

**BY ORDER OF THE COMMANDER
MACDILL AIR FORCE BASE (AMC)**

**DEPARTMENT OF THE AIR FORCE
INSTRUCTION**



13-213

**MACDILL AIR FORCE BASE
Supplement
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***Nuclear, Space, Missile, Command and
Control***

AIRFIELD DRIVING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Added) This supplement implements and extends the guidance of Department of the Air Force Instruction (DAFI) 13-213, *Airfield Driving*. This supplement defines, describes, and implements airfield driving policies, responsibilities, and procedures for operating vehicles on MacDill AFB Airfield in accordance with (IAW) AFI 13-213_AMCSUP_I, *Airfield Driving*. The contents of this instruction apply to all military and civilian personnel conducting ground vehicular traffic operations on the airfield at MacDill AFB. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, Secretary of the Air Force: powers and duties; delegation by, as implemented by Air Force Instruction, Airfield Driving, E.O. 9397 (SSN) and E.O. 13478 (PII). Air Force Privacy Act System of Records (SORN) F036 AFFSAA applies. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the wing Airfield Driving Program Manager (ADPM), Airfield Manager (AFM), or the Airfield Management Operations (AMOPS) office. This publication may not be supplemented or implemented any further. Compliance with the attachments in this publication are mandatory. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1.1.2.1. **(Added)** The entire airfield is a controlled area, personnel must be escorted, have an Air Force Entry Control Card (AFECC) or be on an Entry Authorization Letter (EAL), and have approval through Airfield Management (AM). If entry is gained through an unmanned airfield-controlled area gate, it is the user's responsibility to ensure the gate used is secured (Note: in the event the gate breaks, contact (AM) immediately (813-828-2929 opt 3). Vehicles on the airfield are required to support operations and maintenance. Although government motor vehicles (GMV) provide the bulk of required vehicle support, some situations require augmentation by privately owned vehicles (POVs). Vehicle traffic greatly increases the potential for collisions, injury, foreign object debris damage to aircraft, and security incidents. Thus, vehicle traffic on the airfield must be kept to a minimum.

2.3.6. **(Added)** 6 ARW/CC delegates appointment of Wing ADPM to the 6 OG/CC.

2.4.4. **(Added)** Appoints a Wing (ADPM) in writing.

2.7.1.1. **(Added)** Appointed in writing by the Operations Group Commander or equivalent IAW **Paragraph 2.4.4** of this regulation.

2.7.4.1. **(Added)** The wing/base supplement, training curriculum, and testing materials are available for review and/or download on the Airfield Driving Training and Certification System (ADTCS) and the Microsoft Teams channel titled "Airfield Driving" (Airfield Driving Teams channel).

2.7.16.1. **(Added)** Ensure unit personnel are qualified to drive the vehicle(s) they are operating on the airfield. (T-3). This includes any other additional training required to operate vehicles in various field conditions (i.e. blackout or NVDs, Mission Oriented Protective Posture gear). Units at MacDill AFB operating vehicles on the airfield using Mission Oriented Protective Posture gear must have Local Operating Procedures coordinated through the Wing 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 and saved in TAB G – Unit Airfield Driving Requirements as applicable. (T-1).

2.7.18.1. **(Added)** ADTCS is the website used for tracking Airfield Driving personnel. The ADTCS database provides Unit ADPMs the function to monitor and track unit personnel authorized to drive on the airfield including individual's full name, rank, unit, AF Form 483 certificate number, restrictions, and refresher training due date.

2.7.22.1. **(Added)** Provide assessment results and program rating (with consideration of widespread and/or critical undetected non-compliance, mission failure, or leadership failure) for each unit via Memorandum for Record (MFR) based on the inspection grading criteria below: **(Note:** Units (primary and alternate Unit ADPMs) who are overdue for annual inspections and are unresponsive are subject to temporarily suspended driving programs until an inspection is conducted with the Wing ADPM.)

2.7.22.1.1. **(Added)** HIGHLY-EFFECTIVE. Zero – Two Observations: The rating given to indicate performance or operations exceed mission requirements. Procedures and activities are carried out in a superior manner. Resources and processes are very efficiently managed and mostly deficiency-free. Processes in place are mature and well established.

2.7.22.1.2. **(Added)** EFFECTIVE. Three – Four Observations: The rating given to indicate performance or operations meet expectations and mission requirements. Procedures and activities are carried out in an effective and efficient manner. Resources and processes are managed with few deficiencies. Processes in place are sufficient to meet mission requirements.

2.7.22.1.3. **(Added)** INEFFECTIVE. Five+ Observations: The rating given to indicate performance or operation needs significant improvement. Procedures and activities are not carried out in a competent manner or produce unreliable results. Resources and processes are not well-managed. Significant improvement needed to increase efficiency and reliability of program. The Wing ADPM will conduct a compliance-focused on-site visit to reevaluate a unit receiving an INEFFECTIVE rating and verify their corrective action plan within 90 calendar days.

2.7.25.1. **(Added)** Wing ADPM and/or AM utilizes the airfield driving org email 6ARW.Wing.ADPM@us.af.mil and/or the Airfield Driving Teams channel to disseminate airfield related information and to educate personnel on airfield driving changes and trends. **Note:** Only Unit ADPMs and Trainers have access to the Airfield Driving Teams channel.

2.8.3.1. **(Added)** With Wing ADPM approval, the 6 ARW Unit ADPMs are authorized to train the 927 ARW Reservists as long as duties are the same.

2.8.6.1. **(Added)** MacDill AFB Unit ADPMs will use the ADTCS database to identify/verify, and track airfield driver's restrictions to access the CMA, Non-CMA, or Ramp Only. Unit ADPMs will keep a list of call signs used for their units on file in Tab E of their continuity binder in Teams.

2.8.12.1. **(Added)** Training records, associated forms, and listing of unit personnel authorized to drive on the airfield are maintained on the ADTCS database. In addition: Unit ADPMs must maintain hard copy AFI 13-213, Attachment 7 for all CMA qualified drivers and non-Common Access Card (CAC) holders.

2.8.23.1. **(Added)** Spot checks will include the currency of AF Form 483, AF Visual Aids (e.g., AFVA 11-240, Airports Signs and Markings, AFVA 13-222, Runway/Controlled Movement Area Procedures), and a local airfield diagram. Spot checks will be annotated on **Attachment 14** and placed in Tab J of the Unit's program binder. Discrepancies, if any, are to be reported to Wing ADPM, no later than the 3rd Wednesday of the last month of the quarter, to be included into Airfield Operations Board (AOB). Spot check results are annotated in the DAFI13-213 Unit Airfield Driving Program MICT checklist. Unit spot check minimum requirements are 10% of total drivers in each quarter.

2.8.28.1. **(Added)** Provide results to the Wing ADPM via an email, 6ARW.Wing.ADPM@us.af.mil and/or MFR.

2.9.2.1. **(Added) Note:** With Wing ADPM approval, the 6 ARW Trainers are authorized to train the 927 ARW Reservists as long as duties are the same.

2.10.4.1. **(Added)** The following areas are not visible from the ATCT (USE CAUTION): Bravo (South) Ramp, parking spots B3 - B16, Alpha (North) Ramp, parking spots A8 - A19. Vehicle operators shall use extreme caution while traveling through these areas and give way to any aircraft movement. Avoid leaving vehicles unattended for any length of time.

2.10.5.1. **(Added)** Review current airfield information for any taxiway closures, runway closures, construction activity, or other airfield hazards. All drivers must check MacDill AFB

Airfield NOTAMs at <https://www.notams.faa.gov/dinsQueryWeb/> enter “KMCF” before driving on the airfield.

2.11.2.1. **(Added)** Spot checks will include the currency of AF Form 483, AF Visual Aids (e.g., AFVA 11-240, Airports Signs and Markings, AFVA 13-222, Runway/Controlled Movement Area Procedures), and a local airfield diagram. Spot checks will be annotated on **Attachment 14**. See **Attachment 13** for visual aids. AF Form 483 spot checks are not required on holidays, family days and weekends. Day-shift will perform at least one AF Form 483 spot check Mon-Fri and Mid-shift will perform at least one AF Form 483 spot check Mon-Wed-Fri.

