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SECRETARY OF THE AIR FORCE
(AETC)**

**DEPARTMENT OF THE AIR FORCE
INSTRUCTION**

13-213

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

AIRFIELD DRIVING



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements and extends Department of the Air Force (DAFI) 13-213, Airfield Driving. It defines, describes, and establishes airfield driving policies, responsibilities, and procedures for operating vehicles on the airfield. This guidance applies to all units assigned, attached, and hosted personnel and governs all vehicular traffic: government, commercial/contracted and private on Laughlin Air Force Base (LAFB) Airfield and Laughlin Aux 1. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through the appropriate functional chain of command. This publication may not be supplemented or further implemented/extended. Ensure that all records created because of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, Records Management and Information Governance Program, and are disposed of in accordance with the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management system. Compliance with the attachments in this publication is mandatory. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing, unit, delta or garrison level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items. The use of the name or mark

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SUMMARY OF CHANGES

(LAUGHLINAFB) This document has been substantially revised and must be completely reviewed. Major changes include an added requirement for use of Airfield Driving Training and Certifications Systems, added 47 Contracting Squadron, Airfield Operating hours, Distinguished Visitor operations, and multiple new Attachments.

Chapter 1

GENERAL INFORMATION

1.1. Scope and Purpose.

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

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

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

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

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

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

1.1.5.2. Forward proposed waivers to the Air Force Forces (AFFOR) staff or equivalent for an operational review if time permits, or at the discretion of the SAA.1.1.5.3. Refer to Air Force Tactics, Techniques, and Procedures (AFTTP) 3-4.4, *Contingency Airfield Operations* (CAO) for

additional information. This AFTTP outlines how AFFOR open and operate a deployed or contingency airfield. This AFTTP volume also contains planning considerations for airfield management, air traffic control, and deployable air traffic control and landing systems (DATCALs) capabilities, procedures, forces, and equipment.

1.2. Waivers.

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

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

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

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

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

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

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Headquarters Air Force Flight Standards Agency.

2.1.1. Develops United States Air Force airfield driving operations, procedures, and training standards.

2.1.2. Utilizes the Air Force Safety Automated System to monitor and track airfield driving and controlled movement area violations.

2.1.3. Reviews and provides final disposition on waiver request(s) to this instruction.

2.1.4. Supports Air Force Runway Safety Action Team programs, in accordance with Air Force Manual (AFMAN) 13-204, Volume 1, *Management of Airfield Operations*.

2.1.5. Develops mandatory briefing and training items to provide education, training, and awareness on airfield driving and to enhance flight safety.

2.2. Major or Field Command OPR for Airfield Operations.

2.2.1. Supplements United States Air Force airfield driving guidance as applicable.

2.2.2. Reviews and evaluates airfield driving incidents, causes, observations and recommendations.

2.2.3. Conducts Air Force Runway Safety Action Team programs, in accordance with AFMAN 13-204, Volume 1.

2.3. Host Wing Commander or equivalent.

2.3.1. Ensures base or tenant agencies support the airfield driving program.

2.3.2. May reinstate airfield driving privileges in writing to perform mission essential duties following suspension or revocation of an individual's civilian driver's license and base driving privileges. Authority may be delegated in writing to a G-series ordered commander in the appropriate chain of command.

2.3.2.1. **(Added)** Use [Attachment 17](#), Reinstatement of Airfield Driving Privileges, when reinstating an individual's airfield driving privileges.

2.3.3. Approves publication of wing or base supplements to this instruction.

2.3.4. Requests an Air Force Runway Safety Action Team through the major or field command OPR for AO when there are recurring problems with runway incursions. See AFMAN 13-204 Volume 1 for additional information.

2.3.5. Reviews runway incursion and Controlled Movement Area Violation incidents and corrective actions taken.

2.3.6. Appoints a wing or garrison airfield driving program manager in writing. **(T-3)**. Authority is delegated to the AOF/CC in this base supplement.

2.4. Operations Group Commander or equivalent.

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

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

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

2.5. Unit Commander or equivalent.

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

2.5.1.1. **(Added)** Ensures newly appointed Unit Airfield Driving Program Managers (UADPMs) are trained and certified in airfield driving prior to sending them to the Wing Airfield Driving Program Manager (Wing ADPM) for Unit ADPM training.

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

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

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

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

2.5.5.1. **(Added)** Suspend a member's airfield driving privileges using **Attachment 17**, Suspension/Revocation of Airfield Driving Privileges. Likewise, use **Attachment 18**, Reinstatement of Airfield Driving Privileges, to reinstate airfield driving privileges (also used when waiving consequences for Runway Incursions or loss of other base driving privileges).

2.5.6. Participates in the RIPWG.

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

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

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

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

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

2.6.5. Participates in the RIPWG.

2.6.6. Appoints Wing ADPM.

2.7. Wing or Garrison ADPM.

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

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

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

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

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

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

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

2.7.7.1. **(Added)** Wing ADPM will ensure Unit ADPMs conduct 10 spot checks per quarter utilizing **Attachment 15**, Unit ADPM Quarterly Airfield Driving Spot Checks.

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

2.7.9. Develop proactive approaches utilizing local resources, such as base paper, commander's access channel (TV), e-mail advisories, or unit briefings, in order to educate, inform and update personnel on airfield changes, trends and special events. **(T-3)**. Examples include but are not

limited to exercises, air shows, and static displays, driving violations, runway/taxiway closures and inclement weather driving conditions.

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

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

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

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

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

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

2.7.15.1. **(Added)** WADPM will develop classroom training and provide information to Units for non-CAC, non-assigned and TDY persons. Training will be uploaded in the Airfield Driving Training and Certifications System (ADTCS) for CAC users.

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

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

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

2.7.18.1. **(Added)** ADPM will use spreadsheet to track non-assigned, non-CAC and TDY persons.

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

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

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

2.7.21.1. **(Added)** Agencies that do not have an immediate response requirement will not proceed in or near the vicinity of an emergency until called forward by the On Scene Commander. Ensure approval by the Air Traffic Control Tower (ATCT) is obtained prior to entering the Controlled Movement Area (CMA).

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

2.7.22.1. **(Added)** Unit ADPMs will provide a copy of their MICT SAC to the Wing ADPM upon request. This copy will be used as the checklist to conduct an annual assessment of the unit's airfield driving program.

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

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

2.7.24.1. **(Added)** All required tests are consolidated. All units will test for General Knowledge and Runway Incursion prevention. Only those units driving within the CMA will test on Communication.

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

2.7.25.1. **(Added)** Wing ADPM will notify units via email for any changes in airfield driving due to closures and potential hazards.

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

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

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

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

2.8.3.1. **(Added)** Authority to administer tests is delegated to the Unit ADPMs. Testing requirements must be IAW DAFI 13-213, Incorporating Change 1, 24 March 2022, para **3.3 – 3.3.2**.

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

2.8.4.1. **(Added)** CAC assigned personnel must complete all training (prior to issuance of AF Form 483) through the online Airfield Driver's Training and Certification System (ADTCS) located at: <https://aodms.af.mil/AirfieldDriving> .

2.8.4.2. **(Added)** If unable to access the ADTCS due to not having a Common Access Card (CAC) or other circumstances, the unit ADPM will use offline materials.

- 2.8.5. Limit airfield driver's access on or across runways to mission essential duties only. **(T-3)**.
- 2.8.5.1. **(Added)** Limit airfield drivers access to CMA. Crossing runways is strictly mission essential during Wing flying. Utilize perimeter and interior roads to access all areas and RSUs.
- 2.8.6. Identify, document, and track personnel requiring access to the CMA, Non-CMA, or restricted airfield driving as applicable (e.g., ramp only or daylight hours only) **(T-3)**.
- 2.8.6.1. **(Added)** Use the ADTCS to identify, document and track personnel requiring access to the CMA, NON-CMA and any other restrictions.
- 2.8.7. Ensure unit personnel who are not trained and certified to drive at night possess an AF Form 483 which indicates restricted access (i.e. "AUTHORIZED DAYLIGHT HOURS ONLY"). **(T-3)**. If the individual later requires driving on the airfield at night, ensure the practical airfield familiarization training and practical driving check-ride is conducted and documented prior to updating the AF Form 483.
- 2.8.8. Ensure designated airfield driving trainers conduct and document practical day and night (as applicable) airfield familiarization training and practical driving check-ride on unit personnel prior to issuance of an AF Form 483. **(T-3)**.
- 2.8.9. Ensure unit personnel authorized to drive on the CMA completed all required training requirements as outlined in **Chapter 3**, wing or base supplement and possess an AF Form 483 annotated "***Controlled Movement Area Access.***" **(T-2)**.
- 2.8.10. Ensure unit personnel have a valid state or country driver's license to operate privately owned, government (may also require a government driver's license), or contractor owned or leased vehicles on the airfield. **(T-3)**. At overseas locations, refer to major or field command directives for additional guidance.
- 2.8.11. Ensure unit personnel are qualified to drive the vehicle(s) they are operating on the airfield. **(T-3)**. This includes any other additional training required to operate vehicles in various field conditions (e.g., blackout or night vision devices, mission oriented protective posture gear). Units with personnel operating vehicles on the airfield using mission oriented protective posture gear must have local operating procedures coordinated through the wing or garrison ADPM and approved by the requesting unit's squadron commander. **(T-3)**. The local operating procedures must include the required training outlined in AFMAN 24-306, Chapter 14. **(T-1)**.
- 2.8.12. Maintain current and accurate airfield driving training records, associated forms and listing of unit personnel authorized to drive on the airfield. **(T-3)**.
- 2.8.13. Ensure personnel that have (or will have) duties requiring them to operate a vehicle on the airfield in a deployed or contingency environment are trained and possess a valid AF Form 483 prior to deploying. **(T-3)**.
- 2.8.14. Schedule personnel that require access to the CMA for color vision testing according to the wing or base supplement to this instruction. **(T-3)**. See **paragraph 3.4** for additional information.
- 2.8.15. Conduct and document annual refresher training on unit airfield drivers. **(T-2)**. **Note:** Document completion of refresher training on the reverse side of the individual's AF Form 483. Maintain a copy of the most current refresher training completion date on file in the unit.

