

**BY ORDER OF THE COMMANDER
42D AIR BASE WING**



**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 13-213**

**MAXWELL AIR FORCE BASE
Supplement**

28 JANUARY 2025

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

AIRFIELD DRIVING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 42OSS/OSA

Certified by: 42MSG/CC

Supersedes: AFI13-213_MAXWELLAFB SUP,
14 June 2018

Pages: 37

This supplement defines, describes, and extends airfield driving policies, responsibilities, and procedures for operating vehicles on the airfield. The contents of this publication applies to all military and civilian personnel, to include the 908th Flying Training Wing (908 FTW) (AFRC), conducting ground vehicular operations on the airfield at Maxwell Air Force Base, Alabama. Refer recommended changes and questions to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Records Disposition Schedule (RDS) located within the Air Force Records Information Management System (AFRIMS). Units shall use the DAF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*, to process waivers to this publication. All waiver requests to this publication must be reviewed and coordinated on by the Wing or Garrison Airfield Driving Program Manager (ADPM), Airfield Operations Flight Commander (AOF/CC), Wing Safety, and major or field command OPR for AO prior to submission to the appropriate Tier waiver approval authority. The requesting office unit commander must forward a copy of the approved waiver (e.g., DAF 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. Approved waivers become part

of the approver's and requestor's official records and are appropriately filed in accordance with AFI33-322.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include updating airfield driving operating procedures, and tier waiver authority. Airfield maps have been updated to reflect new location of air traffic control tower.

2.3.2. Both the 42 ABW/CC and the 908 FTW/CC may reinstate airfield driving privileges.

2.4.2.1. **(Added)** The Runway Incursion Prevention Working group (RIPWG) will also include Airfield Management Contracting Officer's Representative (COR).

2.5.1. Appointment letters shall be reviewed by unit ADPMs as part of the unit's annual review. A memo/email will be sent to the Wing ADPM confirming the annual review was completed. Appointment letters must be renewed/updated upon change in commanders, ADPMs or alternate ADPMs. Airfield Management must be notified to conduct training on any new or alternate ADPMs.

2.5.1.1. **(Added)** Due to critical safety implications, the ADPM must not be deployed, transferred, or separated without a knowledgeable and qualified replacement.

2.7.6.1. **(Added)** Discrepancies noted during any inspection will be identified in writing to the unit's ADPM. The ADPM will be given 30 days to correct the discrepancies. Any items not corrected after the re-inspection will be forwarded to the unit commander.

2.7.9. All Airfield Operation Flashes (OPS Flash) affecting airfield drivers are published in the Team Maxwell-Gunter Weekly Reveille (42CS.SCO.BaseBulletin@us.af.mil). This serves to notify airfield drivers of situations on the airfield that could be dangerous or cause confusion.

2.7.12.1. **(Added)** Additional ADPM meetings will be held when necessary to highlight program issues.

2.7.14. AM personnel, when requested and available, will go on a "ride-along" with unit trainers during the practical day/nighttime orientation drive to ensure training meets requirements of the ADI.

2.7.19.1. **(Added)** Brief 42 OSS/CC and Wing Safety on all runway intrusions/CMA violations (CMAV).

2.8.6.1. **(Added)** Only grant CMA access when mission requirements dictate.

2.8.14. Advise individuals that will drive within the CMA to report to the Flight Medicine clinic for color vision testing. **NOTE:** Ensure Flight Medicine personnel, Hospital/Medical Treatment Facility Optometrist, or off-base equivalent, complete the Airfield Driving Training Documentation and Certification Checklist and Attachment 7 Exception: Airfield Mowers will be color vision tested by qualified AM personnel. AM personnel must be trained by medical, to administer color vision testing.

2.8.15. Refresher training will include a review of this ADI, DAFI13-213 and the Airfield Driving Tests (Airfield Diagram, General Knowledge and Runway Incursion Prevention).

2.8.22. Ensure all unit airfield drivers are forwarded any restrictions or construction information passed from Airfield Management Operations and are checking the Maxwell AFB Base Bulletin for Ops Flashes concerning airfield safety information.

2.8.24. Provide classroom training utilizing DAFI 13-213, this supplemental information, appropriate references, and the Airfield Driver's Training slides provided by the Wing ADPM.

2.8.28.1. **(Added)** Personnel who PCS, separate, or retire must turn in their AF Form 483 to their unit ADPM. The ADPM will destroy the Attachments 7, AF Form 483 and remove the individual from the unit's list of airfield drivers.

2.8.28.2. **(Added)** When personnel PCA between units on base, the losing ADPM will ensure all airfield driving records (Attachments 7, CBT printout, refresher test results, etc.) are transferred to the gaining unit ADPM. The losing ADPM removes the individual from the unit's list of airfield drivers. The gaining ADPM will verify currency of the individual's training and add the individual to the list of qualified unit personnel.

2.8.28.3. **(Added)** Personnel who lose their AF Form 483 can be reissued a new one by hand-carrying the original Attachments 7, a current copy of the AF Airfield Driving CBT certificate, and current refresher test results (if applicable) to AMOPS. AMOPS will verify training/testing documentation and issue a new AF Form 483.

2.8.28.4. **(Added)** Personnel who lose their Attachment 7 and still have a valid AF Form 483 for Maxwell AFB may be recertified to drive on the airfield by the unit ADPM. The ADPM will complete new forms with a current copy of the AF Airfield Driving CBT certificate and refresher test results. The ADPM will make a statement on the form to indicate it is a replacement for a lost original and verify all training requirements are current.

2.8.31. **(Added) NOTE:** Schedule training for replacement primary/alternate ADPM with the AAFM at least 30 days prior to relinquishing unit duties. It is imperative that the ADPM position not be vacant due to the impact that this program has on safety.

2.8.32. **(Added)** For Reservists, see [Attachment 22](#), *Reservist Training Plan*.

2.11.4. Email all Notice To Air Missions (NOTAM) that could affect airfield drivers (e.g., closed taxiways, lighted signs out, etc.) to Unit ADPMs using the Digital NOTAM Site.

2.13.3. Provides AM with a statement of all airfield driving incidents, hazardous air traffic report (HATR) and controlled movement area violation (CMAV) events.

2.14.2. The 42 SFS personnel will also respond to CMAVs or runway incursions (if required). The violator will be escorted to Airfield Management for questioning and to provide a statement.

2.14.6. Ensure Privately Owned Vehicles (POV) on the airfield have a current Maxwell POV Cone displayed on top of the vehicle. Pass-on any violations to Airfield Management Operations. **NOTE:** All BOS Contractor-purchased vehicles primarily used for the airfield (Airfield Management, Transient Alert (TA), Airfield Lighting, and Barrier Maintenance) will be identified by the front vehicle license plate with the section title displayed. See [Figure 2.1](#).

Figure 2.1. (Added) BOS Contractor-Purchased Vehicle Front License Plate.



2.14.8. Ensure all SFS personnel will standby at the West Ramp in support of In- Flight/Ground emergencies and or other emergency situations.

2.15.1. Provide color-vision screening/testing for all military, civilian, and contractor personnel with a requirement to drive on the Controlled Movement Area (CMA) at Maxwell AFB.

2.15.1.1. **(Added)** Complete section III – Color Vision Test for CMA drivers only of the Airfield Driving Training Documentation and Certification Checklist. Check appropriate block for color vision status.

2.15.2. All Flight Medicine personnel will standby at the West Ramp in support of In-Flight/Ground emergencies and or other emergency situations.

3.2. Training Criteria.

3.2. All personnel assigned airfield driving duties must complete all training within 30 calendar days. If all training is not completed within 30 days, they will have to begin all training items again. Training must be conducted IAW DAFI13-213 and this supplement. All training references and publications are available on e-publications.

3.2.2. Annual refresher training must be completed within 30 days of the initial certification month. Overdue training will be documented as a minor violation. Once training and testing have been completed, AMOPS and/or UADPM personnel will sign the back of AF Form 483 with the date training completed and date refresher training is due for the following year. Personnel who do not complete annual refresher training by the first day of the month after the refresher training is due will have their airfield driving privileges suspended until refresher training is accomplished.

3.2.2.1. **(Added)** A review of this DAFI 13-213_MAXWELLAFB SUP and Attachments **10-16 and 20-21** is required.

3.2.2.1.1. **(Added)** The Wing ADPM will notify unit ADPMs of suspension actions taken for not completing refresher training.

3.2.2.2. **(Added)** Personnel who lose their Airfield Driving Training Documentation and Certification Checklist but still have a valid AF Form 483 for Maxwell AFB may be recertified to drive on airfield by the unit ADPM. The ADPM will complete a new Airfield Driving Training Documentation and Certification Checklist and Attachment 7 and make a statement on the form to indicate it is a replacement for a lost original and verify all training requirements are current.

3.2.3.1. **(Added)** Provide Airfield Driving CBT and annotate scores on the Airfield Driving Training Documentation and Certification Checklist and Attachment 7. The CBT will be conducted online for those personnel with valid Common Access Card (CAC).

3.2.3.2. **(Added)** Those personnel without CAC will test through Airfield Management. Airfield driver trainees must view the slide presentation and pass the test with a minimum score of 80%.

3.2.4. Provide classroom training utilizing DAFI 13-213, this supplement, appropriate references, and the Airfield Driver's Training slides provided by the Wing ADPM.

3.2.4.1. **(Added)** The Unit ADPMs or designated representative will provide classroom training for newly assigned personnel requiring authorization to operate a vehicle on the airfield.

3.2.5. Ensure a day and nighttime airfield driver test is accomplished using the *Airfield Driving Qualification Training Checklist (Curriculum)*; see Attachment 7.

3.2.5.1. **(Added)** Daytime Orientation. Familiarize the trainee with the airfield layout (e.g., markings, lighting, signage, restricted areas, entry control points (ECP), CMA, etc.) and provide practical training on operating a vehicle on the airfield (e.g., access points, Foreign Object Debris/Damage (FOD) checks, speed limits, driving around aircraft, aircraft taxi flow, etc.). The orientation provided must ensure trainee proficiency on the airfield. Use the Airfield Driving Training Documentation and Certification Checklist to document completion of training (Attachment 7).

