

**AIR FORCE INSTRUCTION 13-213**

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

**4 FEBRUARY 2020**

**AIR MOBILITY COMMAND  
Supplement**



**23 DECEMBER 2020**

**MCCONNELL AFB  
Supplement**

**21 APRIL 2022**

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

**AIRFIELD DRIVING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for downloading or ordering

**RELEASIBILITY:** There are no releasability restrictions on this publication.

OPR: HQ AFFSA/ XA

Certified by: AF/DA30  
(Mr. Trent O. Dudley)

Supersedes: AFII 13-213, 1 JUNE 2011

Pages: 58

This instruction implements Air Force Policy Directive 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*. It establishes responsibilities, procedures, and restrictions for the safe control and operation of vehicles and equipment on airfield ramps/aprons, taxiways, and runways. This instruction applies to all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve, and Air National Guard organizations (to include contracted locations) that administer an airfield driving program. At joint, shared-use, and overseas airfields, this instruction applies to organizations that are operated and/or managed by the Department of the Air Force, as outlined in real estate documents or letters of agreement. This Air Force Instruction may be supplemented at any level, however Major Command supplements to include interim changes to previously approved supplements must be routed to Headquarters Air Force Flight Standards Agency, Director of Airfield Operations for coordination prior to certification and approval. Unit (wing or base) supplements to this Air Force Instruction must be routed to the responsible Major Command Office of Primary Responsibility (OPR) for Airfield Operations for review and coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR using the Air Force Form 847, *Recommendation for Change of Publication*; route Air Force Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Air Force Instruction 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command and Major Command OPR for Airfield Operations prior to submission to the appropriate Tier waiver approval authority. AFFSA/XA is the tier waiver approval authority for non-tiered compliance items or requirements in this AFI. See [paragraph 1.2](#) for additional guidance concerning waivers to this instruction. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. The reporting requirements in this Air Force Instruction are exempt from licensing with a report control symbol according to Air Force Instruction 33-324, *The Air Force Information Collections and Reports Management Program*.

**(AMC)** This supplement implements and extends the guidance of Air Force Instruction, 13-213, *Airfield Driving*. This supplement does not apply to the Air National Guard (ANG) or Air Force Reserve Command (AFRC). This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Base-level supplements to this instruction require MAJCOM and HQ AFFSA approval and must be forwarded to HQ AMC/A3A. 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. Send recommended changes on AF Form 847, *Recommendation for Change of Publication*, through channels to HQ AMC/A3A, 402 Scott Drive, Unit 3A1, Scott AFB, IL 62225-5302 or email requests to [AMC.A3A@us.af.mil](mailto:AMC.A3A@us.af.mil). Ensure that all

records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The authorities to waive wing, and unit level requirements in this publication are identified with a tier number (“T-0, T-1, T-2, T-3”) following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate waiver approval authority, through the publication OPR.

**(Added—MCCONNELL)** This supplement defines, describes and implements airfield driving policies, responsibilities, and procedures for operating vehicles on the airfield in accordance with (IAW) AFII3-213\_AMCSUP, *Airfield Driving*. The contents of this instruction apply to all military and civilian personnel conducting ground vehicular traffic operations on the airfield at MCCONNELL AFB to include Air National Guard and Air Force Reserve. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This publication may not be supplemented or further implemented/extended. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

### ***SUMMARY OF CHANGES***

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

**(AMC)** This publication is substantially revised and must be completely reviewed. Major changes include guidance to airfield operations officer development, airfield management development, and contract airfield operations. Minor changes were made throughout and include reference updates and editing errors.

**(Added—MCCONNELL AFB)** This document has been substantially revised and needs to be completely reviewed. The McConnell AFB supplement adds local procedures to this publication. Major changes include updated airfield driving operating procedures, training standards, and testing procedures.

<b>Chapter 1—GENERAL INFORMATION</b>	<b>8</b>
1.1. Scope and Purpose.....	8
1.2. Waivers. ....	9
<b>Chapter 2—ROLES AND RESPONSIBILITIES</b>	<b>10</b>
2.1. Headquarters Air Force Flight Standards Agency.....	10
2.2. Major Command OPR for Airfield Operations.....	10
2.3. Host Wing Commander or equivalent. ....	10
2.3. (AMC) Host Wing Commander or equivalent.....	10
2.3. <b>(Added—MCCONNELL)</b> 22 Air Refueling Wing (ARW) Commander.....	10
2.4. Operations Group Commander or equivalent. ....	11
2.5. Unit Commander or equivalent.....	11
2.6. Airfield Operations Flight Commander. ....	11
2.7. Wing ADPM. ....	12
2.8. Unit ADPM. ....	15
2.9. Airfield Driving Trainers.....	18
2.10. Airfield Drivers.....	18
2.11. Airfield Management (AM).....	19
2.12. Air Traffic Control Tower. ....	19
2.13. Wing Safety. ....	20
2.14. Security Forces Squadron. ....	20
2.15. Hospital/Medical Treatment Facility. ....	21
2.16. Civil Engineer Squadron.....	21
2.17. <b>(Added—MCCONNELL)</b> Contracting Squadron.....	21
<b>Chapter 3—TRAINING CRITERIA AND TESTING</b>	<b>22</b>
3.1. Training Curriculum. ....	22
3.1. (AMC) Training Curriculum. ....	22
3.1. <b>(Added—MCCONNELL)</b> Training Curriculum.....	22
3.2. Training Criteria. ....	22
3.2. (AMC) Training Criteria. ....	22

3.2.	<b>(Added—MCCONNELL)</b> Training Criteria. ....	22
3.3.	Testing Requirements. ....	23
3.3	(AMC) Testing Requirements ....	23
3.3.	<b>(Added—MCCONNELL)</b> Testing Requirements.....	24
3.4.	Color Vision Requirements. ....	26
3.4.	<b>(Added—MCCONNELL)</b> Color Vision Testing.....	26
<b>Chapter 4—OPERATING PROCEDURES AND STANDARDS</b>		<b>28</b>
4.1.	General. ....	28
4.1.	<b>(Added—MCCONNELL)</b> General. ....	28
4.2.	Operating a Vehicle in the CMA. ....	28
4.3.	Emergency removal or exit of vehicles and/or pedestrians in the event of vehicle or Air Traffic Control Tower radio failure. ....	30
4.4.	Airfield Driving Visual Aids/Decals. ....	30
4.5.	Airfield Signs. ....	31
4.6.	Airfield Markings. ....	32
4.7.	Airfield Lighting. ....	34
4.8.	Vehicle speed limits on the airfield. ....	34
4.8.	<b>(Added—MCCONNELL)</b> Vehicle speed limits on the airfield. ....	34
4.9.	Vehicles operating in the immediate vicinity of an aircraft. ....	36
4.9.	<b>(Added—MCCONNELL)</b> Vehicles operating in the vicinity of an aircraft. ....	36
Figure 4.2.	<b>(Added—MCCONNELL)</b> Vehicle Traffic Control Diagram.....	36
4.10.	Parking and chocking vehicles on the airfield. ....	37
4.11.	Fixed and mobile obstacle distance requirements. ....	38
4.12.	Control tower light gun signals. ....	38
Figure 4.3.	<b>(Added—MCCONNELL)</b> AFVA 13-221, <i>Control Tower Light Signals</i> .....	39
4.13.	Foreign Object Damage Prevention (FOD). ....	39
4.14.	Use of Cellular/mobile phones on the airfield. ....	40
4.15.	Restricted Visibility or Night Driving Operations. ....	40
4.16.	Driving with Daytime Running Headlights. ....	41

