESLERAFB) Rinse Facility Sensor Location with Aircraft.....	50
4.37.	(Added-KEESLERAFB) Medical Evacuation (MEDEVAC) Helicopter Landing Procedures.....	50
Figure 4.6.	(Added-KEESLERAFB) MEDEVAC Helicopter Landing Locations.	51
4.38.	(Added-KEESLERAFB) DV “Red Carpet”.	51
Figure 4.7.	(Added-KEESLERAFB) DV “Red Carpet”.	51
4.39.	(Added-KEESLERAFB) Airfield Security.....	51
4.40.	(Added-KEESLERAFB) Steinhawk Drop Zone.	52
Figure 4.8.	(Added-KEESLERAFB) Steinhawk Drop Zone.	52
4.41.	(Added-KEESLERAFB) Light Horn Devices.....	52
Figure 4.9.	(Added-KEESLERAFB) Traffic Control Devices on North Ploesti Drive.	53
Chapter 5—RADIO COMMUNICATIONS PHRASEOLOGY, DISCIPLINE AND TECHNIQUES		54
5.1.	General.....	54
5.2.	Radio Techniques.	54
5.3.	Phraseology.....	55
Table 5.1.	Sample Runway Crossing Phraseology.	55
Table 5.2.	Sample Read back Instructions.....	55
Table 5.3.	Sample Hold Short Instructions.....	56

5.4.	Common Use Phrases.....	56
Table 5.4.	Common Use Phrases.....	56
5.5.	Phonetic Aviation Alphabet.....	57
Table 5.5.	Phonetic Aviation Alphabet.....	57
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		58
Attachment 2—RUNWAY INCURSION PREVENTION WORKING GROUP (RIPWG)		65
Attachment 3—AIRFIELD SIGNS, MARKING, AND LIGHTING		67
Attachment 4—UNIT AIRFIELD DRIVING PROGRAM MANAGER AND TRAINER(S) APPOINTMENT LETTER		70
Attachment 5—UNIT AIRFIELD DRIVING PROGRAM MANAGER TRAININGCHECKLIST		71
Attachment 6—AIRFIELD MANAGEMENT QUALITY CONTROL MEASURES		73
Attachment 7—AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST		74
Attachment 8—TEMPORARILY ASSIGNED PERSONNEL/NON-BASED ASSIGNED CONTRACTORS TRAINING CHECKLIST		77
Attachment 9—AIRFIELD DRIVING PROGRAM CONTINUITY BINDER		79
Attachment 10—(Added-KEESLERAFB) COMBAT ONLOADS/OFFLOADS		80
Attachment 11—(Added-KEESLERAFB) AIRFIELD DIAGRAM		82
Attachment 12—(Added-KEESLERAFB) APPROVED CALL SIGNS		83
Attachment 13—(Added-KEESLERAFB) RESERVIST TRAINING PLAN		85

Chapter 1

GENERAL INFORMATION

1.1. Scope and Purpose.

1.1.1. This Air Force Instruction provides guidance for developing an airfield driving program to provide safe ground vehicle operations and pedestrian control on United States Air Force owned and/or operated airfields. It outlines training requirements for all personnel (i.e. military, Department of Defense Civilians, Contractors) who, as a part of their job, are required to drive on an airfield.

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

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

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

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

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

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

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

deployable air traffic control and landing systems (DATCALS) capabilities, procedures, forces, and equipment.

1.2. Waivers.

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

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

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

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

1.2.5. The requesting office unit commander must forward a copy of the approved waiver to the HQ AFFSA Airfield Operations Directorate workflow at hqaffsa.xa@us.af.mil within 30 days of approval for situational awareness and process improvement considerations. (T-1).

1.2.6. Approved waivers become part of the approver's and requestor's official records and are appropriately filed in accordance with Air Force Manual (AFMAN) 33-363. (T-1).

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Headquarters Air Force Flight Standards Agency.

- 2.1.1. Develops United States Air Force airfield driving operations, procedures, and training standards.
- 2.1.2. Utilizes the Air Force Safety Automated System to monitor and track airfield driving and controlled movement area violations.
- 2.1.3. Reviews and provides final disposition on waiver request(s) to this instruction.
- 2.1.4. Supports Air Force Runway Safety Action Team programs, in accordance with Air Force Instruction 13-204 Volume 2, *Airfield Operations Standardization and Evaluations*.
- 2.1.5. Develops mandatory briefing/training items to provide education, training, and awareness on airfield driving and to enhance flight safety.

2.2. Major Command OPR for Airfield Operations.

- 2.2.1. Supplements United States Air Force airfield driving guidance as applicable.
- 2.2.2. Reviews and evaluates airfield driving incidents, causes, observations and recommendations.
- 2.2.3. Conducts Air Force Runway Safety Action Team programs, in accordance with AFI 13-204 Volume 2.

2.3. Host Wing Commander or equivalent.

- 2.3.1. Ensures base/tenant agencies support the airfield driving program.
- 2.3.2. May reinstate airfield driving privileges in writing to perform mission essential duties following suspension or revocation of an individual's civilian driver's license and/or base driving privileges. Authority may be delegated in writing to a G-series ordered commander in the appropriate chain of command.
- 2.3.3. Approves publication of wing/base supplements to this instruction.
- 2.3.4. Requests an Air Force Runway Safety Action Team through the Major Command OPR for Airfield Operations when there are recurring problems with runway incursions. See AFI 13-204, Volume 2, for additional information.
- 2.3.5. Reviews runway incursion and Controlled Movement Area Violation incidents and corrective actions taken.

2.4. Operations Group Commander or equivalent.

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

2.4.3. Approves the shape and/or increase/decrease in the size of the Controlled Movement Area (CMA) with recommendations from Airfield Manager (AFM), Wing Airfield Driving Program Manager (ADPM), AOF/CC, Tower Chief Controller, and Wing Safety.

2.5. Unit Commander or equivalent.

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

2.5.1. **(KEESLERAFB)** An appointment letter template is available from the Wing ADPM or for download from the base Airfield Driving Program SharePoint site; contact Wing ADPM for link.

2.5.2. Ensures replacement Unit ADPMs are appointed in writing at least 30 days prior to releasing the current Unit ADPM.

2.5.2. **(KEESLERAFB)** Ensures replacement Unit ADPMs are appointed in writing and trained by the Wing ADPM at least 30 calendar days prior to releasing the current Unit ADPM.

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

2.5.3. **(KEESLERAFB)** Prior experience working on or near an airfield or aircraft (e.g., aircraft maintenance, aircrew, etc.) is not a substitute for completion of airfield driving training and testing requirements.

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

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

2.5.6. Participates in the RIPWG.

2.6. Airfield Operations Flight Commander.

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

2.6.2. Concurs or non-concurs with safety investigations on Controlled Movement Area Violations and Runway Incursions in accordance with Air Force Manual 91-223, *Aviation Safety Investigations and Reports*.

2.6.3. Notifies Major Command of Controlled Movement Area Violations and Runway Incursions the first available duty day following the incident.

2.6.4. Shall obtain Major Command OPR for Airfield Operations (AO) coordination on wing/base supplements to this instruction prior to certification and approval. **(T-2)**.

2.6.5. Participates in the RIPWG.

2.7. Wing ADPM. The Wing ADPM will:

2.7.1. Be a 1C771(Airfield Management) with Special Experience Identifier 368 (or civilian equivalent) and appointed in writing by the Airfield Operations Flight Commander to provide overall Airfield Driving Program management and oversight. **(T-3)**. The preferred grade of the Wing ADPM is Technical Sergeant/E-6 (or above) or civilian equivalent.

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

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

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

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

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

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

2.7.8. Issue and maintain control/security of Privately Owned Vehicle (POV) and Government Leased Vehicle Passes/Decals. **(T-3)**. For example, achieve Control/Security by changing pass/decal colors annually or by issuing new passes/decals annually. Regardless of what method used, annually validate and issue passes/decals. **NOTE:** Authority must not be delegated outside Airfield Management. **(T-2)**.

2.7.8.1. **(Added-KEESLERAFB) Permanent POV Passes.** Permanent vehicle passes for base-assigned POVs are issued by the Wing ADPM or designated Airfield Management representative on an annual basis; no pass will be issued beyond the calendar year in which it was issued. Vehicle pass colors will change annually, upon reissuance. Expired POV passes will be returned to the Wing ADPM for disposition.

2.7.8.2. **(Added-KEESLERAFB) Temporary POV Passes.** Temporary POV passes are issued by Airfield Management on an as-needed basis; vehicle pass colors change annually. Temporary passes will be returned to the Wing ADPM for disposition when no longer required.

2.7.8.3. **(Added-KEESLERAFB)** Vehicle passes are numbered, and a log of all passes is maintained in Airfield Management. See [paragraph 4.29.5](#) for POV pass request procedures.

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

2.7.10. Notify individual's Unit Commander, ADPM and Airfield Operations Flight Commander when they commit a controlled movement area violation. **(T-3)**.

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

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

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

2.7.14. Ensure Unit ADPMs provide appropriate training to temporarily assigned personnel, Inspection/Survey Teams, and non-base assigned contractors based on type, location, time and duration of work. **(T-2)**.

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

2.7.16. Identify Mission Oriented Protective Posture training requirements as applicable. **(T-3)**.

2.7.16. **(KEESLERAFB)** Keesler AFB does not have a requirement for Mission Oriented Protective Posture (MOPP) training airfield driving procedures.

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

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

2.7.18. **(KEESLERAFB)** A standardized spreadsheet template with all required airfield driver information is available from the Wing ADPM or for download from the base Airfield Driving Program SharePoint site.

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

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

2.7.20. **(KEESLERAFB)** See [Attachment 11](#) for an example of the locally developed airfield diagram. A printable version of the current airfield diagram is available from the Wing ADPM or for download from the base Airfield Driving Program SharePoint site.

2.7.21. Coordinate on locations designated for primary (initial)/secondary (follow-on/support) response agencies (Crash Recovery, Security Forces, and Ambulance). **(T-3)**.

2.7.21. **(KEESLERAFB)** Refer to [paragraph 4.20.2](#) for more information on locations designated for primary (initial)/secondary (follow-on/support) response agencies.

2.7.22. Validate each Unit Airfield Driving Program at least annually utilizing the MICT/SAC checklist for program integrity and compliance with this instruction and wing/base supplement. **(T-3).**

2.7.22. **(KEESLERAFB)** Complete a check of each unit airfield driving program, to include a copy of the Unit ADPM MICT SAC, for compliance with this instruction and wing/base supplement at least annually. Any trends, recommended improvement areas, and overall program effectiveness and compliance will be reported to the unit commander in writing via MFR. **Note:** Wing ADPM is not required to gain access to a unit's MICT program.

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

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

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

2.7.25. **(KEESLERAFB)** The Wing ADPM will disseminate Airfield Driving Bulletins to all Unit ADPMs via e-mail as the primary method of informing airfield operators of any General (Safety) or Event-Specific occurrence that may affect vehicle or pedestrian operations on the airfield. Current Airfield Driving Bulletins and a bulletin tracker are maintained on the base Airfield Driving Program SharePoint site.

2.8. Unit ADPM. The Unit ADPM must:

2.8.1. Be at least Staff Sergeant or above, or civilian equivalent. **(T-3).**

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

2.8.2. **(KEESLERAFB)** Unit ADPMs must have the equivalent or higher AF Form 483 access to the highest level of airfield access their drivers require, to include night training as applicable (e.g., Unit ADPMs with members who require CMA access, must also have CMA access; Unit ADPMs with members who require UMA access, must at minimum have UMA access).

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

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

2.8.4. **(KEESLERAFB)** Unit ADPMs who are also their unit's Airfield Driving Trainers, may sign both the Trainer Certification (Section 4) and Unit Certification (Section 6) blocks of the Keesler AFB Airfield Driving Training Documentation and Certification Checklist.

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

2.8.6. Identify, document, and track personnel requiring access to the CMA, Non-CMA, or restricted airfield driving as applicable (i.e. Ramp only and/or Daylight Hours only) **(T-3)**.

2.8.6. **(KEESLERAFB)** A standardized spreadsheet template with all required airfield driver information is available from the Wing ADPM or for download from the base Airfield Driving Program SharePoint site.

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

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

2.8.8. **(KEESLERAFB)** See [paragraph 2.9.2](#) for more information on conducting and documenting practical day and night (as applicable) airfield familiarization training and practical driving check-rides.

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

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

2.8.11. Ensure unit personnel are qualified to drive the vehicle(s) they are operating on the airfield. **(T-3)**. This includes any other additional training required to operate vehicles in various field conditions (i.e. blackout or NVDs, Mission Oriented Protective Posture gear).

2.8.11. **(KEESLERAFB)** 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. Keesler does not have a requirement for blackout, NVD, or MOPP gear airfield driving training.

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

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

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

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

2.8.15.1. **(Added-KEESLERAFB)** Refresher training is due annually, on or before the anniversary of the date that initial training or subsequent refresher training was completed. Alternately, units may opt to have all assigned drivers complete annual refresher training during a specific month. Refresher training must be documented on the back of the AF Form 483, or it will be documented as an airfield driving violation during spot checks. Refresher training dates on the AF Form 483 must be legible: on laminated forms, ADPMs can place a white mailing sticker or suitable substitute on the back of the form on which to document the refresher training.