2.15.1.1. **(Added)** The MacDill Optometry Clinic will only screen CMA drivers. See **Paragraph 3.4.4** for Optometry Clinic Hours of Operation.

2.16.1.1. **(Added)** Coordinates with sponsoring agencies and the AFM/Deputy Airfield Manager (DAFM) to establish contractor driving requirements and/or haul routes to and from the airfield.

2.16.2.1. **(Added)** Ensures contractors working within the CMA have at least one person capable of operating a radio for communicating with MacDill Air Traffic Control Tower (ATCT).

2.16.3.1. **(Added)** Ensures airfield contractors report to AM before site release date and prior to initiating work each day to confirm availability. Ensures contract personnel working on the airfield check in/out daily with AM prior to commencing work and upon completion of daily activities.

2.16.4. **(Added)** Ensures contractors have an escort or a Air Force Entry Control Card prior to working any projects on the airfield.

2.17. **(Added) Contracting Squadron.**

2.17.1. **(Added)** Ensures contractors needing airfield access are briefed and trained by sponsoring unit prior to contracts being finalized and Notice to Proceed (NTP) is issued. All airfield drivers will obtain a valid AF Form 483 before driving on MAFB airfield.

2.17.2. **(Added)** Includes all bid specifications and requests for proposals for contract work on MAFB airfield. Bid specifications will include requirements to furnish their own vehicle markings and flashing amber or yellow beacon for vehicles to be operated on the airfield.

2.17.3. **(Added)** Verifies routes to and from the airfield construction sites are approved by the AFM/DAFM or designated representative and are included in the contract.

2.17.4. **(Added)** Verifies Statement of Work indicates a requirement to complete airfield driver’s training prior to starting work.

3.1.1. **(Added)** The unit-level test is a mandatory requirement for a MacDill AFB AF Form 483. All Unit ADPMs are required to create an electronic unit test in ADTCS for their personnel, otherwise, it can be taken as a hard-copy test proctored by each respective Unit ADPM only after obtaining approval of the Wing ADPM. Upon passing the unit-level test, Unit ADPMs must annotate “unit test passed” before members are assigned to the wing Test.

3.2.1.1. **(Added) Note:** all required training items listed on the ADTCS website must successfully be completed prior to issuance of AF Form 483. The ADTCS website will be utilized for training of all individuals required to drive on MacDill AFB Airfield.

3.2.2.1. **(Added)** Refresher training at MacDill AFB is only conducted on the ADTCS website through the “Take Refresher” link. Upon passing the refresher training, AF Form 483 currency date will automatically update. Members can reprint their current AF Form 483, thereafter.

3.2.2.2. **(Added)** Unit ADPMs shall suspend individual AF Form 483 in ADTCS for overdue annual refresher training on the first duty day of the following month after the refresher training is due. Unit ADPMs must request reinstatement in writing to the airfield driving org email, 6ARW.Wing.ADPM@us.af.mil to unlock the refresher training of the suspended individual.

3.2.2.3. **(Added)** Air Force Reserve Command (AFRC) members, refresher training is recommended to be completed the month prior to, or earlier than refresher due month. Due to these members only coming in certain days of the month, there is a high probability they may become overdue and either be dropped from the system or processed into trainee status.

3.2.3.1. **(Added)** The Airfield Driving Computer Based Training (CBT) element of **Attachment 7** is accomplished on the ADTCS website for first time airfield drivers and is only a one-time requirement. Unit ADPMs can sign-off trainees in ADTCS that have already accomplished the CBT; however, Unit ADPMs must verify completion before certifying training item as complete. **Note:** members who commit any type of airfield driving violation will need to re-accomplish the CBT.

3.2.4.1. **(Added)** Unit ADPMs must provide classroom training and is required using the PowerPoint presentation developed by the Wing ADPM. The wing/base supplement, training curriculum/Wing ADPM classroom training PowerPoint and testing materials are available for review and/or download on the ADTCS website and Airfield Driving Teams channel.

3.3.1. **(Added)** Base assigned personnel (i.e., military, DoD civilian or contractor) required to operate a vehicle on the airfield must pass the unit and wing-level test prior to issuance of an AF Form 483.

3.3.1.1. **(Added)** The wing-level test is an online/closed book test and will be proctored locally by the unit APDM or Trainer. The testing area must be free of any test compromise (i.e. airfield maps). Testing areas will be inspected during annual program SAVs. Each wing test is comprised of a series of sections to make up a whole test. Unit ADPMs with non-CAC holders must schedule their members through the Airfield Driving Teams channel under Wing Test Schedule. Test compromise during the wing-level test will result in a minimum 7-calendar day suspension before re-testing depending on the severity of the test compromise.

3.3.2.1.1. **(Added)** Members that experience a first failure must wait at least 24-hours re-test on all testing requirements/sections.

3.3.2.2.1. **(Added)** Members that experience a second failure must wait at least 24-hours re-test on all testing requirements/sections. Additionally, members must provide Unit ADPM endorsed recommendation memorandum at the time of retest. **Note:** Unit ADPMs shall contact the Wing ADPM for retest recommendation memorandum template.

3.3.2.3.1. **(Added)** Members that experience a third failure must provide Unit commander endorsed approval memorandum at the time of retest. **Note:** Unit ADPMs shall contact the Wing ADPM for Unit commander retest approval memorandum template.

3.3.2.4.1. **(Added)** The wing-level Airfield Driving test results for all sections (Airfield diagram/Layout, Communication, Runway Incursion Prevention and General Knowledge) of the

wing-level test will be documented electronically on the Airfield Driving Teams channel, in lieu of the Airfield Driving Training Documentation and Certification Checklist, by the Wing ADPM or designated AM representative.

3.3.2.5.1. **(Added)** All members must wait at least 24-hours to re-test to ensure adequate time for remedial training with a trainer or Unit ADPM. Unit ADPMs must ensure remedial training was conducted before scheduling the member to re-test. Remedial training procedures are at the discretion of each Unit ADPM with concurrence of the Wing ADPM.

3.4.4. **(Added)** The 6 ARW Operational Medical Readiness Squadron (OMRS)/Optometry Clinic provides color vision testing and signs completion/verification of color vision testing or annotates the date the members AFSC is listed on the AFPD with a requirement for not being color blind on the [Attachment 7](#) and [Attachment 10](#). Unit ADPMs must keep signed letter ([Attachment 10](#)) in continuity binder or electronic equivalent. Hours of Operation: Every Wednesday 1:00 pm to 3:00 pm; closed scheduled training days and federal holidays. All Non-CAC individuals are required to register at the Patient Administration office located on the second floor prior to going to Optometry office. See [Attachment 10](#) for color vision testing memorandum.

4.2. **(Added) The CMA at MacDill AFB Airfield is comprised of the runway, overruns, and areas 175 feet east and west of the runway edge depicted on the local airfield diagram.** The eastern (ramp-side) limitation is identified by an imaginary line extended through the Visual Flight Rules (VFR) Hold Position markings painted on Taxiways Alpha, Bravo, Charlie, Delta, and Echo. The western (Air Traffic Control Tower (ATCT) side) limitation is identified by an imaginary line extended through the CMA signs located on access roads that access the CMA. The Instrument Landing System (ILS) critical areas and the CMA is an integral part of runway operations, therefore, permission to enter the area must be requested and granted by ATCT. **Note:** The runway edge is defined as the physical edge of the pavement. The Helipad (adjacent to the Helo Ramp) and South Perimeter Road (located at the approach end of Runway 05 (pier-side)) are also CMA and require ATCT approval before entering. See [Attachment 17](#) for the visual diagram.

4.2.1.1. **(Added)** All vehicle operators or pedestrians are required to stop prior to the VFR Hold Position markings, 175 feet from runway edge (infield grass areas) or posted CMA sign when requesting permission to enter the CMA. Permission may not be requested or granted by any other means than the appropriate radio frequency. A three-way relay message to ATCT is prohibited.