2.8.15.1. **(Added)** Refresher training is due annually, on or before the anniversary of the date that initial training or subsequent refresher training was completed. Alternately, units may opt to have all assigned drivers complete annual refresher training during a specific month.

2.8.15.2. **(Added)** Ensure that personnel who become overdue for refresher training are notified that their airfield driving privileges are suspended until training is complete. Maintain documentation of this notification in the unit Airfield Driving Program Continuity Binder until training is complete. Drivers not completing refresher training by their due date will re-accomplish Airfield Drivers Training.

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

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

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

2.8.16.1. **(Added)** Unit ADPMs and/or assigned and appointed unit trainers will ensure all drivers know the locations of all airfield access points.

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

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

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

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

2.8.20.1. **(Added)** Use **Attachment 19**, Sample Permanent/Temporary POV/GLV Pass Request, to request authorization to drive GOV/GLV on the airfield. Forward request for POV/GLVs to the WADPM for action.

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

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

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

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

2.8.24.1. **(Added)** see [paragraph 3.2.4.1](#), for the requirements for classroom training.

2.8.24.2. **(Added)** All changes to airfield driving lesson plan require Wing ADPM coordination prior to implementation.

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

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

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

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

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

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

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

2.8.30.1. **(Added)** Vehicles operated on Laughlin Aux #1 (Wizard) Airfield will contain diagrams for both Laughlin and Aux #1 (Wizard).

2.8.31. **(Added)** Ensure in/out processing with the UADPM is added to the unit's in/out processing checklist.

2.9. Airfield Driving Trainers.

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

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

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

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

2.9.2.1.2. **(Added)** Although permission from the Air Traffic Control Tower is not required to enter perimeter road, it is recommended that personnel carry a two-way radio and have the capability to communicate with the Air Traffic Control Tower as needed.

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

2.9.2.2. **(Added)** Practical familiarization training for “NON-CMA” drivers can be completed at any time, but the practical check-ride(s) must be completed during airfield/Airfield Management operating hours.

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

2.10. Airfield Drivers.

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

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

2.10.3. Review and understand airfield signage and markings.

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

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

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

2.10.7. Use service roads whenever possible to minimize time spent on taxiways and runways. Use correct terminology during radio transmissions.

2.11. Airfield Management (AM).

2.11.1. Serves as the OPR for the wing or base airfield driving program. **Exception:** At contract locations, the AOF/CC shall be designated as the OPR for the wing or base supplement. **(T-2).** The AOF/CC shall designate the airfield management contract officer representative (military or

DoD civilian) as the point of contact for the wing or base supplement. **(T-2)**. However, the contract airfield management office retains responsibility for development of the wing or base supplement to this instruction.

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

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

2.11.4. Imposes and publishes restricted driving routes as required.

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

2.11.6. Participates in the RIPWG.

2.11.7. AFM, wing or garrison ADPM, and other designated airfield management (AM) representatives are responsible for determining certificate numbers and signing AF Form 483s. **Note:** Authority must not be delegated outside AM. **(T-1)**.

2.12. Air Traffic Control Tower.

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

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

2.12.3. Participates in the RIPWG.

2.13. Wing Safety.

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

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

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

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

2.13.5. Participates in the RIPWG.

2.13.6. Reviews Controlled Movement Area violations for trends.

2.14. Security Forces Squadron.

2.14.1. Monitors airfield vehicle operations.

- 2.14.2. Enforces all traffic rules and directives on the airfield.
- 2.14.3. Ensures unauthorized vehicles are prohibited from operating on the airfield and informs Airfield Management of violations.
- 2.14.4. Detains all unauthorized POVs driving on the airfield and notifies Airfield Management.
- 2.14.5. Assists in escorting violators (as needed) to Airfield Management and issues appropriate citations for violations.
- 2.14.6. Provides assistance when requested by Airfield Management or the Air Traffic Control Tower to apprehend airfield driving violators (e.g. Controlled Movement Area Violation, speeding, expired POV, runway incursion) and remove unauthorized personnel from the airfield.
- 2.14.7. Participates in the RIPWG.
- 2.14.8. Coordinates with the wing or garrison ADPM to establish a designated response location in support of in-flight and ground emergencies or other emergency situations.
- 2.14.8.1. **(Added)** During periods of Tower and AMOPS closures, 47 SFS desk sergeant at the Emergency Communication Center (ECC) will control access to the Controlled Movement Area (CMA). The desk sergeant will log by call sign (i.e., CE-2, Sweeper 1, etc.), any vehicle entering the airfield-controlled area and the time they accessed the airfield CMA during this period. Anyone requiring access must coordinate with Security Forces prior to going onto the airfield by calling 47 SFS/ECC at x5100

2.15. Hospital/Medical Treatment Facility.

- 2.15.1. Administers and documents color vision screening as determined in the wing/base supplement.
- 2.15.2. Coordinates with the wing or garrison ADPM to establish a designated response location in support of in-flight and ground emergencies or other emergency situations.
- 2.15.2.1. **(Added)** Schedule personnel that require access to the CMA for color vision testing according to the wing/base supplement to this instruction. (T-3). See [paragraph 3.4](#) for additional information.

2.16. Civil Engineer Squadron.

- 2.16.1. Ensures contract personnel receive driver's training from the civil engineering's unit ADPM, AFM, wing or garrison ADPM or designated AM representative prior to the start of construction activities, if personnel are not escorted by a CMA and/or Non-CMA licensed driver.
- 2.16.2. Ensures training requirements and construction vehicle access roads, including access gates and haul routes are approved by the AFM or wing or garrison ADPM and are included in contract documents.
- 2.16.3. Ensures the location of Foreign Object Damage (FOD) checkpoints, when required, as well as personnel vehicle parking areas are included in contract documents.

2.17. (Added) 47 CONS:

- 2.17.1. **(Added)** IAW AFMAN 91-203, all airfield construction and non-construction projects will be coordinated with Airfield Management.

2.17.2. **(Added)** Ensure airfield construction and/or projects on and around the airfield environment contain requirements for contractor personnel to comply with the provisions of DAFI 13-213 and this supplement.

2.17.3. **(Added)** Ensure all contracts for construction projects occurring on airfield contain the requirement that all contractor vehicle drivers will be trained/certified on local airfield driving procedures prior to the start of construction.

Chapter 3

TRAINING CRITERIA AND TESTING

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

3.1.1. **(Added)** All training, testing, and documentation will be completed on the online ADTCS located at (<https://coreintegration.affsa.aws.solidstatescientific.com/AirfieldDriving>). If a trainee cannot access the ADTCS then paper files must be maintained (files can be scanned and saved on local network and Unit Continuity Binder).

3.1.2. **(Added)** All training requirements are to be accomplished before airfield certification can be granted. All documentation and dates of instruction/orientations will be completed within 60 days of start date.

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

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

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

3.2.2.1. **(Added)** Airfield Driving refresher training will be completed in the ADTCS. Upon completion of refresher training, a new AF Form 483 will be printed with documented training completed automatically.

3.2.2.2. **(Added)** Personnel who do not complete annual refresher training will have their airfield driving privileges suspended until refresher training can be accomplished. The UADPM will notify WADPM of suspension actions taken for not completing refresher training.

3.2.2.3. **(Added)** Failure to complete required annual refresher training by the date that is annotated on the back of the AF Form 483 shall result in suspension of airfield driving privileges. Expired AF form 483s result in termination of airfield driving privileges. Personnel must re-accomplish all training requirements to obtain a new AF Form 483.

3.2.2.4. **(Added)** Personnel deployed/TDY will have 30 days to complete refresher training upon returning to duty.

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

3.2.3.1. **(Added)** UADPMs have the option to require their unit drivers take the MyLearning CBT annually for the purpose of increasing airfield driving awareness. For first-time completion of the Airfield Driving CBT, place the training date in the appropriate block under Section 2 of the individual's Airfield Driving Training Documentation and Certification Checklist, and attach the certificate of completion to the checklist. For personnel who have previously completed the training, place the initial training date (or date the training was last completed) on the training checklist.

3.2.3.2. **(Added)** For those personnel who cannot access the Airfield Driving CBT due to no computer access or Common Access Card, a PowerPoint version of the CBT is available for study, available from the Wing ADPM.

