

**BY ORDER OF THE COMMANDER
65TH AIR BASE GROUP (USAFE)**

LAJES FIELD INSTRUCTION

13-213

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



AIRFIELD DRIVING INSTRUCTION

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This instruction implements Air Force Instruction 13-213, *Airfield Management*. It establishes responsibilities, requirements and procedures for safe operations of motor vehicles on Lajes Airfield. It applies to all 65 ABG personnel assigned, attached or employed on Lajes Field, to include contractor personnel and visitors in accordance with AFI 13-213, *Airfield Driving*; AFMAN 24-306, *Manual for the Wheeled Vehicle Driver*, chapter 20; AC 150/5210-20, *Ground Vehicle Operations on Airports*; AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, AFI 21-101, *Aircraft and Equipment Maintenance Management*, ICAO Annex 14, *Aerodrome Design and Operations*, ICAO Doc 9157, *Aerodrome Design Manual, part 2 and 4* and ICAO Doc 444, *Air Traffic Management*, and AFI 13-213_USAFESUP, *Airfield Driving*. This instruction prescribes the new OSAA Form 10, *Airfield Driving Training documentation and Certification Checklist*. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publications*; route AF Form 847s from the field through the Lajes Field publications/forms manager. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974, authorized by 10 U.S.C. 8013 and E.O. 9397.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This instruction contains new procedures based on the Airfield Drivers Training Program (ADTP) and the new OSAA Form 10 (OSAA Form 10, OSAA Form 14 and OSAA Form 15 have been combined into a new OSAA Form 10).

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Chapter 1

INTRODUCTION

1.1. Hazards and Human Factors.

1.1.1. The safe operation of all government and civilian motor vehicles on the airfield is absolutely essential to aircraft operations and maintenance. Motor vehicles present a clear and definite danger to both aircraft and ground personnel. Carelessness, haste, and disregard for established safety standards by vehicle operators are the primary causes of aircraft incidents/accidents, aircraft-vehicle mishaps, and personal injuries on the airfield. **Note:** For the purpose of this operating instruction, the term—airfield includes runways, taxiways, aircraft parking ramp/aprons, and associated maintenance/servicing areas where aircraft may be encountered.

1.2. General Requirements. The standards and directives on the following pages have been established for the control of motor vehicles and personnel operating on the airfield. Personnel assigned to the airfield will be knowledgeable of and comply with these requirements. Careful attention and strict adherence to flight safety precautions will prevent accidental damage to aircraft and personnel injury.

1.3. Technical Agreement and Norma de Execução Permanente NEP/OPS – 009 (SOP). In accordance with the Technical Agreement on Cooperation and Defense between the United States of America and Portugal dated 23 May 2002; the 65 ABG/CC does not have sole sovereignty over Lajes AB Airfield. The Portuguese Air Force (PoAF) and its support facilities shall be under the Command of the Air Base 4 (AB4) Commander. The 65 ABG/CC shall only exercise command and control over United States equipment/materials and personnel. In accordance with MBA4 Portuguese Air Traffic Squadron Manual, paragraph 203.f , the Portuguese Air Force (PoAF) executes the Airfield Driving Program (ADP) for all PoAF military and civilian personnel. All airfield Privately Owned Vehicle (POV) passes are issued and controlled by PoAF.

Chapter 2

RESPONSIBILITIES

2.1. 65th Air Base Group Commander or equivalent.

2.1.1. Designates personnel and agencies to support the ADP.

2.1.2. Approves publication of the ADI.

2.1.3. Appoints the Assistant Airfield Manager (AAFM) to support the ADP.

2.1.4. Upon suspension/revocation of base driving privileges, the 65 Air Base Group Commander (65 ABG/CC) can authorize re-instatement of airfield driving privileges to perform critical mission essential duties following suspension or revocation of an individual's civilian driver's license and /or base driving privileges. See AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, Chapter 2 for additional information. Authority must not be delegated.

2.1.5. Requests an AFRSAT through the MAJCOM OPR for AO if there are recurring problems with runway incursions. (T-3) See AFI 13-204 Volume 2, *Airfield Operations Standardization and Evaluations*, for additional information.

2.1.6. Reviews runway incursion and CMAV incidents and corrective actions taken.

2.1.6.1. Convenes a Runway Incursion Prevention Working Group (RIPWG) no later than 30 days following the occurrence of a third runway incursion (within a six month period).

2.1.6.1.1. The RIPWG will include OSS/CC, Airfield Operations Flight Commander (AOF/CC), Airfield Manager (AFM), Group ADPM, Tower Chief Controller, Wing Safety, Unit Commanders and/or unit ADPMs, and other organizational leadership as determined locally. RIPWG shall take the following actions:

2.1.6.1.1.1. Analyzes each runway incursion and corrective actions taken.

2.1.6.1.1.2. Evaluates the airfield driving operating procedures/standards and airfield configuration (to include signs/markings/lighting) to determine if corrective actions are needed.

2.1.6.1.1.3. Develops strategies to prevent the reoccurrence of runway incursions. Examples include but are not limited to:

2.1.6.1.1.3.1. Increasing or improving local training or testing materials.

2.1.6.1.1.3.2. Implementing mandatory briefings to all airfield drivers, aircrew and Air Traffic Control personnel, as applicable.

2.1.6.1.1.3.3. Limiting runway crossings and/or limit crossings to certain taxiways/road intersections.

2.1.6.1.1.3.4. Increasing penalty for Controlled Movement Area Violations (CMAVs).

2.1.6.1.1.3.5. Altering the shape and/or increase the size of the Controlled

Movement Area (CMA).

2.1.6.1.1.3.6. Determines if additional signage, markings, and lighting are needed in high-risk areas. Examples of additional signs, markings, and lighting include the following:

2.1.6.1.1.3.6.1. Installing control signs/markings at runway hold lines and roads leading to runway, as applicable.

2.1.6.1.1.3.6.2. 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 Engineering, Wing Safety and Headquarters Azores Air Command (HAAZ).

2.1.6.1.1.3.6.3. Painting runway hold position markings on pavement prior to the runway hold position signs. **Note:** This option requires coordination with 65th Civil Engineering, 65 ABG Safety and HAAZ.

2.1.6.1.1.3.6.4. Painting FAA enhanced taxiway centerline marking prior to the runway hold position markings. **Note:** This option requires coordination with 65th Civil Engineering, 65 ABW Safety and HAAZ.

2.1.6.1.1.3.6.5. Installing runway guard lights (RGL), if applicable.

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

2.1.6.1.1.3.6.7. Procuring vehicle-tracking devices to include Global Position System, ground radar, or video surveillance. **Note:** Coordinate with MAJCOM OPR for AO prior to the procurement and/or use of new systems/technology.

2.1.6.1.1.3.6.8. Installing additional FM radio repeaters for Air Traffic Control and the base station/ramp net.

2.1.6.1.1.3.6.9. Installing Location Signs.

2.1.6.1.1.3.7. Coordinate with MAJCOM OPR for AO prior to implementing new procedures and /or purchasing airfield support systems such as signs, marking and lighting.

2.1.6.1.1.3.8. When required, ensure an airfield waiver is processed and approved.

2.1.6.1.2. Provide a summary of the RIPWG's analysis and recommendations during the next Airfield Operations Board (AOB). (T-3)

2.1.6.1.3. Publish minutes of the RIPWG and provide an informational copy to the MAJCOM OPR for AO within 30 calendar days.

2.2. Unit Commanders.

2.2.1. Appoint a primary and an alternate unit Airfield Driving Program Manager (ADPM) in writing (*normally the Vehicle Control Officer or Vehicle Control Noncommissioned Officer*) to manage training and testing requirements of unit personnel who are required to

operate a vehicle on the airfield. Forward a copy of the appointment letter to the Group ADPM.

2.2.1.1. Unit ADPMs must be at least SSgt/7-level or above, or civilian equivalent unless manning constraints absolutely prohibit. If so, use the most qualified SSgt/5-level or civilian equivalent available. **Note:** The 65 ABG/CC (or equivalent) is delegated authority to waive this requirement. A copy of the waiver shall be sent to the Group ADPM.

2.2.2. Forward a copy of the appointment letter to the AAFM. Memorandum of appointment and request for ADPM training must be forwarded to 65 OSS/OSAA within 15 days of initial appointment.

2.2.2.1. Ensure a replacement unit ADPM is appointed in writing and trained by the Group ADPM at least 30 days prior to releasing the current unit ADPM.

2.2.3. Certify unit personnel are qualified to drive on the airfield. Authority may be delegated in writing to unit ADPMs.

2.2.4. Ensure unit members complete all training and testing requirements before being issued an AF FORM 483, *Certificate of Competency*.

2.2.5. Limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission.

2.2.6. Ensure unit airfield drivers limit their access on or across the runway to mission essential duties only.

2.2.7. Suspend a unit member's airfield driving authorization upon suspension or revocation of their civilian driver's license, and/or base driving privileges. Notify the Group ADPM and unit ADPM of the individual's suspension/revocation.

2.2.8. Ensure unit ADPMs can satisfactorily manage the number of airfield drivers within their organization. Large organizations should consider having more than one unit ADPM to provide effective program management and quality training, reducing the potential for airfield driving violations and runway incursions.

2.2.9. Appoint unit Airfield Driving Trainers (ADT) in writing to conduct and document practical day and night (as applicable) airfield familiarization training and the practical test as outlined in AFI 13-213 and this ADI. Trainers must have completed the AF Training Course.

2.2.10. Forward a copy of the trainer's appointment letter to the Group ADPM. **Note:** This letter may be consolidated with the unit ADPM appointment letter.

2.2.11. Review each individual's AF Form 13 Driving Record to determine their qualifications before permitting them to operate a vehicle and/or equipment on the airfield.

2.2.12. Ensure unit ADPMs and/or designated trainers give a practical day and night (as applicable) airfield familiarization training and practical driving test to all new vehicle operators before they are allowed to drive vehicles on the airfield.

2.2.13. Participate in the RIPWG.

2.3. Assistant Airfield Manager (AAFM).

2.3.1. The AAFM (or civilian equivalent) serves as the Group ADPM to provide overall ADP management and oversight. The preferred grade of the Group ADPM is MSgt/E-7 or civilian equivalent.

2.3.2. The web-based Air Mobility Command Airfield Drivers Training Program (ADTP) at <https://webapp.amc.af.mil/adtp/pages/system/login.aspx> will be utilized to manage the ADP. The ABG ADPM is responsible for the overall management, training and implementation of the program and issuing 483 airfield driver's licenses.

2.3.2.1. Develops this ADI to establish the Group ADP.

2.3.3. Uses **Attachment 6** or electronic equivalent to conduct and document training on a unit ADPM.

2.3.4. Conducts a review of this ADI to include procedural guidance, training/testing materials, diagrams, figures, and any other supportive information for currency and accuracy at least annually. Use a Memorandum for Record (MFR), log, or electronic equivalent to document ADI program reviews and maintain a file copy in accordance with Air Force RDS, Table 13-06, Rule 4.00.

2.3.4.1. Documentation of review must include: discrepancies noted, proposed changes, and any planned/actual corrective action taken.

2.3.5. Provides each unit ADPM with a copy of the ADI, training curriculum, and testing materials to manage the unit ADP. The ADPM will coordinate training and testing materials with Wing Safety.

2.3.6. Trains unit ADPMs on ADP requirements.

2.3.7. Conducts quality control measures to monitor the effectiveness of unit airfield driver training programs. At a minimum, the Group ADPM will:

2.3.7.1. Routinely monitor ramp net radio for proper terminology/phrasology and discipline.

2.3.7.2. Conduct spot checks on vehicle operators to ensure compliance with the ADI.

2.3.7.3. At a minimum, a spot check will include a check of the driver's AF FORM 483 and PoAF Competency card for accuracy/currency, the availability/currency of Airfield Markings and Signs decal (local AFVA 11-240 equivalent), AFVA 13-222, *Runway/Controlled Movement Area Procedures*, the availability/currency of the local airfield diagram, and a FOD receptacle.

2.3.7.4. Report violations detected during spot checks to the AFM, AOF/CC individual's unit Commander and unit ADPM.

2.3.7.5. Report and document results of spot checks (unit/office symbol) in the —status of airfield driving section of the Airfield Operations Board (AOB).

2.3.8. Processes, validates and issues the Portuguese Air Force (PoAF) airfield driving *Certificate of Competency* card.

2.3.9. Use Attachment 5 to annually reviews/inspects all unit ADPM programs for integrity and compliance with the ADI. Reviews/inspections must focus on the following (maintain documentation of review for one (1) year).

- 2.3.9.1. Currency of the unit ADPM appointment letter.
- 2.3.9.2. Availability and currency of the ADI, prescribed forms and other associated publications.
- 2.3.9.3. List and number of unit assigned airfield drivers.
- 2.3.9.4. Currency of training and testing materials.
- 2.3.9.5. Training documentation of unit assigned airfield drivers.
- 2.3.9.6. Completion of refresher training.
- 2.3.10. Memo of inspection results will be provided to unit commanders with corrective action procedures (if applicable).
- 2.3.11. Reviewed/inspected results will be briefed quarterly at the AOB meeting.
- 2.3.12. Develop proactive approaches utilizing local resources, such as base paper, commander's access channel (TV), e-mail advisories, unit briefings, etc. to educate, inform and update personnel on airfield changes, trends and special events. Examples include but are not limited to exercises, air shows, and static displays, driving violations, runway/taxiway closures and inclement weather driving conditions.
- 2.3.13. Maintain a Group ADPM Continuity Binder or electronic equivalent in the TAB format below.
 - 2.3.13.1. TAB A: Unit ADPM appointment letter(s).
 - 2.3.13.2. TAB B: Airfield Driving Instruction (ADI).
 - 2.3.13.3. TAB C: Annual Program Inspection Results.
 - 2.3.13.4. TAB D: Unit ADPM Training Documentation.
 - 2.3.13.5. TAB E: Current list of unit assigned airfield drivers.
 - 2.3.13.6. TAB F: USAF Airfield Driving CBT, Training Curriculum, Test/Answer Key.
 - 2.3.13.7. TAB G: Unit airfield driving requirements as applicable (e.g. Fire Trucks, Fuel Trucks, K-loaders, etc.).
 - 2.3.13.8. TAB H: Airfield Violations/Corrective actions.
 - 2.3.13.9. TAB I: References (e.g., AFMAN 24-306, *Manual for Wheeled Vehicle Operator*, Chapter 20, AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, Chapter 24, AFI 21-101, *Aircraft and Equipment Maintenance Management*, etc.) **Note:** References may be a paper or electronic copy.
 - 2.3.13.10. TAB J: Miscellaneous information (e.g. Meeting Minutes, Digest Articles, RIPWG, etc.).
- 2.3.14. Conducts semi-annual meetings with unit ADPMs to provide training, brief runway incursions, CMAVs, trends, etc. **Note:** Briefing at the base VCO/VCNO meeting will satisfy this requirement.