4.2.1.2. **(Added)** Everyone must read back all ATCT instructions verbatim. All vehicles will stop at the VFR hold line and request permission to enter the CMA. **Note:** Permission may not be requested or granted from any other source.

4.2.1.3. **(Added)** All aircraft, vehicles and pedestrians operating in the CMA will monitor and maintain two-way communication with ATCT. **Note:** Only the driver of the vehicle is authorized to talk to ATCT for access into the CMA. It is forbidden for any other person in the vehicle to request this access. Escorted vehicles will operate IAW [Paragraph 4.2.1.4](#).

4.2.1.4. **(Added)** Any vehicle requiring operations within the CMA that is not capable of two-way radio contact with ATCT must be escorted by a properly equipped vehicle. **Note:** MacDill AFB AM does not have the manpower necessary to support escorting personnel on and off the airfield.

4.2.1.5. **(Added)** MacDill AFB Airfield will occasionally close for holidays, down days, and training days. **Note:** All drivers must check MacDill AFB Airfield NOTAMs at

<https://www.notams.faa.gov/dinsQueryWeb/> enter “KMCF” before driving on the airfield. When the airfield is closed and ATCT services are unavailable, procedures for operating in the CMA via the ramp net are outlined below:

4.2.1.5.1. **(Added)** Attempt to contact the ATCT at least three times via the ramp net. If contact is unsuccessful, attempt to contact AM via landline. If unable to reach either ATCT or AM, then contact Command Post to verify if the airfield is open or closed. Once verified closed, vehicle operators or pedestrians may proceed in the CMA. **Note:** Vehicle operators and pedestrians must be trained/certified to drive on the airfield or be provided an escort official that is CMA qualified IAW DAFI 13-213.

4.2.6.1. **(Added)** Call Signs (as determined locally). A list of approved vehicle and/or pedestrian call signs for use on MacDill AFB Airfield are listed in **Table 4.1. (ADDED)** below:

Table 4.1. (Added) Vehicle Approved Call Sign List.

CALLSIGN	ORGANIZATION
Storm 1	Commander, 6th Air refueling Wing
Storm 2	Deputy Commander, 6th Air Refueling Wing
Atlas 1	Commander, 6th Operations Group Commander
Marauder 1	Commander, 6th Operations Support Squadron Commander
Marauder 2	Director of Operations, 6th Operations Support Squadron
Thunder 1 & 2	Commander, Airfield Operations Flight
Airfield 1	Airfield Manager
Airfield 2	Deputy Airfield Manager
Airfield 3-9	Airfield Management Operations Personnel
Wildlife 1 & 2	Wildlife Management (BASH) Team
Safety 1 & 2	6 ARW Safety
Airfield Lighting	Exterior Electric Personnel
Barrier Maintenance 1 & 2	Barrier Maintenance Personnel
Power Pro 1/2/3/4	Power Production Personnel
Sweeper 1 & 2	Airfield Sweeper
Tractor 1 & 2	Airfield Mower/Grass Cutters
Chief 1 & 2	Fire Chief and Deputy Chief
Crash 4/5/6/7/8/9	Fire Department Emergency Response/Crash Vehicles
RAWS 1& 2	Radar, Airfield, Weather Systems Technicians
Transient Alert 1 & 2	Transient Alert Personnel
Airfield Contractors	Will be assigned a unique call sign by the Wing ADPM that relays their function on the airfield. (e.g. paver1, water1)
Note: This list contains only those ground vehicle operators who have mission essential requirements to drive on the airfield within the CMA and communicate with the ATCT on a regular basis. It does not include operators who occasionally communicate with ATCT. All agencies not listed with an approved call sign must coordinate with the Wing ADPM prior to operating within the CMA to be issued a call sign.	

4.3.1.1. **(Added)** ATCT will use light gun signals to advise vehicle operators/pedestrians of vehicle/ATCT radio failure as a backup to the runway lights being flashed on and off. Should ATCT not have control of airfield lights for any reason or edge lights are not currently working, the light gun signals will be used. For ATCT light guns signals refer to Air Force Visual Aid

(AFVA) 11-240, USAF Airport Signs and Markings. An example of ATCT light gun signals are depicted in [Attachment 13](#).

4.4.3.1. **(Added)** See [attachment 17](#) for MacDill AFB's airfield diagram. The airfield diagram is available for download on the Airfield Driving Teams channel.

4.4.4.1. **(Added)** Hot spots for MacDill Airfield are depicted on [attachment 18](#).

4.6.4.1. **(Added)** No instrument hold position markings are required or exist on MacDill AFB Airfield.

4.6.6. **(Added)** *Distinguished Visitor (DV) aircraft parking spots*. There are 4 DV aircraft parking spots adjacent to Hangar 3 (ramp-side). An emblem is painted on the ground for each spot to identify where the cabin door will be positioned for entrance and exit of passengers. Do not stop, park, or drive vehicles over any portion of the painted emblem **Figure**

4.2.

Figure 4.2. (Added) DV Parking Emblem.



4.6.7. **(Added)** *Restricted Area Marking*. These markings are identified by a solid red line denoting the boundary for a restricted area. Entrance is limited to those personnel authorized and while displaying an AF Form 1199C, Air Force Entry Control Card. Be alert for warning signs around these areas. Entry/exit into restricted areas can only be made through the white box labeled Entry Control Point or Entry Point, see image below.

Figure 4.3. (Added) Restricted Area Markings.

4.8. **(Added) Note:** Speed Limits for Alert Vehicles refer to MACDILL AFB WING 801X Alert Force Plan. Speed limits on the airfields are designated as follows:

4.8.5.1. **(Added)** Hangar Access Road - 15 miles per hour. The Hangar Access Road provides vehicle access from one area of the airfield to another. Even though the travel distance and time may be longer, ALWAYS use the Hangar Access Road when it is available. NEVER use the airfield for a convenience cross, use the base (non-airfield) roads to the max extent possible.

4.8.7.1. **(Added)** South Perimeter/Tower Access Road - 25 miles per hour or as posted. **Note:** South Perimeter Road at the approach end of Runway 05 (pier-side) is OFF LIMITS to non-essential vehicles. Only authorized and mission essential vehicles with two-way direct radio contact are allowed.

4.8.11.1. **(Added)** Tugs will not be used as follow-me vehicles at any time.

4.8.13.1.1. **(Added)** Taxiway speed limit for general purpose vehicles – 15 miles per hour unless otherwise posted.

4.10.5.1. **(Added)** No unattended vehicles will park in front of hangar doors. This area must be kept clear for aircraft operations and a minimum 25 feet wing-tip clearance must be maintained.

4.10.6. **(Added)** The driver's side of the vehicle must be facing the aircraft. Drivers will circulate in a counterclockwise direction around the aircraft. Exception: Distinguished Visitor operations on the DV Ramp. Due to military protocol, DV transportation vehicles may require traveling in a clockwise direction but will remain a minimum of 25 feet away from any point of the aircraft. Fire

Department vehicles may be required to maintain the driver's side away from the aircraft in order to perform certain resource protection functions. In all cases, drivers will use extreme caution when approaching aircraft in this manner.

4.10.7. **(Added)** When aircraft engines are about to start or are in operation, no vehicle will be parked or driven closer than 25 feet in front of or 200 feet to the rear of any aircraft (300 feet to the rear of C-5 and B-747). Vehicles parked to the side of an aircraft will be located clear of the wingtips plus 30 feet and be clearly visible to personnel in the aircraft cockpit.

4.10.8. **(Added)** NEVER drive a vehicle under any part of an aircraft unless, in the performance of your vocation, such activities are authorized by applicable technical orders and governing regulation.

4.10.9. **(Added)** Vehicles are not authorized to be parked and left unattended on the shoulders. Shoulders are designed to protect runways, taxiways, and aprons against FOD hazards.

4.10.10. **(Added)** Vehicles and/or trailers will not be parked in any manner that would preclude access by fire apparatus to all sides of buildings, in fire lanes, or within 15 feet of a fire hydrant or fire department sprinkler connection.