3.2.5.2. **(Added)** Nighttime orientation and practical driver test is required for all personnel that drive on the airfield. Those unable to complete the night portion/testing will be certified for "DAYTIME ONLY" driving on their AF Form 483. If an individual later requires authorization to drive at night, they must receive and have documented nighttime training/testing. **NOTE:** The trainee shall drive during both the orientation and check ride. During the check ride, the instructor shall provide minimum assistance to the trainee.

3.2.5.3. **(Added)** Nighttime Orientation. Familiarize the trainee with the airfield layout with emphasis on how differently things look at night or during reduced visibility. Emphasis should focus on understanding airfield markings, lighting, and signage to determine exact location on the airfield. Also use visual references, such as the Control Tower, hangars, etc. The orientation provided must ensure trainee proficiency on the airfield during nighttime/ reduced visibility conditions. Use the Airfield Driving Training Documentation and Certification Checklist to document completion of training (Attachment 7).

3.2.5.4. **(Added)** Upon completion of all listed training procedures, the trainee will hand- carry the completed Airfield Driving Training Documentation, Certification Checklist (Attachment 7), Airfield Driving CBT Certificate, their driver's license, and any other attachments. **NOTE:** Refresher Training, the trainee will bring their original training documentation, AF Form 483.

3.2.5.5. **(Added)** AMOPS personnel will select the appropriate access from the dropdown menu on the AF Form 483. Units retain a copy of the Attachments 7 in unit files until the individual is no longer authorized to drive on Maxwell AFB airfield. See AFRDS for file maintenance. Personnel who fail the color vision test or whose duties do not require CMA access may be issued a limited access "RAMP ONLY" permit. The AF Form 483 will reflect that individual is not authorized to drive in the CMA. Personnel that receive a "RAMP ONLY" AF Form 483 will not enter the CMA unless they are escorted by a licensed driver with two-way radio communication with the Tower. Personnel with a "RAMP ONLY" AF Form 483 do not require practical training in the CMA (including talking to the Tower) or color vision screening but shall still receive training on the boundaries of the CMA and associated airfield markings.

3.3. Testing Requirements. All questions that pertain to the CMA, runway area, helipads, instrument hold lines, and runway hold lines are written to the Go/No Go standard. **NOTE:** AMOPS customer service hours are as follows: Monday through Friday: **0800L-2200L**; Saturday and Sunday: **1000L- 1800L**. No testing service available on federal holidays, approved down days, or during wing exercises. **Unit ADPMs must schedule an appointment at Base Ops if there will be more than 2 personnel testing at the same time.**

3.3.1. Personnel must bring all applicable documentation to AMOPS before testing, to include completed Attachments 7 and the Air Force Airfield Driving CBT. **NOTE:** Airfield Management will administer all appropriate airfield driving testing (General Knowledge, Runway Incursion Prevention, Communication Test, Air Force Airfield Driving Computer-Based Training, (if

personnel do not have CAC Access), Airfield diagram/layout) for airfield drivers to receive their AF Form 483.

3.3.1.1. An example of the Airfield Driving Diagram is at **Attachment 10**. The following questions are listed in the automated airfield diagram test: runway, taxiways, ramps/restricted areas, airfield perimeter road, airfield access points, locations of visual flight rules (VFR) hold lines/instrument hold line, other safety questions. Use the Maxwell AFB Airfield Driving Training Documentation and Certification Checklist to document test results (Attachment 7).

3.3.1.2.5. Airfield Management will administer Airfield Driving Testing. Airfield drivers that require access to the CMA must receive the radio phraseology/terminology and discipline training and obtain a 100% grade on the Communication portion of the test. "CMA Access" will be selected on their AF Form 483.

3.3.1.2.6. **(Added)** Airfield drivers that do not require access to the CMA but require access to all non-CMA areas on the airfield must receive the radio phraseology/terminology and discipline training but will not have to take the radio phraseology/terminology test. These drivers will have "RAMP ONLY" selected on their AF Form 483.

3.3.1.5. Practical Airfield Driving Test (Check Ride). Certify all training has been received. Trainee must be able to demonstrate correct driving procedures and verbally explain procedures and layout of the airfield. The ADPM, or qualified trainer, will use Section 2 on the MAXWELL AFB Airfield Driving Qualification Training Checklist to document test completion.

3.3.2.1. First time failures must receive additional training from their unit ADPM and document on a memorandum for record, endorsed by the ADPM and attached to the Airfield Driving Training Documentation and Certification Checklist, Airfield Driving Qualification Training, and the USAF Airfield Driving CBT certificate. Trainees can be rescheduled for testing upon completion of remedial training, but no earlier than three calendar days from the failure. Failures will be annotated on Attachment 7. **NOTE:** Additional training consists of a review of DAFI 13-213, this supplement, training slides, and completion of practice tests. All items will be administered by the Unit ADPM.

3.3.2.2. Second time failures must receive additional training from their unit ADPM and document on a memorandum for record, endorsed by the unit commander (may not be delegated), with justification stating the trainee has received training and can safely operate a vehicle on the airfield. Trainees can be rescheduled for testing upon completion of remedial training and the commander's endorsement letter, but no earlier than 10 calendar days from the second failure. **NOTE:** Additional training consists of a review of DAFI 13-213, this supplement, training slides, completion of practice tests. Failures will be annotated on Attachment 7.

3.3.2.3. Third time failures will normally not be granted airfield driving privileges without the approval of the OSS/CC. Failures will be annotated on Attachment 7.

3.4. Conduct color vision screening on an appointment-only basis. Appointments must be made through the Flight Medicine Clinic only.

3.4.4. **(Added)** Personnel training for driving on the CMA must complete color vision screening and or provide verification of previous color vision screening results to the Unit ADPM for validation. Personnel who do not have a requirement to drive on the CMA do not require a color vision test and will have the restriction "RAMP ONLY" annotated on the AF Form 483.

3.4.5. **(Added)** Construction contractors, Civil Service, and contracted personnel that require access into the Controlled Movement Area, must complete color vision testing. Color vision testing can be completed with a local optometry clinic located in the local community.

3.4.6. **(Added)** Personnel requiring limited access to the airfield, to include drivers that have a color vision waiver, will have an AF Form 483 restriction (e.g., RAMP ONLY) and will not be stamped with "CMA Access." All others with approved CMA access will be marked "CMA Access." Contractors will be issued a temporary AF Form 483 with restrictions based on location and duration of work and will be marked appropriately.

4.2.1.1. **(Added)** Words that authorize access to CMA are "PROCEED" or "CROSS". The word "HOLD" indicates disapproval of an operator's request. The proper term for leaving the CMA is "OUT OF" and "OFF" for exiting the runway, LZ or helipads.

4.2.6. See [Attachment 17](#), *List of Call Signs for Controlled Movement Areas*.

4.2.8. Do not use the airfield for convenience. Do not use the airfield as a shortcut when Perimeter Road can be used. Perimeter Road is designated as the primary means for traffic to gain access to facilities on the east and west side of the runway.

4.2.9. **(Added)** The controlled movement area at Maxwell is described as the runway, Landing Zone (LZ), helipads, overruns and all areas within 100 feet from the edge of the runway or helipad, LZ and overruns. Only vehicles being used to complete mission requirements are authorized to operate within the controlled movement area. Vehicles/personnel must establish two-way radio contact with Maxwell Ground to receive approval before entering the CMA. Communication must be maintained with Maxwell Ground for the entire time personnel are in the CMA.

4.2.10. **(Added)** Maxwell Ground has authority over all traffic entering the CMA and will issue specific instructions to control movement of aircraft, vehicles, equipment, or personnel during published airfield hours. Airfield hours are normally: Mon-Fri, 0800L-2200L, and Sat/Sun 1000L-1800L. The airfield is closed on federal holidays. NOTE: The airfield often opens early or closes late on short notice due to DV or operational requirements. All personnel may contact the Command Post at 953-7474 for current airfield operating hours.

4.2.11. **(Added)** When the Control Tower is closed/unmanned, personnel will contact the Command Post at 953-7474 when entering and exiting the CMA.

4.2.12. **(Added)** Once a vehicle has reported off the runway, helipads or LZ, the driver shall obtain approval from the Control Tower to re-enter the runway, helipads, or LZ.

4.2.13. **(Added)** Uncontrolled CMA Procedures.

4.2.13.1. **(Added)** When the Air Traffic Control Tower is closed, the CMA becomes an uncontrolled movement area. Vehicles and other operators will use extreme caution when operating on the airfield due to the potential for aircraft landing and operating on the airfield at any time. Any activity on the airfield after hours will be coordinated through the Command Post at 953-7474 prior to accessing the airfield. Individuals will provide location, duration and type of activity performed. Individuals will also contact the Command Post when they are off the airfield.

4.2.13.2. **(Added)** Airfield access is restricted to authorized personnel who have been trained and licensed to drive on the airfield (Maxwell AFB Airfield Certified, AF Form 483). Unqualified personnel must have a licensed escort and coordinate with AM during normal airfield operating hours, or Command Post at 953- 7474 when closed, prior to entering the airfield.

4.2.13.3. **(Added)** Vehicle operators will attempt to contact Maxwell Ground prior to entering or crossing the runway, helipads, or LZ. If there is no response, drivers will call Command Post at 953-7474 to verify the airfield and Maxwell Ground are closed. After verifying the airfield and Maxwell Ground are closed, the driver will make a general announcement of their activity on ground frequency (e.g., "CE ELECTRIC 1 is proceeding on Runway 15/33 at Taxiway Charlie"). Likewise, when drivers exit the runway, helipads, or LZ, they will make an announcement that they are off the runway, helipads or LZ ground frequency. If the airfield and Maxwell Ground are not closed, the driver must get permission before entering the runway or LZ. Personnel driving on the airfield during uncontrolled periods will maintain two-way radio capability and will always monitor the appropriate tower/ground frequency. Personnel will follow all airfield operating rules as outlined in this instruction even when the tower is closed. Crossing or entering the runways, helipads, and LZ will be kept to an absolute minimum and will only be for performance of official duties. Access roads will be used whenever possible, even if that means taking a longer route. Drivers will ensure there are no aircraft in the immediate vicinity by performing a thorough visual check of the overhead traffic pattern and surrounding area. Operate vehicle emergency flashers/beacons while on the runway, helipads and LZ.