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

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

3.2.4.1. **(Added)** Unit ADPMs, or their designated representatives will conduct classroom training as required. Classroom training will consist of reviewing this ADI and DAFI 13-213, HQ AFFSA/A3AV runway incursion prevention briefing (Microsoft PowerPoint - AFFSA Runway Incursion Prevention Unit Briefing 17Mar09) , and completing any lesson plans or power point presentations, etc. issued by the Wing ADPM or/and Unit ADPM endorsed by the Wing ADPM for training.

3.2.4.2. **(Added)** Use the Wing ADPM developed Airfield Driver Training PowerPoint presentation and this ADI to conduct training on [Attachment 7](#) training items.

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

3.2.6. **(Added)** Individual will be trained for both Laughlin and Aux #1(Wizard) airfields, if needing access to both areas.

3.2.6.1. **(Added)** "NON-CMA": Personnel needing access to aircraft parking areas and AGE parking areas, taxiways, but not requiring access to the CMA will be given authorization to drive in the areas necessary to accomplish their duties. Their AF Form 483 will be annotated with "NON-CMA" and applicable restrictions.

3.2.6.2. **(Added)** "CMA": Personnel whose duties require them to enter the CMA will have their AF Form 483 annotated with "CMA" and applicable restrictions. This category will be kept to a minimum.

3.3. Testing Requirements. Base assigned personnel (e.g., military, DoD civilian or contractor) required to operate a vehicle on the airfield must pass all required tests prior to issuance of an AF Form 483. **(T-1)**. Training and testing materials should be made available in the predominant host nation language as applicable. All tests shall be administered closed book. **(T-1)**. **Note:** Written

tests may be consolidated as long as the minimum test questions are covered and clearly defined by sections (e.g., General Knowledge, Communication, Runway Incursion Prevention, Airfield Diagram or Layout Test).

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

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

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

3.3.1.1.2. Required minimum passing score is a 100%.

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

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

3.3.1.2.1. Basic communication principles.

3.3.1.2.2. Phonetic Alphabet.

3.3.1.2.3. Standard aviation phraseology.

3.3.1.2.4. Escort phraseology and procedures.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3.4.4. **(Added)** Trainees will report to the FOMC Front Desk (Bldg. 375), for color vision screening. The 47 OMRS/SGXF will annotate color vision status on Documentation and Certification of Airfield Training (**Attachment 7**).

Chapter 4

OPERATING PROCEDURES AND STANDARDS

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

4.2. Operating a Vehicle in the CMA.

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

4.2.1.1. **(Added)** The CMA is defined as the runways, taxiways, and any grassy area within 100 feet of these surfaces. The CMA begins at the VFR hold position markings of Runway 13R/31L and 13C/31C and extends 100' East and parallel to Runway 13L/31R, it also encompasses the area extending to the controlled movement area signs located on North and South LARIAT access road. Aircraft, vehicles, and pedestrians must obtain specific Tower approval via two-way radio contact to enter and operate within the CMA. [Attachment 10](#) depicts the CMA.

4.2.1.2. **(Added)** When the airfield is open and the Air Traffic Control Tower has control of the CMA, access onto the CMA shall not be granted through third parties (i.e., Airfield Management, Security Forces or the Maintenance Operations Center (MOC)).

4.2.1.3. **(Added)** Non-Base Assigned Airfield drivers (i.e. Contractors, TDY, Survey Teams) will call Airfield Management (AMOPS) when entering or exiting the Airfield. If AMOPS is closed call Base Defense Operations Center (BDOC) at (830) 298-5100.

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

4.2.1.5. **(Added)** Vehicle operators or pedestrians operating in the grass infields may operate up to the runway edge, if given permission by the Air Traffic Control Tower to operate/proceed within 100 feet of the runway. If vehicle operators or pedestrians are instructed to proceed within 100 feet of the runway but to remain off the runway, the individual shall proceed to the grass infield portions of the airfield but remain off the paved surface of the runway. All personnel operating within 100 feet of the runway must maintain two-way communication with the Air Traffic Control Tower to operate/proceed within this area.

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

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

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

4.2.5. Vehicles operating in the CMA on a daily basis will have a permanent radio mounted in the vehicle to communicate with the air traffic control tower. **(T-3).** A hand-held radio should only be

used as a backup or when communication is required outside the vehicle. **Note:** Vehicle operators must conduct an operational test of the radio before entering the airfield. **(T-3)**.

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

4.2.6.1. **(Added)** Vehicle and/or pedestrian call signs are provided in **Attachment 16**. Contact WADPM to request changes or additional call signs.

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

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

4.2.8.1. **(Added)** The runways are not to be used as a short cut to other airfield locations. Use perimeter roads and interior access roads to the greatest extent possible. Refer to **paragraph 4.18.1** for routes to access facilities on the airfield.

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

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

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

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

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

4.3.2.3. **(Added)** If radio problems occur, exit the CMA and contact AMOPS via landline (830) 298-5308/9. **DO NOT ENTER OR CROSS ANY RUNWAY OR TAXIWAY IF RADIO FAILURE IS SUSPECTED.** If a communication loss occurs at any point while in the CMA or while on the runway, contact AMOPS via landline at (830) 298-5308/9.

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

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

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

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

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

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

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

4.5. Airfield Signs.

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

4.5.1.1. **(Added) Runway Holding Position Signs (Attachment 13, figure A13.1).** Runway holding position signs are located on taxiways that intersect a runway and correspond with Runway Hold Position Markings, as shown in Attachment 3. The runway numbers on the sign are arranged to correspond to the respective runway threshold. For example, "13L-31R" indicates that the threshold for Runway 13L is to the left and the threshold for Runway 31R is to the right. On taxiways that intersect the beginning of the takeoff runway, only the designation of the takeoff runway may appear on the sign. For example, "31R" indicates the beginning of Runway 31R. Vehicle operators or pedestrians will not proceed beyond these signs without approval from ATCT. All vehicles and/or pedestrians will "STOP" before the sign and contact ATCT to request permission to proceed onto the CMA, beyond the hold sign and marking location.

4.5.1.2. **(Added) Approach Zone Hold Position Signs (Attachment 13, figure A13.2).** Approach zones hold position signs are located on taxiways in approach areas, the sign is installed where an aircraft would cross the runway safety area or penetrate the required airspace for approaches and departures. These signs are located at the approach end of runway 31C.

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

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

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

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

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

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

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

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

4.5.4.1. **(Added)** Examples of mandatory and informational signs at Laughlin AFB are included in [attachment 13](#).

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

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

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

4.6.2.1. **(Added)** Taxiway and Apron Markings. Taxiway and apron markings are yellow in color and consist of centerline, edge, and shoulder markings. Taxiway and taxi 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 as depicted in [Attachment 12, figure A12.1](#). Taxiway and apron edge markings consist of a continuous double yellow line to define the taxiway and apron boundaries from the shoulder, as depicted in [Attachment 12, figure A12.2-A12.3](#). Taxiway shoulder markings identify pavements that are not intended for use by aircraft.

4.6.2.2. **(Added)** No vehicle or pedestrian will be allowed to pass the VFR runway hold position markings unless the driver has been given permission from the control tower. VFR hold position markings are marked with two solid yellow lines and two broken yellow lines and are located approximately 100 feet from the edge of the runway (see [Attachment 12](#) for visual depiction of the VFR runway hold position markings). VFR runways hold position markings are located on Taxiways A, B, C, D, and E on the Runway 13R/31L. In addition, VFR hold position markings are located on Taxiways A, B, C, D, E, F, G, and J and between Runways 13R/31L and 13C/31C. More VFR hold runway position markings are located on Taxiways A, B, C, F, and G, between Runways 13C/31C and 13L/31R, and Taxiway Hotel. All VFR runways hold position markings are coincidental with the requirements to protect the precision navigational aid area. Extreme caution must be exercised in this area as it lies in the approach zone of Runway 31C. Laughlin has no instrument hold position markings, however there are signs posted on Lariat access road to protect the ILS critical area. Drivers must call for permission to pass through this area regardless of the weather conditions. See [attachment 13, figure A13.8](#), for a visual depiction of this sign. Note: There are no VFR runway hold position markings on taxiway Charlie between runways 13C/31C and 13L/31R because this portion of the taxiway is closed to aircraft operations.

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

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

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

4.6.5.1. **(Added)** Instrument hold line markings painted on the airfield to protect the ILS critical area. ILS Hold lines are located on Taxiway A and F, between Runway 13C/31C and Runway 13L/31R. When exiting Runway 13L/ 31R, STOP at ILS Hold line and request access past the ILS Hold Line. Additional signs located on the north and south Lariat access roads that read "Contact Tower via Ramp Net Before Proceeding", as depicted in [Attachment 12, figure A12.8](#). All vehicles must contact the tower before proceeding to these areas.

4.6.5.2. **(Added)** Taxilane/Dashed Taxiway Wingtip Clearance Marking. This marking is used to define the limits of the designated taxi route and ensure appropriate wingtip clearance for aircraft taxiing through the parking aprons. These markings consist of two yellow broken stripes, as depicted in [Attachment 12, figure A12.4](#), and are located along the length of Taxilane Golf, from parking row A - CC, 31L T6 run up area, 31R run up area on Golf. Vehicle operators will park or drive vehicles behind this marking when approached by an oncoming aircraft to ensure appropriate wingtip clearance is provided between aircraft taxiing through parking aprons.