2.8.15.2. **(Added-KEESLERAFB)** Ensure that personnel who become overdue for refresher training are notified that their airfield driving privileges are suspended until refresher training is complete. Maintain documentation of this notification in the unit Airfield Driving Program Continuity Binder until refresher training is complete.

2.8.15.3. **(Added-KEESLERAFB)** Primary and Alternate ADPMs can administer and sign off on each other's refresher training, but cannot sign off on their own training. For those units with no alternate ADPM available, the Wing ADPM will administer and sign off on the refresher training. Contact the Wing ADPM if this situation applies.

2.8.15.4. **(Added-KEESLERAFB)** See **Chapter 3** for specific refresher training requirements. File the completed refresher training document(s) under Tab F of the unit Airfield Driving Program Continuity Binder, collocated with the individual's initial training paperwork. Update the unit airfield driver's list with the new refresher training due date; maintain the list under Tab E.

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

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

2.8.17. **(KEESLERAFB)** When approved by the Wing ADPM, contents from a Tab may be maintained in another location or electronically. Use DD Form 2861, *Cross-Reference*, filed under the applicable tab to identify location. Approved and example DD Form 2861 are available from the Wing ADPM or for download from the base Airfield Driving SharePoint site.

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

2.8.18. **(KEESLERAFB)** Standardized training on how to conduct and document training for newly assigned unit airfield drivers, as well as annual refresher training, is available from the Wing ADPM and for download from the base Airfield Driving Program SharePoint site. This training is required for all Unit ADPMs who are also airfield driving trainers; and for all non-ADPM personnel who are appointed as Airfield Driving Trainers by the Unit/CC or

equivalent. Send copy of the certificate of completion to the Wing ADPM, and file under Tab A of the unit Airfield Driving Program Continuity Binder, behind the appointment letter(s).

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

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

2.8.21. Use the MICT/SAC to conduct and document a self- assessment of the unit's airfield driving program at least annually. **(T-3).**

2.8.21. **(KEESLERAFB)** A tutorial on the use of MICT and how to complete the SAC is available from the Wing ADPM or for download from the base Airfield Driving Program SharePoint site. Provide a copy of the completed MICT/SAC to the Wing ADPM upon request (normally during the annual check of the unit program by the Wing ADPM) for functional oversight to determine overall program effectiveness and compliance with this instruction and the wing/base supplement.

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

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

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

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

2.8.25. **(KEESLERAFB)** Refer to [paragraph 3.2.4](#) for more information on approved training and testing materials.

2.8.26. Notify Unit Commander and Wing ADPM in writing after an individual commits a violation and/or after suspending an individual's airfield driving privileges. **(T-3).**

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

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

2.8.28. **(KEESLERAFB)** Annual validations for all units are due to the Wing ADPM in January of each calendar year. Annual validations are documented on MFR; units with any CMA drivers at all must include justification for access to the CMA. MFR template is available from the Wing ADPM or for download from the base Airfield Driving Program SharePoint site. Include copy of the airfield driver's list used for the annual validation with the MFR; maintain a copy of both documents under Tab E of the unit Airfield Driving Program Continuity Binder until the next annual validation is complete.

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

2.8.29. **(KEESLERAFB)** Maintain a copy of Keesler Airfield Driving Bulletins (and proof of unit dissemination) under Tab J of the unit Airfield Driving Program Continuity Binder (or electronic equivalent). Examples of proof of unit dissemination include a copy of the e-mail that was sent to drivers, or MFR signed by Unit ADPM that states how information was otherwise disseminated (posted to bulletin board, briefed at roll call, etc.). General (safety) bulletins are maintained until otherwise instructed by the Wing ADPM; event-specific bulletins need only be maintained until the event is complete.

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

2.9. Airfield Driving Trainers.

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

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

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

2.9.2.1. **(Added-KEESLERAFB)** Practical day and night (as applicable) familiarization training and check-rides for CMA and UMA drivers must be completed during airfield/Air Traffic Control Tower operating hours, as this training includes talking to the Air Traffic Control Tower.

2.9.2.1.1. **(Added-KEESLERAFB)** Practical training for CMA drivers should include requesting a light gun check from the Air Traffic Control Tower, either during the familiarization training or the check-ride.

2.9.2.1.2. **(Added-KEESLERAFB)** Although permission from the Air Traffic Control Tower is not required to enter the UMA, it is required that personnel carry a two-way radio and have the capability to communicate with the Air Traffic Control Tower as needed. For UMA drivers, demonstrate contacting the Air Traffic Control Tower by requesting a light gun check.

2.9.2.1.3. **(Added-KEESLERAFB)** The controller will flash the light gun signals, and the trainee can respond with what they see (i.e., “Steady Red”, “Flashing White”, etc.). This will also ensure the trainee knows what to expect (location, visibility) if the Air Traffic Control Tower implements light gun signals.

2.9.2.2. **(Added-KEESLERAFB)** Practical familiarization training for Ramp Only drivers can be completed at any time, but the practical check-ride(s) must be completed during airfield/Airfield Management operating hours and validated IAW [para. 2.9.2.3.](#)

2.9.2.3. **(Added-KEESLERAFB)** All practical day and night (as applicable) airfield driving check-rides must be monitored and validated by Airfield Management personnel.

Ensure trainers check in with Airfield Management (Bldg 0233) prior to conducting the check-ride(s). Upon completion, return to Airfield Management to have training paperwork validated with stamp and initials if the check-ride is sufficient. Airfield Management will not validate the check-ride if more training is required. Personnel who do not have this validation will not be allowed to take the written tests to receive the AF Form 483 until the training has been validated.

2.9.2.4. **(Added-KEESLERAFB)** Practical night familiarization and check-rides must be accomplished after dark. If the driver is to be Day Only, then the practical night familiarization training and check-ride are not applicable and would be marked as “N/A” under the applicable block on the Keesler AFB Airfield Driving Training Documentation and Certification Checklist.

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

2.10. Airfield Drivers.

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

2.10.1. **(KEESLERAFB)** Pedestrians on foot must have an AF Form 483 for Keesler AFB or be escorted by an individual with a valid AF Form 483.

2.10.2. Comply with all governing directives and safety practices while driving on Air Force owned/operated airfields.

2.10.3. Review and understand airfield signage and markings.

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

2.10.4. **(KEESLERAFB)** The following are Air Traffic Control Tower blind spots: the extreme north end of the runway(north keyhole) due to the drop off; the Back Line behind the ISO-Hangar; between Hangar 4 and the Roberts Consolidated Aircraft Maintenance Facility; and between Hangar 4 and the 36 AES Warehouse.

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

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

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

2.10.8. Use correct terminology during radio transmissions.

2.11. Airfield Management (AM).

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

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

2.11.3. Routinely monitors radios for proper radio terminology/phraseology and discipline. Immediately respond to and correct improper radio usage when notified by the Air Traffic Control Tower or through the monitoring of radio frequencies. Document corrective actions on an AF Form 3616.

2.11.4. Imposes and publishes restricted driving routes as required.

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

2.11.6. Participates in the RIPWG.

2.11.7. AFM, Wing ADPM, and other designated AM representatives are responsible for signing AF Form 483s. Authority for signing AF Form 483 must not be delegated outside AM. **(T-1).**

2.12. Air Traffic Control Tower.

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

2.12.2. Reports known airfield/Controlled Movement Area violations and problems with vehicle operator radio communications to Airfield Management. Assists Airfield Management in identifying and locating violators or any unauthorized personnel and vehicles.

2.12.3. Participates in the RIPWG.

2.13. Wing Safety.

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

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

2.13.3. Coordinates with Airfield Operations Flight Commander, or appropriate AO representatives, in investigating airfield driving incidents, AF Form 651, *Hazardous Air Traffic Report* and Controlled Movement Area violations.

2.13.4. Will provide a copy of all Controlled Movement Area violation report submittals (initial, status, final) to Airfield Operations Flight Commander for review/concurrence as outlined in AFMAN 91-223. **(T-1).**

2.13.5. Participates in the RIPWG.

2.13.6. Reviews Controlled Movement Area violations for trends.

2.14. Security Forces Squadron.

2.14.1. Monitors airfield vehicle operations.

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

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

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

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

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

2.14.6. **(KEESLERAFB)** If able, escorts individuals to Airfield Management (Bldg 0233) to provide information required to complete any safety reports or required notifications to higher headquarters.

2.14.7. Participates in the RIPWG.

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

2.14.9. **(Added-KEESLERAFB)** Stops vehicular traffic on Ploesti Drive within the Steinhawk Drop Zone when the drop zone is active, as needed.

2.14.10. **(Added-KEESLERAFB)** The 81 SFS/CC will ensure that all 81 SFS personnel that drive on the airfield (to include 81 SFS augmentees) have a valid AF Form 483 endorsed for airfield driving on Keesler AFB.

2.15. Hospital/Medical Treatment Facility.

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

2.15.1. **(KEESLERAFB)** The 81 MDG Flight Medicine/Base Operational Medicine Cell (BOMC) conducts color vision testing for all personnel required to operate a vehicle on the UMA or CMA, who are not exempt per [paragraph 3.4](#) The medical provider should annotate results of color vision test under Section 3 of the Keesler AFB Airfield Driving Training Documentation and Certification Checklist, or provide any suitable documentation (e.g., memorandum, note) annotating color vision testing results. The BOMC phone number to make an appointment is 376-2662, extension 4.

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

2.16. Civil Engineer Squadron.

2.16.1. Ensures contract personnel receive driver's training from the Civil Engineer Unit ADPM, AFM, Wing ADPM or designated AM representative prior to the start of construction activities, if personnel are not escorted by a CMA/Non-CMA licensed driver.

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

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

Chapter 3

TRAINING CRITERIA AND TESTING

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

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

3.2.1. Attachment 7, Airfield Driving Training Documentation and Certification Checklist (available for download at the AFFSA Airfield Operations SharePoint® website <https://cs2.eis.af.mil/sites/10539/a3a/default.aspx> or electronic equivalent to document airfield drivers' training and certification on all newly assigned or employed/hired personnel. (T-3). Units may incorporate local requirements to Airfield Driving Training Documentation and Certification Checklist.

3.2.1. (KEESLERAFB) Unit ADPMs/airfield driving trainers will use a locally developed Keesler AFB Airfield Driving Training Documentation and Certification Checklist, available from the Wing ADPM or for download from the base Airfield Driving Program SharePoint site. Upon completion of all listed training items, the trainee will hand carry the completed training checklist package with associated attachments to Airfield Management (Bldg 0233) for testing and final approval. Trainee will be turned away from testing if checklists are not complete (missing dates, missing signatures/initials, etc.) or required documentation (CBT certificate, OCD/ECD excerpt, required MFRs, etc.) are not attached. Upon receipt of the AF Form 483, the trainee is required to return the completed training paperwork package to the Unit ADPM, to be filed in the unit Airfield Driving Program Continuity Binder until the individual leaves the unit.

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

3.2.2. (KEESLERAFB) Refresher training includes the applicable written runway incursion prevention test (Ramp Only or UMA/CMA), and a review of the official base Airfield Driving Training Slides (Classroom Training). The current runway incursion prevention test and training slides to use for annual refresher training are available from the Wing ADPM or for download from the base Airfield Driving Program SharePoint site.

3.2.3. Completion of the United States Air Force Airfield Driving computer based training (accessible on the Advanced Distributed Learning Website, <https://golearn.adls.af.mil/login.aspx>) is a mandatory, one-time requirement. **(T-1).** Place the initial training date on **Attachment 7, Airfield Driving Training Documentation and Certification Checklist** for personnel who previously completed the training.

3.2.3. (KEESLERAFB) For first-time completion of the Airfield Driving CBT, place the training date in the appropriate block under Section 2 of the individual's Keesler AFB Airfield Driving Training Documentation and Certification Checklist, and attach the certificate of completion to the checklist. For personnel who have previously completed the training, place the initial training date (or date the training was last completed) on the training checklist.

3.2.3.1. **(Added-KEESLERAFB)** For those personnel who cannot access the Airfield Driving CBT due to no computer access or Common Access Card, a PowerPoint version of the CBT is available for study, available from the Wing ADPM or for download from the base Airfield Driving Program SharePoint site. The CBT test is administered by Airfield Management personnel. Unit ADPMs must have their personnel report to Airfield Management (Bldg 0233) for all applicable testing once all other training is complete and documented on the Keesler AFB Airfield Driving Training Documentation and Certification Checklist; call ahead (377-2120) to ensure computer availability for testing. The CBT test will be administered first; per CBT instructions, this test may be taken three times in succession (same day); a third failure requires the trainee to retake the entire course. This will be documented under Section 7 of the training checklist as a “First Failure” and will require the individual to come back to Airfield Management to retest after the applicable wait time.