4.4.4.1. **(Added)** Maxwell Airfield Driving Diagram see [Attachment 10](#).

4.5.1.1. **(Added)** Runway Holding Position Signs. Runway holding position signs are located on taxiways that intersect a runway and correspond with Runway Hold Position Markings. The runway numbers on the sign are arranged to correspond to the respective runway threshold. On taxiways that intersect the beginning of the takeoff runway, only the designation of the takeoff runway may appear on the sign. For example, "21" indicates the beginning of Runway 21. 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 runway, beyond the hold sign and marking location.

4.5.1.2. **(Added)** Instrument Landing System (ILS) Holding Position Signs. ILS signs have white letters on a red background with a black border. These signs tell pilots and vehicle operators where to stop to avoid interrupting a type of navigational signal used by landing aircraft during inclement weather (ceiling less than 800 feet and/or visibility less than two (2) miles). If a vehicle proceeds past this ILS marking during inclement weather, it may cause a false signal to be transmitted to the landing aircraft. The ILS hold position sign is located on Taxiway Echo and is adjacent to the Instrument hold line.

4.6.1. Runway shoulder markings and chevron markings in the overruns are yellow in color to identify areas along the edge of the runway and overruns not intended for use by aircraft.

4.6.2.1. **(Added)** Taxiway and Apron Markings (Attachment 3). Taxiway and apron markings are yellow in color and consist of centerline, edge, and shoulder markings. Taxiway and taxiway centerline markings consist of a single continuous yellow line to identify the designated path of travel on taxiways, through parking ramps, and to aircraft parking locations. Taxiway and apron edge markings consist of a continuous double yellow line to define the taxiway and apron boundaries from the shoulder. Taxiway shoulder markings identify pavements that are not intended for use by aircraft.

4.6.2.2. **(Added)** Restricted/Controlled Areas Markings. There are no longer restricted areas at Maxwell AFB. If a transient aircraft arrives requiring a restricted area, the boundary will be marked by red rope, stanchions and restricted area signs.

4.7.1.1. **(Added)** Runway Lighting. Runway lighting consists of runway edge lights, runway end lights, and runway threshold lights, which are used to outline the lateral and longitudinal limits of the usable surface of the runway. Runway edge lights, as depicted in **Attachment 16, Figure A16.1**, define the edge of the runway. They are white, except on instrument runways where yellow replaces white on the last 2,000 feet to form a caution zone for landing. Runway end lights are red in color and define the end of the operational runway. Runway threshold lights are green in color to provide positive identification of the beginning of the operational runway surface.

4.7.2.1. **(Added)** Taxiway Lights (**Attachment 16, Figure A16.2**). Blue lights are used to identify taxiway/taxilane edges during periods of darkness or restricted visibility conditions.

4.8.3. Towing speed is 5 mph for all aircraft and two or more maintenance stands. Towing speed for a single maintenance stand is 10 mph.

4.8.8.1. **(Added)** The maximum towing speed limit for AGE, such as compressors, ground power units, oxygen carts and similar equipment is 10 mph. General-purpose vehicles should not be used to tow these types of equipment unless properly equipped with hitches specifically designed for heavy duty towing.

4.8.8.2. **(Added)** Large pieces of AGE, when towed in tandem, shall not block the driver's vision of the last item being towed.

4.8.8.3. **(Added)** Tow vehicles/operators shall use safety or cotter pins to secure pintle hooks and trailer hitches.

4.8.8.4. **(Added)** Vehicles towing aircraft have the right of way over all other vehicles except "Follow Me" and emergency response vehicles.

4.8.13.3. **(Added)** Vehicles will follow normal traffic flow utilizing the right side of the taxiways and yielding to the right. Avoid the extreme edge of the taxiway due to FOD potential and lighting fixtures. The centerline areas of the taxiway are reserved as safety lanes and will be kept clear of vehicles and equipment. Vehicles will always be operated single file on taxiways unless in direct support of an aircraft or responding to an emergency. **NOTE:** Under normal circumstances, the only vehicles authorized to operate on the centerline of any taxiway include, but are not limited to, Airfield Management vehicles; Flight Safety vehicles; airfield sweepers and vehicle towing aircraft.

4.8.14. The maximum speed is 25 mph for any vehicle operating on the runway with the following exceptions:

4.8.14.1. **(Added)** Emergency vehicles responding to an emergency may operate at a speed commensurate with safety of persons and property.

4.8.14.2. **(Added)** AM vehicles may exceed speed limits as required, commensurate with safety, when responding to an emergency and/or when asked to expedite by the Control Tower when operating on the runway.

4.9.2.1. **(Added)** Operators will not drive a vehicle within 50 feet of any fueling or de-fueling operations unless part of the fueling or de-fueling operation. Do not drive within 25 feet of a parked aircraft, except when the aircraft is being serviced, loaded/off-loaded as prescribed in applicable technical orders.

4.9.4. When approaching or being approached by taxiing aircraft, exit taxiway/taxilane or move from aircraft path at next paved surface until the aircraft is well clear of your vehicle, time permitting. Give way to aircraft by at least 50 feet. If it is necessary to drive off the paved surface, the operator is responsible for checking the vehicle tires for any FOD material and ensuring all tires and the paved surface are clear of FOD. This check will be accomplished immediately upon returning to the paved surface.

4.9.4.1. **(Added)** Do not cross when an approaching aircraft is within 500 feet of your position, or until the aircraft has passed your position by at least 200 feet (500 feet for large aircraft).

4.9.4.2. **(Added)** Vehicles will not cross in front of an aircraft on hold unless signaled to do so by the pilot or instructed by Maxwell Ground via radio. Vehicle operators will never proceed between aircraft and a marshaller.

4.9.4.3. **(Added)** Vehicles will remain at least 100 feet from any helicopter with its rotors in motion.

4.9.5.1. **(Added)** Vehicles operated near an aircraft will remain well clear of the aircraft and be visible from the aircraft cockpit. Vehicles must approach aircraft with the driver's side of the vehicle toward the aircraft.

4.9.6. **(Added)** Unless prevented by aircraft servicing procedures, traffic flow on the aircraft parking ramp shall be parallel to the noses of the parked aircraft with the driver's side toward the nearest aircraft. Vehicles will not be driven diagonally across the parking ramp, but at 90-degree angles to the driving lanes.

4.10.5.1. **(Added)** Have emergency brake set and be parked so that the direction of travel, either forward or backward, will not be toward any aircraft. Chocks will be used for all vehicles and equipment mounted on wheels which do not have an integral braking system when left unattended on the airfield and when operating within 10 feet of any aircraft.

4.10.5.2. **(Added)** No vehicle will be left unattended within the 25 foot fire lane between aircraft and apron edge. **NOTE:** If a vehicle becomes disabled on the airfield, the driver must ensure Airfield Management (953-6961/6962) and Transportation are notified as soon as possible.

4.10.5.3. **(Added)** Vehicles with engines operating will never be parked unattended within aircraft critical areas or facing aircraft. **EXCEPTION:** Emergency vehicles responding to emergencies or aircraft servicing vehicles that must remain on to generate power to perform tasks. Vehicles shall be chocked if the operator's seat is empty.

4.10.5.4. **(Added)** AGE-towing vehicles may be left running after setting parking brake and placing the vehicle in park while driver completes FOD checks prior to entering the airfield. Refueling trucks may be left running at ECPs after setting parking brake and placing the vehicle in park. The vehicle must be chocked immediately before starting FOD check. General purpose vehicles may be left running after setting parking brake and placing in "park" while conducting FOD checks prior to entry to the airfield.

4.11.2.1. **(Added)** Apron lateral distance requirements. Care must be used to ensure wingtip clearance for aircraft on apron taxilanes is preserved. The distance between the Ramp/Apron boundary and all mobile obstacles must be a minimum of **127 feet**.

4.11.5. **(Added)** Equipment will not be in place more than 3 hours prior to aircraft arrival and no more than 3 hours after aircraft departure IAW UFC 3-260-01. AGE equipment, electrical carts, forklifts, tow bars, fire extinguishers, maintenance stands, portable lighting and similar equipment (when not in use) will be removed from the aircraft parking area and stored in appropriate areas. Designated AGE/Support Equipment ready areas have been established beyond the apron boundary markings (the double yellow lines) and are not considered to be on the “aircraft parking area.”

4.12. Vehicle operators will be trained and comply with tower light gun signals. Operators will have an DAFVA 11-240 and *USAF Airport Signs and Markings* in vehicles on the airfield.

4.13. FOD checkpoints are located throughout the airfield, indicated by signs and pavement markings with red letters on a white background. Prior to entering the airfield or crossing a FOD checkpoint, FOD will be removed from the vehicle undercarriage, tires, wheel wells and truck beds. Care must be used to secure loose items inside vehicles.

4.13.5. **(Added)** Vehicle operators encountering FOD on the airfield will stop and collect it. Large amounts of debris will be reported to Airfield Management Operations.

4.13.6. **(Added)** Hats present a potential FOD hazard to aircraft conducting operations. If a hat is worn on the airfield for protection from the elements, it shall be properly secured.

4.15.2. **Exception:** Specialized equipment not equipped with emergency warning flashers will be equipped with reflective markings during hours of darkness and inclement weather.

4.15.8. **(Added)** Top-mounted rotating emergency lights must be in operation for vehicles routinely operating on the runway. Emergency vehicles not operating on the runway may be equipped with dash or grill mounted emergency lights.

4.15.9. **(Added)** Golf carts/electric cars will follow all rules established for all general and special purpose vehicles and will be equipped with forward and rear lamps if operated at night. If equipped, golf carts/electric car operators should position their vehicles to prevent headlights from shining toward moving aircraft.

4.15.10. **(Added)** A rotating beacon or emergency flashers will be used on all vehicles temporarily parked on the aircraft parking ramps during the periods of lowered visibility.