4.10.11. **(Added)** If vehicles are not equipped with factory installed emergency flashers, non-rotating, pulsating yellow lights shall be installed on vehicles and self-propelled equipment that are regularly dispatched for operation on the airfield unless prohibited by T.O. 36A-1-3, Painting, Marking, and Lighting Requirements for USAF Vehicles. The pulsating yellow lights shall be on whenever vehicles are parked on the airfield at night.

4.10.12. **(Added)** Personnel will not ride on any part of a vehicle not intended for carrying passengers nor will they ride in or upon trailers.

4.10.13. **(Added)** All unattended vehicles will be parked so they do not interfere with the aircraft being towed or taxied. The parking brake on all parked vehicles will be set. Ignition will be turned off, keys will be left in the ignition, and the gear lever put in reverse for vehicles with manual transmissions or in the "park" position for vehicles with automatic transmissions.

4.10.14. **(Added)** *Airfield Choke Points.* Drivers will use extra caution when operating near the entrance and exit of the aircraft parking aprons and the intersections of Taxiway Lima and Kilo. These areas have a potential to create an aircraft hazard and for vehicles to interfere with aircraft operations. Before entering the area ensure you looked for moving aircraft, follow-me vehicles and emergency responders.

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

4.11.5. **(Added)** Mobile ground support equipment in use (i.e., aerospace ground equipment; electrical carts; forklifts; tow bar trailers; fire extinguisher carts; material-handling equipment; flightline maintenance stands; stair trucks; and portable floodlights) may be located on aprons but must be positioned to provide minimum wingtip clearance distances outlined in Unified Facilities Criteria 3-260-01, Airfield and Heliport Planning and Design, Table 6-1. Equipment in use is defined as support equipment in place not more than three hours before an aircraft arrival or three

hours after aircraft departure. When equipment is not in use, it must be removed from the aircraft parking area and stored in areas that do not violate aircraft clearance requirements for normal operating routes (marked taxilanes or taxiways) or other imaginary surfaces.

4.13.1.1. **(Added)** Upon entering the airfield via access gate and/or encountering a Foreign Object Damage (FOD) checkpoint marking, **Figure 4.4. (ADDED MacDill AFB)**, all drivers will ensure a vehicle FOD check is conducted IAW AFI 13-213, Paragraph 4.13.3.

Figure 4.4. (Added) FOD Checkpoint Marking.



4.13.3.1.1. **(Added)** Ground vehicle operators will stop and check tires for FOD and accomplish roll-over prior to entering any portion of the airfield. Any rocks pulled from the tires need to be collected and properly disposed of in a designated receptacle, not on the ground. If there is excessive debris that cannot be immediately cleaned up, the driver will contact AM via Land Mobile Radio (LMR) using the ramp net (call sign — AMOPS) or landline (813-828-2929 opt 3) and request a sweeper. **Note:** During hours of darkness perform FOD checks with a flashlight.

4.15.6.1. **(Added)** IAW AFOSHSTD 91-100, Paragraph 6.4.7.2., when visibility is less than 300 feet, refueling and explosive loaded (laden) vehicles will not be operated unless directed by the wing commander.

4.15.8. **(Added)** Vehicle headlights must be used at night and during times of restricted visibility, and roof mounted beacons and/or emergency flashers shall be active when operating in the CMA. **Note:** Due to energy conservation initiatives, each night after 6 ARW flying is complete or at sunset, the Control Tower shall turn off all runway and taxiway lights. The runway and taxiway lights will be turned on for any aircraft movements (i.e., aircraft taxi, transient aircraft arrival/departures, etc.).

4.15.9. **(Added)** When lightning within 5 NM of MacDill is declared by the 6 OSS Weather Forecaster, cease all outdoor activity. All personnel on the airfield, including contractors, will take immediate shelter inside a building or in a vehicle. No personnel will be outside walking around the airfield until the lightning warning has been terminated.

4.17.1.2. **(Added)** Government Funded bicycles, tricycles, government-owned Utility Task Vehicles (UTVs) and golf carts are only authorized on aircraft parking ramps and flightline road and are not authorized on taxiways or the runway Exception: The use of privately owned non-

vehicular/equipment is prohibited, unless coordination/approved by the AFM / DAFM. Certain requirements must be met:

4.17.1.2.1. **(Added)** All items inside the UTV/golf cart must be secured so as not to be blown out of the cart by wind or jet blast if left unattended.

4.17.1.2.2. **(Added)** Golf Carts must remain at least 200 feet in front of and 800 feet behind all aircraft with engines running or about to start.

4.17.1.2.3. **(Added)** Most golf carts are not equipped with speedometers, so extra care must be used to ensure speed limits do not exceed 15 MPH on ramps/aprons.

4.17.1.2.4. **(Added)** Golf Carts must be equipped with headlights and taillights when operating during periods of darkness and/or inclement weather.

4.17.1.3. **(Added)** Motorcycle safety education and training areas are established within the airfield environment, which are defined as closed areas in the vicinity of Bldg 1194 and the Southernmost portion of Bravo ramp. Personnel assigned to this training do not need to obtain a POV pass but are required to use gate 1V (bld 1194) or 43V/47V (Bravo Ramp) to and from the facility.

4.18.1. **(Added)** Additional signs, markings, and lighting exist throughout the airfield to further clarify aircraft, vehicle, and personnel movement areas.

4.18.2. **(Added)** All vehicles/pedestrians will hold short at any additional signs, markings, or lighting (as directed) located on a perimeter, in-field or other airfield road providing access into the CMA or ILS critical area and must be granted permission from ATCT via two-way radio prior to entering. Examples of non-standard mandatory signs are depicted in [Attachment 10](#).

4.18.3. **(Added)** Jogging is strictly prohibited on the airfield (to include the South Perimeter Road) unless written authorization is received from the AFM or the Airfield Operations Flight Commander (AOF/CC).

4.19. **(Added) Note:** see [Paragraph 2.10.4.1](#).

4.20.1.1. **(Added)** Emergency vehicles responding to emergencies shall proceed at a safe speed consistent with ramp conditions, traffic, and the situation. Speed shall not exceed the driver's ability to control the vehicle or prevent safely stopping the vehicle. Vehicles will have emergency flashers and beacons operating (if equipped). Emergency vehicles shall maintain normal speed limits after an emergency is terminated unless proceeding directly to another emergency.

4.20.2.1. **(Added)** The primary (initial) response agencies are Fire Department, AM, and Crash Recovery. The secondary (follow-on/support) response agencies are Security Forces Squadron (SFS), Medical, Explosive Ordnance Disposal, Barrier Maintenance, Wing Safety (SE), and any additional maintenance (i.e., support function).

4.20.2.2. **(Added)** Designated standby areas for secondary (follow-on/support) response agencies are at the intersection of Taxiway Golf and Taxiway Mike for landing Runway 23 and Taxiway Hotel for landing Runway 05 (or other location designated by the Fire Chief or incident/on-scene commander).

4.20.2.3. **(Added)** All primary and secondary response personnel requiring access onto the CMA must be fully qualified or be provided escort from a CMA licensed driver.

4.21.1. **(Added)** A portion of the North Boundary Road is located within an Instrument Landing System (ILS) critical area. It must be protected during certain situation, dictated by weather conditions, in order to prevent vehicles from interfering with the navigational signal emitted from the system. Traffic control devices, [Figure 4.5](#). **(ADDED MacDill AFB)**, are installed on the North Boundary Road and appear as a steady red light with a loud noise when activated, alerting vehicles to STOP and hold position for aircraft operations. All individuals must comply with posted signs and traffic control devices.

Figure 4.5. North Boundary Road Traffic Control Device.



4.22.3.1. **(Added)** Do not drive in an area that the taxiway and/or runway lights are turned off. If accessing an area with lights turned off at night (i.e., runway, taxiway), contact ATCT to request the taxiway and/or runway lights to be turned on.

4.23.2.1. **(Added)** An individual may act as an escort for no more than five vehicles who are together or within 250 feet of each other. The escort vehicle is responsible for the group and will relay Tower control instructions/communication for the group.