2.3.15. Uses a MFR or electronic equivalent to document semi-annual meeting minutes. Maintain a file copy of the current calendar year in TAB J of the Group ADPM continuity binder or electronic equivalent.

2.3.16. Coordinates on unit airfield driving lesson plans and tests.

2.3.17. Ensures unit ADPMs provide appropriate training to TDY personnel and non-base assigned contractors based on type, location, time and duration of work (if applicable), using OSAA Form 13 (Attachment 7).

2.3.18. Provides classroom training consisting of 30 minute Power Point presentation on local procedures.

2.3.19. Participates in the RIPWG.

2.3.20. Provides unit ADPM a standardize spreadsheet or electronic equivalent to monitor and track unit personnel authorized to drive on the airfield. At a minimum, 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. **Note:** A sample spreadsheet is available for download at the HQ AFFSA Airfield Operations SharePoint website.

2.4. Airfield Management (AM).

2.4.1. Serves as the Office of Primary Responsibility (OPR) for the ADP.

2.4.2. AM will perform random AF FORM 483 and PoAF Competency Card spot checks of USAF employed personnel driving on the airfield for enforcement and compliance with this ADI in conjunction with periodic airfield checks. Results of spot checks (unit/office symbol) are reported at quarterly AOB meetings.

2.4.3. Routinely monitors radios for proper radio terminology/phraseology and discipline.

2.4.4. Immediately responds to and corrects improper radio usage when notified by Air Traffic Control Tower (ATCT) or through the monitoring of radio frequencies.

2.4.5. Documents corrective actions on AF FORM 3616, *Daily Record of Facility Operation*.

2.4.6. Responds to Controlled Movement Area (CMA) violations and other airfield driving infractions. Escorts USAF employed violators off the airfield when necessary. Notifies PoAF when a Local National/PoAF driver commits a CMA violation.

2.4.7. The AFM or Group ADPM signs off the airfield driving requirement on pre-deployment checklists to ensure deploying personnel are fully trained and possess a valid AF Form 483 for airfield driving.

2.4.7.1. Imposes and publishes restricted driving routes as required.

2.4.8. At a minimum, AM personnel will responds to reported or suspected airfield driving violations.

2.4.8.1. Escorts individuals off the airfield.

2.4.8.2. Confiscates individuals AF Form 483 and PoAF Competency Card.

2.4.8.3. Requests a statement from individual(s) suspected of committing an airfield driving violation(s).

2.4.8.4. Documents and reports the incident to the Group ADPM, AFM and AOF/CC.

2.4.8.5. Participates in the RIPWG.

2.5. 86th Airlift Wing Safety.

2.5.1. Coordinates with AAFM and unit ADPMs to ensure this ADI is effective.

2.5.2. Assists AM in accident/incident investigations and trends.

2.5.3. Coordinates on lesson plans and tests for airfield vehicle operations on the airfield. Each test must include the OPR and currency date.

2.5.3.1. The Wing/Installation ADPM will maintain documentation of coordination (i.e. memorandum, email, etc.) in TAB F of the Wing/Installation ADPM Continuity Binder.

2.5.4. Coordinates on local directives or operating instructions which establish airfield traffic flow/patterns and parking plans.

2.5.5. Participates with the Group ADPM in investigating airfield driving incidents, HATRs, and CMA violations.

2.5.5.1. Provides a copy of all Class E CMA violation report submittals (initial, status, final) to the AOF/CC for review/concurrence as outlined in AFMAN 91-223, *Aviation Safety Investigations and Reports*.

2.5.6. Participates in the RIPWG.

2.5.7. Reviews CMA violations for trends.

2.6. 65th Security Forces Squadron (65 SFS) in cooperation with AB4Police.

2.6.1. Coordinates and enforces this ADI with Air Base 4 Police.

2.6.2. Air Base 4 Police, with the assistance of 65 SFS, establishes procedures for routine patrol of the airfield. Ensures traffic tickets are issued for infractions.

2.6.3. Ensures unauthorized vehicles are prohibited from operating on the airfield and informs AM of violations.

2.6.4. Detains all unauthorized Privately Owned Vehicles (POVs) driving on the airfield and notifies AM.

2.6.5. Assists in escorting violators (as needed) to AM and issues appropriate citations for violations.

2.6.6. Provides assistance when requested by AM or the ATCT to apprehend airfield driving violators and remove unauthorized persons from the airfield.

2.6.7. Complies with all procedures outlined for entry into the CMA.

2.6.8. Participates in the RIPWG.

2.6.9. Coordinates with the Group ADPM to establish a designated response location in support of in-flight/ground emergencies and or other emergency situations. **Note:** 65 SFS

will coordinate with Air Base 4 Police concerning host nation vehicles that violate traffic procedures.

2.7. Hospital Medical Treatment Facility.

2.7.1. The 86 AW/CC designated the Unit ADPM to administer color vision screening to all airfield driving trainees requiring CMA access via practical color vision screening or slide presentation. See paragraph 5.5 color vision testing requirements and procedures.

2.8. 65th Contracting Flight/65th Civil Engineering Squadron.

2.8.1. Project managers will:

2.8.1.1. Advise AFM and/or AAFM of all pre-construction meetings for airfield projects.

2.8.1.2. Inform Airfield Management of contractors who need to operate vehicles on the airfield.

2.8.1.3. Notify AFM and/or AAFM NLT 30 days prior to the start of any construction, to schedule airfield training for contract personnel.

2.8.2. HAAZ is the approving authority for all POV authorizations on the airfield. Submit letter to HAAZ for vehicles requiring airfield access. The letter must state the following:

2.8.2.1. Reason for access on the airfield.

2.8.2.2. Vehicle type and registration number.

2.8.2.3. Organization/company.

2.8.2.4. Driver's name and identification number. **Note:** Upon approval, authorized vehicles will be added to the AB4 Police list. No passes are issued for vehicle authorizations.

2.8.2.5. Send a copy of the letter approved by HAAZ to Airfield Management, in order to schedule the airfield driving training.

2.8.3. Provide airfield qualified/certified escorts for personnel who have not been certified or trained by AM or unit ADPM to operate on the airfield.

2.9. 65 OSS/OSAT Air Traffic Control Tower (ATCT).

2.9.1. 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 is unsuccessful when controlling vehicle or pedestrian traffic, contact AM to have vehicle and/or pedestrian traffic escorted off the CMA.

2.9.2. Reports known CMA violations and problems with vehicle operator radio communications to AM.

2.9.3. Provide control tower light gun signals when requested for training purposes.

2.9.4. Assists AM in identifying and locating violators or any unauthorized personnel and vehicles.

2.9.5. Participates in the RIPWG.

Chapter 3

OPERATING PROCEDURES AND STANDARDS

3.1. Procedures for Operating a Vehicle on the Airfield.

3.1.1. Personnel driving on the airfield must complete airfield driver's training or be escorted by a vehicle driver possessing a valid AF FORM 483 and PoAF Competency Card prior to entry to the airfield.

3.1.2. Units sponsoring TDY personnel or non-base assigned contractors are responsible for providing training (use OSAA Form 13, TDY Personnel/Non-Base Assigned Contractors Training Checklist) or an escort that possesses a valid AF FORM 483 and PoAF Competency Card. If a sponsoring unit ADPM accomplishes the local training/briefing, forward an information copy to the Group ADPM.

3.1.3. PoAF and Civilian personnel comply with NEP/OPS-009, Access and Vehicle Transiting on the Flightline.

3.1.4. All US Air Force vehicles that operate on the airfield will contain the following AFVA/decals and diagrams: **Note:** 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.

3.1.4.1. AFVA 11-240 or local equivalent **Note:** The FAA Form 5280-7, *Airfield Visual Aid Safety Placard* is the FAA equivalent to AFVA 11-240 and may be used by units located at shared-use airfields.

3.1.4.2. AFVA 13-221 (optional if vehicle has an AFVA 11-240).

3.1.4.3. AFVA 13-222.

3.1.4.4. A current locally developed airfield diagram (provided by Group ADPM)

3.1.4.5. Hot Spots (as determined locally) included on airfield diagram.

3.2. Controlled Movement Areas (CMAs).

3.2.1. CMA includes but is not limited to areas used for takeoff/ landing and areas required for the taxiing of aircraft. The CMA consists of Runway 15/33, overruns, the grass areas between the perimeter road and runway and overruns, in addition to all taxiways and taxiway intersections. A white line indicates the boundary of the CMA along the edges of aprons Alpha, Bravo, Delta, Echo, and Foxtrot.

3.2.2. CMA signs are installed at both sides of Air Expeditionary Forces (AEF) apron and north of Golf apron to control the access to Taxiways Mike and Juliet. **Note:** AEF apron is the eastern portion across from Taxiway Mike. (See Attachment 13).

3.3. Procedures for Operating a Vehicle in the CMA.

3.3.1. No vehicle operator or pedestrian may enter the CMA without specific approval from the ATCT. (T-1) **Exception:** Vehicles and/or pedestrians may be escorted into the CMA by another vehicle and/or pedestrian that has two-way radio contact with the ATCT.

3.3.2. Vehicles operating in the CMA must have a call sign assigned. Vehicle call signs are unique to ensure control tower and driver understanding of requests/approvals. Call signs must be requested through Airfield Management, and listed in paragraph 3.11 of this instruction. **Note:** Do not use a call sign that is also a part of ATC phraseology such as "Taxi".

3.3.3. Temporary call signs will be coordinated through AM, However, PoAF is the approving authority for temporary call signs on the airfield.

3.3.4. Vehicles operating in the CMA must use rotating beacon lights. If vehicle is not beacon equipped, headlights and hazard/warning flashers will be turned on.

3.3.5. Vehicles will be left in-park with emergency brakes on if unoccupied.

3.3.6. During response to in-flight/ground emergencies strictly limit runway access/crossings for secondary agencies until specifically required to operate within the controlled movement area as determined by the incident commander or fire chief.

3.3.7. Regardless of circumstances all vehicle operators accessing the runway must obtain approval from the control tower or be escorted by another vehicle driver who has obtained approval for the escorted vehicle. ATCT will not issue unconditional instructions (blanket approval) when authorizing vehicles to enter the runway for the purpose of an airfield inspection/check or other airfield operations. See FAA JO 7110.65, Air Traffic Control for additional information.

3.3.8. Limit crossing the runway to vehicle operators/traffic performing mission essential duties and then only to an absolute minimum. (T-1) **Note:** When crossing a runway is required during flying operations, the preferred crossing point is the departure end.

3.3.9. Runway/CMA incursions will be forwarded to 65 ABG/CC as soon as possible after the occurrence and briefed at the AOB. **Note:** Hospital ambulances will operate rotating emergency lights only during actual emergency responses. During training or exercises, ambulances will only operate headlights and flashers.

3.3.10. Drivers are required to monitor the control tower radio frequency (ramp net) at all times. Each unit is responsible for providing ramp/apron net capable radios.

3.3.11. Vehicles operating in the CMA on a daily basis should have a permanent radio mounted in the vehicle to communicate with the ATCT. A hand-held radio should only be used as a backup or when communication is required outside the vehicle. **Note:** Conduct an operational test of the radio before entering the airfield.

3.4. Instrument Landing System (ILS) Critical/Sensitive Areas.

3.4.1. The ILS critical area must be protected to ensure vehicles will not interfere with radio signals from certain navigational aids while an aircraft is on final approach.

3.4.2. The ILS critical areas are located on (See Attachment 9): Taxiway Papa between Taxiways Charlie and Delta (adjacent to Apron Bravo) and Taxiway Mike.

3.4.3. All vehicles operating on taxiway Papa and Mike will remain behind the VFR hold line and out of the critical area until authorized by control tower to proceed, unless tower states hold at the instrument hold line.

3.5. Localizer Critical Areas.

3.5.1. Localizer critical areas are located north and south of Runway 15/33. (See Attachment 11)

3.5.2. The north localizer critical area is protected by traffic lights (red and green) to control the movement of vehicles that transit through the area.

3.5.3. Traffic lights are located on the north perimeter access road to control vehicle operations. Control tower will activate these traffic lights when required.

3.5.3.1. Red light on: DO NOT PROCEED

3.5.3.2. Green light on: PROCEED. **Note:** Do not call Control Tower to access or proceed to these areas.

3.6. Emergency Removal of Vehicles from the CMA.

3.6.1. When a vehicle has a malfunction which prevents operation under its own power, every means will be used to alert taxiing aircraft. At a minimum, the vehicle operator will:

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

3.6.1.2. If the vehicle has radio capability, make the following transmission: —Break for control Tower this is (call sign)... and state the nature of the problem and your position on the airfield.

3.6.1.3. If radio capability has failed, or the vehicle is not equipped with a radio, stay with the vehicle and continue to get the attention of taxiing aircraft.

3.6.1.4. Operators of other radio-equipped vehicles must make every effort to assist getting the disabled vehicle off of the airfield, especially if the vehicle is located on parking aprons, taxiways or runway.

3.6.1.5. In the event of a disabled vehicle in the CMA, the vehicle operator will immediately notify ATCT and AM by any means possible to coordinate an expeditious removal of the disabled vehicle from the CMA.

3.6.1.6. The vehicle operator will ensure the disabled vehicle is not left unattended in the CMA.

3.6.1.7. The disabled vehicle will be removed using any method in the quickest and safest way possible.

3.6.1.8. AM Ops will coordinate the removal of disabled vehicles from the CMA.

3.7. Communication Out Procedures.

3.7.1. Ensure effective radio communications capabilities between the control tower and vehicles requiring Runway/CMA access prior to operating in the CMA.

3.7.2. Should radio communication fail vehicle operators will: exit the runway immediately. Contact ATCT or AM immediately and advise off the runway and include any pertinent information that might affect safe runway operations. If not able to communicate with ATCT or AM via radio, use other means of communication such as a cellular phone (when available). Report incident to AM immediately.

3.7.3. Should failure of the control tower radio communication occur, control tower will:

3.7.3.1. Continuously cycle the intensity of the runway edge lights and/or taxiway lights.

3.7.3.2. Issue a flashing red light gun signal.

3.7.3.3. Broadcast simultaneously over all frequencies for all personnel and equipment to exit the runway/CMA. **Note:** All vehicles/personnel will immediately proceed at least 150 feet from the CMA. Exit using the nearest surface that will support the vehicle's weight. Remain out of the CMA until the radio communications are re-established.

3.8. Procedures for Proper Radio Terminology/Phraseology.

3.8.1. In accordance with ICAO Annex 10, Volume II, Aeronautical Telecommunications, the English language shall be used during all radio communications. ALL AIRFIELD OPERATORS MUST CLEARLY UNDERSTAND COMMUNICATION TECHNIQUES PRIOR TO BEING AUTHORIZED ACCESS TO THE CMA. ADPMs will evaluate drivers on the proper use of radios and radio terminology/phraseology. The following definitions and examples will be used when communicating with the control tower.