4.6.5.3. **(Added)** Vehicle Driving Lanes. Designated vehicle driving lanes are utilized as primary routes of travel for vehicular traffic. The lanes are designated with two single white edge stripes, as depicted in [Attachment 11, figure A11.1](#). These lines are located on First Street, the east side of Taxiway Golf, and on the T-1, T-6, T-38, and Transient parking aprons. In addition to driving lanes each parking row has a safety line behind the aircraft. These lines are marked in the same as the wingtip clearance markings and run parallel with the parking row. At no time shall any vehicle or equipment be located outside these lines. The lines are used by the pilots to let them know that that it is safe to taxi. Slow speeds and extreme caution are required in these areas.

4.6.5.4. **(Added)** Vehicles may exit the vehicle driving lanes to pass parked vehicles/equipment but only when it is safe to do so, and they must return to the driving lane as soon as possible. Vehicles must travel to the end of the driving lane and refrain from cutting across those parking lanes at 45-degree angles or performing U-turns.

4.6.5.5. **(Added)** Do not block Fuel Trucks. fueling aircraft by parking equipment/vehicles next to the lane.

4.6.5.6. **(Added)** Vehicles are prohibited from driving behind aircraft except for emergency response vehicles, maintenance vehicles performing support functions, i.e., towing, aircraft repair, or servicing and Airfield Management performing airfield inspections.

4.6.5.7. **(Added)** Fire Department, Security Forces and Airfield Management (AMOPS) are exempt from remaining inside the vehicle driving lanes during emergencies and in anti-hijacking activities. AMOPS is exempt when conducting airfield Checks and Inspections.

4.6.5.8. **(Added)** Aircraft Tow Lanes. There are two aircraft tow lanes at Laughlin, one is located on the Maintenance Access Apron, this set outlined with a black and white checkerboard layout. The second is located parallel and East of Taxiway G. Depicted by two solid white line with a dashed white line running down the center of it. See [attachment 12](#), figures [A12.10](#) and [A12.11](#).

4.6.5.9. **(Added)** Nonstandard Markings. See Laughlin AFB Instruction 13-204, Airfield Operations Procedures and Programs for approved nonstandard markings.

4.7. Airfield Lighting.

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

4.7.2. Taxiway edge lights are blue.

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

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

4.7.4.1. **(Added)** Examples of airfield signs and lighting on Laughlin are included in [Attachment 13](#)

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

4.8.1. Vehicle Parking Areas — 5 miles per hour.

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

4.8.3. Aircraft towing speed — 5 miles per hour.

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

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

4.8.5.1. **(Added)** First Street/Area — 10 miles per hour.

4.8.6. Aircraft Parking Ramp — 15 miles per hour.

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

4.8.8. Aerospace Ground Equipment — 15 miles per hour.

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

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

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

4.8.12. During emergencies, all emergency response vehicles, e.g., aerospace rescue firefighting equipment, ambulances, airfield management and security forces, may exceed speed limits only with due regard for the safety of persons and property.

4.8.12.1. **(Added)** Airfield Management, Security Forces, Medical Group, and Fire Department are considered emergency response vehicles.

4.8.13. Taxiways:

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

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

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

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

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

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

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

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

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

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

4.10. Parking and chocking vehicles on the airfield.

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

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

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

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

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

4.11. Fixed and mobile obstacle distance requirements.

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

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

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

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

4.11.5. **(Added)** Mobile ground support equipment will be placed on the airfield aprons no sooner than three hours before use and must be moved no later than three hours after operation is completed. When such equipment is not in use, it shall be removed and stored in areas that do not violate aircraft clearance requirements for normal operating routes (marked taxilanes or taxiways) or other imaginary surfaces.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4.13.5. **(Added)** Emergency vehicles responding to inflight/ground emergencies are exempt from conducting a FOD check prior to entering the airfield; however, must complete a FOD check once the emergency has terminated.

4.13.6. **(Added)** If significant FOD is found on the airfield notify Airfield Management Operations (AMOPS) via radio or commercial at (830) 298-5308/9. AMOPS will inspect the area and contact a sweeper, as necessary.

4.13.6.1. **(Added)** Dumpsters on the airfield must be used appropriately to combat FOD and safety hazards, and to minimize bird and other animal attractants. Airfield drivers utilizing dumpster areas should use the appropriate dumpster for the intended purposes: scrap metal, regular garbage, and cardboard. Do not block or overfill dumpsters or leave items such as pallets, barrels, electronics, or excess garbage bags on the ground; the trash removal contractor will not remove these items. Take bags of garbage to a different dumpster as needed, and take recyclable items such as pallets, barrels, and electronics to the base recycling center.

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

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

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

4.15. Restricted Visibility or Night Driving Operations.

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

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

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

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

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

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

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

4.15.8. **(Added)** When lightning is within five (5) miles of Laughlin a Weather Warning will be issued by 47 OSS/OSW. vehicle operators and pedestrians on the airfield shall cease all outside activity, exit the affected locations (runway, taxiways, ramps), with the exception of emergency response vehicles. Note: Contractors working on the airfield will be notified of lightning warnings and will follow procedures outlined in their contract and applicable Occupational Safety and Health Administration (OSHA) guidelines.

4.15.9. **(Added)** Personal motorcycles, mopeds/scooters, bicycles, and tricycles are not authorized on the parking ramps, taxiways, and runways. Electrical or gasoline-powered golf-type carts are permitted to operate on the parking ramps. IAW AFMAN 91-203, Air Force Consolidated Occupational Safety Instruction, paragraph [24.13.5.2](#) – [24.13.5.4](#), electrical or gasoline-powered golf-type carts will follow all rules established for all general and special purpose vehicles and be equipped with forward and rear lamps if operated at night. Personnel who are authorized to operate electric or gasoline-powered golf-type carts are required to complete airfield driver training and possess an AF Form 483.

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

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

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

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

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

4.17.4. **(Added)** Personal motorcycles, mopeds/scooters, bicycles, and tricycles are not authorized on the parking ramps, taxiways, and runways. Electrical or gasoline-powered golf-type carts are permitted to operate on the parking ramps. IAW AFMAN 91-203, Air Force Consolidated Occupational Safety Instruction, paragraph **24.13.5.2 – 24.13.5.4**, electrical or gasoline-powered golf-type carts will follow all rules established for all general and special purpose vehicles and be equipped with forward and rear lamps if operated at night. Personnel who are authorized to operate electric or gasoline-powered golf-type carts are required to complete airfield driver training and possess an AF Form 483.

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

4.18.1. **(Added)** Access Roads: Access Roads are the two roads that lead to the RSUs (Runway Supervisory Unit). North Lariat (Bldg. 670) is located between runways 13C (center) and 13L (left) and can be accessed via the north perimeter road. South Lariat (Bldg. 612) is located between runways 13C (center) and 13R (right) and can be accessed via the south perimeter road. North Honcho (Bldg. 1700) is located between runways 13R (right) and 13C (center) and can be accessed via the road that parallels Taxiway Foxtrot. South Honcho (Bldg. 1776) is located between runways 31L (left) and 31C (center) and can be accessed via the road that parallels Taxiway Foxtrot.

4.18.2. **(Added)** Perimeter Road: This area is from Gate 1 to Gate 5, around the outer perimeter of the airfield environment. This area starts at the South Perimeter Road gate (off Barnes Street) and extends Easterly along the deer fence to the North Perimeter Road gate.

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

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

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

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

4.20.3. **(Added)** All vehicles will yield right of way to vehicles responding to emergencies.

4.20.4. **(Added)** Vehicles responding to aircraft emergencies are exempt from speed limit requirements.

4.20.5. **(Added)** When parking while responding to aircraft emergencies, try to keep your vehicle at least 200 feet away from emergency aircraft. Fire department crash vehicles are exempt from this requirement. Do not drive/position a vehicle between the Fire Department and emergency aircraft.

4.20.6. **(Added)** Ground vehicles not in direct support of the emergency will remain clear of runways, taxiways and airfield access points until the emergency is terminated.

4.20.7. **(Added)** During emergency conditions the control tower will advise aircraft to hold their positions so they will not interfere with responding emergency vehicles. At the tower's discretion aircraft may be taxied to a more suitable parking location or holding area that is clear of ground vehicles.

4.20.8. **(Added)** Vehicles responding to an emergency on the runway must NEVER assume they have blanket permission to enter the runway after an emergency aircraft lands. All vehicles MUST call tower and receive permission to enter the runway PRIOR to accessing it.

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

4.21.1. **(Added)** There are no vehicle control devices/lights on the airfield. Vehicle operators will adhere to all signs and markings identifying the CMA boundary.

4.22. Airfield Driving During Blackout Conditions.

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

4.22.1.1. Driver and assistant driver responsibilities.

4.22.1.2. NVD-related accident reporting procedures.

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

4.22.1.4. Qualification and annual refresher training requirements.

4.22.1.5. NVD instructor qualification requirements.

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

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

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

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

4.23.2. Escort officials must be trained and certified to drive on the airfield. **(T-1)**. Escort officials may only provide escort into the CMA if they are CMA qualified. **Note:** Airfield management

does not provide escorts for airfield construction projects and/or activities generated via submission of base civil engineer work request, or customer service calls.