3.2.3.2. **(Added-KEESLERAFB)** Upon successful completion of the CBT test, the individual will be provided with a training certificate, to be maintained with the member’s airfield driving training documents. Once the certificate is obtained, place the training date in the applicable block under Section 2 of the individual’s training checklist. Maintain all initial training paperwork under Tab F of the unit Airfield Driving Program Continuity Binder until the member leaves the unit.

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

3.2.4. **(KEESLERAFB)** Locally developed airfield drivers training curriculum/materials include the official base Airfield Driving Training Slides (Classroom Training) and any current Airfield Driving Bulletins, provided by the Wing ADPM or available for download from the base Airfield Driving Program SharePoint site. Materials may be presented in a classroom format or provided to trainees for individual study. Any unit-specific training or practice test materials must be reviewed and approved in writing by the Wing ADPM.

3.2.4.1. **(Added-KEESLERAFB)** There are two versions of the official training slides: one for Ramp Only drivers and one for UMA/CMA drivers. Unit ADPMs must determine the level of access required for drivers to perform their duties. Approved access for each area is as follows:

3.2.4.1.1. **(Added-KEESLERAFB) . Ramp Only Access.** The Ramp areas include Security Ramp 1/Ramp 1, Security Ramp 2, Ramp 3, and the Backline only; this access excludes all taxiways, including Taxiway Alpha. The taxiway edge markings/wingtip clearance markings along the east edge of Taxiway Alpha mark the transition from the Ramp areas to the UMA (see [paragraph 4.6.2.2](#) and [Figure 4.2](#) for more information on the boundary marking). Personnel with an AF Form 483 authorized for Ramp Only Access may operate on the defined ramps only, but are not allowed to enter the UMA or CMA without a qualified escort. **Exception:** Vehicle operators and pedestrians may navigate between the wingtip clearance markings and the restricted area boundary marking on Security Ramp 1 between Spot 1 and Spot 14; this area is considered “ramp” for airfield access purposes. When an aircraft is operating on Taxiway Alpha, vehicle operators and pedestrians should remain on the east side (“ramp side”) of the wingtip clearance markings to provide appropriate wingtip clearance for aircraft. Permission from the Air Traffic Control Tower is not required to enter the ramp areas.

3.2.4.1.2. **(Added-KEESLERAFB) UMA Access.** The UMA includes Taxiway Alpha and all other taxiways (Bravo, Charlie, Delta, Echo, & Foxtrot) between the VFR/IFR hold lines and the wingtip clearance markings along Taxiway Alpha at the west edges of Security Ramp 1/ Ramp 1, Security Ramp 2, and the Back Line. While permission from the Air Traffic Control Tower is not required to enter the UMA, all vehicles and pedestrians operating in the UMA must have a two-way radio and the capability to communicate with the Air Traffic Control Tower. Personnel with an AF Form 483 authorized for UMA Access may operate in the UMA and on the Ramps, but are not allowed to enter the CMA without a qualified escort. When the Air Traffic Control Tower is closed/unmanned, personnel must contact Keesler Command Post (377-4330) prior to entering and upon exiting the UMA.

3.2.4.1.3. **(Added-KEESLERAFB) . CMA Access.** CMA Access provides full airfield access (CMA, UMA, and Ramps). The CMA includes the runway (Runway 04/22), the grass infield within 100 feet of the runway, up to and including the VFR/IFR hold lines on Taxiways Bravo, Charlie, Delta, Echo, & Foxtrot, and extends from the north keyhole threshold next to the I-81 running track, to the infield 100 feet south of the localizer array. Operators must have permission from the Air Traffic Control Tower to enter the CMA. Once a vehicle or pedestrian has reported off the CMA, the individuals must obtain approval from the Air Traffic Control Tower to re-enter the CMA. When the Air Traffic Control Tower is closed/unmanned, personnel must contact Keesler Command Post (377-4330) prior to entering and upon exiting the CMA.

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

3.2.5. **(KEESLERAFB)** Unit ADPMs/trainers will use the locally developed Keesler AFB Airfield Driving Training Documentation and Certification Checklist to document completion of the practical day and night (as applicable) airfield familiarization training.

3.2.6. **(Added-KEESLERAFB)** Airfield Management personnel are authorized to verbally question any applicant to determine the adequacy of training. If training does not conform to standards in this instruction, the AF Form 483 will not be issued.

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

3.3. (KEESLERAFB) Testing Requirements. All tests shall be administered closed book: no notes, smart phones, or other electronic devices are allowed at the testing station. Individuals suspected of test compromise will not be allowed to complete the test(s) and their Unit ADPM will be notified.

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

3.3.1. **(KEESLERAFB)** Authority to administer tests prior to issuance of AF Form 483 is retained by Keesler Airfield Management; all tests must be administered and signed off by Airfield Management personnel. Call ahead (377-2120) to ensure computer availability for testing. The runway incursion prevention test for annual refresher training is administered by the Unit ADPM.

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

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

3.3.1.1.2. Required minimum passing score is a 100%.

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

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

3.3.1.2. **(KEESLERAFB)** The Communications Test is mandatory for Keesler drivers that require access to the CMA and the UMA.

3.3.1.2.1. Basic communication principles.

3.3.1.2.2. Phonetic Alphabet.

3.3.1.2.3. Standard aviation phraseology.

3.3.1.2.4. Escort phraseology/rules.

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

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

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

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

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

3.3.1.5.1. **(KEESLERAFB)** Trainees will drive the vehicle during the practical driving check-ride(s). During the practical testing, the trainer shall provide minimum assistance to the trainee. **Note:** Airfield Management personnel have the authority to conduct the practical driving check-ride in lieu of the trainer. Refer to [paragraph](#)

[2.9.2.3](#) for more information on required Airfield Management validation of practical check-rides.

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

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

3.3.1.5.4. Demonstrate the ability to contact Air Traffic Control Tower prior to entering the runways and other CMA (*Runway/CMA drivers only*).

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

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

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

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

3.3.2.2. **(KEESLERAFB)** Second failure: Unit ADPM recommendation for retest and documentation of material review/remedial training must be provided via MFR; current template is available from the Wing ADPM or for download from the base Airfield Driving Program SharePoint site. Attach the MFR to the trainee's training checklist package. Personnel may retest after three (3) calendar days.

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

3.3.2.3. **(KEESLERAFB)** Third failure: Unit commander approval to retest must be provided via MFR; current template is available from the Wing ADPM or for download from the base Airfield Driving Program SharePoint site. Attach the MFR to the trainee's training checklist package. Personnel may retest after seven (7) calendar days.

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

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

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

3.4. (KEESLERAFB) Color Vision Requirement. Individuals that have a requirement to drive a vehicle on the UMA must also pass a color vision test.

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

3.4.1. **(KEESLERAFB) Note:** In addition, access to the UMA will not be granted.

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

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

3.4.3.1. **(Added-KEESLERAFB)** Unit ADPMs must attach a copy of the AFSC excerpt for the AFSC from the OCD or ECD to the Keesler AFB Airfield Driving Training Documentation and Certification Checklist (see Section 3 – Color Vision Test). If the AFSC does not list normal color vision as a requirement, then a current color vision test (or verification of previous test) is required to be completed and signed off on the checklist by a medical professional; see [paragraph 2.15.1](#) for more information.

3.5. (Added-KEESLERAFB) Reservist Training Plan. For Reservists, also refer to [Attachment 13](#), *Reservist Training Plan*.

Chapter 4

OPERATING PROCEDURES AND STANDARDS

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

4.2. Operating a Vehicle in the CMA.

4.2.1. No vehicle operator or pedestrian shall enter the CMA without specific approval from the Air Traffic Control Tower. **(T-1). NOTE:** Vehicles and pedestrians with a qualified escort meet this requirement. See [paragraph 4.23](#).

4.2.1.1. **(Added-KEESLERAFB)** When the airfield is open and the Air Traffic Control Tower has control of the CMA, access onto the CMA **shall not** be granted through third parties (i.e., Airfield Management or the Maintenance Operations Center [MOC]). When the Air Traffic Control Tower is closed, unmanned, or otherwise does not have control of the CMA, all vehicle operators and pedestrians must contact Keesler Command Post (377-4330) before entering and upon exiting the CMA or UMA.

4.2.1.2. **(Added-KEESLERAFB)** All emergency vehicles must obtain Air Traffic Control Tower approval prior to accessing the CMA, regardless of the situation. An exercise, aircraft emergency, or incident response **does not** authorize access to the runway without approval from the Air Traffic Control Tower.

4.2.1.3. **(Added-KEESLERAFB)** Vehicle operators or pedestrians operating in the grass infields may operate up to the runway edge, if given permission by the Air Traffic Control Tower to operate/proceed within 100 feet of the runway. If vehicle operators or pedestrians are instructed to proceed within 100 feet of the runway but to remain off the runway, the individual shall proceed to the grass infield portions of the airfield but remain off the paved surface of the runway and off of the taxiway areas on the runway side of the VFR or Instrument holding position lines. In other words, a vehicle is declared **on the runway** when the vehicle is physically on the runway and/or within 100 feet of the runway when on a taxiway. When given permission to operate within 100 feet of the runway in the infield areas, operators are considered to be in the **vicinity of the runway**. All personnel operating within 100 feet of the runway must maintain two-way communication with the Air Traffic Control Tower to operate/proceed within this area.

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

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

4.2.3. **(KEESLERAFB)** The Fire Department will utilize the Crash Net to access the CMA during routine training and during emergencies. All other agencies will use the Ramp Net to communicate with the Air Traffic Control Tower. Airfield Management will use the Crash Net to monitor and validate practical airfield driving check-rides for Fire Department personnel.

4.2.4. Vehicle operators must use Light Emitting Diode/Rotating Beacon Lights and/or emergency/hazard warning flashers when driving in the CMA. **(T-1).**

4.2.4. **(KEESLERAFB)** In addition, vehicle operators must use Light Emitting Diode/Rotating Beacon Lights and/or emergency/hazard warning flashers when driving in the UMA. All vehicles operating on or near the CMA or UMA shall utilize standard vehicles lighting; infrared (IR) strobes are not authorized.

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

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

4.2.6. **(KEESLERAFB)** See [Attachment 12](#) for the list of approved call signs for Keesler AFB.

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

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

4.2.8. **(KEESLERAFB)** The departure end of a runway is the end of the runway used for the ground run of an aircraft departure; it is the end of the runway that is opposite the approach end (landing threshold) of the runway. For example, if Runway 04 is the “in use” or “active” runway, then the Runway 04 displaced threshold is the approach end of the runway, and the Runway 22 displaced threshold is the departure end of the runway. Conversely, if Runway 22 is the active runway, then the Runway 22 displaced threshold is the approach end of the runway, and the Runway 04 displaced threshold is the departure end of the runway. Airfield drivers can contact the Air Traffic Control Tower (Ramp Net) or Airfield Management (377-2120) to confirm the active runway at any given time. However, on Keesler there is little to no need for most airfield drivers to cross the runway. Do not cross the runway or use taxiways for the purpose of convenience. The perimeter road around the airfield, Ploesti Drive, is designated as the primary route for all routine (non-emergency) traffic to gain access to areas to the north and west of the runway.

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

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

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

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

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

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

4.4.1. Air Force Visual Aid 11-240, *USAF Airport Signs and Markings*. **(T-2).** **NOTE:** The Ground Vehicle Guide to Airport Signs & Markings Dashboard/Visor Sticker is the Federal Aviation Administration equivalent to AFVA 11-240 and may be used by units located at shared-use airfields.

4.4.2. Air Force Visual Aid 13-221, *Control Tower Light Signals* (optional if vehicle has an Air Force Visual Aid 11-240).

4.4.3. Air Force Visual Aid 13-222, *Runway/Controlled Movement Area (CMA) Procedures*. **(T-2).**

4.4.4. A current locally developed airfield diagram (provided by Wing ADPM). **(T-2).**

4.4.4. **(KEESLERAFB)** See [Attachment 11](#) for an example of the locally developed airfield diagram. A printable version of the current airfield diagram is available from the Wing ADPM or for download from the base Airfield Driving Program SharePoint site.

4.4.5. Hot Spots when depicted on a different airfield diagram. **(T-2).**

4.4.5. **(KEESLERAFB)** Keesler does not require a Hot Spot diagram.

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

4.5. Airfield Signs.

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

4.5.1.1. **(Added-KEESLERAFB) Runway Holding Position Signs.** Runway holding position signs are located on taxiways that intersect a runway (Taxiways Bravo, Charlie,

Delta, Echo, and Foxtrot) and correspond with Runway Holding Position Markings. Vehicle operators or pedestrians will not proceed beyond these signs without approval from the Air Traffic Control Tower. All vehicles and/or pedestrians will **STOP** before the sign and contact the Air Traffic Control Tower to request permission to proceed onto the runway/CMA, beyond the hold sign and marking location.

4.5.1.1.1. **(Added-KEESLERAFB)** The runway numbers on the runway holding position signs correspond to the respective runway threshold. On taxiways that intersect the beginning of the takeoff runway (Taxiway Bravo and Taxiway Foxtrot), only the designation of the takeoff runway (“4” or “22”) will appear on the sign. On Taxiways Charlie, Delta, and Echo, the signs read “4-22”, indicating that the threshold of Runway 04 is to the left, and the threshold of Runway 22 is to the right.