3.8.2. Definition of Terminology:

3.8.2.1. ACKNOWLEDGE – Let me know that you have received my message.

3.8.2.2. ADVISE INTENTIONS – Let me know what you plan to do AFFIRMATIVE – Yes.

3.8.2.3. CORRECTION – An error has been made in the transmission, and the correct version follows.

3.8.2.4. HOLD/HOLD SHORT – Do not proceed, maintain your present position.

3.8.2.5. HOW DO YOU HEAR ME – Questions relating to the quality of the transmission or to determine how well the transmission is being received.

3.8.2.6. IMMEDIATELY or WITHOUT DELAY, EXPEDITE – Phrase used by ATC when such action compliance is required to avoid an imminent situation.

3.8.2.7. NEGATIVE – No, permission not granted; or that is not correct OUT – The radio conversation is ended, and I expect a response OVER – My transmission is ended. I expect a response.

3.8.2.8. READ BACK – Repeat my message to me.

3.8.2.9. ROGER – I have received all of your last transmission. (It should not be used to answer a question requiring a yes or no answer)

3.8.2.10. STANDBY – The controller is busy with a higher priority and cannot answer you. If the delay is lengthy, the caller should re-establish contact.

3.8.2.11. UNABLE – Indicates inability to comply with a specific instruction, request, or clearance VERIFY – Request confirmation of information.

3.8.2.12. VACATE RUNWAY – Exit the runway immediately.

3.8.2.13. WILCO – I have received your message, understand it, and will comply with it.

3.8.2.14. **Note:** The use of non-standard terminology, such as —go-ahead, —cleared, or other non-essential communications is prohibited due to the possibility of confusing individuals operating on airfield frequencies.

3.9. Radio Discipline.

3.9.1. Due to the variety of frequencies monitored by control tower, it is imperative that all individuals use proper and concise terminology. The control tower has ultimate authority over all traffic entering the CMA and will issue, by radio or directional light gun signals, specific instructions that approve or disapprove the movement of vehicles, equipment or personnel in the CMA.

3.9.2. It is essential to acknowledge each radio communication with controllers by using appropriate call sign.

3.9.3. Brevity is important. Radio transmissions must be kept as brief as possible. Controllers must know what you want to do before they can properly carry out their control duties. Conversely, vehicle operators must know exactly what the controller wants them to do.

3.9.4. Vehicle operators must maintain vigilance in monitoring air traffic control radio communications frequencies for situational awareness, especially when operating on an active runway.

3.9.5. Vehicle operators must contact the ATCT controller each and every time they proceed onto or leave the CMA. When proceeding onto a CMA, vehicle operators must advise the controller of three things: WHO you are, WHERE you are, and WHAT your intentions are.

3.9.6. Vehicle operators must always acknowledge all communications so ground control and other persons know that the message was received. Vehicle operators and/or pedestrians must read back all ATC instructions verbatim. Vehicle operators must always give aircraft and ground control transmissions priority unless an emergency exists.

3.9.7. The following example of phraseology will be used when requesting access across or in to a controlled movement area:

Table 3.1. Phraseology

PROCEDURES	PHRASEOLOGY
Driver: State whom you are calling and who you are (Use assigned radio call signs to initiate communications)	Tower, Airfield Two
Control Tower response	Airfield Two, Tower
Driver: State who you are, location, and request	Airfield Two on Foxtrot apron request to cross taxiways Papa and Mike and proceed onto taxiway Juliet

Control Tower response	"Airfield Two, proceed across taxiways Papa, Mike and Juliet. Report when off"
Driver: Read back Control Tower's instruction	Airfield Two proceeding across taxiways Papa, Mike and Juliet. Will report when off
Driver: When out of the CMA Report-when off	Tower Airfield Two off taxiways Papa and Mike
Control Tower acknowledgement	Airfield Two Roger

3.9.8. Airfield Management and Air Traffic Control will monitor radios and report improper radio terminology/phraseology and lack of discipline over the frequency.

3.10. Key Phraseology and Points.

3.10.1. The words "clear and clearance" or any form thereof shall not be used over the radio by personnel operating on the airfield. This may be misunderstood by other vehicles or aircraft as permission to perform an action.

3.10.2. Key words in the control tower's transmission are PROCEED and HOLD.

3.10.3. Always repeat the control tower's directions when operating on or within 150 feet of the CMA to confirm the control tower's message was received and correctly understood.

3.10.4. Notify control tower when leaving the runway by stating, —Tower, [assigned call sign] off the runway at (your present location).

3.10.5. If tower's radio transmission is garbled or unreadable DO NOT PROCEED ON THE CMA. Hold your position and ask control tower to repeat their last transmission.

3.10.6. Before asking for permission onto/across the runway, scan the sky for approaching aircraft. This will prevent any unnecessary transmission or interruption of ATC services to aircraft on final.

3.11. Vehicle Call Signs.

3.11.1. Vehicles operating in the CMA will be assigned call signs. All vehicle call signs must be coordinated through AM to ensure duplicated call signs are not used. All call signs will consist of a code word and may have a numerical suffix. The following call signs have been approved for use in the CMAs:

Table 3.2. Call Signs.

65 ABG/CC	Lajes 1
65 ABG/CD	Lajes 2

65 ABG/SE	Installation Safety
On Scene Commander	Oscar
65 OSS/CC	Proud 1
65 OSS/DO	Proud 2
Airfield Operations	
AOF/CC	Ops 1
AFM	Airfield 1
AAFM	Airfield 2
Airfield Management Operations Personnel	Airfield 3
Transient Alert	TA
Weather/NAVAID Maintenance	METNAV
Aircraft Ground Equipment (AGE)	Ranger
Security Forces	Police and Defender
721 APS	
Air Terminal Operations Center	ATOC
Aircraft Services	Ramp/apron
Passenger Services	PAX

Transportation	Transportation
Civil Engineering	
Commander	CE 1
Deputy	CE 2
Project Engineer	Engineer 1 – 4
Construction Management	Inspector 1 – 4
VCO/VCNCO	CE Vehicle 1
Mower	Grounds 1/Relva 1
Sweeper	Sweeper 1 – 2
Electrical Shop	Electrical 1 – 10
Airfield Lighting	Airfield Lighting
Pest Control	Pest Control 1 – 3
Pavements	Horizontal
Geobase	Geobase 1
Paint Shop	Paint
Utilities	Water
Barrier Maintenance	Barrier Maintenance, Thunder, or Generator

Fire Department	
	Chief1, Chief2
	Rescue 3
	Crash 4, 5, 7, 8
	Tanker 10
	Engine, 13, 14
	HAZ-MAT 15
	Support 16, 17
Communications	
Cable Maintenance	Cable
Telephone Maintenance	Telephone
Petroleum, Oil, Lubrication (POL)	Fuels
Land Mobile Radio (LMR) users	Coordinate call signs with AM Ops before operating on the airfield
Contractors	Coordinate call signs with AM Ops before operating on the airfield
Note: PoAF approves all the temporary call signs on the airfield.	

3.12. Control Tower Light Gun Signals.

3.12.1. Control Tower Light Gun Signals. All vehicles operating on the airfield must have airfield signs, markings and light signals decal (Attachment 11). The decal must be in plain view on the driver's side of the vehicle.

3.12.2. All airfield vehicle operators must know and comply with all airfield signs, markings and control tower signals.

3.12.3. All personnel operating on the airfield will know and comply with the control tower light gun signals, which are in accordance with ICAO Doc 4444 (See Attachment 12):

Table 3.3. Light Gun Signals.

LIGHT SIGNALS FROM TOWER	MEANING
Green Flashes	Permission to cross landing area or to move onto taxiway
Steady Red	Stop
Red Flashes	Move off the landing area or taxiway and watch out for aircraft
White Flashes	Vacate maneuvering area in accordance with local instructions

3.12.4. In emergency conditions or if the signals above are not observed, the signal given below shall be used for runways or taxiways equipped with a lighting system and shall have the meaning indicated therein.

Table 3.4. Emergency Light Signal.

LIGHT SIGNAL FROM TOWER	MEANING
Flashing runway or taxiway lights	Vacate the runway and observe the tower for light gun signal

3.13. Entering the Airfield Driving Area.

3.13.1. All vehicles, except emergency and alert vehicles responding to an emergency will stop at the main airfield Entry Control Point (ECP).

3.13.2. The main Airfield entry point is located between buildings T-715 & T-716 (See Attachment 13).

3.14. Foreign Object Damage (FOD) Prevention.

3.14.1. FOD is everyone's responsibility. When entering the airfield area through the airfield ECP, unpaved surfaces, or FOD checkpoints, vehicle operators will stop and remove foreign

materials from the tires. Motor vehicles will operate on paved surfaces to the maximum extent possible (See attachment 19). Personnel completing a FOD check will:

3.14.1.1. Conduct a visual check to ensure external vehicle components are secured.

3.14.1.2. Perform a thorough walk around the vehicle to check for damaged, loose, or worn parts.

3.14.1.3. Check vehicle tread for FOD.

3.14.1.4. Drive vehicle forward approximately 3 feet and recheck vehicle tread (roll-over FOD check).

3.14.2. When FOD is observed on the airfield, USAF employed personnel will contact AM Ops. AM Ops will immediately contact the sweeper, if necessary.

3.15. Airfield Speed Limits.

3.15.1. Except for responding emergency response vehicles, the following standards will be observed at all times when operating vehicles on the airfield. Emergency vehicles will automatically assume the right-of-way.

Table 3.5. Speed Limits.

Runway	25 MPH (40 Km/h)
Taxiways	15 MPH (25 Km/h)
Aircraft parking ramp/aprons	15 MPH (25 Km/h)
Aircraft/Equipment/Trailer Towing Operations	5 MPH (10 Km/h)
Airfield access roads	25 MPH (40 Km/h)
During blackout operations	10 MPH (15 Km/h)
Vehicle parking areas	10 MPH (15 Km/h)
Within 200ft of aircraft parking areas	10 MPH (15 Km/h)
Designated traffic lanes on the ramp	10 MPH (15 Km/h)
Congested areas (within 25ft of parked aircraft)	5 MPH (10 Km/h)

3.16. Taxiing Aircraft.

3.16.1. Except for Follow-Me vehicles, under no circumstances will vehicles remain in front of, or drive into, the path of a taxiing aircraft. Vehicles will not pass between an aircraft and its Follow-Me vehicle. Unauthorized vehicles will not pass under any part of an aircraft.

3.16.2. All vehicle drivers, who are operating on taxiways or parking ramps/aprons, will give way to taxiing aircraft. Only as a last resort will vehicles drive off the paved surface to ensure adequate clearance for aircraft.

3.16.3. When an aircraft is taxiing in the opposite direction, the vehicle operator will move to a distance of at least 25 feet from the wing tip of the aircraft. The vehicle operator is responsible for ensuring there is sufficient clearance between the vehicle and taxiing aircraft at all times and avoid jet blast hazards.

3.16.4. If an aircraft is approaching a vehicle, position the vehicle in a location that is well clear of the aircraft's intended taxi route. During periods of darkness turn headlights off/parking lights on until the aircraft has passed. This will ensure that aircrew members will not be blinded or have their night vision impaired by vehicle headlights.

3.16.5. Procedures for Operating Vehicles with Daytime Running Lights. Operators of vehicles that are equipped with vehicle Daytime Running Lights (DRL) must exercise extreme caution while operating vehicles during the hours of darkness. Operators must never point headlights toward taxiing or towed aircraft.

3.17. Vehicle Parking and Chocking Requirements.

3.17.1. Vehicles will not be backed into or parked in the immediate vicinity of an aircraft (25 feet in front of an aircraft and 200 feet to rear of an aircraft) except as authorized (i.e. loading/unloading, servicing, towing). A spotter will be used when a vehicle is backing towards an aircraft. Pre-positioned wheel chocks and a guide will be used to prevent the vehicle from backing into the aircraft.

3.17.2. All unattended vehicles will be parked so they do not interfere with aircraft being serviced or towed. Ignitions will be turned off, key will be left in the ignition, parking brake set, and the transmission placed in reverse (manual) or park (automatic).

3.17.3. When aircraft engines are operating or being started, no vehicle will be parked or driven closer than 25 feet in front of or 200 feet behind except as prescribed by applicable Technical Orders.

3.17.4. Vehicle operators will ensure painted roadways/driving lanes are not blocked. Vehicles will not be parked directly toward an aircraft. All traffic flow on aircraft parking ramp/aprons will be accomplished with the driver's side toward the aircraft. Vehicle operators will not drive diagonally across ramp/aprons.

3.17.5. All vehicles will approach a parked aircraft with the driver's side of the vehicle towards the aircraft. Vehicles parked at the side of an aircraft will remain clear of the wing tips and be clearly visible to personnel in the aircraft cockpit. All vehicles operating within 25 feet of an aircraft will not exceed 5 MPH (10 Km/h).

3.17.6. All motor vehicles will activate emergency flashers when parked on the airfield during the hours of darkness or inclement weather.

3.17.7. Vehicles will not be driven over fuel pits located on the parking ramps/aprons; fuel pit height may damage equipment. Fuel pits can be identified as large mounds built into the pavement and painted yellow.

3.17.8. Vehicle and equipment with studded tires are not permitted to operate on the airfield without prior coordination with the AFM, Wing Safety, Civil Engineer, Transportation, and installation commander approval. The AAFM will keep a memo of approved units/vehicles and areas authorized to use studded tires.

3.17.9. If you are part of a convoy or being escorted, the driver with the radio must request permission for the exact number of vehicles in that convoy. The escort is then responsible for those vehicles.

3.17.10. If a vehicle becomes separated from its escort they should not try and catch up with the convoy. There may be a limited amount of time before an aircraft lands or departs.

3.17.11. Vehicle escorts and convoys in the uncontrolled movement area will remain behind/outside the white line that delineates the beginning of the CMA. Tower approval is required before proceeding onto the CMA.

3.18. Aircraft Towing.

3.18.1. Tow vehicles will be driven by an authorized and qualified driver. Aircraft towing will not exceed 5 MPH (10Km/h).

3.18.2. Wing walkers will be used during towing operations when required.

3.19. Vehicle Operations in Uncontrolled Movement Areas.

3.19.1. Uncontrolled movement areas are comprised of all parking ramps/aprons to include the AEF ramp, perimeter road and airfield access road. Drivers in these areas must be airfield driving certified and have an AF FORM 483 in their possession.

3.19.2. Two-way radio communication with the control tower is not required. Vehicle operators must proceed with caution when operating in these areas.

3.20. Vehicle Operations in Restricted Areas (RA).

3.20.1. Echo, Foxtrot, and Golf ramps/aprons can become restricted areas when approved by 65 ABG/CC and HAAZ Commander when appropriate PL 1 and PL 2 resources are present. Restricted areas are identified by ropes and stations surrounding the area. The ECPs will be a gap in the rope and station guarded by a SFS vehicle.

3.21. Restricted Visibility/Night Operations.

3.21.1. Hazard/parking lights will be used at night when vehicles are parked on the ramp/aprons.

3.21.2. When visibility is less than 300 feet (90 Meters), refueling and explosive loading/unloading operations will not be conducted unless directed by the wing commander.