4.23.3. **(Added)** Munitions convoys may operate on taxiways as required, but only when escorted by LRS Logistics Readiness Squadron, SE, or SF personnel. Escort must contact AM (813-828-0002) prior to escorting munitions convoys on the airfield to ensure the convoy movement does not interfere with airfield operations. For primary and alternate Explosive Haul Routes, refer to MacDill AFB Explosives Location D-8 Map.

4.25.1. **(Added)** There are in-ground fuel pits on MacDill AFB Airfield located on Alpha (North) Ramp. The surrounding area of the fuel pit covers are painted yellow for easy identification, [Figure 4.6](#).

Figure 4.6. (Added) Fuel Pit Cover Marking.



4.28.2. **(Added) Note:** Air Force TDY personnel are not authorized to drive on MacDill airfield without a valid (endorsed and current) AF Form 483 issued from their home station. AF Form 483 must be current throughout TDY to MacDill AFB. Air Force TDY personnel requiring Non-CMA/Ramp Only access will utilize their respective Unit ADPMs for all local training via [Attachment 8](#). **Note:** Wing ADPM may conduct alternative TDY training by providing local handouts/PowerPoint slides/airfield diagrams in lieu of practical training, briefing, or utilizing [Attachment 8](#); however, the Wing ADPM must have an MFR (Attachment 16) signed by the unit commander (or equivalent) **Note:** this also includes all TACAMO and Rebound Echo personnel. Non-base assigned, temporary contractor personnel requiring airfield access will not be permitted in the CMA without an escort trained and certified to operate in the CMA or will be required to complete the full Airfield Driver's Training. See [Paragraph 3.2](#). Permanently assigned contractors (e.g., grass cutters, airfield lighting, pavement repair teams, etc.) must meet the same certification requirements as base assigned personnel. Permanent contractor personnel must possess a valid AF Form 483 to operate a vehicle on the airfield. See [Paragraph 3.2](#). Non-base assigned contractor personnel must contact AM prior to accessing the airfield daily for construction projects. **Note:** Contractors are required to have a handheld radio while on the airfield. Contractor vehicle operators who violate this instruction will be restricted from operating motor vehicles on the airfield. Replacement drivers will be the contractor's responsibility and must meet the training criteria. For TDY/Non-base assigned personnel: First offense will permanently suspend driving privileges at MacDill Airfield for the duration of the TDY. Subsequent applications for reinstatement will be reviewed/approved at the discretion of the AFM or Wing ADPM.

4.28.2.1.2. **(Added) Note:** At MacDill AFB, only the Wing ADPM or authorized AM personnel will endorse and sign the temporarily issued AF Form 483 through the ADTCS website or paper-copy AF Form 483. Forward all training documentation to the Airfield Driving org box for verification before AF Form 483 issuance.

4.29.1.1. **(Added)** AM personnel are responsible for issuing vehicle passes. **Note:** Vehicle pass issuance is not authorized outside of AM. Any vehicle operating on the MacDill airfield must have

a direct mission-related purpose. The airfield will not be used for convenience or as a shortcut to move from one part of the base to another.

4.29.1.2. **(Added)** Requests for POV passes to base assigned/temporary personnel are limited to no more than 2 POV passes and will be reviewed on a case-by-case basis and validated annually; however, they are not encouraged on the airfield.

4.29.3.1. **(Added)** POV, Government Leased Vehicle (GLV) and/or contractor vehicles without company logos are not authorized on the airfield without an approved vehicle pass issued by AM. Vehicles with a GSA license plate, a Distinguished Visitor plate, and base-assigned contractor vehicles with company logos displayed are excluded from this requirement.

4.29.3.2. **(Added)** Military personnel on Temporary Duty Assignment (TDY) status, not hosted by a unit with an established airfield driving program, will coordinate request for vehicle passes directly with the Wing ADPM and will be approved or disapproved on a case-by-case basis.

4.29.3.3. **(Added)** Non-government owned vehicles routinely operating on the airfield will be marked and/or flagged for high daytime visibility and, if appropriate, lighted for nighttime operations. Construction vehicles will be marked and flagged and at the discretion of the AFM/Wing ADPM (see FAA AC 150/5210-5 and UFC 3-260-01, Airfield and Heliport Planning and Design for specifications on markings and lights).

4.29.5. **(Added) Note:** Unit ADPMs with assigned personnel requesting POV or GLV passes can download the POV/GLV pass request template on the Airfield Driving Teams channel under POV/GLV Passes. Endorsement letter from the individual's Unit commander or Company/Contractor representative is provided to the Wing ADPM (see [Attachment 11](#) for template letter). Host unit is responsible for submitting pass requests for contractor vehicles.

4.29.6.1. **(Added)** POV and GLV passes will be differentiated by color. Pass colors will be changed annually as determined by the Wing ADPM. **Note:** A memorandum signed by the Wing ADPM will be used to outline vehicle pass color designations for annual/temporary POVs and GLVs and forwarded to Security Forces and Unit ADPMs.

4.29.6.2. **(Added)** POV and GLV pass will be granted on either an annual or temporary basis. All vehicle passes and supporting information (i.e., endorsement MFR) must be re-validated annually for the following year, if required. Passes are non-transferable and only valid for the vehicle of issue. Types of POV passes:

4.29.6.2.1. **(Added)** "A" (Annual) Grants access to the airfield for permanently assigned personnel; however, each pass is re-validated annually. Annual POV passes expire on 31 December of the year issued regardless of when the pass was issued. Vehicles authorized on the airfield with a POV pass may not operate in the CMA.

4.29.6.2.2. **(Added)** "T" (Temporary) Grants access to specified areas of the airfield for short periods of time. Issue temporary passes for official business vehicles. **Note:** Base assigned contractor vehicles with permanently affixed markings (e.g., company logo, company license plate, etc.) do not require a POV pass. Other contractor vehicles will require a pass, with the exception of vehicles like backhoes, rollers, etc.

4.29.6.2.3. **(Added)** "G" Government Leased Vehicles. Vehicles rented or leased by government agencies for an official purpose issue a GLV pass, as necessary.

4.29.6.3. **(Added)** Procedures for Maintaining POV/GLV Passes:

4.29.6.3.1. **(Added)** Vehicles leased (using a Government Travel Card) for exercise/TDY participants are considered a GLVs and will be identified by a GLV Pass. This pass will be color coded according to the calendar date/quarter that the TDY will take place.

4.29.6.3.2. **(Added)** The exercise/TDY personnel will report to AM with the TDY Personnel/Non-Base Assigned Contractors Training Checklist (**Attachment 8**) and AM will issue a temporary GLV pass.

4.29.7.1. **(Added)** Passes shall be placed on the driver's side dashboard, so that it is visible to anyone in the area who has been granted unescorted access (Restricted Area Badge). When off the airfield the pass shall be removed from sight and stored. These passes are an accountable item, tracked by AM, and are to be turned in at the final inspection unless contractor has items to complete from the punch list.

4.29.9.1. **(Added)** Units requesting temporary passes for individuals to perform work within a controlled or restricted area will provide an escort, or coordinate the establishment of a "free zone" with 6 SFS, Physical Security Office, IAW 6 ARW Integrated Defense/Anti-Terrorism Plan.

4.29.10. **(Added)** Contractor Vehicles. All contractor vehicles (POVs or company owned vehicles) must be marked with a company logo (i.e.; door signs, company license plate item mounted or tethered inside vehicle) with the emphasis that it must be visible from a distance to indicate who the vehicle belongs to. **Note:** Contractor vehicles working construction or repair projects on the airfield will be authorized access ONLY by the AFM or Wing ADPM. The AFM or Wing ADPM will brief contractors on airfield driving procedures, safety requirements and acceptable routing to the construction site. To the maximum extent possible, designate off airfield parking for contractor personnel.

4.29.11. **(Added)** All leased vehicles that operate on the airfield will contain all mandatory AFVA/decals and diagrams.

4.30.5. **(Added)** Certificate Suspension/Surrender/Revocation.

4.30.5.1. **(Added)** Unit Commanders, Wing ADPM, Unit ADPMs, SFS and AM personnel are authorized to revoke or confiscate the AF Form 483 from any individual violating the provisions of this instruction. Once revoked, another AF Form 483 will not be reissued without the explicit approval of the AFM.