4.17. Personal motorcycles, mopeds and scooters are not authorized on airfield.

4.17.1.1. **(Added)** Bicycles and tricycles may be operated on airfield in the performance of assigned duties on parking aprons only as long as the riders have a valid AF Form 483. Bicycle helmets are required to be worn with all straps secured to the rider’s head on the airfield. The operator’s unit commander is the approval authority for use of bicycles in performance of assigned duties on the airfield. The AAFM must approve use of bicycles on airfield as personal transport. Bicycle use for recreation is prohibited.

4.17.1.2. **(Added)** Golf carts, ATVs and Utility Vehicles are permitted on airfield and do not require a POV pass. All equipment must have markings identifying ownership of the cart (e.g., unit or company logo). All personnel driving carts must be qualified airfield drivers and speed limits must be followed.

4.18.1. **(Added)** Using the airfield for convenience is prohibited. March Road serves the perimeter and is designated as the primary means for all traffic to gain access to areas north and west of the runways. Traffic to the 908th Aircraft Maintenance hangars shall utilize access roads in the vicinity of the OTS complex to the maximum extent practical.

4.19. Control Tower and/or Vehicle Radio Problem Areas and Visual Blind Spots. Airfield operators must be aware of visual blind spots. Maxwell has identified the areas that the Mouth of Taxiway Alpha near Runway 15 and mouth the of LZ 189 on Taxiway Alpha as radio problem areas. Also, there are areas identified where the Control Tower does not have a clear field of view. The North Ramp Spots N- 4 through N-7 and the area located in front of Hangar 1455. "As a general rule, if you cannot see the tower cab, tower controllers cannot see you."

4.20.2. All (initial) Fire Department emergency response vehicles will stage on Taxiways Alpha, Charlie, or Echo as applicable (depending on the direction of arrival) and await the arrival of the landing aircraft or approach the aircraft that is already on the ground. The Fire Department shall obtain approval from the Control Tower prior to entering the CMA, assess the situation and take appropriate measures.

4.20.2.1. **(Added)** Aircraft crash/recovery, fire department, medical, security forces, safety, and airfield management vehicles responding to an aircraft emergency are considered primary (initial) emergency responders. Secondary support agencies (e.g., transportation, maintenance, transient alert, etc.), as determined by the Fire Chief or incident/on-scene commander, are those required to support on-going operations. Primary and secondary response agencies will standby in between Fire Department and Base Operations.

4.20.2.2. **(Added)** Additional follow-on/support vehicles (i.e., ambulance, etc.) shall not enter the CMA or runway environment unless directed by the Incident Commander. These vehicles will hold short of the CMA on the ramp in front of Airfield Management Operations (AMOPS). Emergency response vehicles shall ensure they have approval to enter the CMA from the Control Tower and not assume they have approval, which could lead to an aircraft incident, CMA violation or a possible runway intrusion.

4.20.2.3. **(Added)** Vehicle operators will immediately yield the right-of-way to emergency and fire/crash vehicles with rotating emergency lights in operation. Remain clear of crash roads and runway or taxiway access points until the emergency is terminated. Emergency vehicles are Airfield Management, Fire Department, ambulance, and Security Forces.

4.20.2.4. **(Added)** Unless coordinated prior to an emergency, emergency vehicles will not escort each other; for example, a fire truck will not escort a security forces vehicle, etc. while requesting and entering the CMA. Escort procedures for emergency vehicles are the same as other vehicles on the airfield.

4.23.1. One individual may act as an escort for two or more vehicles in the CMA, who are together in or within 250 feet of each other. The escort vehicle is responsible for the group and will relay Air Traffic Control Tower (ATCT) control instructions/communications for the group. When escorting other vehicles, use the word "plus" to include additional vehicles.

4.25. There are no in ground fuel pits located on Maxwell AFB airfield.

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. Personnel will use caution when driving behind taxiing aircraft and parked aircraft with engines running. **NOTE:** Transient Alert, AM, Fire Department vehicles, all local and transient aircraft can taxi behind the aircraft parked on the North Ramp, while engines are at idle. When operating near large aircraft, such as C-5, C-17, etc., use extreme caution due to jet engine blast (recommended distance is 500 feet).

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

4.28.1. TDY personnel possessing a valid AF Form 483 from home duty station will be trained on local airfield driving procedures to operate a vehicle on the airfield without an escort by the sponsoring unit ADPM. Personnel must receive training based on the work site and will be restricted to a certain route determined by the Assistant Airfield Manager (AAFM). **NOTE:** Training will consist of the local TDY/Contractor briefing and an airfield familiarization ride.

4.28.1.1. **(Added)** TDY personnel not possessing an AF Form 483 (other services, foreign military, etc.) will be trained on local airfield driving procedures to operate a vehicle on the airfield without an escort by the sponsoring unit ADPM. Personnel must receive training based on the work site and will be restricted to a certain route determined by the AAFM. Personnel will not be allowed access to the CMA. Upon completion of the local briefing, the member will complete the Attachment 7 and a copy will be forwarded to the AAFM. AM will retain the original Attachment 7 and issue the individual(s) a temporary AF Form 483.

4.28.1.2. **(Added)** Non-Base Assigned Contract Personnel. Non-base assigned contract personnel will be trained on local airfield driving procedures to operate a vehicle on the airfield without an escort by the AAFM or designated AM representative. The AAFM or designated AM representative will complete the Attachment 8 and issue the individual(s) a temporary AF Form 483. Personnel must receive training based on the work site and will be restricted to a certain route determined by the AAFM. **NOTE:** When contracted work requiring access to the CMA is to be done, contractors must show proof of color vision (as stated in the Statement of Work (SOW)) prior to being issued a temporary AF Form 483. Maxwell is not responsible for providing color vision tests. **NOTE:** Training will consist of the Attachment 8, Local TDY/Contractor briefing, completion of the Airfield Driving CBT, and an airfield familiarization ride. CMA Access requires all items to be completed IAW with this instruction.

4.28.1.2.1. **(Added)** Prior to beginning work on the airfield each day, non-base assigned contract personnel must report to Airfield Management Operations (Bldg. 844) and sign in on the contractor's sign-in sheet and sign out at the end of the day.

4.28.4. AM personnel will train, certify, and issue airfield authorization to TDY and contractor personnel not sponsored or tied to a specific unit who have immediate and temporary need to drive on the airfield.

4.29. Airfield Management is the approving authority for POV cones. NOTE: POV cones are controlled items and must be accounted for at all times. See [Attachment 24](#).

4.29.2.1. **(Added)** Unit commanders will initiate written requests for AM to issue POV cones for unit personnel required to drive a POV on the airfield. Specific justification is required. Cones will be issued to specific vehicles and must be validated annually. POV cone requests for contractor vehicles must be submitted by the responsible host unit.

4.29.5.5.1. **(Added)** During odd calendar years, POV cones will be: red = CMA access; orange = ramp access; and blue = permanent cone. During even calendar years, POV cones will be: black = CMA access; green = ramp access; and purple = permanent cone.

4.29.5.8.1. **(Added)** Permanent vehicle cones are issued on an annual basis; no cone will be issued beyond the calendar year in which it was issued. Vehicle pass/cone colors will change annually, upon re-issuance. Expired permanent cones will be returned to the Wing ADPM.

4.29.6. GOV leased vehicles do not require cones and are treated the same as government owned vehicles.

4.29.10. **(Added)** All non-base-assigned contractor personnel will complete all training requirements and will be issued a temporary AF Form 483 for the duration of the contracted work before a POV cone can be issued. Permanently assigned contractors (e.g., grass cutters, airfield lighting, pavement repair teams, etc.) must meet the same certification requirements as base-assigned personnel. Personnel must be qualified to drive on the airfield (possess AF Form 483) before a cone is requested. Training will consist of the Local TDY/Contractor briefing, completion of the Airfield Driving CBT, and an airfield familiarization ride. CMA Access requires all items to be completed in accordance with this instruction.

4.29.11. **(Added)** Cones are color-coded and area specific. They must be visible and displayed on top of the vehicle while on the airfield. All vehicle cones are non-transferable and are only valid for the specified vehicle.

4.29.12. **(Added)** Requirements to obtain a POV cone:

4.29.12.1. **(Added)** Must have an official need to drive a POV on the airfield. Must present a current AF Form 483 for airfield driving and state driver's license with no restrictions on the type of vehicle to be issued a vehicle cone. Must present current auto insurance for the vehicle and must have the driver included on the policy. Must present current vehicle registration. Must provide vehicle type (make/model), color and license plate number information.

4.29.12.2. **(Added)** Airfield Management personnel will verify all the documentation provided for the POV vehicle cone is accurate and current. Complete the POV vehicle cone and document the information on spreadsheet. Provide the driver the POV cone and tell the driver that cone must be visible and displayed on the top of the vehicle while on the airfield and must be removed and secured when leaving the airfield.

4.29.13. **(Added)** "P" (Permanent) POV Cone is issued for one year. Letter of Request will be completed by personnel requesting the POV cone and must be signed by that individual's unit commander. The letter must include justification as to why the vehicle cone is needed.

4.29.14. **(Added)** "T" (Temporary) POV Cone grants access to specified areas of the airfield for short periods of time. Temporary cones will be issued for official rental vehicles. **NOTE:** All BOS contract purchased vehicles which primary use is for the airfield (Airfield Management, TA, Airfield Lighting, and Barrier Maintenance) will be identified by the front vehicle license plate with the section title displayed. Each vehicle will be issued a POV Cone which will be kept in the vehicle. Return temporary cones to Airfield Management for accountability upon expiration or when no longer required (e.g., PCS, PCA, separation or sale/disposal of vehicle.)

4.29.15. **(Added)** Vehicle cones will be placed on top of the vehicle while on the airfield. Cones will not be loaned or sub-issued to other personnel.

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

4.29.17. **(Added)** Temporary cones will be returned to the Wing ADPM for disposition when no longer required.

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

4.29.19. **(Added)** Contractor vehicle cones will be limited to the absolute minimum and issued only to contractor type vehicles (i.e., trucks, tractor trailers, vans, etc.).