4.5.1.2. **(Added-KEESLERAFB) Instrument Holding Position Signs.** The Instrument holding position is located on Taxiway Foxtrot, further from the edge of the runway than the Visual Flight Rules (VFR) holding position, to prevent taxiing or holding aircraft or vehicles from interfering with signals transmitted to inbound aircraft during instrument meteorological conditions (inclement weather). The signs protect the Instrument Landing System (ILS) critical areas and are annotated “ILS”. **Note:** On Keesler, the Instrument holding position denotes the boundary of the CMA on this part of the airfield; all vehicle operators and pedestrians will **STOP** before the sign and contact the Air Traffic Control Tower to request permission to proceed onto the runway, beyond the Instrument hold sign and marking location.

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

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

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

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

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

4.5.2.4. **(KEESLERAFB)** Boundary signs are used to identify the exit boundary of the runway protected area and instrument holding position protected area. At the VFR holding position locations on Taxiways Bravo, Charlie, Delta, Echo, and Foxtrot, the boundary signs have a black legend on a yellow background that depicts a VFR holding position. At the Instrument Holding Position on Taxiway Foxtrot, the boundary sign depicts an Instrument holding position. Vehicle operators can use these signs as a guide to when to report to the Air Traffic Control Tower that they have exited the CMA.

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

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

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

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

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

4.6.1. (KEESLERAFB) Runway shoulder markings and chevron markings in the permanently displaced thresholds (north and south keyholes) are yellow in color.

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

4.6.2.1. (Added-KEESLERAFB) Taxiway and apron markings consist of centerline, edge, and shoulder markings. Taxiway and taxilane 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. Taxiway shoulder markings identify pavements that are not intended for use by aircraft.

4.6.2.2. (Added-KEESLERAFB) Taxilane Edge Markings/Wingtip Clearance Markings. The taxilane edge marking is a dashed marking used to define the limits of the designated taxi route. These markings consist of two yellow broken stripes; the dashed lines indicate that aircraft movement across the marking is permitted (see [Figure 4.2](#)). On Keesler, these markings are also referred to a “wingtip clearance markings”, and are located along the length of Taxiway Alpha, at the west edges of Security Ramp 1 (Spots 1 – 14); Ramp 1 at Spots 15, 16, and 30; Security Ramp 2 at Spot 17; and the Back Line adjacent to Spot 29. Vehicles and pedestrians on the ramp side of these markings have sufficient wingtip clearance for base-assigned (and similar-sized, or smaller) aircraft taxiing on Taxiway Alpha. These markings also serve as a visual marking of the transition from the ramp areas to the UMA, except as noted in [paragraph 3.2.4.1.1](#).

Figure 4.2. (Added-KEESLERAFB) Taxilane Edge/Wingtip Clearance Markings.



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

4.6.3. (KEESLERAFB) On Keesler, the Visual Flight Rules Hold Position lines mark the boundary between the UMA and the CMA at Taxiways Bravo, Charlie, Delta, and Echo. On Taxiway Foxtrot, the Instrument Hold Position (see [paragraph 4.6.4](#)) marks the transition of the UMA to the CMA on this part of the airfield.

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

4.6.4. **(KEESLERAFB)** The Instrument Hold Position for Keesler airfield is located on Taxiway Foxtrot, collocated with the Instrument Hold Position sign. This marking delineates the boundary of the CMA in this location.

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

4.7. Airfield Lighting.

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

4.7.2. Taxiway edge lights are blue.

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

4.7.3. **(KEESLERAFB)** Keesler airfield does not have taxiway centerline lights.

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

4.7.4. **(KEESLERAFB)** The [Attachment 3](#) also shows runway threshold lights. Threshold lights are green and provide positive identification of the beginning of the operational runway surface.

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

4.8. (KEESLERAFB) Vehicle speed limits on the airfield. Do not operate motorcycles, mopeds, or three-wheeled engine-driven vehicles on Keesler airfield. See [paragraph 4.17](#) for information on operating bicycles and tricycles. Speeding on the airfield is an airfield driving violation; drivers can lose their airfield driving privileges (see [paragraph 4.30.3](#)).

4.8.1. Vehicle Parking Areas — 5 miles per hour.

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

4.8.3. Aircraft towing speed — 5 miles per hour.

4.8.4. Blackout/Night Vision Operations — 10 miles per hour.

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

4.8.6. Aircraft Parking Ramp — 15 miles per hour.

4.8.7. Airfield or Perimeter Road — 15 miles per hour.

4.8.8. Aerospace Ground Equipment — 15 miles per hour.

4.8.9. During reduced visibility or when snow and ice are present on paved surfaces, reduce speed to 10 mph maximum. Defer vehicle operation when possible and limit to mission essential.

4.8.10. Snow and ice removal vehicles operate at a speed that facilitates safe operations.

4.8.11. "Follow Me" vehicles may exceed the 15 mph flightline speed limit when necessary to accommodate the safe taxiing speed of aircraft.

4.8.12. During emergencies, all emergency response vehicles, e.g., aerospace rescue firefighting equipment, ambulances, Airfield Management and Security Forces, may exceed speed limits only with due regard for the safety of persons and property.

4.8.12. **(KEESLERAFB)** Airfield Management, Security Forces, Hospital, Fire Department, Sweeper (as needed for FOD removal) and Safety vehicles are considered emergency response vehicles.

4.8.13. Taxiways:

4.8.13.1. General purpose vehicles — 15 miles per hour. Exception: Vehicle operators may exceed this speed limit when published in an approved wing/base supplement to this instruction.

4.8.13.2. Special purpose vehicles (e.g. tractors, tugs, forklifts, or sweepers).— 10 miles per hour.

4.8.14. Active Runways. Drivers should assume a prudent and reasonable speed depending on nature of business on the runway as well as weather conditions.

4.9. Vehicles operating in the immediate vicinity of an aircraft.

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

4.9.1. **(KEESLERAFB)** When operating near large aircraft, such as C-17, etc., use extreme caution due to jet engine blast (recommended distance is **500 feet**).

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

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

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

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

4.10. Parking and chocking vehicles on the airfield.

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

4.10.2. Vehicles shall not be backed or parked within 25 feet of any aircraft, unless authorized for operations such as loading or unloading, servicing or towing. **(T-1)**. A spotter shall be

posted when backing a vehicle towards an aircraft. **(T-1)**. Prepositioned wheel chocks shall be used to prevent vehicles backing into aircraft. **(T-1)**.

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

4.10.3. **(KEESLERAFB)** The only right-hand drive vehicle/equipment used on Keesler airfield is the 25-K Loader. Operators are trained IAW the applicable Qualification Training Package. A spotter will be used when the vehicle is within **15 feet** of any stationary vehicle or obstacle, when the driver's view is obstructed, and prior to beginning aircraft up/downloading (with pre-positioned chocks in place), regardless of the level of experience of the operator.

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

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

4.11. Fixed and mobile obstacle distance requirements.

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

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

4.11.2. **(KEESLERAFB)** The lateral clearance distance from the edge of all ramps and aprons to a mobile obstacle is **80 feet** from the pavement edge. 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. The lateral clearance from the Tow Way between Ramp 2/Ramp 3 intersection and the Back Line, to any fixed or mobile object is **92 feet**.

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

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

4.12. Control tower light gun signals. Air traffic controllers use a light gun as a backup system for communicating with aircraft or ground vehicles if their radios stop working. When a vehicle operator experiences a radio failure on a runway or taxiway, vacate the runway as quickly and safely as possible and contact the Air Traffic Control Tower or Airfield Management by other means, such as a cellular/mobile phone to advise of the situation. If this is not practical, then the driver, after vacating the runway, should turn the vehicle toward the tower and start flashing the

vehicle headlights and wait for the controller to signal with the light gun. All vehicle operators must know and comply with light gun signals **(T-1)**. Light gun signals are as follows:

- 4.12.1. **Steady Green Light:** “Cleared to cross,” “Proceed,” “Go”.
- 4.12.2. **Steady Red Light:** “STOP! Vehicle will not be moved.”
- 4.12.3. **Flashing Red Light:** “Clear taxiway/runway.”
- 4.12.4. **Flashing White Light:** “Return to starting point.”
- 4.12.5. **Red and Green Light:** “General warning. Exercise extreme caution.”

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

- 4.13.1. Check tires for FOD after returning to pavement if driving on unimproved surfaces (for example, to avoid taxiing aircraft or if performing runway repairs). **(T-1)**.
- 4.13.2. Make every attempt to stay on paved surfaces and avoid driving on unimproved surfaces (e.g. dirt or grass). **(T-1)**.
- 4.13.3. At a minimum, a FOD check will consist of the following: **(T-0)**.
 - 4.13.3.1. Inspect the vehicle tires (pull forward to check tire in contact with pavement). **(T-0)**.
 - 4.13.3.2. Ensure all external vehicle components are secured. Secure any/all items loaded on payload vehicle, to include all tie-down device loose ends such as chains, ropes, packaging or other item that may become dislodged during movement while on the flightline area. **(T-0)**.
 - 4.13.3.3. A thorough walk around of the vehicle to check for damaged, loose, or worn parts. **(T-0)**.
- 4.13.4. Refer to AFI 21-101, Chapter 11 and Air Force Manual 24-306, *Operation of Air Force Government Motor Vehicles*, Chapter 12 for additional information.
- 4.13.5. **(Added-KEESLERAFB)** Dumpsters on the airfield must be used appropriately to combat FOD and safety hazards, and to minimize bird and other animal attractants. Airfield drivers utilizing dumpster areas should use the appropriate dumpster for the intended purposes: scrap metal, regular garbage, and cardboard. Do not block or overfill dumpsters or leave items such as pallets, barrels, electronics, or excess garbage bags on the ground; the trash removal contractor will not remove these items. Take bags of garbage to a different dumpster as needed, and take recyclable items such as pallets, barrels, and electronics to the base recycling center.

4.14. Use of Cellular/mobile phones on the airfield.

- 4.14.1. Only use the hands free capabilities of cellular/mobile phones while driving on the airfield (i.e. texting and driving or holding the phone in your hand to talk while driving is not authorized.)
- 4.14.2. The wearing of other portable headphones, earphones, or other listening devices while operating a motor vehicle is prohibited. Use of these devices impairs driving and prevents recognition of emergency signals, alarms, or radio calls.

4.15. Restricted Visibility or Night Driving Operations.

- 4.15.1. Do not point headlights toward taxiing aircraft or towing operations to prevent blinding pilot or tow vehicle operators.
- 4.15.2. Use flashing or parking lights at night when vehicles are temporarily parked on any part of the aircraft ramp. This does not apply to vehicles parked in a designated parking area.
- 4.15.3. Do not operate fueling and explosive loaded (laden) vehicles on the airfield when visibility is less than 300 feet unless approved by the host wing commander.
- 4.15.4. Do not operate vehicles on the airfield when visibility is less than 100 feet. **Exception:** Emergency and/or alert vehicles may be operated when necessary to accomplish the mission.
- 4.15.5. Use a walking guide with a flashing or luminescent wand during emergency movement of alert vehicles when visibility is under 50 feet.
- 4.15.6. Vehicle operator must stop and hold at instrument hold markings/signs when conditions are less than a reported ceiling of 800 feet or 2 miles visibility. **(T-1).**
- 4.15.7. Vehicle headlights shining towards a moving aircraft at night shall be turned off immediately to prevent affecting the pilot's night vision and will remain off until the aircraft is out of range. **(T-1).** However, vehicle parking lights or emergency flashers are turned on so its position is known. Headlights shall be turned on prior to moving the vehicle. **(T-1).**
- 4.15.8. **(Added-KEESLERAFB)** When lightning is within five (5) miles of Keesler, vehicle operators and pedestrians on the airfield shall cease all outside activity, exit the affected locations (runway, taxiways, ramps) and seek shelter, with the exception of Security Forces patrols and other emergency response vehicles. **Note:** Contractors working on the airfield will be notified of lighting warnings, and will follow procedures outlined in their contract and applicable Occupational Safety and Health Administration (OSHA) guidelines.

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

4.16. (KEESLERAFB) Driving with Daytime Running Headlights. Switching off the headlights will not turn off daytime running lights (DRLs). Stop the vehicle, shift to the park position, and apply the parking brake to turn off the DRLs. Proper procedures on the airfield are for an operator to park in a safe location, turn on the emergency flashers, and set the parking brake. The DRLs will go off and the flashers will operate normally.

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

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

4.17.1. **(KEESLERAFB)** Bicycles and tricycles may be operated in the ramp areas for official business only; bicycles and tricycles are not allowed in the CMA or UMA. Operators must have a current AF Form 483. Bicycles and tricycles must meet base safety statutes,

conform to other vehicle traffic flow, have an operable front white light (visible for 500 feet or more) and rear and side reflectors for night operation. Golf carts are authorized for operation on the airfield and will follow all rules established for all general and special purpose vehicles. They will be equipped with forward and rear lights if operated at night.