4.30.5.2. **(Added)** AM and SFS personnel may temporarily suspend airfield driving privileges from any individual violating the requirements of this instruction. The AFM or designated representative is authorized to confiscate military vehicle keys, AF Form 483, and/or airfield POV passes from any individual violating the provisions of this instruction without debate.

4.30.5.3. **(Added)** Suspension. Any supervisor in the driver's chain of command may temporarily suspend a driver's certificate. All suspensions will be reported to the Unit ADPM and the Wing ADPM. Failure to complete annual refresher training is cause for AF Form 483 suspension.

4.30.5.4. **(Added)** Surrender. All certificate holders will surrender their AF Form 483 upon request by the Unit ADPM and/or AM, SFS personnel. Surrendered certificates will be forwarded to Wing ADPM and will be held until reinstatement/retesting.

4.30.5.5. **(Added)** Violations of this instruction within a 12-month period will carry the following penalties: First Violation. 30-day suspension of airfield driving privileges. Second Violation. Six

months suspension of airfield driving privileges. Third Violation. One year suspension of airfield driving privileges. Permanent suspension of airfield driving privileges for a fourth and final violation.

4.30.5.6. **(Added)** UNAUTHORIZED CMA CROSSING/ENTRY: This is the most serious violation. Unauthorized CMA crossing/entry will result in an automatic 60-day suspension of airfield driving privileges. A second CMAV event will result in a 6-month suspension, or permanent revocation if within a 12-month time period.

4.30.5.6.1. **(Added)** For CMA/runway intrusions that have an adverse impact on flight operations, an AF Form 651, will be submitted to 6 ARW/SE by ATCT. 6 ARW/SE will provide the Wing ADPM a final copy of completed AF Form 651.

4.30.5.6.2. **(Added)** For CMA/runway intrusions that do not have an adverse impact on flight operations, an AF Form 457, will be submitted to 6 ARW/SE by ATCT. Units must provide specific information (Who, What, When, Where and How) to ensure accurate trend analysis at the AF level. 6 ARW/SE will provide the Wing ADPM a final copy of completed AF Form 457.

4.31.1. **(Added)** Unit commanders and Unit ADPMs will ensure that, prior to seeking reinstatement of airfield driving privileges, the individual concerned will:

4.31.1.1. **(Added)** Receive re-training on proper airfield driving procedures as stated in **Chapter 3**.

4.31.1.2. **(Added)** Obtains the unit commanders recommendation in writing to be reinstated, forwarded to the Wing ADPM, and sent to the 6 OSS/CC for concurrence. **Note:** Unit ADPMs shall facilitate a written MFR for unit commander reinstatement request, see **Attachment 15** for reinstatement memorandum template.

4.31.1.3. **(Added)** Is issued a new AF Form 483 by the Wing ADPM or designated representative.

4.32. **(Added) Note:** When made aware of, or upon notice of a violation, a runway incursion or CMAV event, Tower or any agency/person noticing the violation will: Notify AM immediately and escort the driver to AM. AM will: Interview the driver to determine the cause of the event, the intended actions and the driver's previous training, using the applicable QRC. Contact the ATCT to determine if the violation had an adverse impact on flight operations. Determine the type of violation occurred based on the above information. If unable to contact the driver either by radio or in person, notify SFS. If SFS locates the driver, they will initiate a challenge on the vehicle. If it is determined to be only an airfield violation, SFS will escort the driver to AM, Hangar 3, to complete a report. If the driver is unauthorized on the airfield or another security issue is witnessed, SFS will transport the driver to the LE Desk and conduct an investigation.

4.32.1.1. **(Added)** Member profile in ADTCS will be suspended. Only the Wing ADPM can un-suspend the member's profile.

4.32.6.1. **(Added)** ATCT shall initiate an AF Form 457/651 and it must be completed and submitted to 6 OSS/OSAA and 6 ARW/SE within 24 hours or by next duty day (see also AFI 91-202, US Air Force Mishap Prevention Program) if the incursion involved an aircraft having to take evasive actions (go around, reject takeoff, etc.)

4.32.7. **(Added)** All airfield drivers who commit a controlled movement area violation will be escorted to AM and given the opportunity to provide a written statement explaining the violation.

The driver will be released to their Supervisor, First Sergeant, or unit commander for appropriate disciplinary action, if any.

4.32.8. **(Added)** Violations of this instruction (speeding, failure to yield right of way to taxing aircraft and/or emergency vehicles, etc.), may result in suspension of airfield driving privileges and confiscation of the AF Form 483. Return of privileges may require retraining and/or testing or as determined by Wing ADPM. All suspensions imposed by AM will be briefed to the individual's unit commander. Unit commanders must request reinstatement to 6 OSS/OSAA in writing after ensuring all corrective actions have been accomplished.

4.33.4. **(Added)** Initial notification of suspension may be verbal or electronic but must be made next duty day of an incident. A written follow-up is due within 72 hours from initial notification.

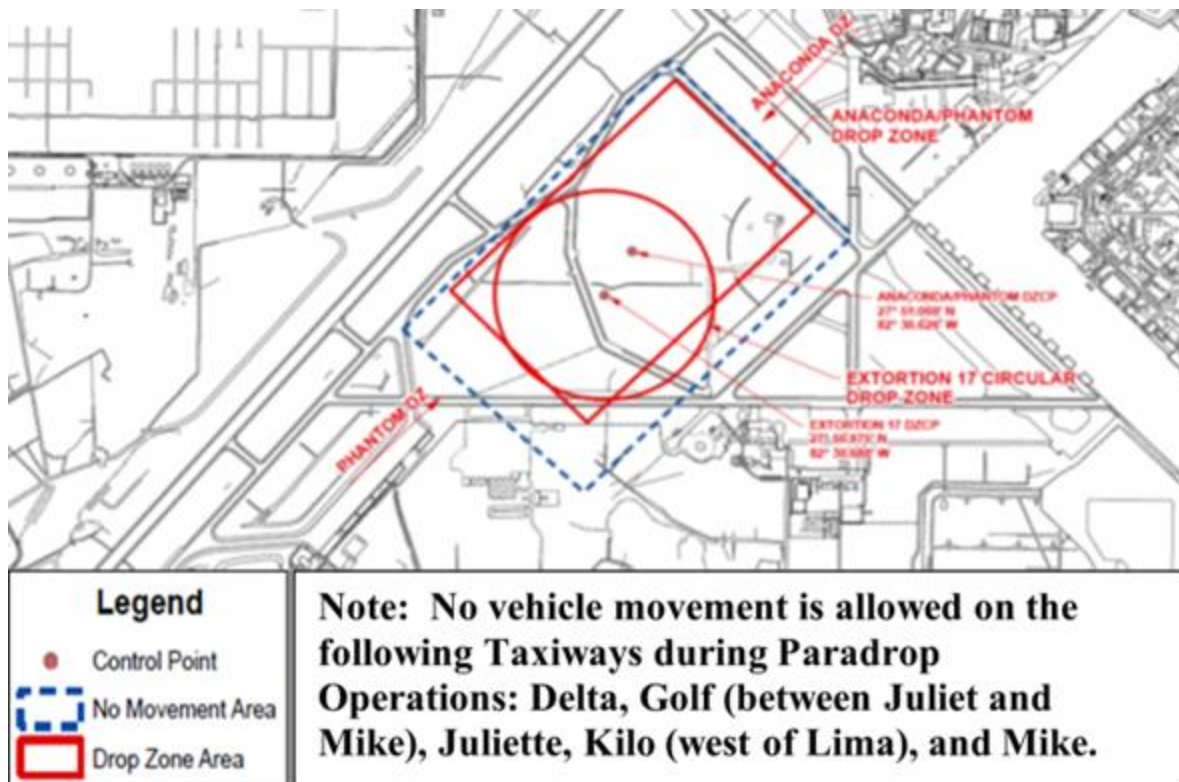
4.34. **(Added) Note:** A MacDill AFB Airfield diagram including a legend to illustrate symbols used to depict requirements outlined in AFI 13-213 is available on the Airfield Driving Teams channel or refer to [Attachment 17](#).