4.30. Anyone violating the provisions of this instruction will be removed from the airfield and/or detained by 42 SFS or AM personnel as appropriate. The driver's AF Form 483 will be confiscated. Before reissuance of the AF Form 483, unit commanders and unit ADPMs will ensure personnel with suspended driving privileges are retrained and recertified in accordance with DAFI13-213 and this supplement. See **Attachment 18**, *Memorandum for the Revocation of Airfield Driving Privileges*, and **Attachment 19**, *Memorandum for Reinstatement of Airfield Driving Privileges*. **NOTE:** Personnel will have to re-accomplish all testing with the Wing ADPM to be recertified.

4.30.1.1. **(Added)** Notify the Wing ADPM, unit ADPM, and unit commander when a revocation or suspension occurs. See **Attachment 18** and **Attachment 19** for example memorandums.

4.30.1.2. **(Added)** 42 SFS does not have personal dedicated to the airfield daily. SFS personnel are assigned to the airfield as needed (PL asset, special event...) SFS personnel will also respond to CMA violations or runway incursions (if required). The violator will be escorted to Airfield Management for questioning. All 42 SFS augmentees that will drive on the airfield will have an AF Form 483 for Maxwell. All personnel will follow the guidance in this instruction.

4.30.5. **(Added)** Individuals who witness an airfield driving incident/violation will provide the who, what when and where, to the Wing ADPM during normal duty hours (0730L – 1630L) at (334) 953- 7407 and after duty hours to AMOPS at (334) 953-6961/6962. **NOTE:** Unit ADPMs shall ensure AM is notified of any vehicle accidents or incidents on the airfield as soon as possible.

4.31.3. **(Added)** The unit commander provides the documentation of the re-training and requests recertification in writing to the 42 OSS/CC for final approval.

4.31.4. **(Added)** AAFM provides the reinstatement of the AF Form 483 for airfield driving after 42 OSS/CC approval.

4.32.6. The Wing ADPM will file an AF Form 457 or AF Form 651 as required for runway incursions and CMA violations. Forward a copy to AFM, 42 OSS/CC, and 42 ABW/SE.

4.34. The MAXWELL AFB Airfield Driving Diagram is depicted in Attachment 10.

4.34.4. Controlled Areas are identified by AFVA 31-203, *Controlled Area Signs*, and are posted on controlled area boundaries and at personnel entry points. These signs/markings mirror the airfield boundaries. Only personnel designated by the unit commander have access into controlled areas. The designation "Controlled Area" carries the same legal and moral restrictions as a physical barrier.

4.34.8. See Hazard Cargo Operations **Figure 4.1** showing a diagram of the established Hazardous Cargo location. AM will notify all Unit ADPMs of any conditions that may impact the airfield and airfield driving.

Figure 4.1. (Added) Hazardous Cargo Location.



4.34.15. Personnel will use caution when driving behind parked aircraft located on the North Ramp.

SHAMEKIA N. TOLIVER, Colonel, USAF
Commander, 42d Air Base Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms*

AAFM—Assistant Airfield Manager

ADPM—Airfield Driving Program Manager

CMA—Controlled Movement Area

CMAV—Controlled Movement Area Violation

GOV—Government Owned Vehicle

LOA—Letter of Agreement

LZ—Landing Zone

NOTAM—Notice to Airmen

USAFR—United States Air Force Reserve

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 Environment (Added)—Includes runways, taxiways, parking and servicing areas, ATC facilities, Airfield Management Ops, navigational aids, aircraft fire suppression and rescue services, airfield lighting systems and systems to hold or stop aircraft (where required).

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.

Assistant Airfield Manager (Added)—The Assistant Airfield Manager functions as AFM during their absence (e.g., leave, TDY, etc.) or as otherwise needed. Develop and manage the Airfield Driving Program.

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.

Helipad (Added)—A prepared area designated and used for takeoff and landing of helicopters (includes touchdown and hoverpoint).

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.

Landing Zone (LZ) (Added)—The LZ consists of a runway and taxiways. It is a prepared surface used to conduct operations in an airfield environment similar to forward operating locations. LZ runways are typically shorter and narrower than standard runways. Because training airfields are constructed for long-term operations, semi-prepared surface structural requirements are more stringent than for contingency airfields.

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 (Added)
AIRFIELD DIAGRAM

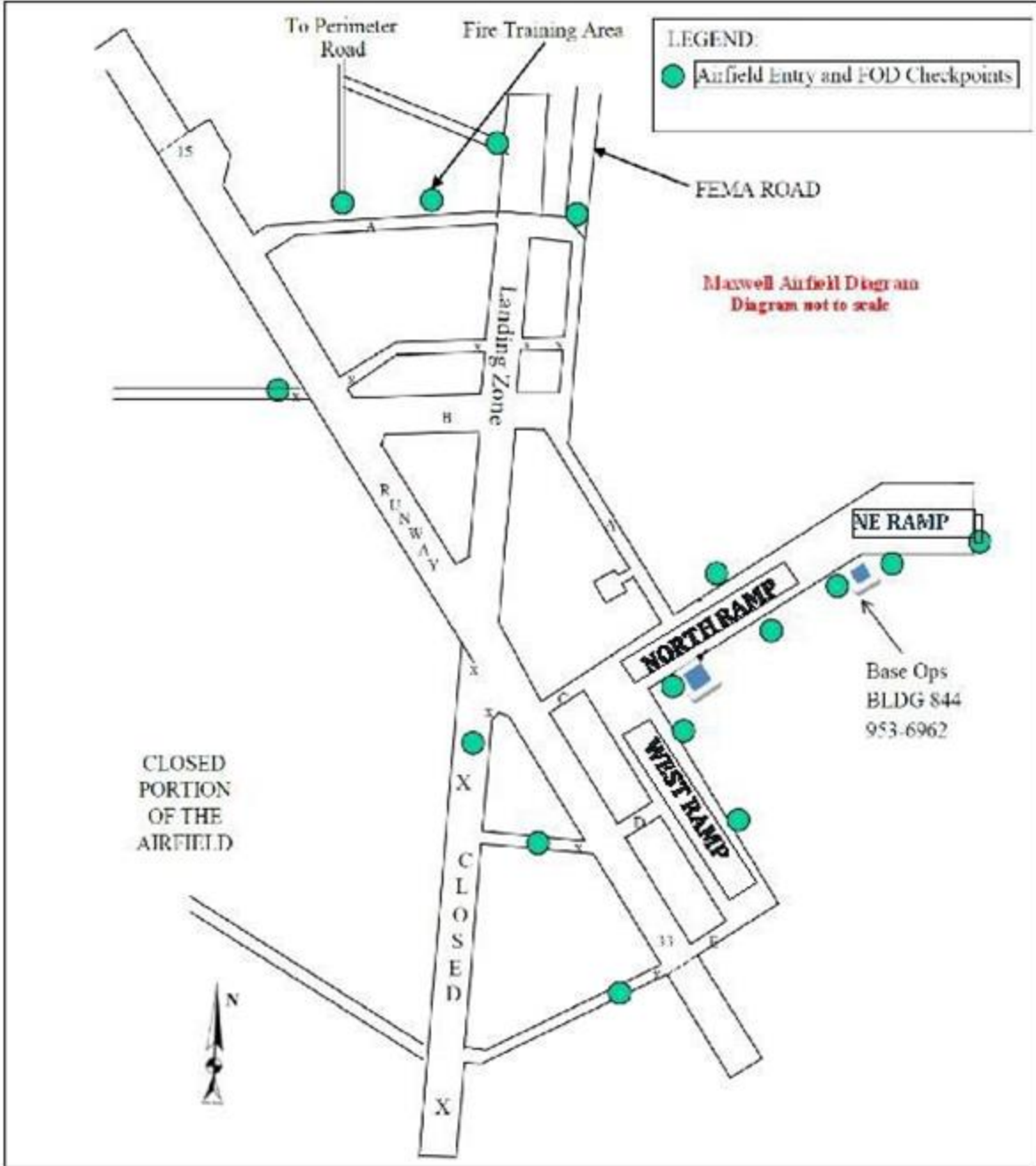
Figure A10.1. (Added) Airfield Diagram.



Attachment 11 (Added)

AIRFIELD ENTRY AND FOD CHECKPOINTS

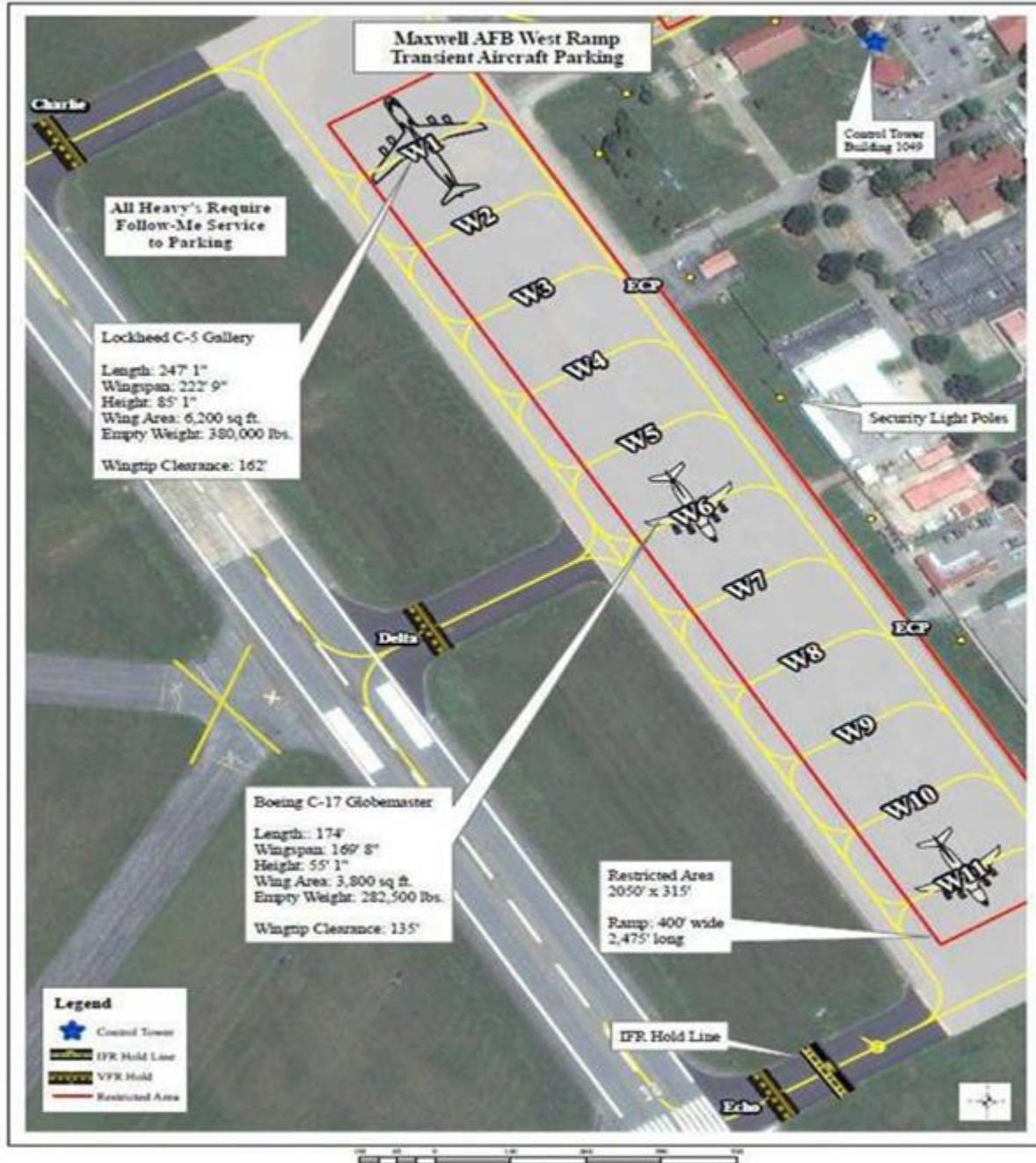
Figure A11.1. (Added) Airfield Entry and FOD Checkpoints.