3.21.3. When visibility is less than 100 feet (30 Meters), vehicles (except emergency and alert vehicles) will not be operated on the airfield. Hazard/parking lights will be used on all vehicles parked on aprons/ramps.

3.21.4. When visibility is less than 50 feet (15 Meters), it is highly recommended that a walking guide equipped with a flashing or luminescent wand be used during emergency movement of alert vehicles.

3.22. Airfield Markings. (See Attachment 13)

3.22.1. Runway Holding Position Marking (VFR) ([Attachment 13, Figure A13.13](#)). The runway holding position marking displayed at a runway/runway intersection shall be perpendicular to the center line of the runway forming part of the standard taxi-route. The runway holding position marking is located at least 202 feet from the edge of the runway on all taxiways leading onto the runway. It consists of four parallel yellow stripes that extend across the entire width of the taxiway. The two stripes closest to the runway centerline are dashed lines and the other two are solid lines.

3.22.2. Vehicles will not cross runway holding position markings, or proceed onto the runway, without obtaining permission from the control tower as specified previously in this document. **Note:** Vehicle traffic crossing the runway should be kept to an absolute minimum. During flying operations, vehicles can cross the runway at both departure ends (taxiways Charlie and Mike/Juliet)

3.22.3. Instrument Holding Position Marking (INST) ([Attachment 13, Figure A13.14](#)). Consists of two solid yellow parallel stripes perpendicular to the axis of the taxiway centerline with double vertical lines (resembles a ladder). The designation for the instrument holding position "INST" is painted on the runway side of the line to be read facing the runway.

3.22.4. INST Markings are used to protect the ILS critical areas supporting aircraft operations. Tower controls vehicle movement in the ILS critical area.

3.22.5. INST Markings are located on taxiway Mike and taxiway Papa between taxiways Charlie and Delta. Vehicles operating on these areas will stop and hold at an "INST" marking/sign when conditions are less than a reported ceiling of 800 feet or 2 miles visibility until authorized by ATCT to proceed.

3.22.6. Taxiway and Apron Markings ([Attachment 13, Figure A13.23](#)). Taxiway and apron markings are yellow in color and consist of centerline, edge, and shoulder markings. Taxilane, and taxitrack centerline markings consist of a single continuous yellow line to identify the designated path of travel on taxiways, through parking ramps, and to aircraft parking locations. Taxiway and apron edge markings consist of a continuous double yellow line to define the taxiway and apron boundaries from the shoulder. Taxiway shoulder markings identify pavements that are not intended for use by aircraft. Refer to AFI 11-218, paragraph 3.6., for additional information.

3.22.7. CMA Marking ([Attachment 13, Figure A13.21](#)). The CMA marking is a 4 inch wide, continuous white line that spans the length of taxiway papa adjacent to aprons Alpha, Bravo, Delta, Echo and Foxtrot. Vehicles will stop before crossing the white line and ask ATCT for permission to enter the CMA.

3.22.8. Wingtip Clearance Marking ([Attachment 13, figure A13.22](#)). The wingtip clearance marking is a 4 inch wide, dashed white line that spans taxiway papa along aprons Echo and Foxtrot. Vehicles must stay behind the wingtip clearance marking when aircraft are taxing thru aprons Echo or Foxtrot to maintain safe distances.

3.23. Airfield Signs. (See Attachment 13)

3.23.1. Mandatory Instruction Signs ([Attachment 13, Figure A13.3](#)). Consists of an inscription in white on a red background. The sign should be rectangular with the long axis parallel to the ground. The vertical height of the sign will depend upon its distance from the edge of the runway.

3.23.1.1. Runway Holding Position Signs ([Attachment 13, Figure A13.1 and A13.2](#)). These signs are located at the holding position on all taxiways that intersect the runway and are placed adjacent to the runway hold line marking. The inscription on the sign contains the designation of the intersecting runway.

3.23.1.2. Instrument Holding Position Signs ([Attachment 13, Figure A13.3](#)). These signs are located adjacent to the instrument hold line. The inscription on the sign contains RWY designator CAT 1.

3.23.2. Information Signs ([Attachment 13, Figure A13.5](#)). An information sign should consist of either yellow inscriptions on a black background or black inscriptions on a yellow background. When intended for use at night, the sign is illuminated either internally or externally.

3.23.2.1. Taxiway Signs ([Attachment 13, Figure A13.5](#)). Taxiway signs are located on the left-hand side of the taxiway opposite the point at which it is desired the aircraft stop. There are two types of signs installed on the airfield: mandatory instruction signs and information signs.

3.23.2.2. Taxiway Location Signs ([Attachment 13, Figure A13.6](#)). These signs have a black background with yellow inscription. The inscription is the designation of the taxiway on which the operator is located. These signs are installed along all taxiways.

3.23.2.3. Destination Signs ([Attachment 13, Figure A13.7](#)). Destination signs have a yellow background with a black inscription. These signs have an inscription and arrow showing the direction of the operator's route to that destination.

3.23.2.4. FOD Check Signs ([Attachment 13, Figure A13.9](#)). These signs have a red background with white lettering and indicate where drivers must stop and conduct a roll-over FOD check.

3.23.2.5. Distance Remaining (DRM) Signs ([Attachment 13, Figure A13.11](#)). DRM Signs have a black background and white numbering. They are located along both sides of the runway and indicate the distance remaining on the runway in feet.

3.23.2.6. Arresting Gear Marker ([Attachment 13, Figure A13.10](#)). These signs have black backgrounds with a yellow circle. They are located on both sides of the runway at each end. They are used to indicate where the arresting system's engagement cable is located.

3.24. Runway/Taxiway Lights. (See Attachment 10)

3.24.1. High Intensity Runway Edge Lights (HIRL) are located on both sides of the runway not more than 3 meters (10 feet) from the edge of the full strength pavement designated for runway use. Both lines of lights are white and shall be equidistant from the runway centerline.

3.24.2. Taxiway edge lights consist of a line of blue lights parallel to each side of the taxiway. Taxiway edge lights are located on each side of the taxiway no more than 3 meters (10 feet) from the edge of the full strength pavement.

3.24.3. Taxiway edge lights define the lateral limits and direction of a taxiing route. They are available for use as needed for the night visual operations and for day and night instrument operations.

3.25. Lateral Distance Requirements.

3.25.1. Lateral Distance Requirements for Mobile Obstacles on runways, taxiways, taxilanes and aprons. These distances denote the clearance distance from the runway edge, taxiway centerline, taxilane boundary and/or apron boundary to fixed or mobile obstacles.

3.25.2. Runway, 150 feet from the edge.

3.25.3. Taxiways, 200 feet from centerline or variable.

3.25.4. Aprons, 125 feet from the edge of the apron.

3.25.5. Taxilane, 200 feet from the boundary.

3.25.6. Mobile ground support equipment is exempt from apron clearance distance criteria (AGE, electrical carts, forklifts, tow bar trailers, fire extinguishers carts, material handling equipment, airfield maintenance stands, stair trucks, and portable floodlights). When such equipment is not in use, it must be removed from the aircraft parking area and stored in areas that do not violate aircraft clearance requirements for normal operating routes (marked taxilanes or taxiways) or other imaginary surfaces.

3.25.7. Equipment in use three hours prior to an arrival or three hours after a departure, may remain if it is in direct support of aircraft missions.

3.26. Unit Requirements/Operations and Local Restrictions.

3.26.1. Aircraft Refueling. Refueling units will not be driven or parked closer than 25 feet from aircraft unless a spotter is used to direct the vehicle. The following exceptions apply in accordance with T.O. 00-25-172.

3.26.1.1. AN-124, B-1, C-5, C-17, C-130, C-141, E-4, VC-25 and Boeing 747 aircraft, the fuel truck may be driven under the horizontal stabilizers to position for fuel servicing.

3.26.1.2. AN-124, C-5, C-17, E-4B, VC-25, and 747 aircraft, the fuel truck may be positioned as far under the wings as necessary for the fuel hose to reach the aircraft.

3.26.2. Hydrant-servicing vehicle (HSV) with high lift platform servicing capability may be permitted under the wing of an aircraft, if this positioning is required to perform the fuel servicing operation. **Note:** Leave the vehicle door slightly ajar while servicing aircraft in case there is an emergency and/or the vehicle must be moved quickly.

3.27. Pedestrian Movement.

3.27.1. At a minimum, pedestrians on the airfield must adhere to the following procedures:

3.27.1.1. Pedestrians are authorized on the airfield only for official business in support of the flying mission.

3.27.1.2. Pedestrians must walk facing the oncoming traffic.

3.27.1.3. Do not sit or recline on the ramp in such a manner that interferes with normal ground vehicle and aircraft operations.

3.27.1.4. Do not enter the CMA without two-way radio contact and approval from the ATCT.

3.28. Smoking Policy.

3.28.1. Smoking is not authorized on the airfield except in designated smoking areas.

3.29. Photographs.

3.29.1. Taking photographs of any portion of the airfield is not permitted unless granted approval. Authorizations for photographs on the airfield must be obtained from Headquarters Azores Air Zone (HAAZ) through 65 ABG Public Affairs (PA).

3.30. Wear of Hats.

3.30.1. Wearing of hats is not allowed on the airfield. Hats are considered a FOD hazard to aircraft operations.

3.31. Exercising on the Airfield.

3.31.1. Jogging/running, or exercising is only permitted on the AEF ramp/apron with prior approval from PoAF and AM.

3.32. Prohibited Vehicles.

3.32.1. Motorcycles, mopeds or scooters, bicycles, tricycles and other similar vehicles are prohibited on the airfield.

3.33. Airfield Vehicle Traffic.

3.33.1. All airfield vehicle traffic will drive within designated road markings. Vehicles are prohibited from random travel (e.g. not following the painted roadways).

3.34. Quiet Hours/Military Ceremonies.

3.34.1. During quiet hours or military ceremonies, drivers will avoid driving on the airfield road adjacent to where the ceremony is taking place. AM will coordinate with unit ADPMs.

3.35. High Wind Procedures.

3.35.1. During high wind conditions, vehicles must park into the wind regardless of designated traffic flow to prevent aircraft-vehicle damage.

3.36. Reducing Non-Essential Vehicle Movement on the Airfield.

3.36.1. Use of the airfield as a shortcut is prohibited. All vehicles will use the perimeter road or the airfield access roads to the maximum extent possible.

3.37. Limiting Vehicle Runway Crossings.

3.37.1. Vehicle runway crossing points should be limited to mission essential duties only. The perimeter access road will be used to the maximum extent possible.

3.37.2. The following are runway crossing points: taxiways Charlie and Mike/Juliet. (See Attachment 13).

3.38. Tower Visual Blind Spots and Vehicle Radio Problem Areas.

3.38.1. The AEF ramp is a blind spot from the ATCT point of view.

3.38.2. Radio problems may be experienced on Taxiway Papa between Taxiways Hotel and Mike.

3.39. Emergency Vehicle Operations.

3.39.1. During an aircraft accident or incident, emergency or exercise situation, all vehicles not directly responding to the emergency will remain clear of the area. General purpose and secondary response vehicles (i.e. CE) will stop and yield the right of way to emergency vehicles. Emergency response vehicles include but are not limited to Fire and Rescue, Security Forces/AB4 Police, and AM Ops.

3.39.2. All emergency response vehicles must have approval from ATCT or authorized vehicle escort to enter the CMA.

3.39.3. The primary location for stand-by emergency response vehicles is apron Echo. The alternate location is south Golf apron.

3.40. Airfield Projects/Maintenance Work.

3.40.1. All projects and maintenance work on the Airfield will be coordinated through AM Ops prior to its start.

3.40.2. AM Ops must be contacted by phone or radio prior to the start of any construction or maintenance work on the airfield (e.g., airfield construction projects, mowing and sweeping operations, barrier checks, airfield lighting checks, weed spraying, etc.).

3.40.3. AM Ops has overall responsibility for coordinating and managing all activities on the airfield.

3.41. Cellular/Mobile phones.

3.41.1. Cellular/mobile phones must not be used while driving on the airfield. If a cellular or mobile device is used for official business on the airfield the driver must stop the vehicle and place the vehicle in park in an area that will not interfere with aircraft or emergency response vehicle movement.

3.42. Hot Spots and Jet Blast Areas.

3.42.1. Runway 15/33 overruns are potential areas for jet blast. Use caution when driving north and south of the runway due to potential jet blast hazards.

3.42.2. Hydrazine/Hot Brakes/Hot spots are located on taxiways Charlie and Hotel (See Attachment 9).

3.43. Blackout and NVG operations

3.43.1. Night Vision Device (NVD) procedures will be IAW AFMAN 24-306, Chapter 14 and include the following:

3.43.1.1. Vehicle speed limit 10 MPH (15 Km/h).

3.43.1.2. Driver and assistant driver responsibilities are outlined in AFMAN 24-306 paragraph 14.17 and 14.18.

3.43.1.3. NVD related accident reporting procedures will follow AFMAN 24-306 guidance and paragraph 3.6 in this ADI.

3.43.1.4. Airfield driving/NVD licensing procedures. Annotate NVD Qualified on the AF FORM 483.

3.43.1.5. Qualification/Annual refresher training requirements will be at least annually and refresher training for the NVG/NVD qualification will be determined by the Unit ADPM.

3.43.1.6. NVD instructor qualification requirements will be locally developed according to the Units specific needs and training requirements.

3.43.1.7. Vehicles operating with lights-out during periods of reduced airfield lighting must use hazard warning flashers or mount an Infrared Red (IR) strobe on the vehicle's roof so the ATCT and aircrew can observe the vehicle on the airfield. Vehicles must still maintain two-way radio communications with the ATCT while operating on the CMA.

3.43.1.8. Vehicle routes shall be designated. Non-participating vehicles will not mix with participating NVD vehicles on any CMA. **Note:** Vehicle operations should be kept to a minimum during periods of reduced airfield lighting configurations.

3.44. Other Procedures.

3.44.1. Vehicles equipped with supplemental traction devices are not authorized on the airfield, due to its potential sparking. Only non-sparking material can be used.

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

Chapter 4

REPORTING, ENFORCEMENT AND VIOLATION CONSEQUENCE

4.1. Airfield Driving Violations.

4.1.1. Airfield driving violations are airfield infractions occurring on the airfield, but not in the CMAs. Examples of some infractions include speeding, not conducting FOD checks, improper use of headlights, radio discipline, or phraseology, etc.

4.1.2. AMOPS will use the appropriate log to gather the following information:

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

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

4.2. Airfield Driving Penalties (Not to include CMAV violation)

4.2.1. USAF employed vehicle operators and personnel in violation of this instruction and other established procedures will be penalized unless otherwise specified:

4.2.1.1. First offense. The airfield driver will receive a warning. The individual's name and organization will be tracked by AFM or designated representative.

4.2.1.2. Second offense. AF FORM 483, and PoAF *Certificate of Competency* cards will be confiscated. The individual's airfield driving privileges may be revoked for a period up to 30 days. Retraining is required from the unit ADPM.