4.34.9.1. **(Added)** see [Paragraph 2.10.4.1](#).

4.35. **(Added) Procedures and/or operational restrictions for local units, as required.**

4.35.1. **(Added)** Parachute operations are conducted on MacDill AFB Airfield. During all parachute operations, ATCT will give a notice via ramp net "jumpers out in 2 minutes." Once heard or if the vehicle driver notices jumpers in the air, all vehicles located on a taxiway adjacent to or in the vicinity of a drop zone, [Figure 4.8](#). **(ADDED MacDill AFB)**, will STOP until all jumpers are safely on the ground. The ATCT will broadcast via ramp net that all jumpers are on the ground.

Figure 4.7. (Added) Drop Zone Map.



4.35.2. **(Added)** No special purpose vehicles (i.e., tractors, tugs, forklifts, or sweepers) or vehicles towing equipment are authorized to use Gate 24V located on the Northside of Hangar 3. The clearance for Gate 24V is 9 feet. Depicted in **Attachment 17** (labeled as airfield access point adjacent to Hangar 3). Special purpose vehicle or vehicles towing equipment shall utilize Gate 27S located on the Southside of Hangar 3, or other gates equipped with an automatic opening device or manual gate provided safety and clearance is maintained.

4.35.3. **(Added)** A portion of the aircraft parking apron between Bravo (South) Ramp and Hangar 5 has deteriorated to a point where it is permanently closed and unusable. Due to the condition and amount of FOD (i.e., loose gravel/rocks), vehicles are not authorized to operate within this area of the apron. The closed portion is identified with double yellow taxiway edge stripes in conjunction with yellow 'X's to denote not for aircraft or vehicle use. The "bad area" described is depicted on the local airfield diagram.

4.35.4. **(Added)** Motorcycle safety education and training areas are established within the airfield environment, which are defined as closed areas in the vicinity of Bldg. 1194 and the southernmost portion of Bravo ramp or other areas designated by the AFM.

4.35.5. **(Added)** Airfield Tours. Airfield tours will be coordinated through Public Affairs (PA) (6 ARW/PA). PA will notify 6 SFS and 6 OSS/OSAA in writing with all the details (who, what, where and when the tour will take place). All airfield tours will have a driver who has a valid airfield AF Form 483 to perform escorting duties.

5.1.4.1. **(Added)** Ground vehicle operators operating on taxiways or beyond any parking ramp/apron (e.g., Alpha/Bravo Ramps) must have two-way radio capability to receive alerts from the ATCT. If a unit is required to monitor their own radio net, it will be mandatory to have two radios while driving on the airfield – one for their unit and the other to monitor the ramp net. If you need assistance acquiring more radios, please contact the LMR shop at 813-828-6442.

EDWARD V. SZCZEPANIK, Colonel, USAF
Commander, 6th Air Refueling Wing

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

AFPD 13-2, *Air Traffic Control, Airfield, Airspace and Range Management*, 3 January 2019
DAFI 33-360, *Publications and Forms Management*, 1 December 2015
AFMAN 13-204 Volume 1, *Management of Airfield Operations*, 22 July 2020
DAFI 21-101, *Aircraft and Equipment Maintenance Management*, 16 January 2020
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*, 23 March 2020
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
AFI 91-202, *The US Air Force Mishap Prevention Program*, 12 March 2020
AFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, 11 December 2018
DAFMAN 91-223, *Aviation Safety Investigations and Reports*, 14 September 2018
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*, 30 July 2009
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 19
Federal Aviation Administration Pilot Controller Glossary

Prescribed Forms

None

Adopted Forms

AF Form 483, Certificate of Competency
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 483, Certificate of Competency

Abbreviations and Acronyms

ADPM—Airfield Driving Program Manager

AF—Air Force

AFECD—Air Force Enlisted Classification Directory

AFSA—Air Force Flight Standards Agency

AFSA/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

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

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.

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 10

COLOR VISION TESTING MFR

Figure A10.1. Memorandum for Color Vision Testing.

DATE

MEMORANDUM FOR: (Your Squadron/Unit) Airfield Driving Program Manager

FROM: 6th Medical Group

SUBJECT: Color Vision Testing Results

1. In accordance with DAFI 13-213, para 3.4., the following individual has been administered the color vision test. Results are documented below.

NAME/RANK:

Color Vision Test Results (**Satisfactory / Unsatisfactory**)

(Must distinguish red, green, yellow, white and blue)

(Medical Examiner's Signature/Stamp)

2. Upon completion of testing, member will return this signed memorandum to her/his Unit Airfield Driving Program Manager for web base system updating.

NAME, RANK, BRANCH
Duty Title

Attachment 11

REQUEST FOR PERMANENT/TEMPORARY PRIVATELY OWNED VEHICLE (POV) PASS

Figure A11.1. Memorandum for a Privately Owned Vehicle Pass.

DATE

MEMORANDUM FOR 6 OSS/OSAA

FROM: Unit/Office Symbol

SUBJECT: Request for Permanent/Temporary Privately Owned Vehicle (POV) Pass

1. IAW MAFBI 13-213, *Airfield Driving*, the named individual requires a pass to operate their POV on the airfield from (Date until Date). I certify the member has accomplished training and is documented in the Airfield Driving Training and Certification Site (ADTCS) or maintained in the Unit Airfield Driving Program Manager's (UADPMs) continuity binder.

Name	Rank	Phone #
Color	Vehicle Make/Model & Year	License Plate State & #
Area(s) of Operation		
Justification		

2. Any questions or concerns can be directed to the Unit Airfield Driving Program Managers RANK FIRST NAME LAST NAME at DSN/COMM or via e-mail at first.last@domain.mil

NAME, RANK, BRANCH
Duty Title

Attachment 14

REQUEST FOR REINSTATEMENT OF AIRFIELD DRIVING PRIVILEGES

Figure A14.1. Memorandum for Reinstating Airfield Driving Privileges.

DATE
MEMORANDUM FOR 6 OSS/OSAA
FROM: Unit/Office Symbol
SUBJECT: Request for Reinstatement of Airfield Driving Privileges

1. IAW MAFBI 13-213, *Airfield Driving*, I request the individuals listed have their airfield driving privileges reinstated. I certify each individual has reviewed the MacDill AFB Driving Instruction and accomplished remedial training on proper airfield driving procedures.

Rank Name AF 483# Expiration Date

2. Any questions or concerns can be directed to the Unit Airfield Driving Program Managers
RANK FIRST NAME LAST NAME at DSN/COMM or via e-mail at first.last@domain.mil or
RANK FIRST NAME LAST NAME at DSN/COMM or via e-mail at first.last@domain.mil.

NAME, RANK, BRANCH
Duty Title

1st Ind, 6 ARW ADPM
MEMORANDUM FOR 6 OSS/OSAA
APPROVED

NAME, RANK, USAF

6th ARW Airfield Driving Program Manager
2nd Ind, 6 OSS/CC
MEMORANDUM FOR 6 OSS/OSAA
APPROVED

NAME, RANK, USAF

Commander, 6th Operation Support Squadron
2 Attachments:
1. Violation Statement
2. Remedial Training

Attachment 15

TDY AIRFIELD DRIVING CERTIFICATION

Figure A15.1. Memorandum for Airfield Driving Certification.

DATE
 MEMORANDUM FOR 6 OSS/OSAA
 FROM:
 SUBJECT: Airfield Driving Certification

1. IAW HQ AFFSA GM AO-18-06: This MFR certifies all personnel listed within have and will maintain a current home station AF IMT 483 for the duration of the TDY, (Date) through (Date), will have their AF IMT 483 in their possession while operating a vehicle on the airfield. Additionally, the members have reviewed and understand Airfield Driving procedures at MacDill AFB.