4.17.	Operating Non-Vehicular/Equipment. ....	41
4.18.	Use of Perimeter, In-Field or other Airfield Roads. ....	41
4.19.	Runway Crossing Restriction. ....	41
4.20.	Emergency Responses on or near the Runway(s). ....	41
4.21.	Vehicle Traffic Control Devices/Lights Located On Taxiways/Runways. ....	42
4.22.	Airfield Driving During Blackout Conditions. ....	42
4.23.	Vehicle escorts and convoys on the CMA and Non-CMA. ....	42
4.24.	Vehicles equipped with supplemental traction devices. ....	43
4.25.	Vehicular traffic over in-ground fuel pit covers. ....	43
4.26.	Jet blast hazard areas. ....	43
4.27.	Disabled Vehicle.....	44
4.28.	Temporarily assigned personnel, Inspection/Survey Teams, and non-base assigned contractors.....	44
4.29.	POV and Government Leased Vehicle Passes.....	46
4.30.	Reporting, Enforcement and Violation Consequences. ....	47
4.31.	Reissuance/Reinstatement of an AF Form 483. ....	48
4.32.	Reporting and documenting Controlled Movement Area Violation events. ....	49
4.33.	Reporting and documenting Non-CMA airfield driving incidents/violations. ....	50
4.34.	Airfield Diagram. ....	50
Figure 4.1.	Hot Spots.....	51
Figure 4.1.	<b>(Added—MCCONNELL)</b> Hot Spots. ....	51
<b>Chapter 5—RADIO COMMUNICATIONS PHRASEOLOGY, DISCIPLINE AND TECHNIQUES</b>		<b>52</b>
5.1.	General.....	52
5.2.	Radio Techniques. ....	52
5.3.	Phraseology. ....	53
Table 5.1.	Sample Runway Crossing Phraseology. ....	53
Table 5.2.	Sample Read back Instructions. ....	53
Table 5.3.	Sample Hold Short Instructions. ....	54

<b>MAFBI 13-213 21 APR 2022</b>	<b>7</b>
5.4. Common Use Phrases. ....	54
Table 5.4. Common Use Phrases. ....	54
5.5. Phonetic Aviation Alphabet. ....	55
Table 5.5. Phonetic Aviation Alphabet. ....	55
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>57</b>
<b>Attachment 2—RUNWAY INCURSION PREVENTION WORKING GROUP (RIPWG)</b>	<b>64</b>
<b>Attachment 3—AIRFIELD SIGNS, MARKING, AND LIGHTING</b>	<b>66</b>
<b>Attachment 4—UNIT AIRFIELD DRIVING PROGRAM MANAGER AND TRAINER(S) APPOINTMENT LETTER</b>	<b>70</b>
<b>Attachment 5—UNIT AIRFIELD DRIVING PROGRAM MANAGER TRAINING CHECKLIST</b>	<b>71</b>
<b>Attachment 6—AIRFIELD MANAGEMENT QUALITY CONTROL MEASURES</b>	<b>73</b>
<b>Attachment 7—AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST</b>	<b>74</b>
<b>Attachment 8—TEMPORARILY ASSIGNED PERSONNEL/NON-BASED ASSIGNED CONTRACTORS TRAINING CHECKLIST</b>	<b>79</b>
<b>Attachment 9—AIRFIELD DRIVING PROGRAM CONTINUITY BINDER</b>	<b>82</b>
<b>Attachment 10—(Added--MCCONNELL) MCCONNELL AIRFIELD DIAGRAM AND DEFINITIONS</b>	<b>83</b>
<b>Attachment 11—(Added--MCCONNELL) UNIT INSPECTION CHECKLIST</b>	<b>88</b>
<b>Attachment 12—(Added--MCCONNELL) AIRFIELD DRIVING TRAINING AND TESTING REQUIREMENTS</b>	<b>92</b>
<b>Attachment 13—(Added--MCCONNELL) TDY AND CONTRACTOR AIRFIELD DRIVING TRAINING REQUIREMENTS</b>	<b>96</b>
<b>Attachment 14—(Added--MCCONNELL) POV, CONTRACTOR AND GOVERNMENT LEASED VEHICLE PASS PROCEDURES</b>	<b>97</b>
<b>Attachment 15—(Added--MCCONNELL) EMERGENCY RESPONSE LOCATIONS</b>	<b>100</b>
<b>Attachment 16—(Added--MCCONNELL) RADIO PHRASEOLOGY FOR ESCORTS</b>	<b>102</b>
<b>Attachment 17—(Added--MCCONNELL) AUTHORIZED CMA CALL SIGNS</b>	<b>104</b>

## Chapter 1

### GENERAL INFORMATION

#### 1.1. Scope and Purpose.

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

1.1.1. (~~Added—MCCONNELL~~) The 22d Air Refueling Wing (ARW) is the AMC host Wing for McConnell AFB. The procedures outlined in this McConnell AFB supplement apply to all McConnell units including the 931st ARW, Air Force Reserve Command (AFRC), the 184th Wing, Kansas Air National Guard (KANG), all tenant units, TDY personnel, or transient personnel that require vehicle use within the McConnell AFB airfield boundary.

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

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

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

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

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

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

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

## 1.2. Waivers.

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

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

1.2.2. (AMC) Send all waiver requests and Tier 3 approved waiver informational copies to HQ AMC/A3AP email organizational inbox: [AMC.A3AP@us.af.mil](mailto:AMC.A3AP@us.af.mil)

1.2.2. (Added—MCCONNELL) The 22d ARW Commander, or delegated representative, is the waiver authority for all McConnell AFB supplement requirements.