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

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

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

4.18. (KEESLERAFB) Use of Perimeter, In-Field or other Airfield Roads. The perimeter road around the airfield, Ploesti Drive, is designated as the primary route for all routine (non-emergency) traffic to gain access to areas to the north and west of the runway.

4.19. Runway Crossing Restriction. Restrict runway crossing at locations known for communication/signal problems between Air Traffic Control Tower and a vehicle operator/pedestrian at Air Traffic Control Tower visual blind spots, as applicable.

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

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

4.20.1. **(KEESLERAFB)** Emergency response vehicles shall ensure they have approval to enter the CMA and not assume they have approval, which would lead to a runway intrusion/CMA Violation.

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

4.20.2. **(KEESLERAFB)** All (initial) emergency response vehicles will stage, or approach an aircraft that is already on the ground, according to the Incident Commander's instructions. The Incident Commander shall obtain approval from the Air Traffic Control Tower prior to entering the CMA, to make an assessment of the situation, and take appropriate measures.

4.20.2.1. **(Added-KEESLERAFB)** Additional (secondary) follow-on/support vehicles (i.e. Security Forces, Ambulance, etc.) shall not enter the CMA/runway environment unless directed by the Incident Commander and approved by the Air Traffic Control Tower. These vehicles will hold short of the UMA until called forward by the Incident Commander, and will obtain permission from the Air Traffic Control Tower prior to entering the CMA.

4.21. Vehicle Traffic Control Devices/Lights Located On Taxiways/Runways. When the vehicle traffic control device/light is activated, vehicle operators come to a complete stop and

remain at the stop sign until the device is turned off. Look for crossing aircraft or vehicles before proceeding.

4.21. (KEESLERAFB) Vehicle Traffic Control Devices/Lights Located on Taxiways/Runways. There are no vehicle control devices/lights located on the runway or taxiways on Keesler airfield. See [paragraph 4.41](#) for information on vehicle control devices/lights located off the airfield on North Ploesti Drive to protect the Runway Safety Area/Instrument Landing System (ILS) Critical Area.

4.22. Airfield Driving During Blackout Conditions.

4.22.1. Units operating vehicles on the airfield using Night Vision Devices (NVD) must have a Letter of Procedure coordinated through the Wing ADPM and approved by the requesting unit's squadron commander. **(T-3).** The Letter of Procedure includes at a minimum, requirements laid out in AFMAN 24-306, Section 14D, and the following:

4.22.1. **(KEESLERAFB)** Keesler does not have a requirement for airfield driving under blackout conditions; airfield drivers shall not drive on the airfield while utilizing NVDs.

4.22.1.1. Driver and assistant driver responsibilities.

4.22.1.2. NVD-related accident reporting procedures.

4.22.1.3. Airfield driving/NVD licensing procedures. **NOTE:** Annotate "NVD Qualified" on the AF Form 483.

4.22.1.4. Qualification/Annual refresher training requirements.

4.22.1.5. NVD instructor qualification requirements.

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

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

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

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

4.23.1. **(KEESLERAFB)** One individual may act as an escort for two or more vehicles who are together or within 250 feet of each other.

4.23.2. Escort officials must be trained/certified to drive on the airfield. **(T-1).** Escort officials may only provide escort into the CMA if they are CMA qualified. **NOTE:** Airfield Management does not provide escorts for airfield construction projects and/or activities generated via submission of Base Civil Engineer Work Request, or customer service calls.

4.24. Vehicles equipped with supplemental traction devices.

4.24. (KEESLERAFB) Vehicles equipped with supplemental traction devices. There is no requirement for supplemental traction control devices at Keesler. Vehicles shall not operate with chains on tires or with studded tires.

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

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

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

4.25. (KEESLERAFB) Vehicular traffic over in-ground fuel pit covers. There are no in-ground fuel pits located on Keesler airfield.

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

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

4.26.1. **(KEESLERAFB)** Taxiway Alpha does not provide sufficient room for vehicles to operate on the paved surface behind aircraft with engines running on Ramp 1. Aircraft engine runs on other spots may also create a conflict for vehicles on the airfield. Time permitting, the Air Traffic Control Tower will provide an advisory to vehicles in the UMA regarding aircraft with engines running on Spots 1-16 (Ramp 1), Spot 24 (Taxiway Bravo), Spot 25 (Taxiway Foxtrot), Spot 29 (at the Back Line), and Spot 30 (adjacent to the Air Traffic Control Tower). It is the driver's responsibility to access their destination on the airfield without driving behind an aircraft with running engines.

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

4.26.2. **(KEESLERAFB)** When operating near large aircraft such as the C-17, the recommended safe distance is 500 feet.

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

4.27. Disabled Vehicle.

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

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

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

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

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

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

4.27.4.1. Do not leave vehicles unattended in the CMA.

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

4.28. Temporarily assigned personnel, Inspection/Survey Teams, and non-base assigned contractors.

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

4.28.1. **(KEESLERAFB)** Temporarily assigned personnel, Inspection/Survey Teams, and non-base assigned contractors may be escorted by someone who possesses an AF Form 483 authorized for Keesler AFB.

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

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

4.28.2.1. **(KEESLERAFB)** All local briefing/training for temporarily assigned personnel, Inspection/Survey Teams and non-based assigned contractors will be accomplished by the Wing ADPM or designated Airfield Management representative.

4.28.2.1.1. Use **Attachment 8** to document the name/unit of the individual that received the local briefing/training.

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

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

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

4.28.2.3.1. Individual's full name and rank.

4.28.2.3.2. Home unit AF Form 483 certificate number.

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

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

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

4.28.4. If the Unit ADPM accomplishes the local training/briefing, forward an information copy to the Wing ADPM.

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

4.29. POV and Government Leased Vehicle Passes.

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

4.29.2. Prior to requesting issuance of a vehicle pass, Unit Commanders and/or host Unit Commanders should exhaust all means of obtaining a Government Owned Vehicle. This includes, but is not limited to, signing-out a Government Owned Vehicle from Transportation/Vehicle Operations for one-time use.

4.29.3. Company and/or contractor representative vehicle passes are issued to fulfill contractual obligations only. Requests for vehicle passes by temporarily assigned personnel are coordinated through Unit ADPM and forwarded to the Wing Airfield Driving Program for approval.

4.29.3. **(KEESLERAFB)** Company and/or contractor vehicle passes will be limited to the absolute minimum, and will be issued only to contractor type vehicles (i.e., trucks, tractor trailers, vans, etc.).

4.29.4. Each POV Owner/User/Operator must possess a valid driver's license or host nation driver's license and current AF Form 483. **(T-1)**.

4.29.5. Request for a vehicle pass/decal are endorsed by the individual's Unit Commander or Company/Contractor representative. At a minimum, the MFR or local form/electronic equivalent contains the following information:

4.29.5. **(KEESLERAFB)** Submit endorsed POV pass request MFR to the Wing ADPM or designated Airfield Management representative. MFR templates for Permanent and Temporary POV pass requests are maintained on the base Airfield Driving Program SharePoint site.

4.29.5.1. Owner/User.

4.29.5.2. Organization/Company.

4.29.5.3. Duty Phone.

4.29.5.4. Vehicle Make, Model, Year, Color, and License Plate/State.

4.29.5.5. Pass/Permit number.

4.29.5.6. Area of Operation(s)/location.

4.29.5.7. Justification.

4.29.5.8. Effective period/dates.

4.29.6. POV and Government Leased vehicles passes/decals are differentiated in the wing/base supplement.

4.29.6. **(KEESLERAFB)** Government-leased vehicles do not require passes and are treated the same as government-owned vehicles.

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

4.29.8. Maintain proof of insurance for the length of the pass.

4.29.9. Refer to Air Force Instruction 31-101, *Integrated Defense* paragraph 7.7.7. for additional restrictions concerning operation of POVs in areas containing PL 1-3.

4.29.10. **(Added-KEESLERAFB)** Vehicle passes will be placed in the driver's side dash at all times while on the airfield. Passes are vehicle-specific and will not be loaned or sub-issued to other personnel.

4.29.11. **(Added-KEESLERAFB)** All passes are required to be legible, recognizable, and visible when on the airfield. Contact the Wing ADPM or designated Airfield Management representative (377-2120) to replace faded passes.

4.29.12. **(Added-KEESLERAFB)** Loss or theft of vehicle passes must be reported to the Wing ADPM or designated Airfield Management representative (377-2120) immediately. The Wing ADPM or representative will inform 81 SFS via the Base Defense Operations Center (BDOC) (377-3040) of reported lost or stolen vehicle passes.

4.30. Reporting, Enforcement and Violation Consequences.

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

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

4.30.2. **(KEESLERAFB)** Any individual who witnesses an airfield driving incident/accident/violation should contact the Wing ADPM or Airfield Management (377-2120) and provide details of the event (including date, time, location, nature, or other pertinent facts). **Note:** Unit ADPMs shall ensure Airfield Management is notified of any known airfield vehicle incidents/accidents/violations as soon as possible. The Wing ADPM or designated representative will notify 81 SFS via the BDOC (377-3040) of any pertinent incidents/accidents/violations.

4.30.2.1. Escort individuals off of the airfield.

4.30.2.2. Confiscate individual's AF Form 483.

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

4.30.2.4. Document and report the incident to the Wing ADPM, AFM and AOF/CC.

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

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

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

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

4.30.4. **Consequences (CMA).**

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

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

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

4.31. Reissuance/Reinstatement of an AF Form 483.

4.31.1. Prior to reinstatement of airfield driving privileges, individuals will complete all provisions of airfield driver training outlined in **Chapter 3. (T-3).**

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

4.32. Reporting and documenting Controlled Movement Area Violation events. See **Attachment 1** for Controlled Movement Area Violation and Runway Incursion definition.

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

4.32.2. The Wing ADPM will notify the Unit Commander of the individual who committed a runway incursion within three duty days of the alleged incident. **(T-3).**

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

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

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

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

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

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

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

4.32.5.5. Approximate location where the Controlled Movement Area Violation occurred (i.e. runway/taxiway intersection, distance from threshold or overrun).

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

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

4.33.1. The Wing ADPM will report airfield driving incidents/violations to the Unit Commander and the Unit ADPM within three duty days. **(T-3)**. Include the following:

4.33.2. Name/Rank of the individual, unit, duty phone, Unit Commander or Unit ADPM.

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

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

4.34. (KEESLERAFB) Airfield Diagram. See [Attachment 11](#) for an example of the local Airfield Diagram.

4.34.1. Location and a detailed description of runways, taxiways, ramp/aprons, Visual Flight Rules, and instrument holding position signs and markings.

4.34.2. Airfield access points.

4.34.3. Restricted area boundaries/entry control points.

4.34.3.1. **(Added-KEESLERAFB) Restricted/Controlled Areas Markings.** Restricted areas are areas of the airfield designated for use by aircraft requiring a level of security protection. These areas are marked by a 4- to 6-inch wide solid red line (or elevated ropes); the red line is bordered with painted Warning boxes. Entry Control Points (ECPs) to restricted areas are marked with a white rectangle marking or identified by a designating sign (see [Figure 4.3](#) for a depiction of a restricted area marking, Warning box marking, and an ECP. If a requirement exists for an individual to enter or exit a restricted area from other than authorized entry/exit control points ("break red"), prior notification to 81 SFS via the BDOC (377-3040) must be accomplished. Restricted areas are only restricted when occupied by Protection Level asset.

Figure 4.3. (Added-KEESLERAFB) Restricted Area and ECP Markings.



4.34.3.2. **(Added-KEESLERAFB)** Keesler restricted area locations are Security Ramp 1 (Spots 1-14); Security Ramp 2 (Spots 17 – 23); the Back Line at Spots 28 - 29; the Fuel Cell (Hangar 4268), and the aircraft Wash Rack (located between Airfield Management [Bldg 0233] and the Air Traffic Control Tower).

4.34.3.3. **(Added-KEESLERAFB)** All personnel shall possess a valid AF Form 1199C, *USAF Restricted Area Badge*, when entering a restricted area, or be escorted by an individual with a restricted area badge. All personnel shall display their restricted area badge on their outermost garment above the waist. SFS personnel are authorized to use deadly force when apprehending personnel that access restricted areas without a restricted area badge.

4.34.4. Control area boundary.

4.34.5. Vehicle traffic lanes and traffic flow.

4.34.5. **(KEESLERAFB) Vehicle Traffic Lanes.** The vehicle traffic lanes are marked along the far east edge of Ramp 1 from Spot 1 to the Air Traffic Control Tower, and proceed east abeam Ramp 2 from the Air Traffic Control Tower past the Fire Department (Bldg 4225) to the east edge of the Roberts Consolidated Maintenance Facility (Bldg 4221). There are vehicle

STOP bars at the intersection of the ramps at the Air Traffic Control Tower, and on either side of the Fire Department; come to a complete stop at these locations.

4.34.5.1. **(Added-KEESLERAFB)** Traffic flows in both directions along the vehicle traffic lanes. Use extreme caution when driving in the vehicle driving lane adjacent to fences. There is not enough room to “move over” to the right when driving in the vehicle traffic lane adjacent to the perimeter fences, especially when operating oversize vehicles (see [Figure 4.4](#)). Remain inside the correct traffic lane at all times, unless a spotter is used. If in doubt, stop vehicle and allow other vehicles to pass by safely.