Attachment 12 (Added)

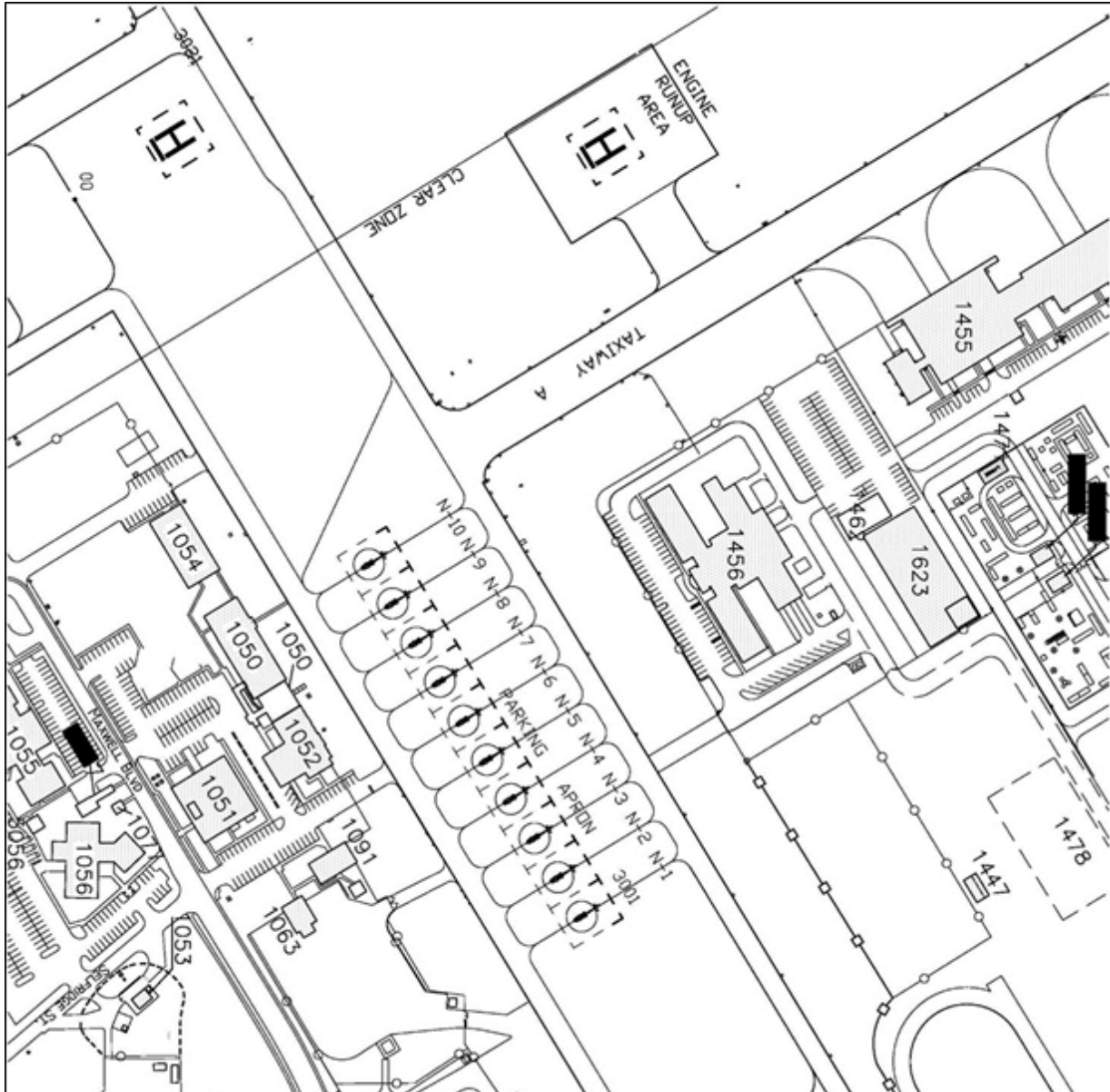
WEST RAMP

Figure A12.1. (Added) West Ramp.



Attachment 13 (Added)
NORTH RAMP PARKING

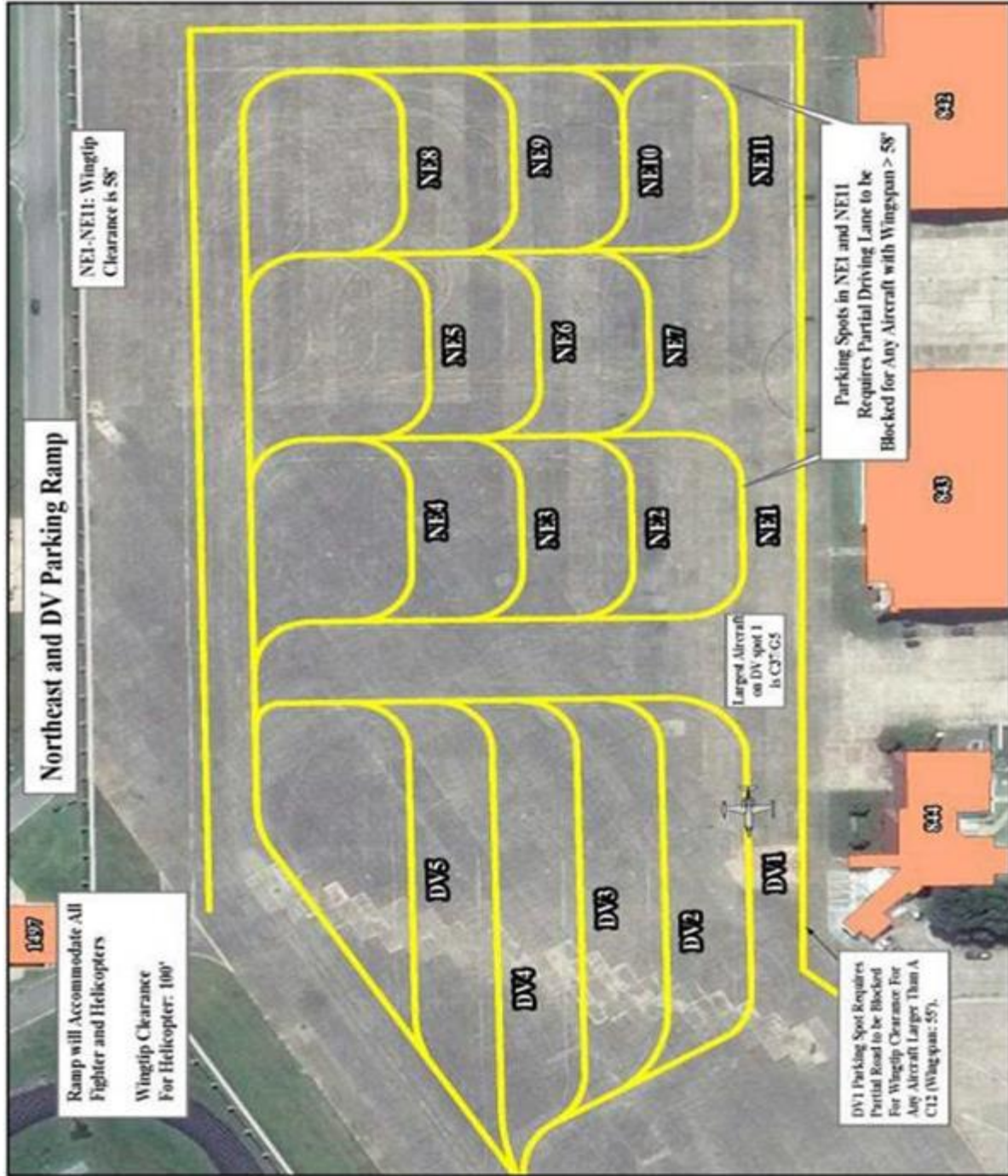
Figure A13.1. (Added) North Ramp Parking.