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

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

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

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

## Chapter 2

### ROLES AND RESPONSIBILITIES

#### 2.1. Headquarters Air Force Flight Standards Agency.

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

#### 2.2. Major Command OPR for Airfield Operations.

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

#### 2.3. Host Wing Commander or equivalent.

**2.3. (AMC) Host Wing Commander or equivalent.** At Joint Bases Andrews, McChord, Charleston, and McGuire, the AMC Mission Commander is the host or installation commander with respect to the wing airfield driving program.

**2.3. (Added—MCCONNELL) 22d Air Refueling Wing Commander.** 22 ARW/CC is the host wing commander for the MAFB Airfield Driving (AD) Program.

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

## 2.4. Operations Group Commander or equivalent.

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

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

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

## 2.5. Unit Commander or equivalent.

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

2.5.1. (Added—MCCONNELL) Appointment letters for Unit ADPMs and Airfield Driving Trainers will be provided to the Wing ADPM.

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

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

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

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

2.5.6. Participates in the RIPWG.

## 2.6. Airfield Operations Flight Commander.

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

2.6.1. (Added—MCCONNELL) Coordinates with 22 ARW/SE (Safety), AFM and Wing ADPM

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

2.6.2. **(Added—MCCONNELL)** When Safety Investigating Officer determines that ATC or Airfield Management personnel are contributory the AOF/CC will concur or non-concur with safety investigations on Controlled Movement Area Violations and Runway Incursions in accordance with AFMAN 91-223, *Aviation Safety Investigations and Reports*.

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

2.6.3. **(AMC)** Provide written notification to HQ AMC/A3AP email organizational inbox: [AMC.A3AP@us.af.mil](mailto:AMC.A3AP@us.af.mil)

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

2.6.5. Participates in the RIPWG.

2.6.6. **(Added—MCCONNELL)** Review all unit inspection results conducted by the Wing ADPM or Alternate Wing ADPM.

2.6.7. **(Added—MCCONNELL)** Briefs Controlled Movement Area Violations (CMAV), Runway Incursions, and Unit AD Inspections at the quarterly Airfield Operations Board (AOB) IAW AFMAN 13-204, Vol. 1; *Management of Airfield Operations*, Attachment 3, *Airfield Operations Board Briefing Items*; paragraph A3.2.8—A3.2.9.

## 2.7. Wing ADPM. The Wing ADPM will:

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

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

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

2.7.3. **(AMC)** Unit ADPMs will be trained by the Wing ADPM to administer unit airfield driver's training programs and to utilize the ADTP database **(T-3)**.

2.7.3. **(Added—MCCONNELL)** Wing ADPM will promote/demote Unit ADPM user role in Airfield Driving Training Program (ADTP) upon completion of all training and receipt of appointment letter IAW paragraph 2.5.1.

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

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

2.7.5. **(Added—MCCONNELL)** Review 483 Spot Checks from all Unit programs quarterly and submit results/trends to AOF/CC for quarterly AOB.

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

2.7.6. **(Added—MCCONNELL)** Annual Assessments will be documented on Attachment 11, *Unit Inspection Checklist*. The MFR reporting inspection results to the Unit Commander shall include a copy of Attachment 11.

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

2.7.7.1. **(Added—MCCONNELL)** Conduct inspections of each Unit program for integrity and compliance with this publication utilizing Attachment 11. Document deficiencies and establish corrective action plans.

2.7.7.2. **(Added—MCCONNELL)** Capture inspection results in an MFR for the 22 OSS/CC and Unit CC and AOF/CC in a timely manner. **NOTE:** The Wing ADPM has the authority to suspend any Unit Program or Unit ADPM for failure to maintain program effectiveness and integrity.

2.7.7.3. **(Added—MCCONNELL)** Frequency: Annual (minimum) or as directed by Wing ADPM.

2.7.7.4. **(Added—MCCONNELL)** In the event that a unit does not have an Unit ADPM available (PCS/TDY/Deployment), the Unit Airfield Driving Program may be suspended by the Wing ADPM to ensure overall integrity and compliance of the program. Unit commanders will be notified via MFR.

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

2.7.8. **(Added—MCCONNELL)** POV and Government Leased Vehicle Pass procedures are outlined in Attachment 14, *POV, Contractor and Government Leased Vehicle Pass Procedures*. **NOTE:** POV Pass colors will be changed annually as determined by the Wing ADPM. A MFR will outline vehicle pass color designations for annual/temporary POVs and be forwarded to 22 SFS and AMOPs.

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

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

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

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

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

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

2.7.14. **(Added—MCCONNELL)** See Attachment 13; *TDY and Contractor Airfield Driving Training Requirements*.

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

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

2.7.16. **(AMC)** Establish a list of all AF IMT 483 driving certification codes in the ADTP for use by the certifying official. For example —C=CMA, —A=Apron Only, etc.

2.7.16. **(Added—MCCONNELL)** Driving certification codes in ADTP: R—CMA Access; X—Non CMA Only; A—Ramp Access Only; D—Daylight Hours Only; V—Color Vision Waiver. At a minimum all drivers shall be assigned a designation of Non CMA Only (X) or CMA Access (R). More than one restriction may be applied. **NOTE:** Print a new AF Form 483 from ADTP upon addition or deletion of any restriction.

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

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

2.7.18. **(AMC)** Wing/Unit ADPMs will utilize the ADTP reports function to monitor and track this requirement.

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

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

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

2.7.21. **(Added—MCCONNELL)** Annual review of designated emergency response locations will be conducted by Airfield Management (22 OSS/OSAA), Fire Department (22 CEF), Medical Group (22 MDG/OMRS), Security Forces (22 SFS), and Wing Safety (22 ARW/SE). Additional agencies may be added to the review process as required.

Wing ADPM will maintain MFR on designated emergency response locations in TAB J of Wing Continuity Binder.

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

2.7.22. **(Added—MCCONNELL)** Review and validate a copy of the MICT checklist from each unit. Notify Unit CC and Unit ADPM of any discrepancies and maintain a copy in TAB C of Continuity Binder.

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

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

2.7.24. **(Added—MCCONNELL)** All tests are developed and administered through ADTP. All hard copy tests are proctored by the Wing ADPM or Alternate Wing ADPM.

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

2.7.25. **(AMC)** Utilize the ADTP database mass e-mail function, in addition to other methods (e.g. Outlook, SharePoint, base newspaper, etc.), to disseminate airfield related information and to educate personnel on airfield driving changes and trends **(T-3)**.

## **2.8. Unit ADPM.** The Unit ADPM must:

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

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

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

2.8.3. **(Added—MCCONNELL)** Unit ADPM shall complete all training within 30 days of appointment. **NOTE:** ADTP training is provided during training and prior to certification by Wing ADPM.