4.24. Vehicles equipped with supplemental traction devices.

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

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

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

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

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

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

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

4.26.4. **(Added)** Vehicles should be on the alert in the T-38/T-1/Transient aprons for possible jet blast. Drivers should also be mindful while driving along First area on the Eastside of the apron as well. Other locations for possible jet blast are Taxiways Alpha, Echo, Hotel, Golf and Foxtrot (see [Attachment 10](#)).

4.27. Disabled Vehicle.

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

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

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

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

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

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

4.27.4.1. Do not leave vehicles unattended in the CMA.

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

4.27.4.3. **(Added)** Contact Airfield Management Operations at (830) 298-5308/9 if you are unable to reach either agency via the ramp net.

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

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

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

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

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

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

4.28.2.1.3. **(Added)** Unit ADPMs are authorized to provide a local briefing/training when temporarily assigned personnel, Inspection/Survey Teams and non-base assigned contractors driving route(s) do not require on or across the CMA. Coordinate with the Wing ADPM prior to giving this training/briefing.

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

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

4.28.2.3.1. Individual’s full name and rank.

4.28.2.3.2. Home unit AF Form 483 certificate number.

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

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

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

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

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

4.29. POV and Government Leased Vehicle Passes.

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

4.29.1.1. **(Added)** POV Parking Exceptions.

4.29.1.2. **(Added)** Munitions Storage Facility Parking. All assigned POV Driver's will proceed directly to/from ECP 5. Drivers are required to complete Airfield Drivers Training.

4.29.1.3. **(Added)** Three parking spots located on the North side of bldg. 405. POV Driver's will not proceed east of the building or bollards. Drivers are required to complete Airfield Drivers Training.

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

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

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

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

4.29.5.1. Owner or User.

4.29.5.2. Organization or Company.

4.29.5.3. Duty Phone.

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

4.29.5.5. Pass or Permit number.

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

4.29.5.7. Justification.

4.29.5.8. Effective period or dates.

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

4.29.6.1. **(Added)** Base-assigned company/contractor owned vehicles (i.e., Chugach, Vision IT, Goldstar) will be treated as government vehicles and do not require an annual POV/GLV pass. Each company/contractor owned vehicle will be identified with the company logo and/or name via decal (sticker/magnet) or license plate.

4.29.6.2. **(Added)** Government leased vehicles are government vehicles and do not require a POV pass.

4.29.6.3. **(Added)** All POV passes are Temporary and will have an expiration date.

4.29.6.4. **(Added)** Contractor issued vehicle pass will be limited to the absolute minimum.

4.29.6.5. **(Added)** POV pass will be displayed on the front dashboard.

4.29.6.6. **(Added)** The Airfield Manager or Wing ADPM will issue temporary POV pass after completion of local airfield driving training or briefing requirements.

4.29.6.7. **(Added)** Turn in temporary POV pass when the project is completed, expired, or no longer needed.

4.29.6.8. **(Added)** Do not display POV passes when not on the airfield. Personnel with POV passes will safeguard the pass to prevent loss or theft.

4.29.6.9. **(Added)** In the event of loss or theft, immediately notify the Wing ADPM and 47 SFS/SFO.

4.29.6.10. **(Added)** Vehicle pass requests for base-assigned personnel will be submitted to the Wing ADPM for approval. For contractors and non-base assigned personnel, vehicle pass requests will be submitted to the Wing ADPM by a memorandum for record (**Attachment 17**) for processing and approval.

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

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

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

4.30. Reporting, Enforcement and Violation Consequences.

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

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

4.30.2.1. Escort individuals off the airfield.

4.30.2.2. Confiscate individual's AF Form 483.

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

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

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

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

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

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

4.30.3.4. **(Added)** Repeated violations of airfield driving rules or an overall demonstrated lack of ability on the part of a vehicle operator to operate safely on the airfield will result in a suspension or revocation of their airfield driving privileges. Common reasons for suspensions include: speeding, reckless driving, parking outside vehicle driving lanes, cutting across vehicle driving lanes, or an overall display of poor judgment or behavior, and unsafe acts.

4.30.3.5. **(Added)** Individuals who witness an airfield driving incident/violation can report them to the Wing ADPM during normal duty hours (0800L – 1600L) at (830) 298-4309, and after duty hours to AMOPS at (830) 298-5308/9.

4.30.4. **Consequences (CMA).**

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

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

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

4.31. Reinstatement of an AF Form 483.

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

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

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

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

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

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

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

instruction and wing or base supplement. The wing or garrison ADPM reports results to the unit commander.

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

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

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

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

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

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

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

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

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

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

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

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

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

4.34.2. Airfield access points.

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

4.34.3.1. **(Added)** Laughlin AFB does not have designated Restricted Area. However, if non-based aircraft require (increased security (HURVAC, Air Shows, etc.); a restricted area may be established by Security Forces. This area will be defined with red ropes and security signs. 47 SFS will determine a single point of entry when they establish a restricted area.

4.34.4. Control area boundary.

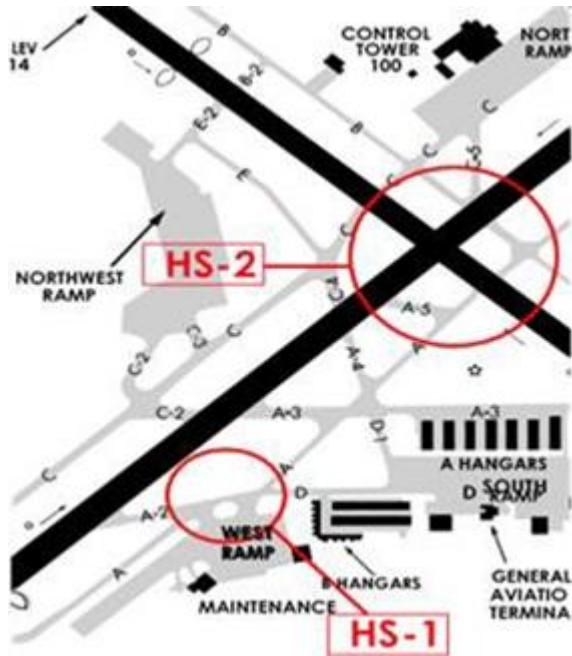
4.34.5. Vehicle traffic lanes and traffic flow.

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

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

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

Figure 4.1. Hot Spots.



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

4.34.10. Communication —dead spots.

4.34.11. Complex runway and/or taxiway intersections.

4.34.12. Other confusing or ambiguous areas identified on airfield.

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

4.34.14. Jet Blast Hazard areas.

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

4.34.16. CMAs.

4.35. (Added) Airfield and Tower Operating Hours:

4.35.1. **(Added)** The Tower/Airfield is not open 24 hours a day. The normal hours of operation are 0700L – 1900L weekdays, 1500L – 1800L local on Sunday, closed Saturday and holidays. Tower/Airfield hours are built around the wing's flying schedule and change daily.

4.35.2. **(Added)** Drivers on the airfield must know when Tower is open. This is especially important in the early morning and late evening. It is the responsibility of the driver to obtain this information, if unknown, call AMOPS (ext. 5308/9 or COMM 830- 298-5308) and ask for airfield operating hours.

4.35.3. **(Added)** When Tower opens in the mornings, they will make a general announcement on Ramp Net advising all vehicles within the CMA to identify themselves and their positions. Airfield 3 (Airfield Management) may be on the airfield to visually confirm vehicles.

4.35.4. **(Added)** Without interrupting other radio calls, respond with your call sign and position if you are operating within the CMA when Tower makes this announcement.

4.35.5. **(Added)** Vehicles on the runway or vehicles inside the CMA (but not on the runway) who do not respond are committing a CMA violation. Tower will inform Airfield Management of any suspected CMA violations. The Wing ADPM will interview the driver and ascertain what, if any, violations occurred. Air Traffic Control will complete an AF Form 457, USAF Hazard Report.

4.36. (Added) Distinguished Visitor (DV) Aircraft Parking:

4.36.1. **(Added)** The DV aircraft parking spots are in front of AMOPS directly adjacent to the Red-I and are used for distinguished visitors, inspection teams, changes of command, static displays, and student pilot graduations, etc.

4.36.2. **(Added)** Authorized vehicles such as GOV, Contractor owned or those with POV passes attending these functions or in support of DV traffic will park along First Street, to the far southwest side of First Street (the side furthest away from the aircraft parking ramps). All drivers must either be escorted or have a current AF Form 483 for Laughlin AFB Airfield.

4.36.3. **(Added)** Wing staff cars will be parked in the reserved spots in front of AMOPS for arrivals and departures.

4.36.4. **(Added)** When necessary due to military etiquette, cars may approach aircraft with the passenger side of the vehicle. Drivers will be very cautious because of the limited view of the aircraft.

4.36.5. **(Added)** Vehicles will not drive over the Red-Carpet (Red-I) painted on the concrete in front of AMOPS as depicted on [Attachment 12, figure A12.9](#).

Chapter 5

RADIO COMMUNICATIONS PHRASEOLOGY, DISCIPLINE AND TECHNIQUES

5.1. General.

5.1.1. Not Used

5.1.2. Radio communications are a critical link in the Air Traffic Control system. The single, most important thought in communications with the Air Traffic Control Tower is understanding. It is essential to acknowledge each radio communication with controllers by using the appropriate call sign. Brevity is important; therefore, radio transmissions are kept as brief as possible. However, controllers need to know what you want to do before they can properly carry out their control duties. The vehicle operator should know and understand what the controller wants them to do.