2. For questions or concerns, contact

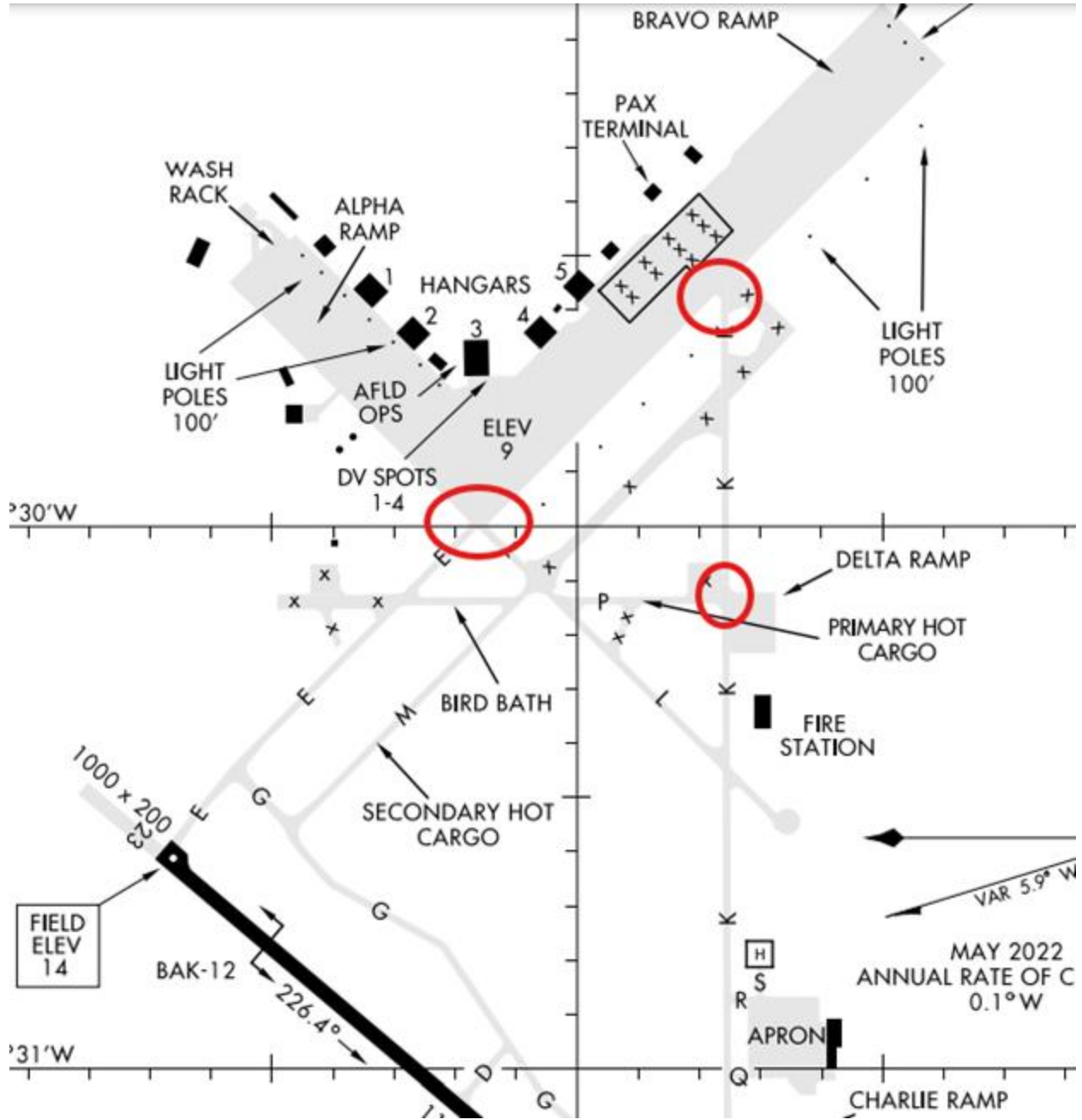
NAME, RANK, BRANCH
 Duty Title

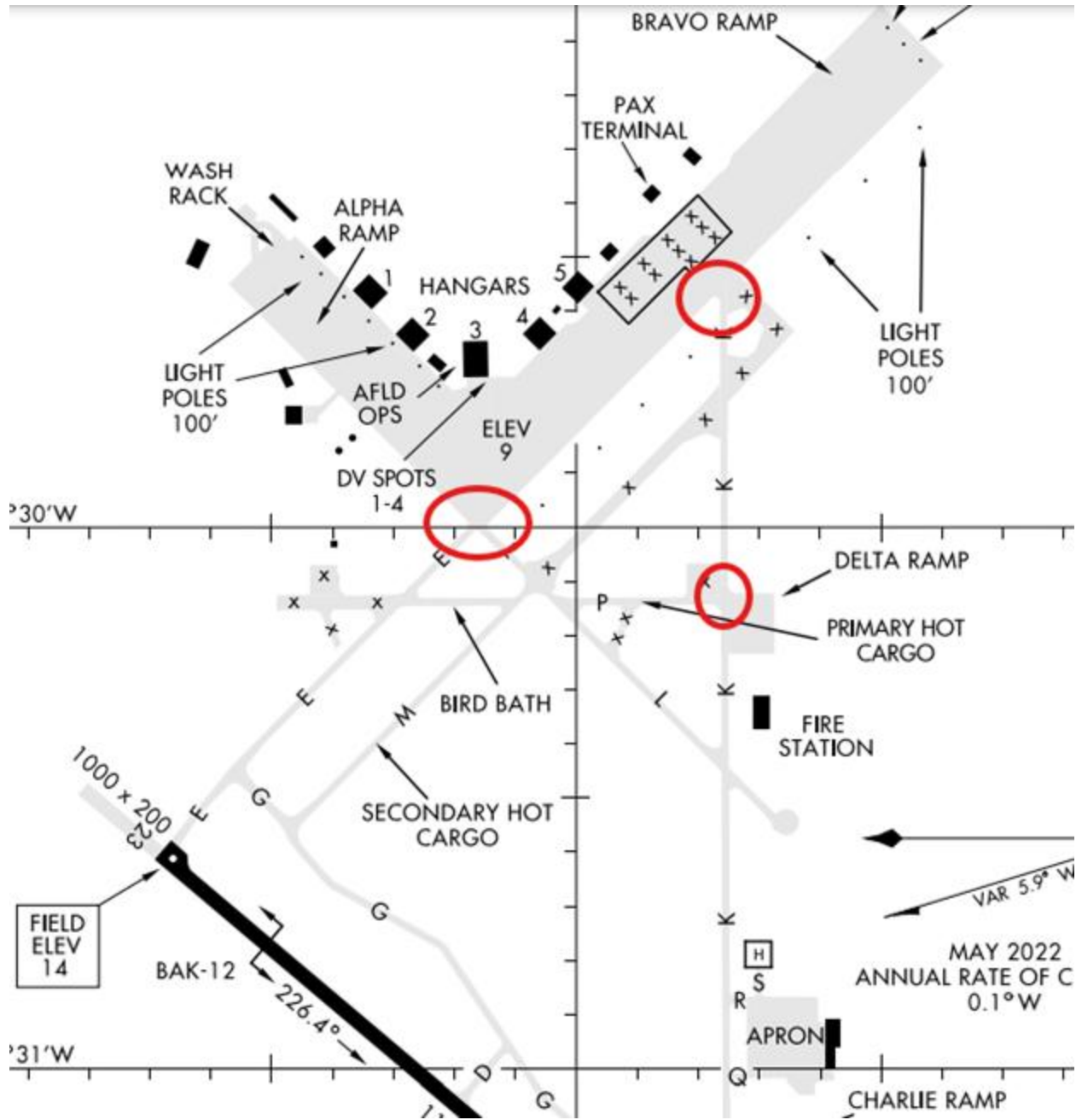
1st Ind, 6 OSS/OSAA Approved/disapproved.
Access on or across the CMA is not authorized.
 For questions or concerns, contact the Wing Airfield Driving Program Manager, RANK FIRST NAME LAST NAME at DSN/COMM or via e-mail at first.last@domain.mil.

NAME, RANK, BRANCH
 Duty Title

Table A15.1. TDY Certification Log.

TDY AF483 LISTING		
FULL NAME	RANK	AF483 #





Attachment 18

MACDILL AFB AIRFIELD HOT SPOTS

Figure A18.1. Map for Airfield Hot Spots.