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

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

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

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

practical airfield familiarization training and practical driving check-ride is conducted and documented prior to updating the AF Form 483.

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

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

2.8.9. **(Added—MCCONNELL)** ADTP limits restriction codes to a single letter:  
R—CMA Access.

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

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

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

2.8.12. **(AMC)** ADTP Personnel List is authorized as an electronic file for units' to maintain their current list of unit assigned airfield drivers.

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

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

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

2.8.15. **(AMC)** Airfield drivers will reprint their AF Form 483 after annual refresher training completion via ADTP. **Note:** Members can also reprint a replacement AF Form 483 whenever needed **(T-2)**.

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

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

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

- 2.8.18. (AMC) Ensure trainers are trained on the use of the ADTP database (T-2).
- 2.8.19. Attend Wing ADPM semi-annual meetings and/or briefings regarding airfield driving. (T-3).
- 2.8.20. Ensure temporarily assigned personnel, Inspection/Survey Teams and non-base assigned contractors, that are hosted by the unit receive local airfield driving training as outlined in this instruction and wing/base supplement. (T-2).
- 2.8.20. (Added—MCCONNELL) Refer to Attachment 13 for MAFB procedures.
- 2.8.21. Use the MICT/SAC to conduct and document a self- assessment of the unit's airfield driving program at least annually. (T-3).
- 2.8.21. (AMC) Non-Air Force units (i.e. without MICT access) will complete and maintain hardcopy SACs and provide copies to the Wing ADPM as required (T-3). Review ADTP database at least annually or when dictated by wing self-assessment timeline. Personnel who do not complete all training within 90 days should be evaluated for removal and or possible restarting of training (T-3).
- 2.8.21.1. (Added—MCCONNELL) Provide a copy of the completed MICT Checklist via email to the Wing ADPM for review IAW para. 2.7.22.
- 2.8.21.2. (Added—MCCONNELL) 931st ARW (AFRC) and 184th WG (KANG) personnel have 90 calendar days (120 calendar days for traditional reservists (TR)) to complete training. AFRC personnel will be evaluated for removal or restart training IAW AF113-213\_AFRCSUP; paragraph 2.8.6.1.
- 2.8.22. Develop procedures to disseminate airfield driving related information (i.e. articles, training, or slides) to unit airfield drivers. (T-3).
- 2.8.23. Conduct random spot checks on unit personnel for enforcement and compliance with the wing/base supplement. (T-3).
- 2.8.23. (Added—MCCONNELL) Submit 483 Spot Checks quarterly to Wing ADPM for validation/review IAW para. 2.7.5. Maintain a copy of 483 Spot Checks in TAB J of Continuity Binder.
- 2.8.24. Provide classroom training as determined locally. (T-3).
- 2.8.25. Maintain current and accurate training and testing materials. (T-3).
- 2.8.26. Notify Unit Commander and Wing ADPM in writing after an individual commits a violation and/or after suspending an individual's airfield driving privileges. (T-3).
- 2.8.27. Participate in the RIPWG. (T-3).
- 2.8.28. Annually validate the number of personnel authorized to drive on the airfield to include justification for individuals required to enter or cross the CMA. (T-3). Provide results to the Wing ADPM via an email and/or MFR.
- 2.8.28. (AMC) Document annual validation of the number of airfield drivers on an memorandum for record, and provide a signed copy to the Wing ADPM.
- 2.8.29. Review current airfield information (NOTAMS, advisories and/or emails from Wing ADPM) for any taxiway closures, runway closures, construction activity, or other airfield

hazards and disseminate this information out to unit drivers for their situational awareness. (T-3).

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

## 2.9. Airfield Driving Trainers.

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

2.9.1. (Added—MCCONNELL) Be at least a Senior Airman or above; or civilian equivalent; certification of completion of the *Train the Trainer Course* and designated by Unit CC on Appointment Letter IAW paragraph 2.5.1.

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

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

## 2.10. Airfield Drivers.

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

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

2.10.3. Review and understand airfield signage and markings.

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

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

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

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

2.10.8. Use correct terminology during radio transmissions.

2.10.9. **(Added—MCCONNELL)** Airfield Drivers who are parking in the maintenance compound do not require an airfield driver's license but are prohibited from driving into the flight-line area (MAPA) without a valid AF IMT 483.

## 2.11. Airfield Management (AM).

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

2.11.1. **(Added—MCCONNELL)** 22 OSS/OSAA will develop airfield driving wing/base directives; establish local procedures; and oversee and enforce the MAFB Airfield Driving Program IAW all applicable guidance.

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

2.11.2. **(Added—MCCONNELL)** Conduct random AF IMT 483 spot checks each shift to enforce compliance with all airfield driving directives; and document each spot check on the AF IMT 3616, AM Shift Checklist and the Monthly 483 Spot Check Form.

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

2.11.4. Imposes and publishes restricted driving routes as required.

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

2.11.5. **(Added—MCCONNELL)** Execute applicable AM Quick Reaction Checklists (QRC) and/or Operational Checklists (OC). AOF, AFM and Wing ADPM will adjudicate all infractions.

2.11.6. Participates in the RIPWG.

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

## 2.12. Air Traffic Control Tower.

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

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

2.12.3. Participates in the RIPWG.

### **2.13. Wing Safety.**

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

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

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

2.13.3. **(Added—MCCONNELL)** Works with AOF, AFM and Wing ADPM to assign all runway incursions an operational category for trend analysis in the RIPWG.

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

2.13.4. **(Added—MCCONNELL)** 22 ARW/SE will provide a copy of final report on CMAV and HATR investigations to AOF for review/concurrence if ATC or Airfield Management personnel are contributory or upon request.

2.13.5. Participates in the RIPWG.

2.13.6. Reviews Controlled Movement Area violations for trends.

2.13.7. **(Added-MCCONNELL)** Coordinates with AFM to administer safety briefings focusing on items of interest to MAFB for nonstandard airfield activities (Red Flag, etc.) on-base.

### **2.14. Security Forces Squadron**

2.14.1. Monitors airfield vehicle operations.

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

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

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

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

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

2.14.7. Participates in the RIPWG.

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

2.14.8. **(Added-MCCONNELL)** Annual review with all emergency response agencies. Additional information outlined in *22d ARW Security Forces Operating Instruction (SFOI) 31-1*, paragraph 3.28.

## **2.15. Hospital/Medical Treatment Facility.**

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

2.15.1 **(AMC)** Only the base medical treatment facility can grant permission for non-medical personnel to administer color vision tests IAW AFI 48-123.