4.2.1.3. Third offense. AF FORM 483 and PoAF *Certificate of Competency* cards will be confiscated. Airfield driving privileges will be revoked for a period of 60 days.

4.3. CMA Violation (CMAV).

4.3.1. A runway incursion is a CMAV event that involves the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft. For the purpose of this instruction, the protected area is the same as the CMA. Runway Incursions are further classified into three operational categories (Operational Error, Pilot Deviation, and Vehicle/Pedestrian).

4.3.1.1. Runway incursions carry a mandatory minimum 30 day suspension of airfield driving privileges for the first offense and six month suspension for a second offense.

4.3.2. For CMAVs not involving runway incursions, the airfield driving privileges may be revoked until the individual is re-certified to drive on the airfield See [Attachment 8](#) for an example memorandum to suspending, revoke or reinstate airfield driving privileges.

4.3.3. CMAV events must be briefed at the AOB.

4.3.3.1. Provide a detailed description of each incident to include (What, When, Where, How, type vehicle/aircraft involved and action taken to prevent a reoccurrence).

4.3.3.2. Highlight any trends (e.g. annual/biannual chart showing upward or downward incident rate as applicable).

4.4. Procedures for Reporting and Documenting CMAV.

4.4.1. Any person witnessing an actual or suspected CMAVs will immediately report the incident to AM personnel. CMAVs will be documented on the appropriate Checklist form and briefed at the AOB.

4.4.2. As soon as feasible, with the OSS/CC's concurrence, and without affecting unit-level response activities, notify HQ USAFE-AFAFRICA/A3CA of CMAV events that have occurred within USAFE jurisdiction. The AOF/CC, AFM, or AAFM will e-mail the HQ USAFE-AFAFRICA /A3CA organizational email box and courtesy copy, by name, the Command Airfield Manager with the following information: **Note:** Initial notification may be verbal or electronic, but must be made within the prescribed 24 hours of an incident. A written follow-up is due within 72 hours.

4.4.2.1. Date/time of CMAV event.

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

4.4.2.3. Statement of events. Include who, what, where, when, how, experience working on airfield, and reason for CMA access.

4.4.2.4. Indicate if Wing Safety has been notified and if Class E report/HATR (as applicable) has been initiated.

4.4.2.5. Indicate whether the driver/pedestrian possessed a current/valid AF Form 483, if airfield driving training was current, and if driver was authorized to operate the vehicle within the runway/movement area.

4.4.2.6. Outline the corrective actions taken, to include suspension/revocation of license.

4.4.3. All CMAVs, including *Hazardous Air Traffic Reports* (HATRs), regardless of impact on flight safety will be documented. Units must provide specific information (who, what, when, where and how).

4.4.4. Runway incursions and CMAV events must be reported to Wing Safety as outlined in AFMAN 91-223, *Aviation Safety Investigations and Reports*, Chapter 6.

4.4.5. The AOF/CC, Wing Safety and Group ADPM will work as a team to assign all runway incursions an operational category (e.g. Operational Error, Pilot Deviation and Vehicle/Pedestrian) defined in Attachment 1 for trend analysis.

4.4.6. The AOF/CC will ensure these classifications are annotated in the recommendation section of the AF Form 457, *USAF Hazard Report* or narrative section of the AF Form 651, *Hazardous Air Traffic Report* (HATR).

4.4.7. The Group ADPM is responsible for taking immediate actions to correct any identified systematic problems and ensuring interim control measures are applied until permanent corrections are made.

4.4.8. The Group ADPM and Wing Safety will utilize Attachment 5 to inspect the unit's ADP. Emphasis will be placed on how the unit trained the individual and their compliance with the ADI. The results will be reported to the Unit Commander.

4.5. AF FORM 651, *Hazardous Air Traffic Report*.

4.5.1. This form must be submitted to Wing Safety within 24 hours for runway intrusions that had an adverse impact on flight operations (arrivals, departures, etc.).

4.5.1.1. The AF FORM 651 must include the following information in the narrative section:

- 4.5.1.1.1. Individual's rank, job title, organization, TDY, or base assigned.
- 4.5.1.1.2. Individual's experience working on or near the airfield and date trained.
- 4.5.1.1.3. Individual's authorization to drive on the airfield and/or CMA.
- 4.5.1.1.4. If individual completed all training required to operate a vehicle on the airfield.
- 4.5.1.1.5. Approximate location where the CMAV occurred (e.g. runway/taxiway intersection, distance from threshold or overrun, etc.).

4.5.2. The Group ADPM must maintain 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 AFI 91-202, The US Air Force Mishap Program and AFMAN 91-223, Aviation Safety Investigations and Reports). A copy of the final runway incursion AFSAS report may be obtained from Wing Safety and/or MAJCOM OPR for AO.

4.6. AF FORM 457, USAF Hazard Report.

4.6.1. This form will be used for specific incidents of runway intrusions/incursions and other hazards on the airfield that did not impact aircraft operations. Each incident is reported to Wing Safety within 24 hours. The AFM or designated representative is responsible for taking immediate corrective action or providing interim control measures.

4.6.1.1. The AF FORM 457 must include the following information in the narrative section:

- 4.6.1.1.1. Individual's rank, job title, organization, TDY, or base assigned.
- 4.6.1.1.2. Individual's experience working on or near the airfield and date trained.
- 4.6.1.1.3. Individual's authorization to drive on the airfield and/or CMA.
- 4.6.1.1.4. If individual completed all training required to operate a vehicle on the airfield.
- 4.6.1.1.5. Approximate location where the CMAV occurred (e.g. runway/taxiway intersection, distance from threshold or overrun etc.).

4.6.2. AM will maintain a copy of all AF FORM 457s, actions taken, results and supporting documentation. AF FORM 457s will be maintained for 2 years.

4.7. Procedures for Revoking AF FORM 483 and PoAF Certificate of Competency.

4.7.1. AF FORM 483 and PoAF Airfield *Certificate of Competency* card will be revoked for an actual or suspected runway incursion until an investigation and retraining is completed. Unit Commanders, ADPMs, SFS and AM personnel have authority to temporarily suspend airfield driving privileges.

4.7.2. Airfield driving privileges will be suspended for a minimum of 30 days for the first actual runway incursion, and a minimum of six months for a second runway incursion. After retraining, reinstatement of airfield driving privileges will be upon recommendation of the member's unit commander. Revoke airfield driving privileges permanently for a third

runway incursion. Reinstatement of airfield driving privileges under the suspension periods and following revocation of airfield driving privileges (e.g., local national airfield drivers) will be at the discretion of the 65 ABG/CC.

4.7.3. ADPMs and unit commanders may only revoke airfield driving privileges for personnel assigned to their unit. The unit commander, unit ADPM and the AAFM must be immediately notified (within 24 hrs.) in writing when an individual's airfield driving privileges have been revoked.

4.7.4. The Unit Commander of the individual who committed a runway incursion will be notified that one of their unit personnel was involved in a CMAV and the incident is under investigation. This notification will be made within 24 hours or the next duty day of the alleged incident, whichever occurs first.

4.7.5. The Member's profile in ADTP will be suspended. Only the Group/Installation ADPM can rescind the suspension of the member's profile.

4.8. Procedures for Reissuing AF FORM 483 and PoAF *Certificate of Competency*.

4.8.1. After completion of airfield driver retraining, reinstatement of airfield driving privileges (AF FORM 483 and PoAF Airfield *Certificate of Competency* card) will be at the discretion of the 65 ABG/CC upon recommendation by the individual's unit commander.

4.8.2. A Memorandum for Record (MFR) for revocation, and reinstatement of airfield driving privileges will be forwarded to the AFM/AAFAM or representative. (See attachment 8).

Chapter 5

AIRFIELD DRIVING TRAINING REQUIREMENTS

5.1. Authorized Airfield Drivers.

5.1.1. All USAF base assigned personnel (e.g. military, DoD civilian, Contractor, etc.) required to operate a vehicle or non-vehicular/equipment (e.g. Segway, bicycle, tricycle, golf cart, all-terrain vehicle, mower, aerospace ground equipment, etc.) on the airfield, must complete all airfield drivers' training and testing requirements outlined in this AFI and the ADI prior to issuance of an AF Form 483. Note: An AFSC or career field training (e.g. aircraft maintenance, aircrew, fire and emergency services, security forces, transportation, etc.) is not a substitute for completion of airfield driving training and testing requirements outlined in this AFI. **Note:** Section II, item 1 on Attachment 5 is not applicable for non-vehicular/equipment.

5.1.2. Personnel are authorized to enter airfield drivers training when the Unit Commander or ADPM determines the individual has a valid operational need to fulfill mission essential duties.

5.2. Prerequisites for Airfield Driving.

5.2.1. Individuals must fulfill the following requirements prior to receiving airfield training/certification:

5.2.1.1. Valid state, government, or country driver's license to operate privately owned, government (may also require a government driver license), or contractor owned/leased vehicles on the airfield.

5.2.1.2. Current Lajes Form 13, US Private Motor Vehicle Operators Identification Card obtained during base in-processing (applicable for military members only). **Note:** Local national civilians are not required to obtain a Lajes Form 13 as long as they have a country driver's license.

5.2.1.3. Qualification(s) on vehicle(s) to be driven on the airfield.

5.3. Airfield Drivers Training Criteria/Process.

5.3.1. All USAF employed personnel operating a vehicle on the airfield must be trained on local airfield driving procedures. Individuals must complete all the training requirements outlined on the Airfield Drivers Training Program (ADTP). Use the following link to access the database: <https://webapp.amc.af.mil/ADTP/Pages/System/Login.aspx>. All required training items are loaded on the ADTP for members to use and process. Personnel have 30 days to complete the requirements unless excused by the AAFM.

5.3.1.1. Airfield Driving Training Documentation and Certification Checklist OSAA Form 10 (Attachment 4) on ADTP must be completed and contains requirements for airfield drivers. The Airfield Driving Training Process is as follows:

5.3.1.2. Read and study the information in this instruction, AFMAN 24-306, AC 150/5210-20, and AFI 13-213.

- 5.3.1.3. Complete a day and night airfield orientation using OSAA Form 10 (Attachment 4).
- 5.3.1.4. Complete the Airfield Driving Computer Based Training (CBT) with a minimum passing score of 80%. The certificate should be maintained as a controlled item.
- 5.3.1.5. Have an operational understanding/knowledge on the following:
- 5.3.1.5.1. Airfield signs and markings.
 - 5.3.1.5.2. Speed limits for vehicle parking areas, aircraft parking ramp/aprons, airfield access roads, taxiways, runways and aircraft/equipment/trailer towing operations. Operating vehicles in the vicinity of aircraft.
 - 5.3.1.5.3. Operating vehicles in the vicinity of aircraft.
 - 5.3.1.5.4. Parking and chocking requirements.
 - 5.3.1.5.5. Lateral distance requirements for mobile obstacles on taxiways/aprons.
 - 5.3.1.5.6. FOD control/prevention.
 - 5.3.1.5.7. Runway incursion prevention. (Power Point presentation on Introduction to Runway Safety).
 - 5.3.1.5.8. Airfield violations and consequences.
 - 5.3.1.5.9. Light gun signals.
 - 5.3.1.5.10. CMA and proper radio terminology/phraseology.
- 5.3.1.6. Complete a day and night airfield driving test/check ride (See Attachment 4 for check ride criteria).
- 5.3.1.6.1. Individuals not receiving night orientation/training test/check rides will have their AF FORM 483s restricted (e.g. ACCESS ROAD ONLY, DAYLIGHT HOURS ONLY AND RAMP ACCESS ONLY). If the individual later requires a night time authorization, the ADPM will ensure training is provided (night orientation) and documented. The AFM, AAFM or designated representative will update the AF FORM 483, as required.
- 5.3.1.7. Upon completion of all training requirements/certifications through the ADTP database, and on the OSAA Form 10, individuals must bring OSAA Form 10, signed by the unit ADPM certifying the airfield driving training and a copy of the Airfield Driving CBT certificate to Airfield Management.
- 5.3.1.8. The Trainee will be provided with the following final tests: General Knowledge test including Phraseology and Communications questions, a Runway Incursion Prevention test, and an Airfield Diagram test. Upon completion of the final tests, the driver will receive an AF FORM 483, Airfield Driving Competency Card and a PoAF *Certificate of Competency*. Driver must keep both cards in their possession whenever driving on the airfield. **Note:** Training and testing material is available in both English and Portuguese to ensure complete understanding of program requirements and intent. The following restrictions may be applied: access road only, daylight hours only and ramp access only.

5.4. Procedures for Issuing AF FORM 483 and PoAF Competency Card.

5.4.1. The AFM, AAFM or designated representative are responsible for signing and issuing AF FORM 483s. AF Form 483 will be issued using ADTP. PoAF Dispatch Office Chief is responsible for authorizing and signing the Competency cards. Authority will not be delegated outside AM.

5.5. Color Vision Procedures.

5.5.1. Individuals must be able to distinguish between red, green, white, yellow, and blue. Personnel unable to obtain a successful color vision test result will be prohibited from driving in the CMA.

5.5.2. Unit ADPMs will administer color vision screening to all airfield driving trainees requiring CMA access via practical color vision screening or slide presentation consisting of Dvorine Pseudo- Isochromatic Plates testing cards. The Unit ADPM can obtain the color vision testing cards from the Group ADPM. For the primary means of testing color vision, Unit ADPMs will take airfield driving trainees to the airfield and request ATCT to flash the Light Gun Signals. The alternative method for administering color vision screening will be via flashcards. Section II of OSAA Form 10 will be signed off by the Unit ADPM with the test results (pass/fail).

5.5.3. Trainee has to identify and acknowledge the colors green and red from the light gun beam on request from the unit ADPM or trainer.

5.5.4. Individuals that fail to pass the color vision test can be issued a "Limited Access" AF FORM 483. **Note:** Access to the CMA must not be grated.

5.6. Color Vision Test Exemptions.

5.6.1. Personnel who have a mandatory requirement for normal color vision (entry and retention) in their Air Force Specialty Code (AFSC) do not require color vision testing for airfield driving purposes.

5.6.2. Refer to the Officer and Enlisted Classification Directory for AFSCs that have a mandatory requirement for normal color vision in their Air Force Specialty Code (AFSC). Both products are available for viewing and download on the AF Portal. **Note:** Unit ADPM must still validate individual has normal color vision and/or no waiver to the classification directory standards.

5.7. Testing Requirements.

5.7.1. Individual must perform a Practical Airfield Driving Test/Check ride that must include

5.7.1.1. Drive the vehicle during the check-ride.

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

5.7.1.3. Identify the location of runway hold lines, runways and other CMAs.

5.7.1.4. Demonstrate the ability to contact ATCT prior to entering the runways and other CMAs (for Runway/CMA drivers only).