Figure 4.4. (Added-KEESLERAFB) Vehicle Traffic Lane.



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

4.34.6.1. **(Added-KEESLERAFB)** Keesler’s critical area boundaries are designated areas that must be protected from all aircraft, vehicles, and pedestrians, to prevent signal interference that could lead to navigational errors or a mishap such as an aircraft crash. Keesler’s critical area boundaries consist of the Glideslope Critical Area, the Precision Obstacle Free Zone (POFZ), and the Localizer Critical Area. See [Attachment 11](#) for a depiction of each critical area boundary.

4.34.6.1.1. **(Added-KEESLERAFB)** The Glideslope Critical Area boundary starts at the glideslope antenna (located on the northwest side of the runway) and extends for a distance of 1,300 feet to the north, at a 30 degree angle to each side of the antenna. This area encompasses the approach end of Runway 22; the area west of the runway across the I-81 track and Ploesti Drive, just north of the base marina; to the northeast edge of the VFR Holding Position marking/sign on Taxiway Foxtrot.

4.34.6.1.2. **(Added-KEESLERAFB)** The Glideslope Critical Area boundary also protects Keesler’s Precision Obstacle Free Zone (POFZ), which is an 800-foot long by

200-foot wide area centered on the runway centerline adjacent to the Runway 22 threshold.

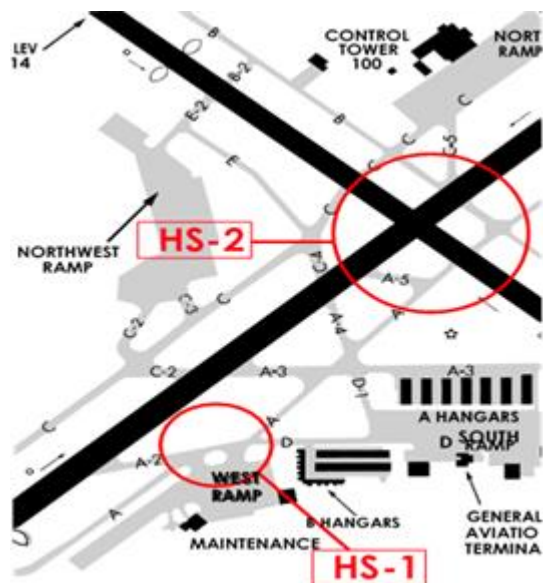
4.34.6.1.3. **(Added-KEESLERAFB)** The Localizer Critical Area starts 50 feet south of the localizer array (located off the south end of the runway), and extends down the length of Runway 04 for a distance of 2,000 feet (for a total distance of 2,050 feet), with a total width of 400 feet, centered on the runway centerline (200 feet each side of the runway centerline).

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

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

4.34.8. **(KEESLERAFB)** Keesler does not require a Hot Spot diagram.

Figure 4.1. Hot Spots.



4.34.9. Limited or no visibility with the Air Traffic Control Tower blind spots (as applicable).

4.34.10. Communication —dead spots.

4.34.11. Complex runway/taxiway intersections.

4.34.12. Other confusing or ambiguous areas identified on airfield.

4.34.13. Include a legend on the airfield diagram to illustrate symbols used.

4.34.14. Jet Blast Hazard areas.

4.34.15. Other areas that pose a hazard to vehicle operators (as determined locally).

4.34.16. CMAs.

4.35. (Added-KEESLERAFB) Equipment Uploads/Downloads on Ramp 1. Maintenance personnel uploading and downloading equipment/cargo on aircraft along Ramp 1 at Spots 1-15 will give way to aircraft taxiing on Taxiway Alpha. At no time will equipment be staged on Taxiway Alpha during normal operations. Maintenance personnel will contact Airfield

Management (377-2120) if staging equipment on Taxiway Alpha is required for contingency operations. Airfield Management will notify the Air Traffic Control Tower that the taxiway is closed in this section and send a NOTAM; the Air Traffic Control Tower will redirect aircraft tow/taxi routes until notified by Airfield Management that the equipment has been moved and a check of the area has been completed.

4.36. (Added-KEESLERAFB) Taxiway Charlie Aircraft Rinse Facility Warning. Vehicles must **NOT** stop on the Taxiway Charlie aircraft rinse facility (“bird bath”) sensor, located on the runway side of the VFR hold position marking (see [Figure 4.5](#)). This will cause the rinse facility to activate with strong water pressure. Do not drive through the aircraft rinse facility when the system is activated.

Figure 4.5. (Added-KEESLERAFB) Rinse Facility Sensor Location with Aircraft.



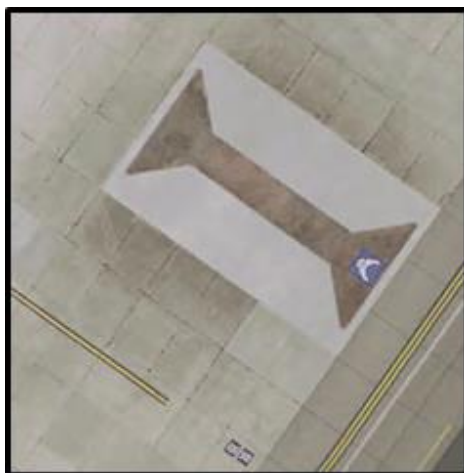
4.37. (Added-KEESLERAFB) Medical Evacuation (MEDEVAC) Helicopter Landing Procedures. Uncontrolled MEDEVAC helicopter operations are approved for Keesler when the Air Traffic Control Tower is closed/unmanned. Primary and secondary MEDEVAC helicopter parking spots are located on Taxiway Alpha, abeam Airfield Management (Bldg 0233) and the Air Traffic Control Tower (see [Figure 4.6](#)). The aircraft may also utilize Spot 16 or Spot 30 on Ramp 1. It is critical that all personnel operating in the CMA or UMA when the airfield is closed contact Keesler Command Post (377-4330) prior to entering and upon exiting these operating areas. Look up for landing helicopters; as is the case for aircraft, yield the right-of-way to all helicopters.

Figure 4.6. (Added-KEESLERAFB) MEDEVAC Helicopter Landing Locations.



4.38. (Added-KEESLERAFB) DV “Red Carpet”. Do not drive over, park on, or place equipment on the DV “Red Carpet” located adjacent to Spot 16 on Ramp 1 (see [Figure 4.7](#)). The bricks and tiles are not stressed for aircraft use, and should not be driven over by vehicles or equipment (such as forklifts) to prevent damage. Any cargo offloads should be offset from the Red Carpet.

Figure 4.7. (Added-KEESLERAFB) DV “Red Carpet”.



4.39. (Added-KEESLERAFB) Airfield Security. All airfield access gates must remain secure and should not be left open/unattended. Personnel who leave airfield access gates open/unattended risk being cited for an airfield driving/security violation and having their airfield driving privileges suspended.

4.39.1. **(Added-KEESLERAFB)** Vehicle operators or pedestrians entering or exiting the airfield at any cypher-, combination-, or key-locked gate must close and lock the gate immediately upon entering or exiting the airfield. Personnel utilizing an automatic gate must wait for the gate to close completely upon entering or exiting the airfield. **Exception:** If another vehicle comes behind, the first driver may depart the area; the responsibility to ensure the gate closes properly falls to the person who last utilized it. Report any unsecured or broken gates to Airfield Management (377-2120 or Ramp Net) immediately. Outside of Airfield Management operating hours, report security problems to 81 SFS via the BDOC (377-3040).

4.39.2. **(Added-KEESLERAFB)** There are security bollards at the airfield access gate between the Wash Rack and the south side of Airfield Management (Bldg 0233), and on the north and south sides of 41 APS (Bldg 0237). If it is necessary to move any of the security bollards to gain access or to depart the airfield, replace the bollards immediately upon entering or exiting the airfield.

4.40. (Added-KEESLERAFB) Steinhawk Drop Zone. Keesler's Steinhawk Drop Zone is used for personnel or equipment drop training (see [Figure 4.8](#) and [Attachment 11](#)). Airfield Management will complete the Drop Zone checklist at least 24 hours prior to the scheduled jumps. When the drop zone is active, airfield driving is restricted; no driving is permitted on the airfield until all jumpers have landed. When the jump aircraft commander reports "jumpers away", the Air Traffic Control Tower will announce "Stop airfield movement" over the Ramp Net, and Airfield Management will notify 403 MOCC over the telephone. With the exception of emergency response vehicles or unless otherwise instructed by the Air Traffic Control Tower, all personnel driving on the airfield will stop their vehicles and hold their position until all jumpers have been reported secured, and the Air Traffic Control Tower has announced "Resume airfield movement" over the Ramp Net.

Figure 4.8. (Added-KEESLERAFB) Steinhawk Drop Zone.



4.41. (Added-KEESLERAFB) Light Horn Devices. There are three (3) light/horn devices on North Ploesti Drive for the control of vehicular traffic through the ILS Critical Area (base

perimeter, outside the CMA). One device is located on the east side of the airfield near the ball field parking lot, and two devices are located on the west side of the airfield: one at the north Marina entrance, and the other to the south, adjacent to the I-81 track (see [Figure 4.9](#)). During inclement weather, in-flight emergencies, and to protect personnel from jet blast during north keyhole departures, the Air Traffic Control Tower will activate the traffic lights/horns. When the devices are activated, vehicle operators and pedestrians are to stop at the entry points and may not proceed into the Runway Safety Zone/ILS Critical Area until the Air Traffic Control Tower has turned the devices off. Do not stop between the ILS Critical area signs for any reason; anyone operating in the area when the traffic devices are activated, are to continue in the direction of travel and exit the area.

Figure 4.9. (Added-KEESLERAFB) Traffic Control Devices on North Ploesti Drive.



Chapter 5

RADIO COMMUNICATIONS PHRASEOLOGY, DISCIPLINE AND TECHNIQUES

5.1. General.

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

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

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

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

5.2. Radio Techniques.

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

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

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

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

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

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

5.2.6. **(KEESLERAFB)** There are no radio blind spots on Keesler airfield; therefore, the airfield diagram reflects no radio blind spots on the airfield.

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

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

Table 5.1. Sample Runway Crossing Phraseology.

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

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

Table 5.2. Sample Read back Instructions.

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

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

Table 5.3. Sample Hold Short Instructions.

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

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

Table 5.4. Common Use Phrases.

What Is Said:	What It Means:
Acknowledge	Let me know you have received and understand this message.
Advise Intentions	Let me know what you plan to do.
Affirmative	Yes.
Correction	An error has been made in the transmission, and the correct version follows.
Go Ahead	Proceed with your message only. Note: Use of this phrase does not authorize requestor to “Go Ahead” with, or carry out, their request.
Hold/Hold Short	Phrase used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point while awaiting further clearance from air traffic control.
How do you hear me?	Question relating to the quality of the transmission or to determine how well the transmission is being received.
Immediately or without delay, Expedite	Phrase used by Air Traffic Control when such action compliance is required to avoid an imminent situation.
Negative	"No" or "permission not granted" or "that is not correct."
Out	The radio conversation is ended, and no response is expected.
Over	My radio transmission is ended, and I expect a response.
Read Back	Repeat my message to me.
Roger	I have received all of your last transmission.

Stand By	The controller or pilot should pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in "stand by for clearance." The caller should reestablish contact if a delay is lengthy.
Unable	Indicates inability to comply with a specific instruction, request, or clearance.
Verify	Request confirmation of information.
Wilco	I have received your message, understand it, and will comply with it.

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

Table 5.5. Phonetic Aviation Alphabet.

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

MARK D. KELLY, Lt General, USAF
Deputy Chief of Staff, Operations

(KEESLERAFB)

HEATHER W. BLACKWELL, Colonel, USAF
Commander, 81st Training Wing

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

(Added-KEESLERAFB) AFI 21-101, *Aircraft and Equipment Maintenance Management*, 15 January 2020

(Added-KEESLERAFB) AFI 21-101_AETC Sup, *Aircraft and Equipment Maintenance Management*, 18 September 2015

(Added-KEESLERAFB) AFI 31-101, *Integrated Defense*, 25 March 2020

(Added-KEESLERAFB) AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

(Added-KEESLERAFB) AFI 91-202, *The US Air Force Mishap Program*, 11 March 2020

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

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

AFI 13-204v2, *Airfield Operations Standardization and Evaluations* 31 August 2010

(Added-KEESLERAFB) AFMAN 11-2C-130J Volume 3, *C-130J Operations Procedures*, 17 July 2019

(Added-KEESLERAFB) AFMAN 13-204v1, *Management of Airfield Operations* 20 July 2020

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

AFMAN 33-363, *Management of Records*, 1 March 2008

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

(Added-KEESLERAFB) FAA Advisory Circular 150/5340-1L, *Standards for Airport Markings*, 10 May 2019 (which superseded FAA Advisory Circular 150/5340-1L, *Standards for Airport Markings*, 27 September 2013)

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*, 21 May 2015

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

AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, 9 December 2016

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

AFI 91-202, *The US Air Force Mishap Program*, 24 June 2015

FAA Advisory Circular 150/5340-1L, *Standards for Airport Markings*, 27 September 2013

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

(Added-KEESLERAFB) AF Form 1199C, *USAF Restricted Area Badge (Accountable)*

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—Airfield Operations Flight Commander

(Added-KEESLERAFB) **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

(Added-KEESLERAFB) UMA—Uncontrolled Movement Area

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 Airfield Operations Flight Commander 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., holdline) 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.