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

## **2.16. Civil Engineer Squadron.**

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

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

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

## **2.17. (Added—MCCONNELL) Contracting Squadron.**

2.17.1. **(Added—MCCONNELL)** Ensure airfield construction or other projects that affect the airfield environment contain requirements for contractor personnel to comply with the all airfield driving directives and instructions.

2.17.2. **(Added—MCCONNELL)** Notify AM and 22 SFS of contractors seeking authorization to operate vehicles on the airfield or vehicles that may impact vehicle operations. This will be accomplished prior to any start of operations or activity onto or within the proximity of the airfield. **NOTE:** A Pre-Construction Meeting must be coordinated with AM prior to any contractors operating on the airfield.

2.17.3. **(Added—MCCONNELL)** All proposals will include requirements for contractor vehicles to be:

2.17.3.1. **(Added—MCCONNELL)** Marked with company logo (painted, magnetic door sign, or tethered to vehicle).

2.17.3.2. **(Added—MCCONNELL)** Equipped with two-way communications equipment.

2.17.3.3. **(Added—MCCONNELL)** Equipped with flashing amber or yellow beacons for high visibility IAW FAA AC 150/5210-5, *Painting, Markings, and Lighting of Vehicles Used on an Airport*.

## Chapter 3

### TRAINING CRITERIA AND TESTING

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

**3.1. (AMC) Training Curriculum.** Wing ADPM may determine if ADTP Step 3 unit test is an optional or mandatory requirement for AF Form 483 issuance.

**3.1. (Added—MCCONNELL) Training Curriculum.** All Airfield Drivers (with a CAC Card) must establish an account through the Airfield Driving Training Program (ADTP) website, <https://webapps.amc.af.mil/ADTP/Pages/System/Login.aspx>, to facilitate tracking of all training requirements, testing and issuance of AF Form 483. Non-base assigned personnel or contractors without a CAC card will complete all training/testing manually in coordination with Unit and Wing ADPM. All base assigned personnel (e.g. military, DoD civilian, Contractor, etc.) required to operate a vehicle or non-vehicular/equipment (e.g. Segway, bicycle, tricycle, golf cart, all-terrain vehicle, mower, aerospace ground equipment, etc.) on the airfield, must complete all airfield drivers' training and testing requirements outlined in this publication prior to issuance of an AF Form 483. **Note:** AFSC or career field training (e.g. aircraft maintenance, aircrew, fire and emergency services, security forces, transportation, etc.) is not a substitute for completion of airfield driving training and testing requirements defined herein.

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

**3.2. (AMC) Training Criteria.** All required training items are loaded on the ADTP for members to use and process.

**3.2. (Added—MCCONNELL) Training Criteria.** Training references and publications are available at 22 OSS Airfield Driving SharePoint site or via Wing/Unit ADPM.

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

3.2.1. **(Added—MCCONNELL)** Wing ADPM will validate and pass all trainees in ADTP prior to issue of the AF IMT 483. This validation serves as a review of the Unit ADPM certified training documentation and constitutes approval/signature of the Wing ADPM. Unit ADPMs will annotate "per MAFBI 13-213" in the Wing ADPM signature block of Attachment 7; Section VII.

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

3.2.2. **(Added—MCCONNELL)** Annual refresher training requirements are outlined in paragraph A12.5. **NOTE:** The Refresher Test in ADTP includes a section for Runway Incursion Prevention testing. **NOTE:** Unit ADPMs shall suspend individuals overdue for

annual refresher training via the ADTP website on the first duty day of the following month after the refresher training is due. See Paragraph 4.31.3. for reinstatement procedures.

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

3.2.3. **(AMC)** United States Air Force Airfield Driving computer-based training will be re-accomplished when an airfield driver commits a CMAV and/or runway incursion **(T-2)**.

3.2.3. **(Added—MCCONNELL)** ADLS has been replaced by the *My Learning* website at <https://lms-jets.cce.af.mil/>. The Airfield Driving CBT (course number MLMW0007) will be completed by all initial airfield drivers and documented on Attachment 7. Trainee will provide a copy of the Airfield Driving CBT Certificate of Training to the Unit ADPM. Training Documentation will be kept in TAB D of the Continuity Binder.

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

3.2.4. **(Added—MCCONNELL)** All local training requirements are outlined in Attachment 12. Unit ADPM/ Trainers will provide classroom training as applicable for newly assigned personnel requiring authorization to operate a vehicle on the airfield.

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

3.2.5. **(Added—MCCONNELL)** Practical day and night airfield familiarization training requirements are outlined in Attachment 12 and authorized lesson plans.

3.2.6. **(Added-AMC)** All required training items/tests are loaded on the ADTP for members to use and process. **Note:** Maintain master copies of all training/test material in paper form for use during contingency purposes when ADTP is malfunctioning or offline.

3.2.6. **(Added—MCCONNELL)** Master copies of all training materials shall be maintained in Unit ADPM Continuity Binders. All test materials will be maintained solely by the Wing ADPM. Coordinate with Wing/Alternate ADPM to schedule all in-person testing.

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

**3.3. (AMC) Testing Requirements.** Unit/Wing and Refresher testing will be administered via ADTP **(T-2)**. Wing APDM may determine if ADTP Step 3 unit test is an optional or mandatory requirement for AF Form 483 issuance.

**3.3. (Added—MCCONNELL) Testing Requirements.** Unit Test, ADTP Step 3 is optional. In the event of test failures, Unit Testing guidelines are outlined in paragraph 3.3.2. Unit ADPM shall evaluate trainees to assess if additional training is warranted and may require Unit Test for trainee.

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

3.3.1. (Added—MCCONNELL) Unit ADPMs will enable/disable Unit and Wing Tests in ADTP; and conduct material reviews with trainees. Unit, Wing, and Refresher Tests are valid in ADTP for 96 hours before reset is required. Unit ADPMs may develop practice tests to facilitate training. These practice tests must be clearly identified and must not utilize any test questions from ADTP. Usage of any ADTP test questions in a practice test constitutes a test compromise. Suspension of Unit ADPM or Unit Program may result. Unit Commander will be immediately notified of findings. . **NOTE:** All Wing/ Refresher Tests and/or test-related materials are controlled items and managed by the Wing ADPM. Unit ADPMs are not authorized to print or maintain any Wing/ Refresher Test materials. Notify Wing ADPM as soon as practical if test is accidentally printed.

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

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

3.3.1.1.1. (AMC) Wing ADPMs will develop and administer an Airfield Diagram/Layout Tests consisting of all holding position signs and markings, runway(s), taxiway(s) and apron/ramp(s) on the airfield **(T-1)**. Airfield drivers must correctly identify all airfield areas identified above to meet the minimum passing requirement of 100% **(T-1)**. **Note:** Test questions can be singular question/answer or consolidated into multi-question/answer combinations to reduce the total quantity of questions.