5.7.1.5. Use the OSAA Form 10 to document the test results. (See Attachment 4)

5.7.1.6. For CMA drivers, Airfield Management will develop and administer a local communications test with a minimum 5 questions and passing score of 100%. Use the OSAA Form 10 to document the results. (See Attachment 4)

5.7.1.7. As a minimum, the communications test will include basic communication principles, phonetic alphabet, standard aviation phraseology, escort phraseology/rules, and a simulation of radio communications between a vehicle operator and ATCT.

5.7.2. Airfield Management will administer a local airfield diagram layout test that will evaluate as a minimum, knowledge and location of runway(s), taxiways, aprons, perimeter roads, and airfield access points. The airfield diagram/layout test must also include identifying the location and description of Visual Flight Rules (VFR) and instrument (INST) holding position signs and markings. Minimum passing score is 100%. Use the OSAA Form 10 to document the results. (See Attachment 4)

5.7.3. Airfield Management will also develop and administer a General Knowledge test with at least 10 questions and a passing score of 80% and a Runway Incursion Prevention test with at least 5 questions and a minimum passing score of 100%. Use the OSAA Form 10 to document the results. (See Attachment 4)

5.7.4. Trainees who fail the Communications test, the Airfield Diagram Layout test, the Airfield Signs and Markings test and/or the Runway Incursion Prevention test will require additional training from their unit ADPM. A re-test can only be accomplished after three days unless specifically excused by the AAFM.

5.7.4.1. First time failure: trainees will read the local ADI. The trainee can request to retest the next day once their Unit ADPM emails the Group ADPM stating the trainee has reviewed the ADI and received proper training. The Group ADPM will approve or deny the request.

5.7.4.2. Second time failures: trainees will be sent back to Step 2 in the ADTP and be required to accomplish a new OSAA Form 10, including re accomplishing the Airfield Driving CBT on ADLS.

5.7.5. Third time failure. After the third failure the trainee will not be allowed to re-test without an official request by the unit commander and approval from the 65 ABG/CC. No exceptions will be granted.

5.8. TDY and Non-Base Assigned Contractor Personnel.

5.8.1. TDY and non-base assigned contractors must possess a valid AF FORM 483 or Air Base 4 *Certificate of Competency* card and be briefed by the AAFM or his/her designated representative on local airfield driving procedures to operate a vehicle on the airfield without an escort on OSAA Form 13. (See Attachment 7) Document the name/unit of the individual that received the local briefing/training on OSAA Form 13. **EXCEPTION:** The AFM or his/her designated representative may provide a local briefing/training when USAF employed TDY and contractor personnel driving routes(s) do not cross active taxiways, taxilanes or runways. In this case, the Group ADPM or designated representative will issue a temporary AF Form 483 with the restriction "Ramp Access Only" or "Non CMA Only" and expiration date.

5.8.2. Refresher training, documented on the reverse side of the individual's AF Form 483, must be current for the duration of TDY and/or contract work.

5.8.3. The local briefing and training materials are available in Portuguese language.

5.8.4. If a sponsoring unit ADPM accomplishes the local training/briefing, forward an information copy to the Group ADPM. The training requirements can be found online at the ADTP website.

5.8.5. Use Attachment 7 to document the name/unit of the individual that received the local briefing/training.

5.8.6. The Group ADPM will maintain a file copy of this training in accordance with Air Force RDS, Table 33-42, Rule 04.00.

5.8.7. Unit ADPM will ensure airfield construction contractors are trained, as applicable, for the areas they are working in or need to access to, based upon contract documents.

5.8.8. Restrictions and expiration date may be documented on the back side of the individual's home station AF Form 483 must be current for the duration of TDY and/or contract work.\

5.8.9. TDY personnel, Inspection/Survey Teams and non-base assigned contractors will not be granted access to the CMA unless they have completed all training and testing requirements outlined in this AFI and ADI.

5.9. Privately Owned Vehicle (POV) Airfield Authorizations.

5.9.1. POVs on the airfield are discouraged and shall be restricted to an absolute minimum. Headquarters Azores Air Zone (HAAZ) is the approval authority for all permanent and temporary POV airfield authorizations, including rental cars.

5.9.2. POV airfield authorizations should be requested by letter through HAAZ. Requests should state the reason for airfield access, vehicle type, registration number, organization or company, and driver's name.

5.9.3. Upon HAAZ approval, drivers will receive an airfield briefing with training on airfield driving procedures from AAFM or designated representative. HAAZ is responsible for issuing and maintaining control/security (expiration, disposition, changing colors, number, etc.) of POV airfield authorizations. In addition, they are responsible for validating all vehicle authorizations.

5.9.4. AM will ensure designated routes are established for POV airfield access to and from areas the authorization was issued. Authorized personnel will use Attachment 13 for runway crossing points while operating vehicles on the airfield. **Note:** A temporary Air Base 4 *Certificate of Competency* card will be issued.

5.9.5. Vehicles with Portuguese license plates containing the letters AM either at the beginning or end of the plate are Air Base 4 military. These vehicles are authorized to operate on the airfield.

5.10. Annual Airfield Driving Refresher Training.

5.10.1. Annual refresher training is mandatory for all airfield drivers. As a minimum, annual refresher training will include:

5.10.1.1. A review of the Airfield Driving Instruction.

5.10.1.2. Completion of the USAF Airfield Driving CBT (through ADLS-Advanced Distributed Learning System). Upon completion, print a copy of the certificate and submit it to the unit ADPM, who in turn will validate the refresher training through the ADT database.

5.10.1.3. Runway incursion prevention test at least 5 questions (minimum passing score of 100%).

5.10.1.4. Individuals who do not complete annual refresher training on the first day of the preceding month after the refresher training is due will have their airfield driving privileges suspended by the Group ADPM. **Note:** Personnel that were not able to complete refresher training (e.g. deployed, TDY, etc.) must complete it prior to driving on the airfield.

Chapter 6

UNIT AIRFIELD DRIVING PROGRAM MANAGER (ADPM)

6.1. Responsibilities.

- 6.1.1. The ADPM must be trained and certified to drive on the airfield.
- 6.1.2. Receives ADPM training from the AAFM and upon being designated in writing by the Unit Commander. This training will focus on program management to include appointment of qualified unit trainers, runway incursion prevention, testing/training requirements and reporting, enforcement and violation consequences.
- 6.1.3. Familiarizes themselves with AFI 24-301; *Vehicle Operations*, AFI 31-204; *Motor Vehicle Traffic Supervisor*, AFMAN 24-306, *Manual for the Wheeled Vehicle Driver Chapter 20*, AFI 91-203, Air Force Consolidated Occupational Safety Instruction, Chapter 24, and AC 150/5210-20, *Ground Vehicle Operations on Airports*.
- 6.1.4. Ensure trainers are trained on the use of the ADTP database.
- 6.1.5. Ensures all training documentation and certification is completed prior to moving member to Step 4 in the ADTP process.
- 6.1.6. Validates on OSAA Form 10 that unit personnel complete airfield driver training and certification prior to issuance of an AF FORM 483. Unit airfield driving training must be administered in accordance with AFI 13-213 and this instruction.
- 6.1.7. Annotates all training/certification on OSAA Form 10, Airfield Driving Training Documentation and Certification Checklist. Maintains documentation until the individual has a permanent change in assignment.
- 6.1.8. Identifies, documents, and tracks personnel requiring access to the CMA, non-CMA or restricted airfield driving as applicable (e.g. ramp only, daylight hours only, etc.).
- 6.1.9. Provides control tower light gun signal recognition training during airfield check ride. Classroom training for light gun signal recognition is not authorized.
- 6.1.10. Ensures unit personnel are familiar with Lajes airfield diagram layout and complete local training, emphasizing FOD control, speed limits and runway incursion prevention.
- 6.1.11. Conducts individual phraseology tests simulating radio contact with the control tower for individuals who operate vehicles in the CMA.
- 6.1.12. Ensures unit personnel who are not trained and certified to drive at night, the AF FORM 483 indicates restricted access (e.g. *AUTHORIZED DAYLIGHT HOURS ONLY*). If the individual later requires driving on the airfield at night, ensure the practical airfield familiarization training and practical driving test is conducted and documented prior to updating the AF FORM 483.
- 6.1.13. Ensures designated airfield driving trainers conduct and document practical day and night (as applicable) airfield familiarization training and practical driving test on unit personnel prior to issuance of an AF FORM 483.

6.1.14. Ensures unit personnel authorized to drive on the CMA have completed all the required training and AF FORM 483 is annotated CMA Access by airfield management.

6.1.15. Ensures unit personnel have a valid state or country driver's license to operate privately owned (POV), government (may also require a Government driver license), or contractor owned/leased vehicles on the airfield. **Note:** AB4 authorizes and controls all POVs requiring access to the airfield.

6.1.16. Ensures unit personnel are qualified to drive the vehicle(s) they will be operating on the airfield. This includes any other additional training required to operate vehicles in various field conditions (e.g. blackout or Night Vision Devices (NVD), Mission Oriented Protective Posture (MOPP) gear, etc.).

6.1.17. Maintains current and accurate airfield driving training records, associated forms and listing of unit personnel authorized to drive on the airfield. **Note:** This data may be maintained electronically. At the beginning of every quarter send, to the Group ADPM, an updated list of unit airfield certified drivers generated by the ADTP.

6.1.18. Ensures deploying personnel are trained and possess a valid AF FORM 483 for airfield driving.

6.1.19. Ensures practical color vision test is accomplished.

6.1.20. Conducts and documents annual refresher training on unit airfield drivers through the ADTP database. When annual refresher training is completed and validated, print a new AF FORM 483 for the individual. **Note:** Airfield driving privileges will be suspended by the ABG ADPM to individuals who do not complete the annual refresher training.

6.1.20.1. As a minimum this training will include the items mentioned in paragraph 5.10 of this ADI. Maintain a copy of the most current refresher training certificate on file in the binder.

6.1.21. ADPMs must maintain an ADP continuity binder in the TAB format indicated below:

6.1.21.1. TAB A: Unit ADPM/Trainer appointment letters

6.1.21.2. TAB B: Airfield Driving Instruction (ADI)

6.1.21.3. TAB C: Annual Program Inspection Results

6.1.21.4. TAB D: Airfield Drivers Training and Certification letters

6.1.21.5. TAB E: List of unit assigned airfield drivers (from the ADTP database)

6.1.21.6. TAB F: OSAA Form 10, Airfield Driving CBT, training curriculum, and test/answer key

6.1.21.7. TAB G: Unit airfield driving safety requirements as applicable

6.1.21.8. TAB H: Airfield Violations/Corrective actions (if applicable)

6.1.21.9. TAB I: References (e.g., AFMAN 24-306, Manual for Wheeled Vehicle Operator, Chapter 20, AFI 91-203, Air Force Consolidated Occupational Safety Instruction, Chapter 24, AFI 21-101, Aircraft and Equipment Maintenance Management, etc.)

- 6.1.21.10. TAB J: Miscellaneous information (e.g. meeting minutes, digest articles, RIPWG, etc.).
- 6.1.21.11. **Note:** References may be in paper or electronic copy. In case of electronic copy, unit ADPMs must maintain electronic copies of the individual's training records as well as all the documents related to the ADP mandated by this ADI. Use AF FORM 2519, All Purpose Checklist to identify location.
- 6.1.22. Trains unit airfield driver trainers how to conduct and document training on newly assigned unit airfield drivers.
- 6.1.23. Attends Group ADPM semi-annual meeting and/or briefing regarding airfield driving.
- 6.1.24. Ensures TDY personnel that are hosted by the unit receive local airfield driving training as outlined in this ADI.
- 6.1.24.1. Provides a local briefing/training for unit assigned TDY and contractor personnel (if applicable) whose driving route(s) do not cross taxiways, taxilanes or runways. Documents completion of training on AF FORM 483. Forward a copy to AM no later than 5 days after training completion date.
- 6.1.25. Use OSAA Form 11 or electronic equivalent to conduct and document a self-inspection of unit's ADP at least annually. Forward a copy of the inspection results to the Group ADPM.
- 6.1.26. Develops procedures to disseminate airfield driving related information (e.g. articles, training, etc.) to unit airfield drivers.
- 6.1.27. Conducts random spot checks for enforcement and compliance with the ADI. Correct all discrepancies noted.
- 6.1.28. Provides classroom training as determined by the Unit ADPM.
- 6.1.29. Maintains current and accurate training and testing materials.
- 6.1.30. Notifies unit Commander and Group ADPM in writing after suspending an individual's airfield driving privileges.
- 6.1.31. Participates in the RIPWG.
- 6.1.32. Annually validates the number of personnel authorized to drive on the airfield to include justification for individuals required to enter or cross the CMA. Forward results to the Group ADPM.
- 6.1.33. Schedules training for replacement of ADPM with the AFM/AAFMM at least 30 days prior to relinquishing unit duties. Newly appointed ADPMs must contact the AFM/AAFMM within 15 days of appointment for program administration training and airfield qualification training.

PETER P. FENG, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References***US Air Force Publications**

AFI 13-213, *Airfield Driving*, 1 June 2011 IC/1 30 Jun 2015

AFMAN 24-306, *Manual for the Wheeled Vehicle Driver*, 9 Dec 2016

AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, Ch. 24, 15 June 2012

AFI 13-204, Volume 1, *Airfield Operations Career Field Development*, 9 May 2013 IC1 29 Jun 2015

Federal Aviation Administration (FAA) Advisory Circulars AC 150/5210-20, *Ground Vehicle Operations on Airports* **International Civil Aviation Organization (ICAO) Publications ICAO Annex 14**, *Aerodrome Design and Operations*

ICAO Annex 10, *Aeronautical Telecommunications* ICAO Doc 4444, *Air Traffic Management* **Portuguese Air Force Procedures**

NEP/OPS-009, *Access and Vehicle Transiting on the Flightline*

*Prescribed Forms: None**Adopted Forms:*

AF FORM 457, *USAF Hazard Report*

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

AF FORM 483, *Certificate of Competency*

AF Form 1313, *Driving Record*

OSAA Form 10, *Airfield Driving Training Documentation and Certification Checklist*

OSAA Form 11, *Unit Airfield Driving Program Manager's Self Inspection Checklist* **OSAA Form 12**, *Unit Airfield Driving Program Manager's Training Checklist*

OSAA Form 13, *TDY Personnel/Non-base Assigned Contractors Training Checklist*

Abbreviations and Acronyms

AAFM—Assistant Airfield Manager

ADI—Airfield Driving Instruction

ADPM—Airfield Driving Program Manager

ADTP—Airfield Driving Training Program

AEF—Air Expeditionary Forces

AFM—Airfield Manager

AFSC—Air Force Specialty Code

AM—Airfield Management

ATCT—Air Traffic Control Tower

AOB—Airfield Operations Board

CAT—Category

CBT—Computer Based Training

CMA—Controlled Movement Area

CMAV—Controlled Movement Area Violation

ECP—Entry Control Point

FOD—Foreign Object Damage

HAAZ—Headquarters Azores Air Zone

HATR—*Hazardous Air Traffic Report*

ILS—Instrument Landing System

INST—Instrument

MDOS—Medical Operations Squadron

PA—Political Affairs

PoAF—Portuguese Air Force

POV—Privately Owned Vehicle

RA—Restricted Area

RWY—Runway

SAV—Staff Assistance Visit

TDY—Temporary Duty

VCO/VCNO—Vehicle Control Officer/Vehicle Control Non-Commissioned Officer

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.