Attachment 14 (Added)

NORTH-EAST RAMP PARKING

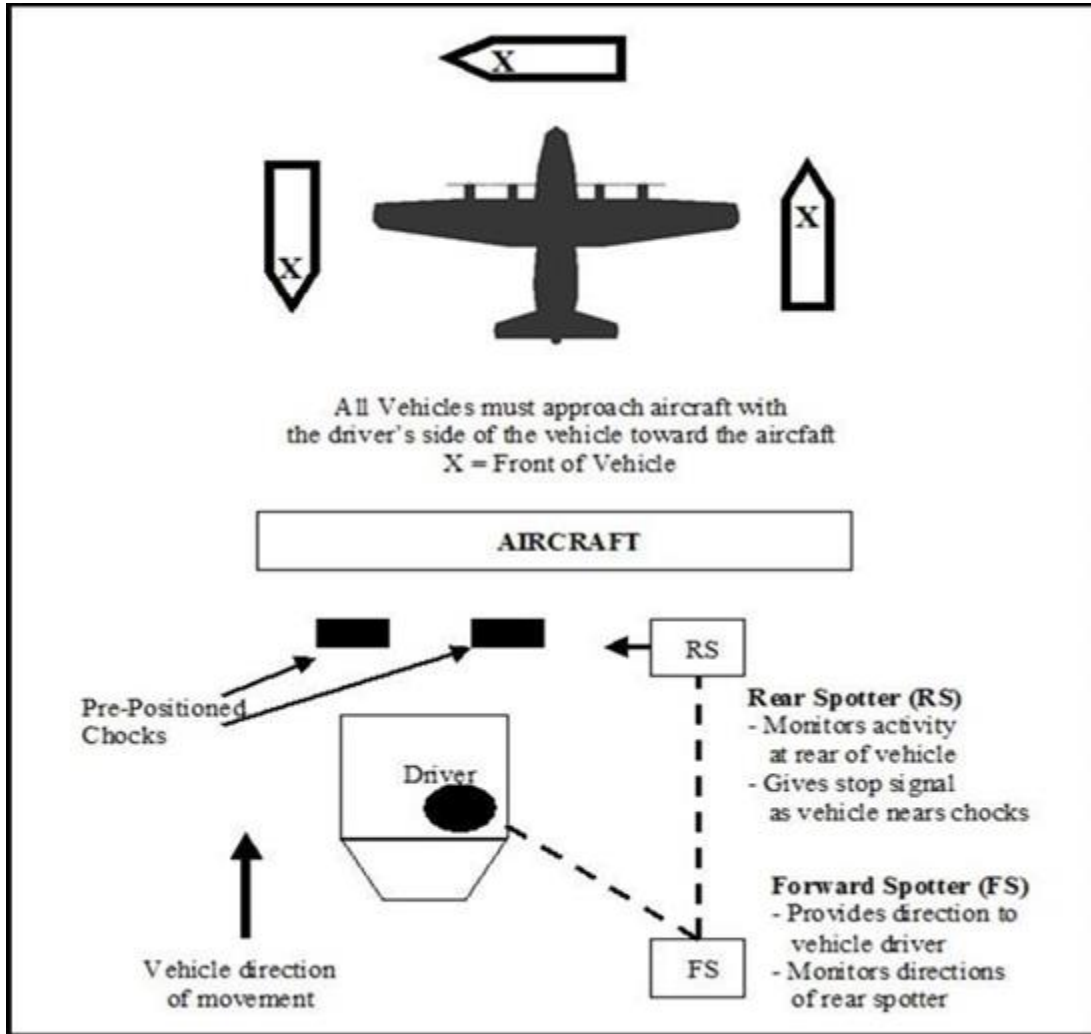
Figure A14.1. (Added) North-East Ramp Parking.



Attachment 15 (Added)

APPROACHING AN AIRCRAFT IN A VEHICLE

Figure A15.1. (Added) Approaching an Aircraft in a Vehicle and Proper Positioning of a Vehicle Spotter.



Attachment 16 (Added)
AIRFIELD LIGHTING

Figure A16.1. Runway Edge Light.



Figure A16.2. Taxiway Edge Light.



Attachment 17 (Added)

LIST OF CALL SIGNS FOR CONTROLLED MOVEMENT AREAS

Table A17.1. (Added) List of Call Signs for Controlled Movement Areas.


Agency	Call Sign	Office
42d Air Base Wing (ABW) Leadership	Crusader 1	42 ABW Commander
	Crusader 2	42 ABW Deputy Commander
	Crusader 3	42d Mission Support Group Commander
Safety	SAFETY 1	Chief of Safety
	SAFETY 2	Flight Safety
	USDA 1	Bash Control
42d Operations Support Squadron (OSS)	OPS 1	42 OSS Commander
	AIRFIELD 1	Airfield Manager
	AIRFIELD 2	Airfield Assistant Manager
	AIRFIELD 3-8	Airfield Operations Personnel
	TA 1	Transient Alert – Follow Me
	TA 2	Secondary Transient Vehicle
	MAXWELL GROUND	Air Traffic Control
42d Security Forces Squadron	QUALITY 1	Airfield Contracting Officer's Representative
	DEFENDER 1	N/A
	DEFENDER 2	N/A
	DEFENDER 3	N/A
	DEFENDER 4	N/A
	DEFENDER 5	N/A
42d Medical Group	DEFENDER 6	N/A
	MEDIC 1	Ambulance
Fire Department	MEDIC 2	Ambulance
	CHIEF 1	N/A
	CHIEF 2	N/A
	CHIEF 3	N/A
	CRASH 11	N/A
	CRASH 12	N/A
	CRASH 13	N/A
	ENGINE 7	N/A
	ENGINE 8	N/A
	ENGINE 10	N/A
	M 14	N/A
	HAZMAT 18	N/A
	HAZMAT 19	N/A
	TANKER 15	N/A
RESCUE 5	N/A	

	RESCUE 6	N/A
	LADDER 9	N/A
Civil Engineering	BARRIER 1	Barrier Maintenance
	ELECTRICIAN	Airfield Lighting
	SWEEPER 1	Airfield Sweeper
	MOWER 1	Mowing Supervisor
	TRACTOR 1	Inmate on Airfield
	READY 1	Mobile Command Post
	READY 2	Mobile Command Post Comm
	CE 42	CE Operations Chief
	CE 45	Facilities Supervisor
	SITE MAINTENANCE 1	N/A
	SITE MAINTENANCE 2-4	Site Maintenance Support
	908th Flying Training Wing (FTW)	HANK 1
HANK 2		908 FTW Vice Commander
HANK 3		908th Maintenance Group CC
HANK 4		908th Maintenance Support CC
FALCON 1		908th Operations Group CC
AERO 1-2		Repair and Reclamation
FAB SUPER		Fabrication Flight Chief
STRUCTURAL 1-2		Structural Maintenance
AGE SUPER		AGE Flight Chief
AGE 1-2		AGE
PROP SUPER		Propulsion Flight Chief
PROP 1-4		Propulsion
ACCESSORY SUPER		Accessory Flight Chief
AVIONICS SUPER		Avionics Flight Chief
GACS 1-2		GACS Shop
COMM/NAV 1-2		Communication Navigation
EW 1-2		EWFS Shop
AMMO 1-2		Ammunition Shop
VICTOR 1		908th Aircraft Maintenance Squadron (AMXS) CC
VICTOR SUPER		908 AMXS Superintendent
VICTOR 2		908 AMXS Pro Super
VICTOR 3		908 AMXS Expediter
VICTOR 4		908 AMXS Flight Chief
AIRCRAFT (XX)		908 AMXS Crew Chief (aircraft in maintenance)
PORT 1		25th Aerial Port Squadron Chief
OPS SUPER		Operations Flight Chief
LANDING ZONE 1		Landing Zone Officer
DROP ZONE 1		Drop Zone Officer

Attachment 18 (Added)

EXAMPLE SUSPENSION / REVOCATION OF AIRFIELD DRIVER'S LICENSE


Figure A18.1. (Added) Example Suspension/Revocation.

	<p>DEPARTMENT OF THE AIR FORCE 42D AIR BASE WING (AETC) MAXWELL AIR FORCE BASE ALABAMA</p>	<p>dd/mm/yy</p>
<p>MEMORANDUM FOR WADPM</p>		
<p>FROM: 42 OSS/CC</p>		
<p>SUBJECT: Suspension/Revocation of (Rank & Name)'s Airfiled Driving Privileges</p>		
<p>1. (Rank & Name) has had his airfield driving privileges suspended effective (dd/mm/yy) due to (Nature of Suspension/Revocation).</p>		
<p>2. (Rank & Name) will be without Airfield driving privileges until (dd/mm/yy or Indefinitely)</p>		
<p>3. IAW with both DAFI 13-213, <i>Airfield Driving</i> and AFMAN 13-204v2, <i>Airfield Management</i>, (define violation). (Rank & Name) is entered into retraining.</p>		
<p>4. If you have any questions, on this subject, please contact my WADPM/UADPM at (name Phone/email) or alt (name Phone/email) or alt</p>		
<p>(Name, Rank), Lt Col, USAF Commander, 42d OSS</p>		

Attachment 19 (Added)

EXAMPLE REQUEST FOR RESINSTATEMENT OF AIRFIELD DRIVERS LICENSE

Figure A19.1. (Added) Example of Request for Reinstatement.

	DEPARTMENT OF THE AIR FORCE
	42D AIR BASE WING (AETC) MAXWELL AIR FORCE BASE ALABAMA
	[dd/mm/yy]
MEMORANDUM FOR 42 ABW/CC	
FROM: [unit commander]	
SUBJECT: Request Reinstatement of [rank & name]'s Airfield Driving Privileges	
<ol style="list-style-type: none">1. Request reinstatement of [rank & name]'s airfield driving privileges in the below listed areas to perform mission critical tasks. [list specific areas which require access for mission critical tasks.]2. (only when suspension was due to airfield driving violation) I have validated [rank & name] has been retrained on required tasks and is fully aware of their responsibilities while driving in the airfield environment.3. If you have any questions on this subject, please contact my Unit ADPM at [phone/email].	
[name, rank],USAF Commander, [unit]	

Attachment 20 (Added)
CONTROLLED MOVEMENT AREA

Figure A20.1. (Added) Controlled Movement Area.