(Added-KEESLERAFB) Uncontrolled Movement Area—The portion of the airfield where vehicle operators and pedestrians do not need permission from the Air Traffic Control Tower to enter; however, a two-way radio and the capability to establish direct communications with the Air Traffic Control Tower at all times is required while operating within the UMA.

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 2

RUNWAY INCURSION PREVENTION WORKING GROUP (RIPWG)

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

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

A2.3. Attendees. The RIPWG includes Operations Support Squadron Commander, Airfield Operations Flight Commander, AFM, Wing ADPM, Tower Chief Controller, Wing Safety, Unit Commanders and/or Unit ADPMs, and other organizational leadership as determined locally.

A2.3. Attendees. The RIPWG will also include the Airfield Management Contracting Officer's Representative (COR).

A2.4. RIPWG. The RIPWG will:

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

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

A2.4.1.2. Implement mandatory briefings to all airfield drivers, aircrew and Air Traffic Control personnel, as applicable.

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

A2.4.1.4. Increase penalty for Controlled Movement Area Violations.

A2.4.1.5. Alter the shape and/or increase the size of the Controlled Movement Area (Controlled Movement Area).

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

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

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

A2.4.2.3. Painting runway hold position signs on pavement prior to the runway hold position markings. (See Federal Aviation Administration Advisory Circular 150/5340-1, *Standards for Airport Markings*). **NOTE:** This option requires coordination with Civil

Engineer and Wing Safety and a work order request to change is implemented uniformly over the entire airfield.

A2.4.2.4. Painting Federal Aviation Administration enhanced taxiway centerline marking prior to the runway hold position markings. **NOTE:** This option requires coordination with Civil Engineer and Wing Safety and a work order request to change is implemented uniformly over the entire airfield.

A2.4.2.5. Installing runway guard lights if applicable.

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

A2.4.2.7. Installing Location Signs.

A2.4.3. Consider procuring vehicle-tracking devices to include Global Position System, ground radar, or video surveillance. **(T-3). NOTE:** Coordinate with Major Command OPR for Airfield Operations prior to the procurement and/or use of new systems/technology.

A2.4.4. Consider installation of additional FM radio repeaters for Air Traffic Control and the base station/ramp net. **(T-3).**

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

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

A2.4.7. Publish minutes of the RIPWG and provide an informational copy to the Major Command OPR for Airfield Operations within 30 calendar days. **(T-3).**

Attachment 3

AIRFIELD SIGNS, MARKING, AND LIGHTING

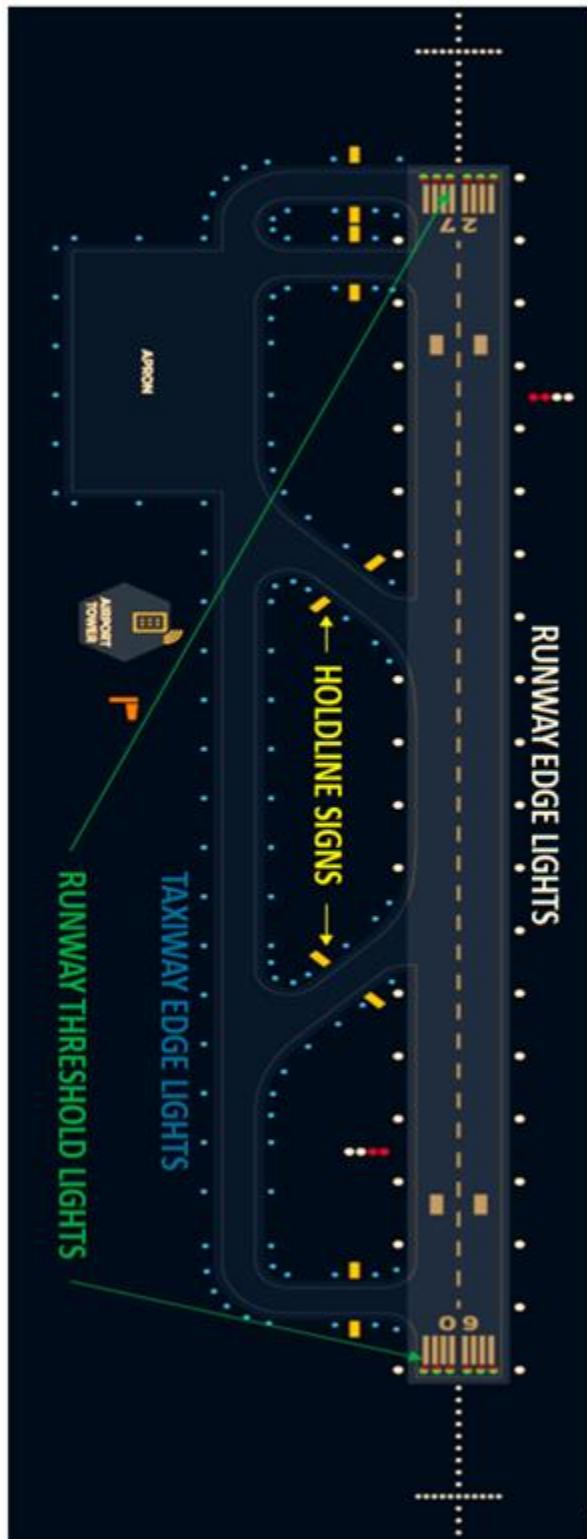
Figure A3.1. Airfield Signs, Marking, and Lighting Part 1.

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

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

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

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



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

[Date]

MEMORANDUM FOR 213 OSS/OSA

FROM: (Unit Commander Office Symbol)

SUBJECT: Appointment of Unit Airfield Driving Program Managers and Trainers

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

NAME/Email	OFFICE SYM	DP	483 # _____
------------	------------	----	-------------

PRIMARY:**ALTERNATE:**

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

NAME/Email	OFFICE SYM	DP	483 # _____
------------	------------	----	-------------

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

XXXX X. XXXXX, Lt Col, USAF
Commander

Attachment 5

UNIT AIRFIELD DRIVING PROGRAM MANAGER TRAININGCHECKLIST

A5.1. (Added) The Wing ADPM. The Wing ADPM will use a locally developed Keesler AFB Unit Airfield Driving Program Manager Checklist.

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

UNIT AIRFIELD DRIVING PROGRAM MANAGER CHECKLIST			
SECTION I TRAINEE INFORMATION (Completed by the Wing Airfield Driving Program Manager)			
Name: (Last, First, MI)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II QUALIFICATION TRAINING (Completed by Trainee and Wing Airfield Driving Program Manager)			
	Date	Trainee Initials	WG ADPM Initials
1. Unit Airfield Driving Program Manager (ADPM) duties and responsibilities.			
2. Appointment of unit trainers.			
3. Runway incursion prevention.			
4. Governing Directives.			
4.1. Air Force Manual 24-306, <i>Manual for the Wheeled Vehicle Operator</i> , Chapter 18 and 20.			
4.2. AFMAN 91-203, <i>Air Force Occupational Safety Fire and Health Standards</i> , Chapter 24			
4.3. Air Force Instruction 21-101, <i>Aircraft and Equipment Maintenance Management</i> .			
5. Testing requirements to include testing security/compromise.			
6. Color vision testing requirements. See Air Force Instruction 48-123, <i>Medical Examinations and Standards</i> for additional information.			
7. Airfield Driver's training requirements.	Date	Trainee Initials	WG ADPM Initials
7.1. Local Qualification.			
7.2. Refresher.			
8. Unit ADPM Continuity Binder.			
9. Reporting, Enforcement, and Violations Consequences.			
10. Vehicle Passes (Privately Owned/Government Leased).			
11. Controlled Movement Area (CMA) procedures and training for unit personnel.			
12. Temporarily assigned personnel/Non-based assigned contractors briefing and/or training requirements.			
13. Escort procedures.			
14. Procedures for issuing, revoking and reissuing an AF Form 483, <i>Certificate of Competency</i> .			
15. Participate with the Unit ADPM on an actual training session and practical check ride.			
16. AF Form 483 CERTIFICATE #:			

SECTION III TRAINING CERTIFICATION (Completed by the Unit Airfield Driving Program Manager and Wing Airfield Driving Program Manager or designated representative)			
Unit Airfield Driving Program Manager			
I have received and completed all of the above training requirements and will comply with Air Force Instruction 13-213 and wing/base supplement.			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
Wing Airfield Driving Program Manager			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
NOTE: A local form may be used as long as it includes all information listed above.			

Attachment 6

AIRFIELD MANAGEMENT QUALITY CONTROL MEASURES

A6.1. Airfield Management should:

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

A6.1.2. Conduct random spot checks for enforcement and compliance with [Chapter 3](#) of this instruction and wing/base supplement.

A6.1.2. Airfield Management will use the locally developed AMOPS Airfield Driving Spot Check Checklist to conduct and record random spot checks; all actions will be annotated on AF Form 3616, *Daily Events Log*, and the completed Airfield Driving Spot Check Checklist placed with the daily paperwork to be compiled and reported by the Wing ADPM per [paragraph A6.4.1](#).

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

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

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

A6.2.3. The availability/currency of Air Force Visual Aids (i.e., AFVA11-240, AFVA 13-221, AFVA 13-222)

A6.3. Airfield Management will: Report violations detected during spot checks to the AFM, Airfield Operations Flight Commander, individual's Unit Commander, and ADPM. (T-3).

A6.4. Wing ADPM will:

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

A6.4.2. Assess each unit's airfield driving program at least annually for program integrity and compliance. **NOTE:** Use MICT/SAC to validate the annual check of the unit's airfield driving program. (T-3).

A6.4.2. Check each unit airfield driving program in accordance with [para 2.7.22](#). (T-3).

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

Attachment 7

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST

A7.1. (Added) Unit ADPMs/Trainers. Unit ADPMs/Trainers will use a locally developed Keesler AFB Airfield Driving Training Documentation and Certification Checklist, available from the Wing ADPM or for download from the base Airfield Driving Program SharePoint site.

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

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

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

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

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

Attachment 8

TEMPORARILY ASSIGNED PERSONNEL/NON-BASED ASSIGNED CONTRACTORS TRAINING CHECKLIST

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

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

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

Attachment 9**AIRFIELD DRIVING PROGRAM CONTINUITY BINDER**

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

A9.2. TAB B: Air Force Instruction 13-213 and Wing/Base Supplement.

A9.3. TAB C: Annual Program Assessment Results.

A9.4. TAB D: Unit Airfield Driving Program Manager Training Documentation.

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

A9.6. TAB F: United States Air Force Airfield Driving computer based training, Training Curriculum, Test/Answer Key.

A9.7. TAB G: Unit airfield driving requirements as applicable (i.e. Fire Trucks, Fuel Trucks, or K-loaders).

A9.8. TAB H: Airfield Violations/Corrective actions.

A9.9. TAB I: References (i.e., AFMAN 24-306, Chapter 12, AFMAN 91-203, Air Force Occupational Safety Fire, and Health Standards, Chapter 24, and AFI 21-101).

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

Attachment 10 (Added-KEESLERAFB)**COMBAT ONLOADS/OFFLOADS**

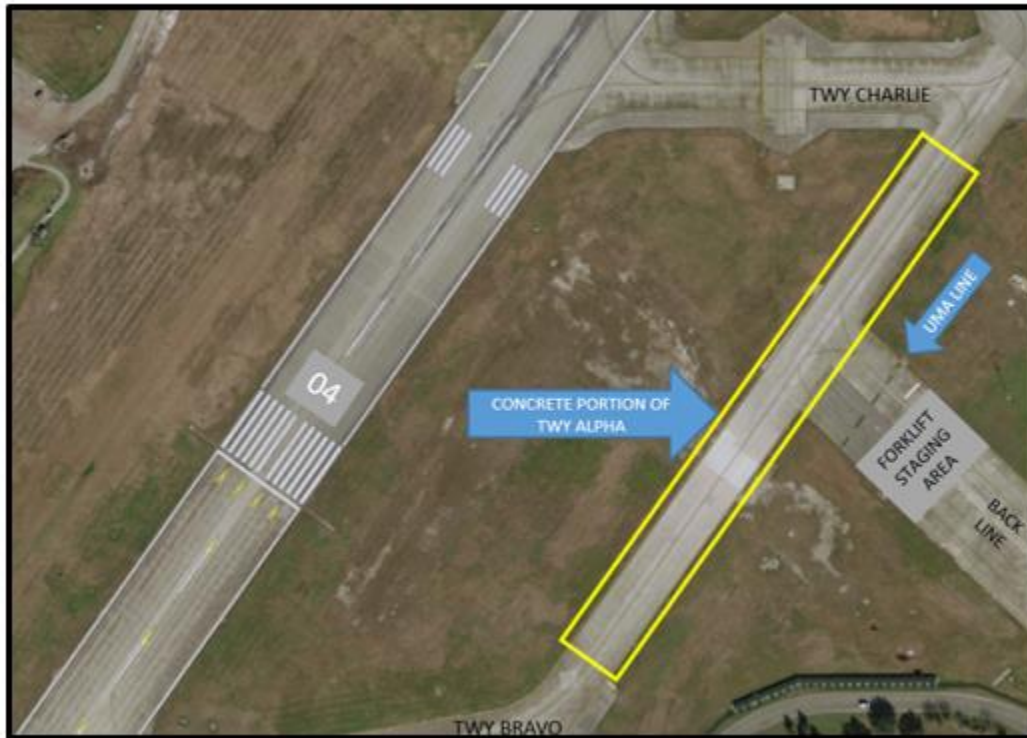
A10.1. (Added-KEESLERAFB) Combat Onloads/Offloads. There are no special requirements for onloads; these operations can be performed at any location/parking spot with no risk of damage to the pavement. Combat offloads provide a means of offloading pallets, platforms, or containers from aircraft without the use of material handling equipment. The two types of combat offloads utilized at Keesler AFB are Method A (cargo is dropped out of aircraft directly onto airfield surface) and Method B (cargo is transferred from aircraft to serviceable steel 55-gallon drums/"barrels"). The aircrew shall request approval from the Air Traffic Control Tower before conducting combat offloads. Onloads and offloads may be conducted during day or nighttime operations. Cargo shall not be left unattended on the airfield.