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

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

5.2. Radio Techniques.

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

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

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

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

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

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

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

5.3. Phraseology. Vehicle operators must contact the Air Traffic Control Tower controller every time they proceed onto or leave the CMA. **(T-1).** When proceeding onto a CMA, advise the controller of three things: **WHO** you are, **WHERE** you are, and **WHAT** your intentions are.

Always acknowledge all communications so ground control and other persons know that the message was received. Always give aircraft and Air Traffic Control transmissions priority unless an emergency exists. Very High Frequency and Ultra High Frequency transmissions are reserved for the primary use of aircraft and Air Traffic Control Tower personnel. A typical runway crossing transmission sequence is as follows:

Table 5.1. Sample Runway Crossing Phraseology.

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

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

Table 5.2. Sample Read back Instructions.

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

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

Table 5.3. Sample Hold Short Instructions.

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

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

Table 5.4. Common Use Phrases.

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

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

Table 5.5. Phonetic Aviation Alphabet.

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

Chapter 6

LAUGHLIN AUX #1 AIRFIELD (KT07) WIZARD

6.1. Location:

6.1.1. **(Added)** Laughlin Aux #1 Airfield, locally known Wizard, is located approximately 35 miles southeast of Laughlin off of Spur 131 in Spofford, TX. Wizard is a VFR Airfield and not controlled. Individuals must check in with the Fire Department before heading to any other location on the airfield.

6.2. Runway Supervisory Unit (RSU).

6.2.1. **(Added)** RSU crews, act as observers when the RSU is manned and flying operations are in effect at Wizard. Individuals needing access to the Runway or CMA must check in and coordinate with the RSU crew before proceeding. RSU observers may proceed direct to the RSU and remain off the Taxiway/Apron and runway.

6.3. Airfield Diagram.

6.3.1. **(Added)** Vehicles are required to have an Aux #1 Airfield diagram if accessing Wizard.

6.4. TDY Personnel and Non-base Assigned Contractors.

6.4.1. **(Added)** TDY and non-base assigned contractors must comply with all training requirements as outlined in [paragraph 4.28.2.1](#) of this ADI before driving on Wizard.

6.5. Operating Procedures and Standards.

6.5.1. **(Added)** The controlled movement area begins at the VFR hold position markings of Runway 13/31 and extends 100' around the perimeter of Runway 13R/31L. The CMA also encompasses the overruns as depicted in [attachment 14](#).

6.5.2. **(Added)** No vehicle or pedestrian will be allowed to pass the VFR runway hold position markings unless the driver has checked in with the Fire Department and/or RSU, when manned. VFR hold position markings are marked with two solid yellow lines and two broken yellow lines and are located approximately 100 feet from the edge of the runway (see [Attachment 12](#) for visual depiction of the VFR runway hold position markings). VFR runways hold position markings are located on Taxiway Alpha.

6.5.3. **(Added)** When entering the CMA drivers must do a visual check for approaching aircraft. The airfield maybe used by non-based aircraft. Use extreme caution and continually monitor both directions for aircraft. If "Runway in Use" is known, drive opposite direction to the runway in use.

6.5.4. Airfield lighting (e.g., runway, taxiway, etc.).

6.5.4.1. **(Added)** Aux #1 Airfield is a daytime only operational airfield. No runway lighting, or taxiway lights are in place.

6.5.4.2. **(Added)** Vehicle speed limits on the airfield. Speeding on the airfield is an airfield driving violation; drivers can lose their airfield driving privileges. If requested by the Control Tower to expedite vehicle movement, increase speed safely to evacuate the area.

6.5.4.3. **(Added)** Aircraft parking ramps and interior/perimeter roads = 15 miles per hour

6.5.4.4. **(Added)** Vehicles within 50 feet = 5 miles per hour.

6.5.4.5. **(Added)** Taxiway(s) Speed limit = 25 mph. Exception: Vehicles when responding to inflight/ground emergencies.

6.5.4.6. **(Added)** Runway 13/31 = Proceed at a speed to safely complete task.

TYLER J. ELLISON, Colonel, USAF
Commander, 47th Flying Training Wing

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

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

AFMAN 13-204 Volume 1, *Management of Airfield Operations*, 15 Apr 2024

DAFI 21-101, *Aircraft and Equipment Maintenance Management*, 20 Dec 2023 AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, 30 July 2020 DAFI 31-101, *Integrated Defense*, 25 March 2020

AFI 33-322, *Records Management and Information Governance Program*, 28 Jul 2021

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

DAFMAN 48-123, *Medical Examinations and Standards*, 8 December 2020 DAFI 91-202, *The US Air Force Mishap Prevention Program*, 13 Apr 2024

AFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, 25 Mar 2022

DAFMAN 91-223, *Aviation Safety Investigations and Reports*, 20 September 2022 Air Force *Enlisted Classification Directory (AFECD)*, 31 October 2017

Air Force Officer Classification Directory (AFOCD), 31 October 2017 DAFVA 11-240, *USAF Airport Signs and Markings*, 4 August 2021

DAFVA 13-222, *Runway/Controlled Movement Area (CMA) Procedures*, 21 Nov 2022 UFC 3-260-01, *Airfield and Heliport Planning and Design*, 4 February 2019

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

FAA AC 150/5340-1M, *Standards for Airport Markings*, 10 May 2019 Federal Aviation Administration *Pilot Controller Glossary*

Prescribed Forms

AF Form 483, *Certificate of Competency*, 12 May 2020

Adopted Forms

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

AF Form 651, *Hazardous Air Traffic Report (HATR)* AF Form 3616, *Daily Record of Facility Operation*

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

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ADPM—Airfield Driving Program Manager

AF—Air Force

AFECD—Air Force Enlisted Classification Directory
AFFSA—Air Force Flight Standards Agency
AFFSA/XA—Air Force Flight Standards Agency Airfield Operations Directorate
AFI—Air Force Instruction
AFM—Airfield Manager
AFMAN—Air Force Manual
AFOCD—Air Force Officer Classification Directory
AFPD—Air Force Policy Directive
AFSAS—Air Force Safety Automated System
(Added) AMOPS—Airfield Management Operations
AO—Airfield Operations
AOF/CC—Airfield Operations Flight Commander
CMA—Controlled Movement Area
DAF—Department of the Air Force
DAFI—Department of the Air Force Instruction
DAFVA—Department of the Air Force Visual Aid
DoD—Department of Defense
FAA—Federal Aviation Administration
FOD—Foreign Object Damage
HATR—Hazardous Air Traffic Report
(Added) IAW—in accordance with
MFR—Memorandum for Record
MICT—Management Internal Control Toolset
NVD—Night Vision Device
OPR—Office of Primary Responsibility
POV—Privately Owned Vehicle
RDS—Records Disposition Schedule
RIPWG—Runway Incursion Prevention Working Group
SAA—Senior Airfield Authority
SAC—Self-Assessment Communicator
UFC—Unified Facilities Criteria
WADPM—Wing or Garrison Airfield Driving Program Manager

Terms

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

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

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

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

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

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

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

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

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

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

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

Controlled Movement Area Violation Event—An airfield infraction caused by aircraft, vehicles, or pedestrians entering the control movement area without specific air traffic control tower

approval. This definition includes runway incursions and infractions caused by communication errors. Refer to DAFMAN 91-223 paragraph 9.1 for reportable hazardous air traffic report reporting procedures and for reportable controlled movement area violation events.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(Added) Red Ball—Red Ball situations require urgent and priority action to prevent late takeoffs and ground aborts. Their time-critical nature requires qualified maintenance personnel be immediately available, i.e., in a truck nearby on the flight line or standby in a shop, during aircraft launch and recovery operations to troubleshoot, isolate and repair system malfunctions. Maintenance personnel shall not deviate from authorized maintenance procedures or violate any flight line requirements, i.e., flight line speed limits or safety requirements, during Red Balls.

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

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

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

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

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

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

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

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

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

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

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

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

Unit—For the purpose of this publication, the term unit is equivalent to a squadron, also known as the basic unit in the United States Air Force organizational structure. For the United States

Space Force, the term unit is typically equivalent to a Delta. The United States Space Force has squadrons subordinate to Deltas.

Attachment 2

RUNWAY INCURSION PREVENTION WORKING GROUP (RIPWG)

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

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

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

A2.4. RIPWG. The RIPWG will:

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

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

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

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

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

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

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

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

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

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

A2.4.2.4. Painting Federal Aviation Administration enhanced taxiway centerline marking prior to the runway hold position markings. **Note:** This option requires coordination with civil engineer and wing safety and a work order request to change is implemented uniformly over the entire airfield.

A2.4.2.5. Installing runway guard lights if applicable.

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

A2.4.2.7. Installing Location Signs.