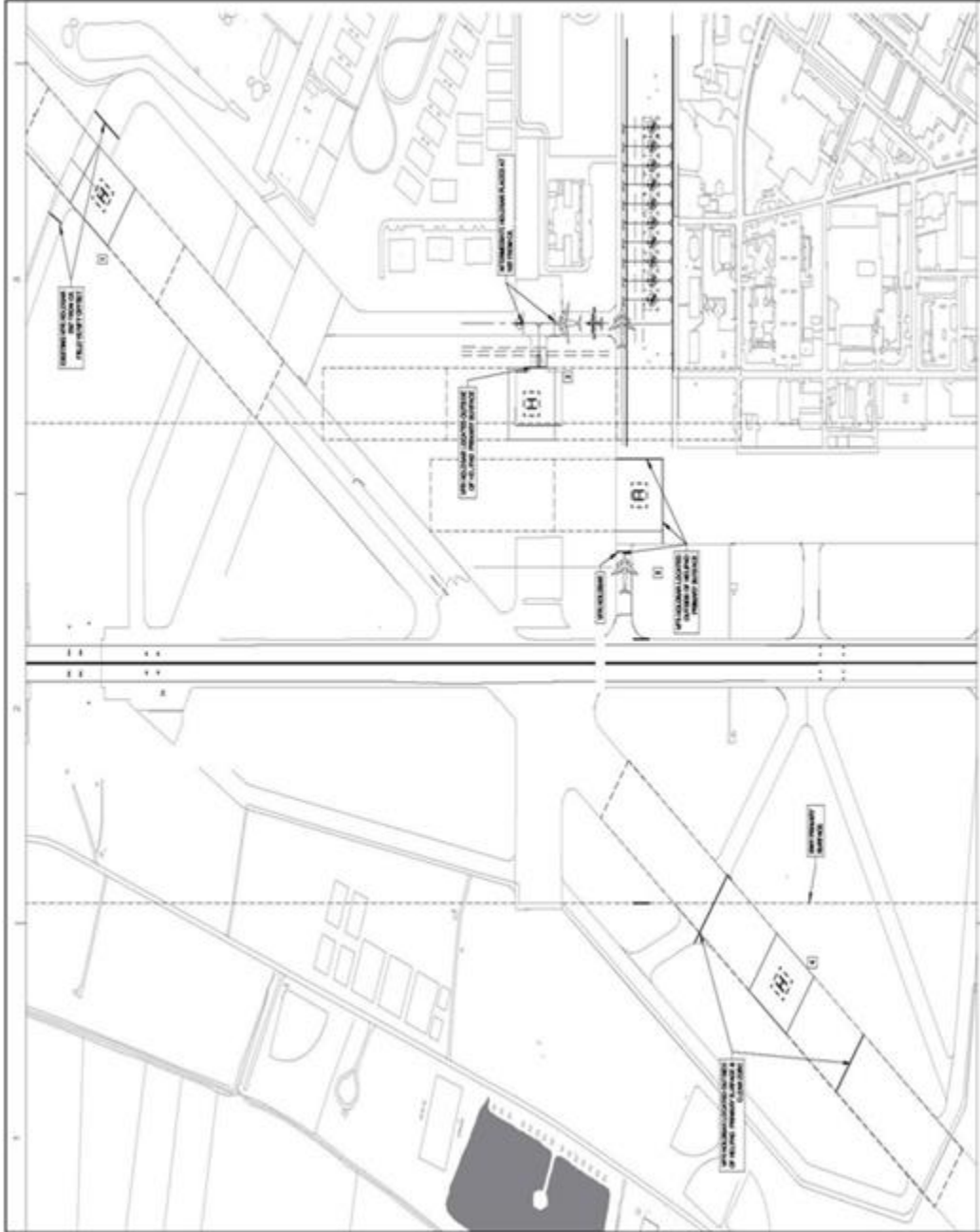


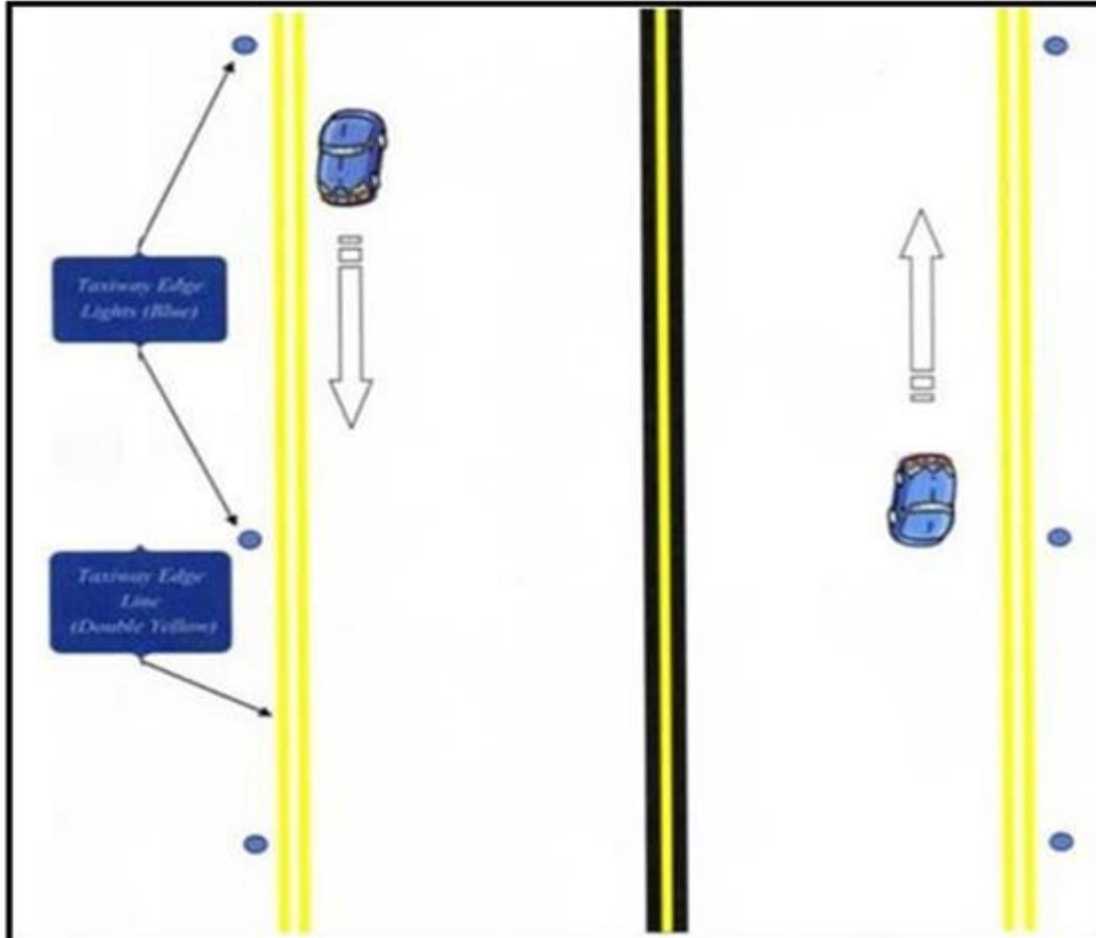
Figure A20.2. (Added) Controlled Movement Area (Helipad VFR Hold Lines).



Attachment 21 (Added)

VEHICLE TRAFFIC FLOW ON TAXIWAYS

Figure A21.1. (Added) Vehicle Traffic Flow on Taxiways.



Attachment 22 (Added)**RESERVIST TRAINING PLAN**

A22.1. (Added) Due to the limited amount of training time available for reservists on Unit Training Assembly (UTA) weekends, this plan spells out a streamlined plan for 908 FTW personnel to obtain an AF Form 483 for Maxwell AFB.

A22.1.1. **(Added)** All training is documented on the Airfield Driving Training Documentation and Certification Checklist (see Attachment 7). The unit ADPM should print out the form with the trainee's information to initiate the training process.

A22.1.2. **(Added)** To expedite the process, unit ADPMs can take the Airfield Driving Training Documentation and Certification Checklist to Ophthalmology to verify color vision of the individual. If the individual does not have normal color vision, they will receive a Ramp Only AF Form 483 (see Section VI of the Airfield Driving Training Documentation and Certification Checklist). It is best to complete this step during the week before drill.

A22.1.3. **(Added)** During the actual UTA weekend, the trainee should complete the Airfield Driving CBT.

A22.1.4. **(Added)** The trainee will also read this instruction.

A22.1.5. **(Added)** The trainer shall provide a driving orientation of the airfield to allow the trainee exposure to Maxwell's airfield environment. Extra emphasis should be placed on phraseology and procedures regarding communicating with the Control Tower. This is usually the main area that causes some trainees trouble due to nervousness and improper phraseology techniques.

A22.1.6. **(Added)** The Practical Day Airfield Driver Familiarization is documented on the Airfield Driving Training Documentation And Certification Checklist and can be conducted on either Saturday or Sunday of UTA. For personnel requiring CMA access training, the Tower hours are 1000L – 1800L on Saturday and Sunday.

A22.1.7. **(Added)** Nighttime airfield training is normally another challenge for reservists. There are five (5) options for completing the nighttime portion of the training:

A22.1.7.1. **(Added)** Upon completion of the Practical Day Airfield Driver Familiarization, the trainee can obtain a daytime only AF Form 483 and update their license once they can complete the night training portion with subsequent training documentation (see Section II of the Airfield Driving Training Documentation and Certification Checklist).

A22.1.7.2. **(Added)** The trainee can complete night training on the Friday night before drill once the airfield is dark.

A22.1.7.3. **(Added)** The trainee can complete night training during an annual tour day or man day.

A22.1.7.4. **(Added)** The trainee can complete night training on the Sunday of drill after the airfield is dark.

A22.1.7.5. **(Added)** The trainee can complete night training on Friday night during the 3-day UTA weekend.

A22.1.8. **(Added)** Once all training is complete through Section VI on the Airfield Driving Training Documentation and Certification Checklist (Attachment 7), the individual can take the airfield driving tests at Base Operations, Bldg. 844. The trainer or trainee should call ahead to Airfield Management at (334) 953-6961 to ensure testing availability. The trainee's paperwork must be completely signed off, to include a copy of the Airfield Driving CBT certificate.

A22.1.9. **(Added)** Annual refresher training shall be documented on the back of AF Form 483, along with personnel training records.

A22.1.10. **(Added)** Annual refresher training will consist of:

A22.1.10.1. **(Added)** A review of this instruction.

A22.1.10.2. **(Added)** The Airfield Driving Test (with a minimum passing score of 100 percent in Runway Incursion Prevention).