Airfield Driving Instruction (ADI)— Formerly known as the Flightline Driving Instruction. It establishes local procedures for driving a vehicle on the airfield.

Airfield Driver's Training Program (ADTP)— Database adopted by USAFE for all airfield driving training.

Airfield Facilities— Includes runways, taxiways, aircraft parking and servicing areas, ATC facilities, Airfield Management Operations (AM Ops), ATCALs, aircraft fire suppression and rescue services, airfield lighting systems and systems to hold or stop aircraft (where required).

Airfield Inspection— Conducted by Airfield Management personnel to identify discrepancies and/or hazards on the airfield (e.g., signs, markings, lighting, pavements, aircraft arresting system, obstructions, obstacles, construction areas, etc.).

Airfield Management (AM)— A function that conducts airfield inspections and checks for safety and compliance with planning and design criteria. Plans, organizes and directs airfield activities to include airfield construction/repairs, ADP, ice/snow removal operations, Bird/Wildlife control, etc. 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. Coordinates with base agencies to meet aircrew requirements for billeting, refueling, transportation, and transient aircraft maintenance.

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

Controlled Movement Area Violation (CMAV) Event— An airfield infraction caused by aircraft, vehicles, or pedestrians entering the control movement area without specific control tower approval. This definition includes runway incursions and infractions caused by communication errors. Refer to AFI 91-223 paragraphs 1.3.1.7. for reportable HATR events and 1.3.1.8. for reportable CMAV events.

Uncontrolled Movement Areas— Taxiways and ramp areas not under the control of ATC. **Note:** this definition is used in lieu of "non-movement area" as defined in the Federal Aviation Pilot Controller Glossary.

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

Pilot Deviation (PD)— The action of a pilot that results in the violation of ATC instructions, AFIs and/or FARs.

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

Attachment 2

UNIT AIRFIELD DRIVING PROGRAM MANAGERS (ADPM) APPOINTMENT LETTER

Figure A2.1. Example MFR for ADPM Appointment.

Date

MEMORANDUM FOR 65 OSS/OSAA

FROM: Office Symbol

SUBJECT: Appointment of Unit Airfield Driving Program Managers (ADPM)

1. The following individuals are appointed as primary and alternative unit Airfield Driving Program Managers. Individuals have received training LAW AFI 13-213 and LFI 13-213, Airfield Driving Instruction. Both primary and alternative ADPMs 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 TDY personnel (if required)

NAME/Email	OFF.SYM.	D/PHONE	DEROS	AF 483#	Email
PRIMARY: TSgt John Doe	OSAA	535-0000	Jan 2012	#0000-0000	john.doe@us.af.mil
ALTERNATE: TSgt John Doe	OSAA	535-0000	Jan 2012	#0000-0000	john.doe@us.af.mil

2. This letter supersedes previous letters, same subject.

JOHN B. SMITH, Lt Col, USAF
Commander

Attachment 3

UNIT AIRFIELD DRIVING TRAINERS (ADT) APPOINTMENT LETTER

Figure A3.1. Example MFR for ADT Appointment.

Date

MEMORANDUM FOR 65 OSS/OSAA

FROM: Office Symbol

SUBJECT: Appointment of Unit Airfield Driving Trainers (ADT)

1. The following individuals completed the AF Training Course and are appointed as unit Airfield Driving Trainers (ADT).

NAME/Email	OFF.SYM.	D/PHONE	DEROS	AF 483#	Email
PRIMARY: TSgt John Doe	OSAA	535-0000	Jan 2012	#0000-0000	john.doe@us.af.mil
ALTERNATE: TSgt John Doe	OSAA	535-0000	Jan 2012	#0000-0000	john.doe@us.af.mil

2. This letter supersedes previous letters, same subject.

JOHN B. SMITH, Lt Col, USAF
Commander

Attachment 4

**AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION
CHECKLIST OSAA FORM 10.**

Figure A4.1. Airfield Driving Training Documentation and Certification Checklist OSAA Form 10

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST				
SECTION I - TRAINEE INFORMATION <i>(Completed by the unit ADPM)</i>				
UNIT/OFFICE SYMBOL	DUTY PHONE	AF FORM 483#	POAF CERTIFICATE #	
NAME (Last, First, MI)	RANK/GRADE	CIVILIAN LICENSE	STATE OF ISSUE	RESTRICTIONS
SECTION II - COLOR VISION TEST FOR CMA DRIVERS ONLY <i>(Completed by qualified Hospital/Medical Optometry personnel)</i>				
NAME (Last, First, MI)/GRADE/RANK	CIRCLE ONE PASS/FAIL	SIGNATURE	DATE	
SECTION III - QUALIFICATION TRAINING <i>(Completed by the Trainee, Unit Trainer and Unit ADPM)</i>				
All individuals must possess a valid state or government driver's license. Military personnel must possess a current AF Form 2293. Training must be based on AFMAN 24-306, Ch. 25; AFI 91-203, Ch. 24; AC 150/5210-20; LFI 13-213, and ADTP Database.			Date Completed	Trainee's Initials
Airfield Driving CBT (through ADLS database; score at least 80%)				
Airfield Driving Classroom Training (CMA and Runway Incursion training)				
Practical Phraseology/Terminology test (for CMA drivers only)				
Radio Discipline Procedures				
Day Airfield Driving Orientation/Training				
Night Airfield Driving Orientation/Training				
Practical Airfield Driving Check Ride (Day and Night)				
Communication Test (Must score 100%)				
Written Airfield Driving Test (general knowledge test; must score at least 80%)				
Runway Incursion Prevention Test (must score 100%)				
Final Airfield Diagram Layout Test (Conducted by Airfield Management; must score 80%)				
SECTION IV - AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)				

1. Definitions and terms. Training Outcome(s): Trainee must be knowledgeable of the terms used on an airfield.	YES	NO/NA
1.1. Runway		
1.2. Controlled Movement Area (CMA)		
1.3. Controlled Movement Area Violation (CMAV)		
1.4. Runway Incursion		
1.5. Taxiway		
1.6. Ramp/Apron		
1.7. Foreign Object Elimination (FOD) control/prevention		
1.8. Overruns		
1.9. Taxilanes		
1.10. Light Gun signals		
1.11. Jet Blast		
1.12. Vehicle Service Roads		
1.13. Hot Cargo Area		
1.14. Arm/De-Arm Area		
1.15. Aircraft Arresting Gears		
1.16. Instrument Landing Systems (ILS) Critical Areas		
1.17. Mandatory Signs		
1.18. Informational Signs		
1.19. Emergency Response Vehicle		
1.20. Circle of Safety		
1.21. Restricted Areas		
1.22. Entry Control Points		
1.23. Fixed and Mobile Obstacles		
1.24. Airfield Management		
1.25. Air Traffic Control Tower (ATCT)		
2. Vehicle operator requirements. Training Outcome(s): Trainee must be knowledgeable on local procedures and requirements for operating a vehicle on the airfield.		
2.1. Use of vehicle lighting (e.g. Daytime Running, Rotating/IR beacons, flashers)		
2.2. Procedures for reporting an accident or vehicle maintenance problems		
2.3. Vehicle parking and chocking requirements		
2.4. Use of perimeter and infield roadways		
2.5. Lateral distance requirements for mobile obstacles on an apron/ramp and taxiway		
2.6. Speed limits for vehicles operating on an apron/ramp and taxiway		
2.7. Requirements for operating a vehicle within the immediate vicinity of aircraft		
2.8. Procedures for reporting and removing FOD		
2.9. Restricted visibility and/or night driving		
2.10. Procedures for operating bicycles, tricycles, etc. on the airfield		
2.11. Use of traction control devices as applicable		
2.12. Emergency Response Vehicle requirements		
2.13. Vehicle Escort/Convoy Driving procedures as applicable		
3. Aircraft Operations. Training Outcome(s): Trainee must be knowledgeable of hazards associated with aircraft		

3.1. Right of Way		
3.2. Taxiing		
3.3. Jet Blast safety requirements		
4. Practical Day and 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.		
5. Local Airfield Basics. Training Outcome(s): Trainee must be knowledgeable of the airfield environment.		
5.1. Familiarize trainee with the following airfield lighting:		
5.1.1. Runway		
5.1.1.1. Edge Lights		
5.1.1.2. Approach Lights		
5.1.2. Taxiways		
5.1.2.1. Edge Lights		
5.1.2.2. Centerline Lights		
5.1.2.3. Guard Lights (as applicable)		
5.2. Familiarize trainee with the following airfield signage.		
5.2.1. Runway Hold Signs		
5.2.2. Taxiway Location Signs		
5.2.3. ILS Critical Area Signs		
5.2.4. Direction Signs		
5.2.5. Distance Remaining Signs		
5.3. Familiarize trainee with the following airfield markings.		
5.3.1. Runway		
5.3.1.1. Centerline		
5.3.1.2. Edge		
5.3.1.3. Runway Identification Numbers		
5.3.1.4. Threshold Markings		
5.3.1.5. VFR Hold Lines		
5.3.2. Vehicle Stop Bars		
5.3.3. Taxiways		
5.3.3.1. Centerline		
5.3.3.2. Edge Markings		
5.3.4. ILS Critical Areas		
5.3.5. Non-Movement Area Boundary marking (as applicable)		
5.3.6. Non Standard Airfield Markings (as applicable)		
5.3.7. Aircraft Arresting Gear Marking (as applicable)		
5.4. Familiarize trainee with the locations of Airfield Navigational Aids and Visual Approach Aid		
5.5. Familiarize trainee with the location of Restricted Areas (RA) and Entry Control Points (ECP)		
5.6. Familiarize trainee with the location of Free Zones (as applicable)		
5.7. Familiarize trainee with the reduced visibility/inclement weather driving techniques		
5.8. Familiarize trainee with the location of the Fire Department, Air Traffic Control Tower and Airfield Management Operations		
5.9. Familiarize trainee with the location and use of traffic control devices		
5.10. Familiarize trainee with Jet Blast hazardous locations on the airfield		

5.11. Familiarize trainee with runway(s) configuration (e.g. dimensions, location, designation, etc.)		
5.12. Familiarize trainee with the taxiway configuration (e.g. dimensions, location, designation, etc.)		
5.13. Familiarize trainee with Controlled Movement Area (CMA) boundaries		
5.14. Familiarize trainee with congested Areas (as applicable)		
5.15. Familiarize trainee with Hot Spots as required locally		
5.16. Identify Smoking Areas		
5.17. Wear of Hat Policy		
6. Communications. Trainee Outcome(s): Trainee must be knowledgeable of proper radio terminology and Air Traffic Control phraseology. (Do not use the words "clear" and "go ahead" on radio transmissions)		
6.1. Ground Vehicle Communications		
6.2. Procedural Words and Phrases		
6.3. Vehicle Call Signs		
6.4. Aviation Phonetic Alphabet		
6.5. Aviation Terminology		
6.6. Procedures for Contacting the Air Traffic Control Tower		
6.7. Air Traffic Control and/or vehicle blind spots		
7. Other.		
7.1. Review Airfield Driving Instruction 13-213		
7.2. Runway Incursion Prevention Training		
7.3. Demonstrate the ability to contact the Tower for approval to enter/exit the CMA. Note: Required for all personnel that require access on or across taxiways, helipads and aprons located in the CMA		
7.4. Demonstrate the ability to contact the Tower for approval to enter/exit the runway. Note: Required for all personnel that require access on or across the runway.		
SECTION V - TRAINER CERTIFICATION (Completed by Authorized Airfield Driving Training Instructor)		
I certify that the trainee has received all required qualification training requirements annotated above.		
NAME (Last, First, MI)	RANK/GRADE	SIGNATURE
SECTION VI - TRAINEE ACKNOWLEDGMENT (Completed by the Trainee)		
TRAINEE: I have received and completed all of the above training requirements and will comply with LFI 13-213, Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT)		
NAME (Last, First, MI)	RANK/GRADE	SIGNATURE
SECTION VII - UNIT CERTIFICATION (Completed by Unit Commander or Unit ADPM)		
UNIT ADPM: I certify that the above individual has completed all local training requirements outlined in LFI 13-213, Airfield Driving Instruction (ADI). Check all applicable restrictions.		
___ Ramp Access Only		
___ Daylight Hours Only Other (specify)		
___ Other (Specify)		

NAME (Last, First, MI)	RANK/GRADE	SIGNATURE	DATE
SECTION IX - AIRFIELD DRIVING AUTHORIZATION <i>(Completed by the Group ADPM or designated representative)</i>			
_____Approved		_____Disapproved	
NAME (Last, First, MI)	RANK/GRADE	SIGNATURE	DATE
This form will be retained by the Unit Airfield Driving Program Manager (ADPM) until the individual is reassigned			

AA Form 10

Attachment 5

**UNIT AIRFIELD DRIVING PROGRAM MANAGER'S (ADPM) SELF INSPECTION
CHECKLIST OSAA FORM 11.**

**Table A5.1. Unit Airfield Driving Program Manager's (ADPM) Self Inspection Checklist
OSAA Form 11**

Attachment 6

**UNIT AIRFIELD DRIVING PROGRAM MANAGER'S (ADPM) TRAINING
CHECKLIST OSAA FORM 12.**

Figure A6.1. Unit Airfield Driving Program Manager's (ADPM) Training Checklist OSAA Form 12

UNIT AIRFIELD DRIVING PROGRAM MANAGER'S (ADPM) TRAINING CHECKLIST		
SECTION I – TRAINEE INFORMATION <i>(Completed by Group ADPM)</i>		
Rank/Name	Unit/Off Symbol	Duty Phone
AF FORM 483 CERTIFICATE #		DATE ISSUED:
SECTION II – QUALIFICATION TRAINING <i>(Completed by Group ADPM)</i>		
	Date Complete	Trainee Initials
1. Unit ADPM duties and responsibilities		
2. Appointment of unit trainers		
3. Runway incursion prevention		
4. Governing directives		
4.1. AFMAN 24-206, Manual for the Wheeled Vehicle Operator		
4.2. AFI 91-203, <i>Air Force Consolidated Occupational Safety Instruction</i> , Chapter 24.		
4.3. AFI 21-101, Aircraft and Equipment Maintenance Management		
5. Testing requirements to include test security/compromise		
6. Color Vision testing requirements. See AFI 48-123 for additional		
7. Airfield Driver's training requirements		
7.1. Local qualification		
7.2. Refresher training		
8. Unit ADPM continuity binder		
9. Reporting, enforcement, and violation consequences		
10. Vehicle passes (Privately Owned/Government Leased vehicles)		
11. Controlled Movement Area procedures and training for unit personnel		
12. TDY personnel/Non-base assigned contractors briefing and training requirements		
13. Escort procedures		
14. Procedures for issuing, revoking and reissuing an AF FORM 483		
15. Participate with the ADPM on an actual training session and practical check ride		
16. Airfield Driving Program Training (ADTP) training procedures		
SECTION III – TRAINING CERTIFICATION <i>(Completed by Trainee and Group ADPM)</i>		
TRAINEE: I certify that I have received and completed all of the above training requirements and I will comply with LFI 13-213, Airfield Driving Instruction and local directives.		