3.3.1.1.1. (Added—MCCONNELL) The Airfield Diagram Test questions shall identify all runways, taxiways, and ramps; Runway Holding Position Signs/Markings; North/South Perimeter Roads and Center Access Road; Vehicle Blind Spot, Tower Blind Spot and Hot Spot.

3.3.1.1.2. Required minimum passing score is a 100%.

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

3.3.1.1.3. (Added—MCCONNELL) Wing-Level Test results will be documented electronically on ADTP, in lieu documentation by the Unit ADPM on Attachment 7, *Airfield Driving Training Documentation and Certification Checklist*, and shall be reviewed by the Unit ADPM and Wing ADPM in ADTP.

3.3.1.2. **Communications Test. (T-1).** Communication Test contains at least 5 questions with a minimum passing score of 100%. This test is mandatory for airfield drivers that required access onto the CMA. Use the Airfield Driving Training Documentation and

Certification Checklist to document test results. At a minimum, the communications test is comprised of the following:

- 3.3.1.2. **(Added—MCCONNELL) Communications Test.** The CMA Communications Test is administered by Airfield Management.
  - 3.3.1.2.1. Basic communication principles.
  - 3.3.1.2.2. Phonetic Alphabet.
  - 3.3.1.2.3. Standard aviation phraseology.
  - 3.3.1.2.4. Escort phraseology/rules.
  - 3.3.1.2.5. A simulation of radio communications between a vehicle operator and Air Traffic Control Tower. For example, initial radio contact, crossing active runway, or hold short instructions.
- 3.3.1.3. **General Knowledge Test. (T-1).** General knowledge test contains at least 10 questions with a minimum passing score of 80% (corrected to 100%). Use the Airfield Driving Training Documentation and Certification Checklist to document test results.
- 3.3.1.4. **Runway Incursion Prevention Test. (T-1).** Test contains at least 5 questions with a minimum passing score of 100%.
- 3.3.1.5. **Practical Driving Check-ride. (T-1).** At a minimum:
  - 3.3.1.5.1. Drive the vehicle during the check-ride, when feasible.
  - 3.3.1.5.2. Demonstrate the ability to operate a vehicle in all areas required for the duty position and/or work areas without assistance.
  - 3.3.1.5.3. Identify the location of runway hold lines, runways and other CMA.
    - 3.3.1.5.3. **(Added-MCCONNELL)** Trainees will be able to verbally define the CMA and the minimum requirements to enter the CMA.
  - 3.3.1.5.4. Demonstrate the ability to contact Air Traffic Control Tower prior to entering the runways and other CMA (*Runway/CMA drivers only*).
    - 3.3.1.5.4. **(Added-MCCONNELL) CMA Check-ride.** At a minimum; trainees must contact ATCT utilizing correct aviation phraseology, demonstrate the ability to cross both runways, and request access onto a runway. Trainee must demonstrate proficiency in the ability to accurately initiate and respond to all ATCT communications. Trainee shall demonstrate the correct verbiage and comprehension of “Hold Short” instructions.
  - 3.3.1.5.5. Use the Airfield Driving Training Documentation and Certification Checklist to document test results.
- 3.3.2. **Test Failures.** Failure to obtain a passing result, will require the following:
  - 3.3.2.1. First failure: Material review and 24 hour period before retesting. **(T-3).**
    - 3.3.2.1. **(Added—MCCONNELL)** Unit ADPM will document material review in ADTP. **NOTE:** Unit ADPM may remediate trainee to Step Two in ADTP and/or require the Unit Test.

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

3.3.2.2. **(Added—MCCONNELL)** Remediate to Step Two in ADTP. Accomplish all initial airfield driving training requirements and document on new Attachment 7. Insert a comment in ADTP to record all remedial training has been completed. Unit Test is mandatory. Unit ADPM will maintain both copies of Attachment 7 in TAB D of Continuity Binder. **NOTE:** Unit ADPM will provide recommendation to retest via MFR to Wing ADPM; and retain a copy in TAB D of the AD Continuity Binder.

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

3.3.2.3. **(Added—MCCONNELL)** Accomplish all steps outlined in paragraph 3.3.2.2. Unit commander will provide recommendation to retest via MFR to Airfield Manager and copy Wing ADPM. Unit ADPM will retain a copy of the MFR in TAB D of the Continuity Binder.

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

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

3.3.2.5. **(Added—MCCONNELL)** Upon second and third test failures, a minimum period of 72 hours is required between failure/retest to ensure all requirements in this supplement have been accomplished unless a shorter period is coordinated and approved by the Wing ADPM.

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

**3.4. (Added—MCCONNELL) Color Vision Requirements.** Document the vision test in Attachment 7, Section III. The color vision test shall be accomplished at the 22 MDG Optometry Clinic (316) 759-5122 or designated facility per paragraph 2.15.1. Walk-in hours are from 0730-0800. **NOTE:** Civilians/ Contractors may accomplish during the pre-employment medical examination. Complete Section III of Attachment 7.

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

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

3.4.2.1. **(Added—MCCONNELL)** The Unit ADPM will annotate "AFSC EXEMPT" in Section III of Attachment 7.

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

3.4.3. (AMC) For civilian employees, proper color vision should be listed as a requirement for employment if they are required to obtain an AF Form 483.

## Chapter 4

### OPERATING PROCEDURES AND STANDARDS

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

**4.1. (Added—MCCONNELL) General.** Definitions, boundaries and primary uses of key areas on the airfield at McConnell AFB are detailed in [Attachment 10](#), *McConnell Airfield Diagram and Definitions*. For examples of MAFB airfield markings, signs and lighting; see [Attachment 3](#).

#### **4.2. Operating a Vehicle in the CMA.**

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

4.2.1. **(Added—MCCONNELL) Controlled Movement Area (CMA).** The CMA is defined as a 175 foot boundary from the edge of either runway extending 175 foot boundary from the northern and southern edges of the overruns. See Attachment 10 for MAFB Airfield Diagram depicting CMA. The controlled movement area consists of:

4.2.1.1. **(Added—MCCONNELL)** Both active runways.

4.2.1.2. **(Added—MCCONNELL)** The area between the runways/overruns.

4.2.1.3. **(Added—MCCONNELL)** 175 feet from the edge of both runways.

4.2.1.4. **(Added—MCCONNELL)** 175 feet from the edge of the south overruns and to the perimeter fence (Salina Drive) on the north overruns.