A10.1.1. **(Added-KEESLERAFB)** Method A combat offloads are conducted on the concrete portion of Taxiway Alpha near the Back Line (see [Figure A10.1](#)).

A10.1.2. **(KEESLERAFB)** Method B operations are conducted on Ramp 1 adjacent to the aircraft wash rack, between Spot 30 and Spot 16.

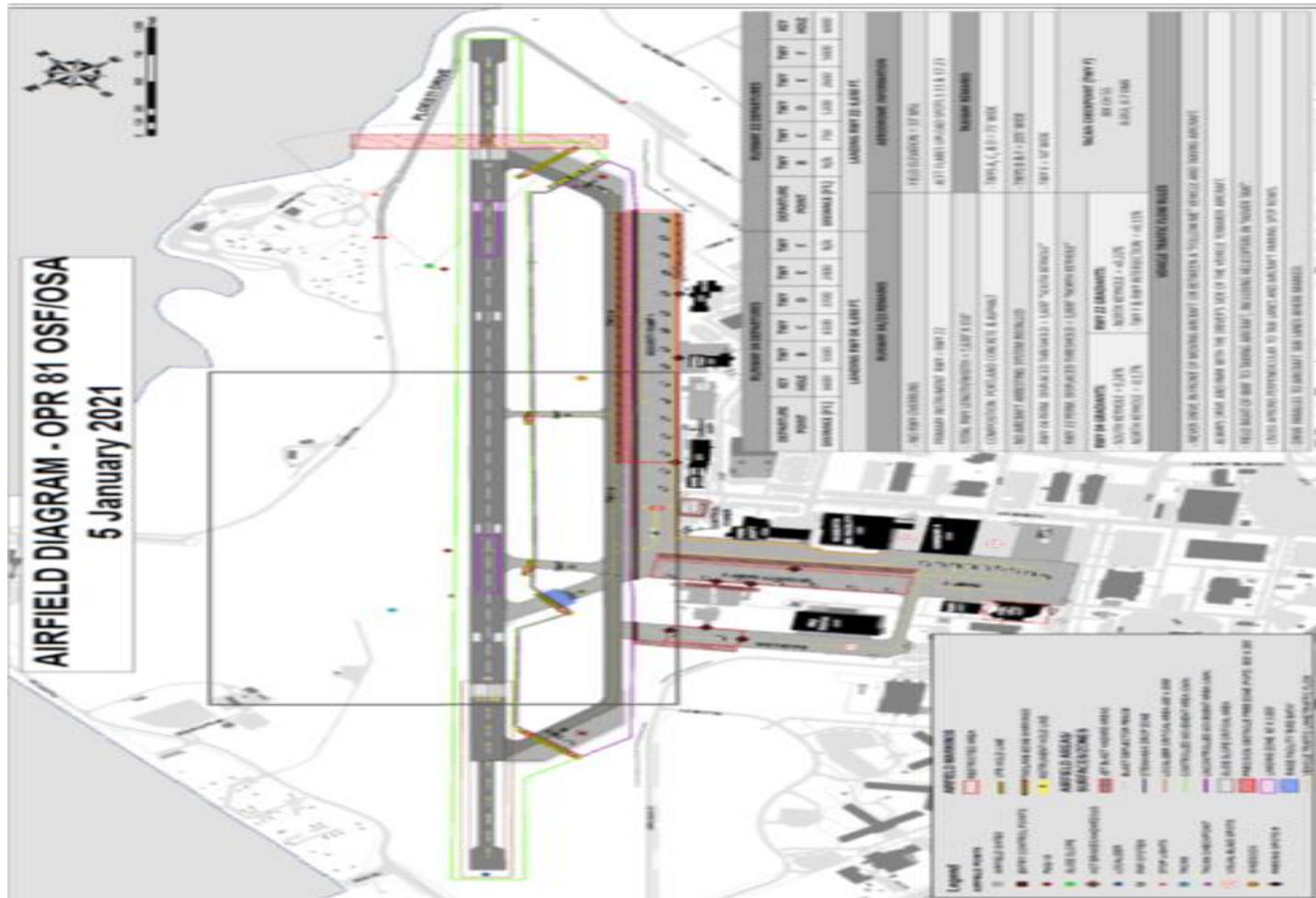
A10.2. (Added-KEESLERAFB) Extreme vigilance by airfield drivers is required when conducting onload/offload operations. Although permission to enter the UMA is not required when conducting operations on Taxiway Alpha, the capability for two-way radio communication with the Air Traffic Control Tower is required. The Landing Zone Officer (LZO) will maintain radio contact with the aircrew and with the 41 APS personnel performing the operations and will communicate with the Air Traffic Control Tower as needed. Drivers of forklifts/other maintenance vehicles associated with these procedures will not operate on the airfield while wearing NVDs.

Figure A10.1. (Added-KEESLERAFB) Method A Combat Offload Location.



AIRFIELD DIAGRAM

Figure A11.1. (Added-KEESLERAFB) Airfield Diagram.



Attachment 12 (Added-KEESLERAFB)**APPROVED CALL SIGNS****A12.1. (KEESLERAFB) Approved Call Signs.****Table A12.1. (Added-KEESLERAFB) Approved Call Signs.**

Call Sign	Agency
Airfield 1	Airfield Manager
Airfield 2	Assistant Airfield Manager
Airfield 3	Airfield Management Personnel
Airfield Lighting 1, 2	BOS Exterior Electric
APS 1, 2	Aerial Port Squadron
Chief 1, 2, 3	Fire Department
Construction 1, 2, 3	BOS Escort/Contractor for Airfield Construction
Crash 6	Fire Department (Tanker)
Crash 9, 10, 11	Fire Department (Crash Trucks)
Defender 1, 2, 3, 4, 5, 6, 9	81 SFS (Leadership)
Delta 1, 2, 3, 4, 5, 6	ISO Dock (Ramp Use Only)
Dragon 1, 2	81 TRW Leadership (CC/CV)
Engine 34	Fire Department (Fire Engine)
Equipment 1, 2	BOS Horizontal Shop
Flight Safety; Safety 1, 2	81 TRW & 403 WG Safety Offices
Grounds Maintenance 1, 2, 3	Grounds Maintenance Personnel
Hazmat 12	Fire Department (Pickup Truck)
Medic 1	81 MDG (Flight Medicine)
Medic 2, 3, 4	81 MDG (Emergency Room)
METNAV 1, 2	Airfield Systems
Ops 1	81 OSF/CC
Ops 2	81 OSF/DO or 81 OSF/SO
Ops 3	81 OSF/OSA (AM COR)
Pest Control 1, 2	BOS Entomology
POL 1, 2	TK&K Fuels
Police 1, 2, 3, 4, 5, 6	81 SFS (External Security Response Team)
Prevention 13, 14	Fire Department (Utility Pickup)
Rescue 5	Fire Department (Medium Duty Rescue Truck)
Schoolhouse 1	334 TRS
Security 1, 2, 3	81 SFS (Airfield Security Patrols)
Sweeper 1	BOS Airfield Sweeper
Tango 1, 2, 3, 4	815 TAC Maintenance (Ramp Use Only)
Trans 1, 2	Transportation
Transient Alert or TA 1, 2	Transient Alert
Truck 33	Fire Department (Ladder Truck)
Ramp 1, Ramp 2	41 APS (Ramp Use Only)
Whiskey 1, 2, 3, 4	53 WRS Maintenance (Ramp Use Only)

Note: All other vehicle or pedestrian call signs must be approved by the Wing ADPM.

Attachment 13 (Added-KEESLERAFB)**RESERVIST TRAINING PLAN**

A13.1. (Added-KEESLERAFB) Initial Training. Due to the limited amount of training time available for reservists on Unit Training Assembly (UTA) weekends, this plan spells out a streamlined training plan for 403d personnel to obtain an AF Form 483 for Keesler AFB.

A13.1.1. **(Added-KEESLERAFB)** All training is documented on the Keesler AFB Airfield Driving Training Documentation and Certification Checklist (current version is available from the Wing ADPM or for download from the base Airfield Driving Program SharePoint site). The Unit ADPM or Airfield Driving Trainer shall print out the form with the trainee's information to initiate the training process, to include determining the level of airfield access needed for the trainee to perform their duties (CMA, UMA, or Ramp Only; see [paragraph 3.2.4.1](#) for more information).

A13.1.2. **(Added-KEESLERAFB)** For those personnel who require color vision test or verification, trainees can contact the 403d Aeronautical Staging Squadron (ASTS), located in Bldg 904 (377-3001) to verify color vision of the individual (as needed; see [paragraph 3.4](#) for more information on color vision requirements and exemptions).

A13.1.3. **(Added-KEESLERAFB)** During the UTA weekend or at any point within 30 days before the drill weekend, the trainee should complete the one-time Airfield Driving CBT, if applicable (see [paragraph 3.2.3](#) for more information).

A13.1.4. **(Added-KEESLERAFB)** The trainee must be provided with a copy of the current Keesler supplement to DAFI 13-213, the official base Airfield Driving Training Slides (Classroom Training) for their level of airfield access (UMA/CMA or Ramp Only), and any current Airfield Driving Bulletins (available from the Wing ADPM or for download from the base Airfield Driving Program SharePoint site). Materials may be presented in a classroom format during the UTA weekend as time permits, or may be provided to trainees for individual study at any point prior or during the drill weekend.

A13.1.5. **(Added-KEESLERAFB)** The trainer will provide a practical day and night (as applicable) airfield driving familiarization and practical check-ride of the airfield. The familiarization training and check ride may be accomplished on the same day, as time permits. For UMA/CMA drivers, extra emphasis should be placed on phraseology and procedures regarding communicating with the Air Traffic Control Tower, as this is usually the main area that causes trainees trouble due to nervousness and improper phraseology techniques. See [paragraph 2.9.2.3](#) for more information on practical check ride procedures.

A13.1.6. **(Added-KEESLERAFB)** Nighttime airfield training is another challenge for reservists. There are several options for completing the nighttime portion of the training:

A13.1.6.1. **(Added-KEESLERAFB)** Upon completion of all airfield driving training other than the night familiarization/check-ride, the trainee can obtain a Day Only AF Form 483 for airfield driving, and update their license once they can complete the night training during a subsequent drill weekend, annual tour, or man day.

A13.1.6.2. **(Added-KEESLERAFB)** The trainee can complete night training on the Friday night before drill or on the Sunday of drill, once the airfield is dark.

A13.1.7. **(Added-KEESLERAFB)** Once all training is complete and signed off through Section 6 of the Keesler AFB Airfield Driving Training Documentation and Certification Checklist, the individual will hand carry the completed training checklist package with any required associated attachments to Airfield Management (Bldg 0233) for testing and final approval. Trainee will be turned away from testing if checklists are not complete (missing dates, missing signatures/initials, etc.) or required documentation (CBT certificate, OCD/ECD excerpt, required MFRs, etc.) are not attached. Upon receipt of the AF Form 483, the trainee is required to return the completed training paperwork package to the Unit ADPM, to be filed in the unit Airfield Driving Program Continuity Binder until the individual leaves the unit.

A13.1.8. **(Added-KEESLERAFB)** Contact the Wing ADPM if additional assistance is needed to complete airfield driving training for Reservists.

A13.2. (KEESLERAFB) Refresher Training. (Added) Unit ADPMs must monitor and track refresher training due dates, and implement procedures to ensure that personnel complete annual refresher training on time. See [paragraph 2.8.15](#) and [Chapter 3](#) for more specifics on refresher training requirements.