SIGNATURE:		DATE:
GROUP AIRFIELD DRIVING PROGRAM MANAGER or designated representative		
RANK/NAME	UNIT/OFF SYMBOL	DUTY PHONE

Attachment 7

**TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST
OSAA FORM 13**

Figure A7.1. TDY Personnel/Non-Base Assigned Contractors Training Checklist OSAA Form 13

TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST			
<i>SECTION I – TRAINEE INFORMATION (Completed by Unit ADPM or Group ADPM)</i>			
NAME	RANK/GRADE	UNIT/OFFICE SYMBOL	DUTY PHONE
<i>SECTION II – QUALIFICATION TRAINING (Completed by the Trainee, unit ADPM or designated Trainer)</i>			
	Date Complete	Trainee's Initials	Trainer's Initials
1. Explain the difference between mandatory/informational airfield signs. Provide examples of mandatory/informational <u>local airfield signs</u> .			
2. Explain the different types of airfield markings (e.g. runway, taxiway, apron and ramps). Provide examples of <u>local airfield markings</u> .			
3. Explain the different types of airfield lighting systems (e.g. runway, taxiway, apron and ramp). Provide examples of <u>local airfield lighting</u> .			
4. Identify the speed limits for general/special purpose <u>vehicles operating on aircraft parking aprons/ramps and</u>			
5. Identify the procedures for vehicle operating in the <u>immediate vicinity of base assigned and transient (if</u>			
6. Explain the requirements for parking and chocking vehicles <u>and/or equipment on the airfield</u> .			
7. Identify the lateral distance requirements for mobile <u>obstacles on taxiways and aprons</u> .			
8. Discuss Foreign Object Damage (FOD) <u>control/prevention measures for the airfield</u> .			
9. Identify methods/practices to prevent a runway incursion.			
10. Explain the different types of airfield violations and their <u>consequences</u> .			
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 (CMA) boundaries.			
15. Identify Free Zones, when applicable.			
16. Practical airfield familiarization training. At a minimum, familiarize individual on routes to and from the designated <u>work area(s)</u> .			

17. Explain procedures for Night Driving, Reduced visibility and inclement weather, when applicable.						
18. Explain procedures for reporting an accident or vehicle maintenance problems						
SECTION III – TRAINING CERTIFICATION <i>(Completed by Trainee, unit ADPM and Group APDM as required)</i>						
TRAINEE: I have received and completed all of the above training requirements and will comply with LFI 13-213, Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT)						
NAME		RANK/GRADE	SIGNATURE		DATE	
UNIT ADPM: I certify that the above individual has completed all local training requirements outlined in LFI 13-213, Airfield Driving Instruction (ADI). Check all applicable restrictions. Ramp Access Only Daylight Hours only Other (specify)						
NAME		RANK/GRADE	SIGNATURE		DATE	
GROUP ADPM or designated representative (as required)						
NAME		RANK/GRADE	SIGNATURE		DATE	

Attachment 8

**EXAMPLE MFR FOR SUSPENSION, REVOCATION OR REINSTATEMENT OF
AIRFIELD DRIVING PRIVILEGES**

Figure A8.1. Example MFR for Revocation or Reinstatement of privileges.

Date

MEMORANDUM FOR 65 OSS/OSAA

FROM: SQUADRON/OFFICE SYMBOL

SUBJECT: Suspension, Revocation or Reinstatement of Airfield Driving Privileges

1. The following individual's airfield driving privileges have been suspended, revoked or reinstated in accordance with AFI 13-213, paragraph 3.2.8.3 and Lajes ADI 13-213, paragraph 4.7 and 4.8.

RANK NAME JOB TITLE ORG AF FORM 483#

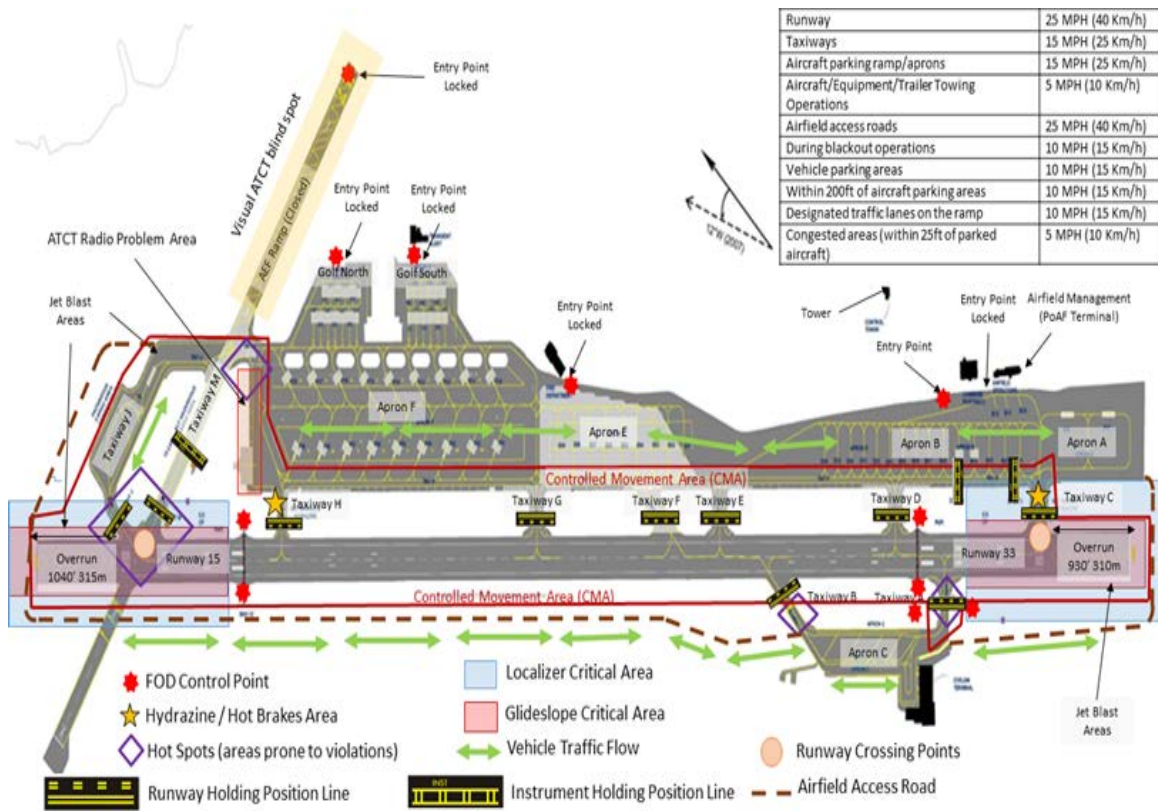
2. If you have any questions or concerns, please contact me at 535-XXX.

JOHN B. SMITH, Lt Col, USAF
Commander

Attachment 9

AIRFIELD DRIVING DIAGRAM

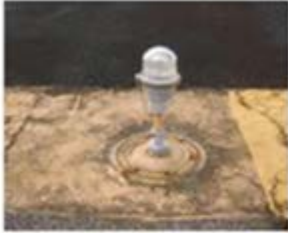
Figure A9.1. Airfield Driving Diagram.



Attachment 10
AIRFIELD LIGHTING SYSTEMS

Figure A10.1. Airfield Lighting Systems

High Intensity Runway Edge Light (HIRL)



Elevated Taxiway Light



Flush Mounted Taxiway Light



Facility Obstruction Light



Approach Lighting system with Sequence Flashing Lights (ALSF)



Precision Approach Path Indicator System (PAPI)



Runway Threshold Lights



Apron Security Lights



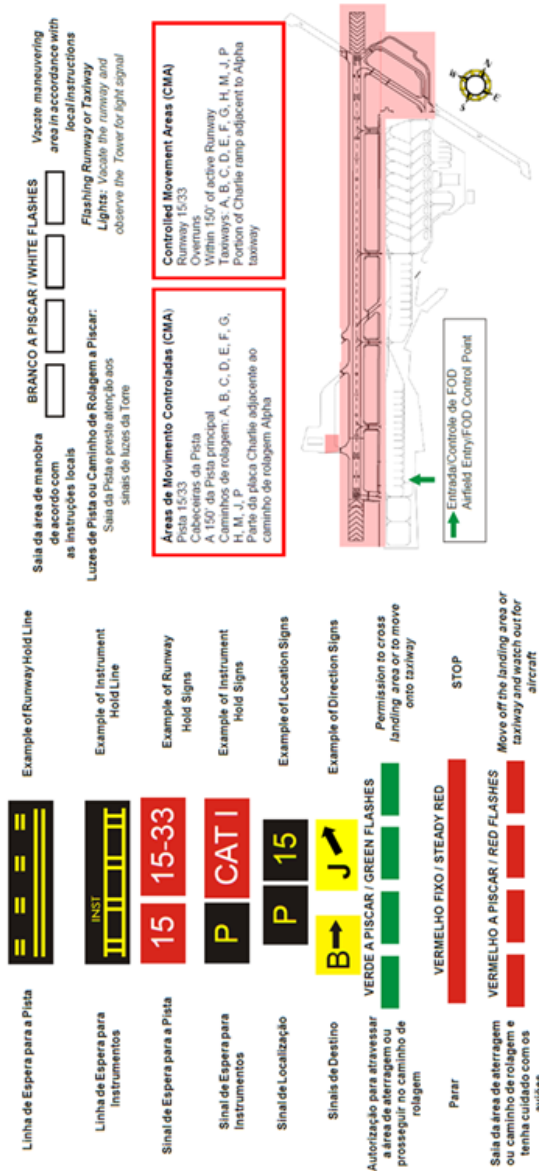
Movement Area Guard Light



Attachment 11





AIRFIELD SIGNS, MARKINGS AND LIGHT SIGNALS DECAL

Figure A11.1. Airfield Signs, Markings and Light Signals Decal.



Attachment 12
LIGHT GUN SIGNALS.

Figure A12.1. Light Gun Signals.

<p>Green Flashing</p> 	<p>Permission to cross landing area or to move onto Taxiway</p>
<p>Steady Red</p> 	<p>STOP</p>
<p>Red Flashing</p> 	<p>Move off the landing area or taxiway and watch out for aircraft</p>
<p>White Flashing</p> 	<p>Vacate the manoeuvring area in accordance with local instructions</p>
<p>Flashing Runway or Taxiway Lights</p>	<p>Vacate the runway and observe the Tower for light signal</p>

Note: Light Signals are in accordance with ICAO Doc 4444

Attachment 13

AIRFIELD SIGNS AND MARKINGS

Figure A13.1. Location and Mandatory Hold Position Sign located at taxiway Charlie denotes entrance to Runway 33 from taxiway Charlie



Figure A13.2. Location and Mandatory Hold Position Sign located at taxiway Delta denotes entrance to Runway 33/15 from taxiway Delta



Figure A13.3. Mandatory Instrument Hold Position Sign located at taxiway Papa between taxiway Charlie and Delta denotes entrance to area to be protected for an ILS signal or approach airspace.



Figure A13.4. Mandatory Instrument Holding Position Sign located at taxiway Mike denotes entrance to area to be protected for an ILS signal or approach airspace.



Figure A13.5. Location and Direction holding Position Sign located at Taxiway Papa intersecting with taxiway Delta denotes designation/direction of intersecting taxiway.



Figure A13.6. Location and direction holding Position Sign located at Taxiway Papa intersecting with taxiway Fox denotes designation/direction of intersecting taxiway.



Figure A13.7. Direction Holding Position Sign located at the entrance of Taxiway Juliet denotes designation/direction of intersecting taxiway.



Figure A13.8. Location and Mandatory Holding Position Sign located at Taxiway Mike denotes entrance to Runway 15 from taxiway Mike.



Figure A13.9. Mandatory FOD Check Signs are located at the Airfield ECP and North of taxiway Juliet and South Airfield ECP. These signs remind drivers to conduct a FOD check.



Figure A13.10. Barrier Marker Sign are located North and South of the runway (both sides) and indicates the location of barrier's engagement for fighters.



Figure A13.11. Distance Remaining Markers (DRM) signs are located on both sides of runway 15/33 and indicate the distances available for landing/take-off.



Figure A13.12. Informational Signs are located north of taxiway Juliet and the entrance to Taxiway Mike from AEF ramp. These signs remind the driver to contact ATCT for permission to enter.



Figure A13.13. Runway Holding Position Markings are located on all taxiways intersecting with runway 15/33. These markings identify entrance from taxiways to runway 15/33.



Figure A13.14. Instrument Holding Position Markings are located on taxiway Papa between taxiways Charlie, Delta, and taxiway Mike. These markings identify the area to be protected for ILS signal or approach airspace.



Figure A13.15. Mandatory STOP Markings are located on the airfield access road in front of PoAF hangars and controls vehicle traffic adjacent to PoAF hangars.



Figure A13.16. Runway Designator number for Runway 33 is located south of the runway and identifies the runway on which the aircraft is located.



Figure A13.17. Runway Designator number for Runway 15 is located north of the runway and identifies the runway on which the aircraft is located.



Figure A13.18. Foreign Object Damage (FOD) markings are located at the south/north barrier access roads leading to runway. They identify the need for drivers to check tires before proceeding.



Figure A13.19. Barrier Moon Markings are located south and north of the runway and identify the location where the cable crosses the runway for emergency engagements.



Figure A13.20. TACAN Check Point Markings are located at taxiways Charlie, Mike and Juliet. These markings indicate the direction for aircraft TACAN alignment and calibration.



Figure A13.21. White CMA line parallel to Taxiway Papa identifies the Controlled Movement Area. Drivers must stop at the white line and ask permission from the ATCT to proceed across the line and onto Taxiway Papa.



Figure A13.22. White dashed wingtip clearance line parallel to the White CMA line and identifies the boundary for vehicles and equipment when the largest aircraft (B-747) is taxiing on Taxiway Papa.



Figure A13.23. Taxiway Edge Line Marking



Figure A13.24. Taxiway Centerline Marking



Attachment 14

LOCALIZER CRITICAL AREAS

Figure A14.1. Localizer critical areas are located north and south of Runway 15/33. A Controlled Movement Area (CMA) traffic light is installed on the north of Runway (red and green) by the perimeter fence to protect the localizer from vehicle movement.



Figure A14.2. The purpose of this light is to control and/or prohibit operations in the movement area when required to protect the localizer signal for aircraft on final approach. Control Tower will activate the traffic light when required.



Figure A14.3. The Controlled Area Sign is located next to the Localizer critical area traffic lights. Red Light: DO NOT PROCEED. Green Light: PROCEED Do not call Control Tower to gain access to this area.