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

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

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

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

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

Attachment 3

AIRFIELD SIGNS, MARKING, AND LIGHTING

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









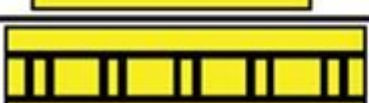



EXAMPLE	TYPE OF SIGN
	Mandatory: Hold position for taxiway/ runway intersection
	Mandatory: Holding position for runway/runway intersection
	Mandatory: Holding position for runway approach area
	Mandatory: Holding position for ILS critical area/precision obstacle free zone
	Mandatory: No entry
	Taxiway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

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


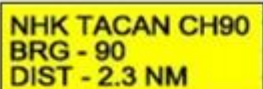







	Inbound Destination
	TACAN Checkpoint Sign
	Distance Remaining
<p style="text-align: center;">EXAMPLE</p>	<p style="text-align: center;">TYPE OF MARKING</p>
	Holding Position
	ILS Critical Area/POFZ Boundary
	Taxiway/Taxiway Holding Position
	Non-Movement Area Boundary
	Taxiway Edge
	Dashed Taxiway Edge

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



Attachment 4

**UNIT AIRFIELD DRIVING PROGRAM MANAGER AND TRAINER(S)
APPOINTMENT LETTER**

Figure A4.1. Unit Airfield Driving Program Manager and Trainer(s) Appointment Letter.

[Date]

MEMORANDUM FOR 213 OSS/OSA

FROM: (Unit Commander Office Symbol)

SUBJECT: Appointment of Unit Airfield Driving Program Managers and Trainers

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

NAME/Email	OFFICE SYM	DP	483 # _____
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PRIMARY:

ALTERNATE:

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

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

XXXX X. XXXXX, Lt Col, USAF
Commander

Attachment 5

UNIT AIRFIELD DRIVING PROGRAM MANAGER TRAINING CHECKLIST

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

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

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

Attachment 6

AIRFIELD MANAGEMENT QUALITY CONTROL MEASURES

A6.1. Airfield Management. Airfield Management should:

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

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

A6.2. Spot Checks. At a minimum, a spot check includes the following: A6.2.1. The availability and currency of the local airfield diagram.

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

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

A6.3. Airfield Management. Airfield Management will:

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

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

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

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

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

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

Attachment 7

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST

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

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

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

16. Demonstrate the ability to contact ATCT for approval to enter/exit the CMA . Note: Required for all personnel that require access on or across taxiways, helipad, and aprons located in the CMA.						
17. Demonstrate the ability to contact ATCT for approval to enter/exit the runway . Note: Required for all personnel that require access on or across taxiways, helipad and aprons located in the CMA.						
SECTION III - Color Vision Test for CMA drivers only. (Completed by Hospital/Medical Treatment Facility Optometry)						
Results: Pass / Fail (Circle one)						
Name: (Last, First, MI):			Rank, Civilian Grade or equivalent:	Signature:	Date:	
SECTION IV - TRAINER CERTIFICATION (Completed by Authorized Airfield Driving Trainer)						
I certify the trainee has received all required qualification training requirement annotated above.						
Name: (Last, First, MI):			Rank, Civilian Grade or equivalent:	Signature:	Date:	
I have received and completed all of the training requirement and will comply with my local base's Airfield Driving AFI 13- 213 Supplement instructions. I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement area without approval from the Air Traffic Control Tower (ATCT).						
Name: (Last, First, MI):			Rank, Civilian Grade or equivalent:	Signature:	Date:	
SECTION VI - UNIT CERTIFICATION (Completed by Unit Commander or Unit ADPM)						
I certify that the above trainee has successfully completed all training requirements to operate a vehicle on airfield.						
Check all applicable restrictions and/or special access.						
Ramp Only	Daylight Only	CMA Authorized	Other (Specify):			
Name: (Last, First, MI):			Rank, Civilian Grade or equivalent:	Signature:	Date:	
SECTION VII - AIRFIELD DRIVING AUTHORIZATION (Completed by the Wing ADPM or designated)						
Approved		Disapproved		AF Form 483#:		
Name: (Last, First, MI):			Rank, Civilian Grade or equivalent:	Signature:	Date:	
NOTE: A local form may be used as long as it includes all information listed above.						

Attachment 8

TEMPORARILY ASSIGNED PERSONNEL/NON-BASED ASSIGNED CONTRACTORS TRAINING CHECKLIST

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

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

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

Attachment 9**AIRFIELD DRIVING PROGRAM CONTINUITY BINDER**

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

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

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

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

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

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

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

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

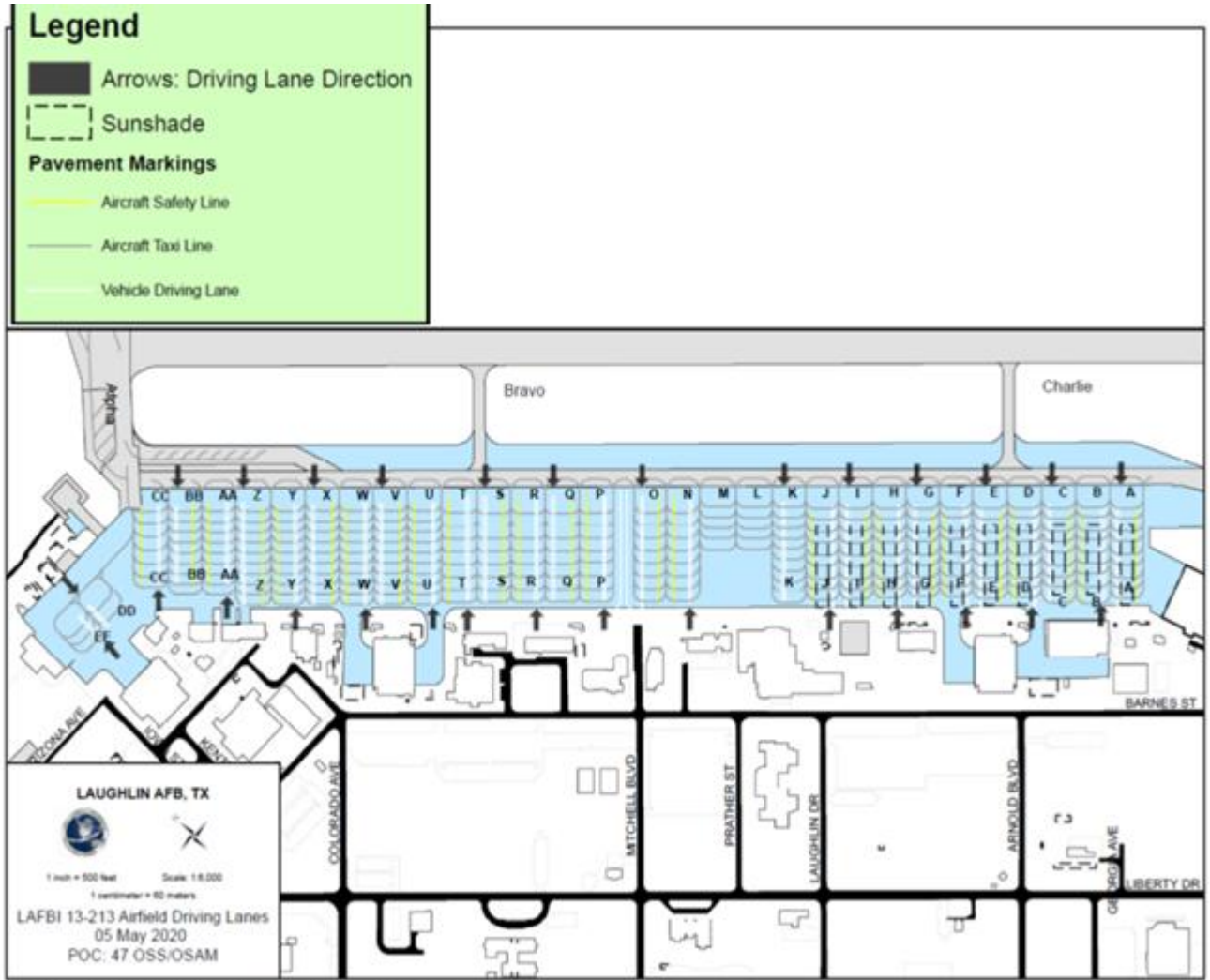
A9.9. TAB I. References (e.g., AFMAN 24-306, Section 12; AFMAN 91-203, Chapter 24; and DAFI 21-101, Chapter 11).

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

Attachment 11 (Added)

VEHICLE TRAFFIC FLOW AND DRIVING LANES

Figure A11.1. Vehicle Traffic Flow and Driving Lanes.



Attachment 13 (Added)
LAUGHLIN AIRFIELD MARKINGS

Figure A13.1. Taxiway Centerline Marking.



Figure A13.2. Apron Boundary Marking.



Figure A13.3. Continuous Taxiway Edge Line Marking.



Figure A13.4. Taxiway Wing Tip Clearance Marking.



Figure A13.5. VFR Runway Hold Position Marking.



Figure A13.6. ILS/INST Hold Line.



Figure A13.7. Vehicle Driving Lane Marking.



Figure A13.8. Vehicle Stop Bar Marking.



Figure A13.9. Control Movement Area/ILS Critical Area Sign.



Figure A13.10. Red I (DV Aircraft Parking Spot).



Figure A13.11. Aircraft Tow Lane on Maintenance Access Apron.



Figure A13.12. Aircraft Tow Lane.



Figure A13.13. Hanger Safety Line.



Figure A13.14. Area Closed to Aircraft (Vehicles Only).