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

4.2.2.1. **(Added—MCCONNELL)** Access into the CMA requires two-way radio communication with and approval from the Control Tower.

4.2.2.2. **(Added—MCCONNELL)** When directed to exit the runway or CMA by ATCT:

4.2.2.2.1. **(Added—MCCONNELL)** All vehicle operators or pedestrians must exit the runway and/or CMA immediately.

4.2.2.2.2. **(Added—MCCONNELL)** Position vehicle behind the Runway Holding Position Sign/Markings or 175 feet from the edge of the runway (outside the CMA boundary).

4.2.2.2.3. **(Added—MCCONNELL)** Notify ATCT, once outside boundaries of Runway or CMA for further guidance.

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

4.2.3. **(Added—MCCONNELL)** Monitor Vehicle Ramp Net at VHF 148.55 at all times while in CMA by vehicle or hand held radio.

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

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

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

4.2.6. **(Added—MCCONNELL)** AOF, AFM and Wing ADPM will conduct an annual review of all Permanent Approved Call Signs for MAFB. See Attachment 17—*CMA Call Signs*. Contact AM for clarification on assigned Call Sign. **NOTE:** CMA access will be denied without a valid call sign.

4.2.6.1. **(Added—MCCONNELL)** Contact Wing ADPM or AFM to request changes to approved Call Signs.

4.2.6.2. **(Added—MCCONNELL)** Temporary Call Signs. All requests for temporary call signs must be forwarded to the AFM, DAFM or Wing ADPM at least 5 business days in advance. All requests must include the following: Names of personnel, hosting unit, reason for specific call sign and duration of request. Upon approval, AM will notify ATCT of the issued Call Sign and expiration date.

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

4.2.7. **(Added—MCCONNELL)** ATCT will not issue approval to cross or access both runways in one request.

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

4.2.8. **(Added—MCCONNELL)** Preferred Routing:

4.2.8.1. **(Added—MCCONNELL)** Cross Runway 01R/01L via Taxiway Echo.

4.2.8.2. **(Added—MCCONNELL)** Cross Runway 19R/19L via Taxiway Bravo.

4.2.9. **(Added—MCCONNELL)** **Daily Check-in:** Maintenance crews (Sweeper, Airfield Lighting, CE, Mowers, Trimmer, etc.) will accomplish a daily check-in with AM to coordinate activity locations and duration of work. Notify AM upon completion and/or changes to work

locations. **NOTE:** Obtain permission/authorization from the ATCT and remain in direct two-way radio communication with Control Tower at all times while in CMA.

4.2.10. **(Added—MCCONNELL)** CMA Access during periods of ATCT Closure:

4.2.10.1. **(Added—MCCONNELL)** Airfield Management will post a NOTAM stating duration of Airfield Closure; announce closure of RAMPNET; and notify Maintenance Operations Center (MOC), 22 CEF and Command Post. **NOTE:** If unsure of status of ATCT Closure, contact Airfield Management at 759-3701 or Command Post at 759-3251.

4.2.10.2. **(Added—MCCONNELL)** All drivers will monitor and transmit vehicle location information (enter/exit: CMA, Runways, Taxiway in CMA, Center Access Road, an North Perimeter Road) over the Ramp Net (VHF: 148.55). Example: “Airfield One, Crossing Runway Zero One Left at Taxiway Echo.”

4.2.10.3. **(Added—MCCONNELL)** ATCT will announce opening of airfield over RAMPNET. All vehicles will check-in with ATCT and confirm Call Sign and current location in the CMA. ATCT will provide updated guidance/ permissions to all vehicles in CMA.

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

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

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

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

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

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

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

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

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

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

4.4.4. **(Added—MCCONNELL)** See Attachment 10 for MAFB Airfield Diagram.

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

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

4.4.6. (Added—MCCONNELL) Only paper or vehicular stickers of DAFVA 11-240; AFVA 13-222; and McConnell AFB Airfield Driving Diagram are authorized and shall be readily available for quick reference.

#### 4.5. Airfield Signs.

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

4.5.1. (Added—MCCONNELL) **Runway Holding Position Signs.** At MAFB, these mandatory signs are adjacent to the runway holding position markings which are referred to as VFR Hold Lines in training materials.

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

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

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

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

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

4.5.2.4. (Added—MCCONNELL) There are no ILS Critical Area Holding Position signs or markings on MAFB. The ILS Critical Area is located completely inside the CMA whose boundary is designated by Runway Holding Position Signs/Markings. **CAUTION:** The area between Runway 01R/19L and Runway 01L/19R on Taxiway Echo and Taxiway Bravo are located inside the ILS Critical Area.

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

4.5.2.5. (Added—MCCONNELL) Runway Distance Remaining Signs (black signs with white numbers) are located 75 feet from edge of the runways every thousand feet to depict the distance remaining in thousands of feet.

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

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

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

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

**4.6.1. (Added—MCCONNELL) Runway Designation Markings.** The runways at MAFB are designated as 01R/19L and 01L/19R. The numbers indicate the magnetic heading with two digits to the nearest ten degrees (the third digit is dropped). The “L” and “R” designates the runway as “Left” or “Right” respectively.

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

**4.6.2.1. (Added—MCCONNELL) Dashed Taxi Lane Edge Lines.** Dashed Taxi Lane Edge Lines are double yellow, dashed lines painted 130 feet from the taxiway centerline. At MAFB, these provide 50 feet wingtip clearance for KC-46 or smaller aircraft. Vehicles and equipment are not authorized to be located between the wingtip clearance line and the edge of the taxiway during any aircraft operation.

**4.6.2.2. (Added—MCCONNELL) Driving Lanes on the MAPA.**

**4.6.2.2.1. (Added—MCCONNELL) North MAPA.** Oriented East/West. Do Not Use for transiting between aircraft as these provide less than 25 feet wingtip clearance. **Exception:** Emergency vehicles responding to an actual emergency and alert force vehicles responding to OPLAN tasking (real-world and exercise).

**4.6.2.2.2. (Added—MCCONNELL) South MAPA.** Oriented North/South. Directional arrows maintain traffic flow in a single direction, two lanes are north bound and two lanes are south bound. Provide 25 feet wingtip clearance between KC-135 aircraft. **NOTE:** Use caution when approaching KC-46 aircraft as wingtip clearance may be less than 25 feet.

**4.6.2.3. (Added—MCCONNELL) AGE Boxes on South MAPA.** White boxes with diagonal slashes which may be used for parking ground support equipment during servicing or maintenance in the proximity (25 feet) of designated aircraft parking spots. Vehicles may stop/park in the forward and aft corners of AGE boxes to avoid taxiing aircraft, pick up/drop off personnel/equipment, and to facilitate aircraft generation activities, etc. **NOTE:** Vehicles and/or equipment will not be parked or stored unless directly servicing the aircraft.