Attachment 14

LAUGHLIN AIRFIELD SIGNS AND LIGHTING (ADDED)

Figure A14.1. (Mandatory) Approach Zone Hold Sign with Location Sign.



Figure A14.2. (Mandatory) Approach Zone Hold Sign with Location Sign.



Figure A14.3. (Non Mandatory) Taxiway Location Sign.



Figure A14.4. (Non Mandatory) Taxiway Direction Sign.



Figure A14.5. Taxiway Edge Light.



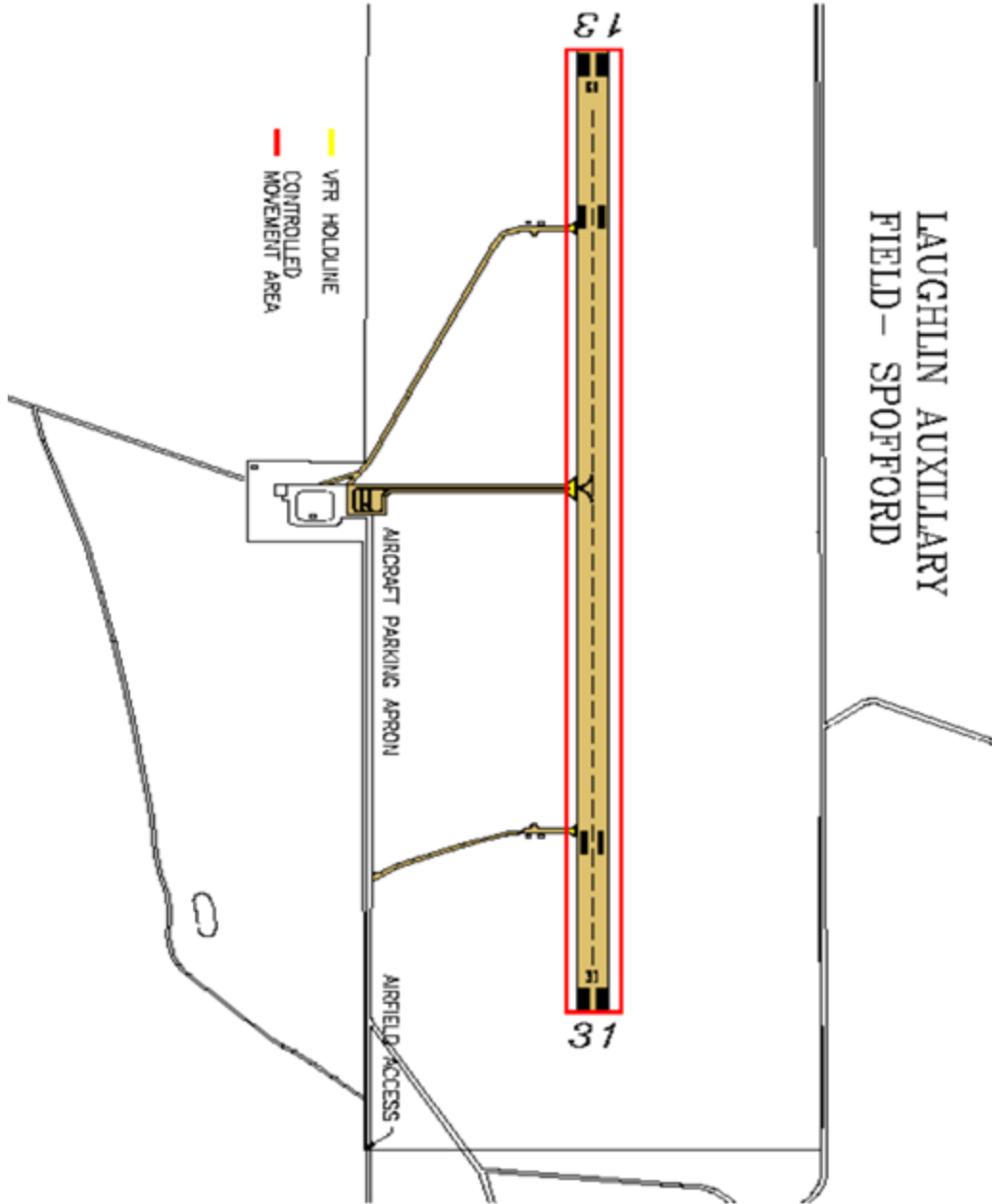
Figure A14.6. Runway Edge Light.



Attachment 15 (Added)

LAUGHLIN AUX #1 KT70 - WIZARD

Figure A15. Laughlin Aux #1 KT70 - Wizard.



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Attachment 17 (Added)

LISTING OF VEHICLE/PEDESTRIAN CALL SIGNS

Figure A17.1. Listing of Vehicle/Pedestrian Call Signs.

CALLSIGN	USING AGENCY
Viper	Wing Commander
Falcon	Vice Wing Commander
Mustang	Operations Group Commander
Bronco	Medical Group Commander
Maverick	Mission Support Group Commander
Rattler	OSS Commander
Hammer	CE Commander
Foreman	Supervisor of Flying
Bird Dog	USDA Wildlife/Bird Control
Airfield Ops	Airfield Operations Flight CC/DO/SO
Airfield 1	Airfield Manager
Airfield 2	Assistant Airfield Manager
Airfield 3	Airfield Management Operations
Laughlin Ground	Air Traffic Control Ground Controller
Sweeper 1, 2, etc.	Airfield Sweepers
TA	Transient Alert
Chief 1	Fire Department Primary On-Scene Commander
Chief 2	Fire Department Secondary On-Scene Commander
Flight Safety	Wing Safety
Site 1	Primary Airfield Maintenance Lead
Airfield Lighting	Airfield Lighting
Barrier Maintenance	Barrier Maintenance
Equipment 1, 2, 3, etc.	Heavy Equipment Operator
Power 1, 2, 3, etc.	Airfield Electricians
Pest 1	Entomology
Raws 1, 2, 3, etc.	RAWS
Mower 1, 2, 3, etc.	Airfield Mowers
Honcho/Lariat 1, 2, 3, etc.	RSU Transportation Drivers
Survey 1, 2, etc.	CE
Hawkeye	Medical Group/Flight Doctor
Medic 1, 2, etc.	Medical Group Technicians

Figure A17.1. Sample Reinstatement of Airfield Driving Privileges.

(Date)

MEMORANDUM FOR 47 OSS/OSAA

FROM: (Unit Commander Office Symbol)

SUBJECT: Reinstatement of Airfield Driving Privileges for (Rank, Full Name)

1. The following is notification that (Rank, Full Name) airfield driving privileges have been reinstated effective (date) and his/her AF Form 483 has been returned. (as applicable for nonairfield driving related suspension).
2. (Rank, Last Name) has completed remedial airfield driving training and (as applicable for airfield driving offenses) completed the full duration of the suspension to his/her airfield driving privileges.
3. Please see the attached certification of airfield driving training IAW LAUGHLINAFB Supplement 13-213 for your endorsement reinstating (Rank, Last Name) airfield driving privileges.
4. For questions concerning this subject please contact our Unit ADPM (Rank, Last Name) at (phone number).

Unit Commander/Company Supervisor

Attachment 18 (Added)**SAMPLE SUSPENSION/REVOCAION OF AIRFIELD DRIVING PRIVILEGES****Figure A18.1. Sample Suspension/Revocation of Airfield Driving Privileges.**

(Date)

MEMORANDUM FOR 47 OSS/OSAA

FROM: (Unit Commander Office Symbol)

SUBJECT: Suspension/Revocation of Airfield Driving Privileges for (Rank, Full Name)

1. The following is notification that (Rank, Full Name) airfield driving privileges have been suspended/revoked effective (date) and his/her AF Form 483 has been confiscated.
2. The duration of the suspension/revocation is expected to last until (date), at which time (Rank, Last Name) will have completed remedial airfield driving training. (as applicable for airfield driving offenses.)
3. Upon reinstatement of (Rank, Last Name) airfield driving privileges our Unit ADPM will provide your office with notification and certification of airfield driving training IAW LAUGHLINAFB Supplement 13-213.
4. For questions concerning this subject please contact our Unit ADPM (Rank, Last Name) at (phone number).

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Unit Commander/Company Supervisor

Attachment 19 (Added)
SAMPLE POV AIRFIELD PASS

Figure A19.1. Sample POV Airfield Pass.

	<p>LAUGHLIN AFB, TX POV AIRFIELD PASS</p>	
Pass Number 20XX-001	EXP DATE	RANK/GRADE/ NAME (LAST, FIRST, MI)
ORGANIZATION		DUTY PHONE
VEHICLE DESCRIPTION		
YEAR	COLOR	MAKE
		MODEL
LICENSE NUMBER/STATE:		COMMENTS:
AUTHORIZED AREAS		
NON – CMA ACCESS ONLY		
I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND THE AIRFIELD VEHICLE TRAFFIC PROCEDURES CONTAINED IN MY WING ADI AND WILL COMPLY WITH THOSE PROCEDURES WHEN OPERATING THIS VEHICLE ON THE AIRFIELD.		
DATE:	AUTHORIZED DRIVER	SIGNATURE
47 FTW AIRFIELD DRIVING PROGRAM MANAGER (WADPM) Comm (830) 298-4309		SIGNATURE