**4.6.2.4. (Added—MCCONNELL) Restricted Area Boundary.** An area on the airfield designated for use by aircraft requiring a security protection level and defined by a Solid Red Line with restricted warning signs on the pavement. Access is restricted to authorized personnel only.

- 4.6.2.4.1. **(Added—MCCONNELL)** DO NOT cross the line (i.e. “Break Red”) unless authorized (e.g. mission requirement, inspection, exercise or emergency) or with specific permission from 22 SFS.
- 4.6.2.4.2. **(Added—MCCONNELL)** A Restricted Area Badge with the appropriate zone authorized will be displayed at all times. 22 SFS is the OPR for Restricted Area Badges.
- 4.6.2.4.3. **(Added—MCCONNELL)** All aprons/ramps of MAFB are marked with restricted areas boundaries: MAPA; Delta Ramp; Echo Ramp; Foxtrot Ramp and KANG Ramp.
- 4.6.2.4.4. **(Added—MCCONNELL)** The MAPA and North MAPA Restricted Area Boundary is active at all times.
- 4.6.2.4.5. **(Added—MCCONNELL)** The Restricted Area Boundaries are active on the following ramps ONLY when aircraft are present: Delta Ramp, Echo Ramp, Foxtrot Ramp and KANG Ramp.
- 4.6.2.5. **(Added—MCCONNELL)** **Entry Control Point (ECP).** The only locations vehicles and personnel may enter or exit the Restricted Area Boundary. Identified as white boxes which overlay Restricted Area Boundary (red) lines and are clearly marked “Entry Control Point” with an adjacent restricted area warning statement box.
- 4.6.3. **Visual Flight Rules Hold Position.** Visual Flight Rules Hold Position markings are located at least 100 feet from the edge of the runway on all taxiways leading to the runway and consist of four parallel yellow stripes (two solid and two dashed) perpendicular to the axis of taxiway centerline, extending across taxiway with the dashed lines on the runway side. These lines mark the boundary of the CMA. Vehicle operators/pedestrians shall not cross the runway hold position or proceed onto the runway without first obtaining permission from the Control Tower. **(T-1).**
- 4.6.3. **(Added—MCCONNELL)** **Enhanced Taxiway Centerline.** All MAFB Runway Holding Position Markings or VFR Hold Position Marking consist of the normal marking with an additional yellow dashed line on taxiway centerline for enhanced visibility. These enhanced taxiway centerlines are outside the ILS Critical Area EXCEPT between the runways on Taxiway Bravo and Taxiway Echo. See Figure A3.5.
- 4.6.4. **Instrument Hold Positions.** These markings are normally placed farther from the runway than the Visual Flight Rules hold position. These markings consist of two solid yellow lines, two feet apart, extending across width of taxiway, connected by pairs of solid yellow lines ten feet apart, on black background. Hold positions are used during Instrument Flight Rules conditions or instrument approach procedures. Instrument Flight Rules hold positions protect Instrument Landing System critical areas to ensure an aircraft’s instrument reception is not disrupted during flight. These hold positions are used any time the weather falls below a ceiling less than 800 feet and/or visibility less than 2 miles.
- 4.6.4. **(Added—MCCONNELL)** There are no Instrument Hold or ILS Critical Area Boundary Runway Holding Position Signs/Markings on MAFB. See paragraph 4.5.2.4 for more information and Figure A4.4. and Figure A4.5 for a description.
- 4.6.5. Examples of airfield markings are included in [Attachment 3](#).

#### 4.7. Airfield Lighting.

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

4.7.2. Taxiway edge lights are blue.

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

4.7.3. **(Added—MCCONNELL)** There are no taxiway centerline lights on MAFB.

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

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

4.8.1. Vehicle Parking Areas — 5 miles per hour.

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

4.8.3. Aircraft towing speed — 5 miles per hour.

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

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

4.8.5. **(Added—MCCONNELL)** Driving lanes on the South MAPA—15 miles per hour.

4.8.6. Aircraft Parking Ramp — 15 miles per hour.

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

4.8.7. **(Added—MCCONNELL)** North Perimeter Road, South Perimeter Road and Center Access Road—15 miles per hour.

4.8.8. Aerospace Ground Equipment — 15 miles per hour.

4.8.8. **(Added—MCCONNELL)** Aerospace Ground Equipment (AGE). Passengers will not ride on tugs or towing vehicles unless a suitable seat with back and side guard is installed.

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

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

4.8.10. **(Added—MCCONNELL)** Snow and ice removal vehicles will operate IAW 22d *Air Refueling Wing, Snow and Ice Control Plan, 2019-2020 Snow Season*.

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

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

4.8.12.1. **(Added—MCCONNELL)** Emergency response vehicles, Airfield Management and Civil Engineering may deviate from normal traffic patterns while performing official duties.

4.8.12.2. **(Added—MCCONNELL)** Airfield Management may exceed speed limits when conducting official duties including responses to CMA violations, runway incursions, and other airfield driving infractions which may cause a hazardous condition to aircraft, vehicles or personnel.

4.8.13. Taxiways:

4.8.13. **(Added—MCCONNELL)** **CAUTION:** A Vehicle Blind Spot exists on the North, South and West of Bldg. 1218 due to the building blocking drivers’ field of view at the intersections of South MAPA, Taxiway Alpha, and Delta Ramps.—Reduce speed to 10 MPH until clear of blind spot.

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

4.8.13.1.1. **(Added—MCCONNELL)** Alert vehicles (OPLAN—Exercise) on Taxiway Alpha—40 MPH or only as fast as road conditions and weather allows, whichever is slower; and shall remain 50 feet from aircraft IAW para. 4.8.2. Vehicles shall slow to 15 MPH once exiting Taxiway Alpha and onto the North MAPA. **NOTE:** AM shall notify airfield drivers/ aircrew via NOTAM and Wing ADPM shall notify Unit ADPMs and airfield drivers via email or ADTP.

4.8.13.1.2. **(Added—MCCONNELL)** Taxiway Alpha south of Bldg. 1218 and Taxiway Foxtrot (when no aircraft are present)—25 miles per hour.

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

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

4.8.14. **(Added—MCCONNELL)** Any vehicle instructed by ATCT to “Expedite” or directed to move/ respond “Immediately” shall not exceed a speed of 60 MPH or reasonable speed due to conditions.

4.8.15. **(Added—MCCONNELL)** **Vehicle Traffic Flow.**

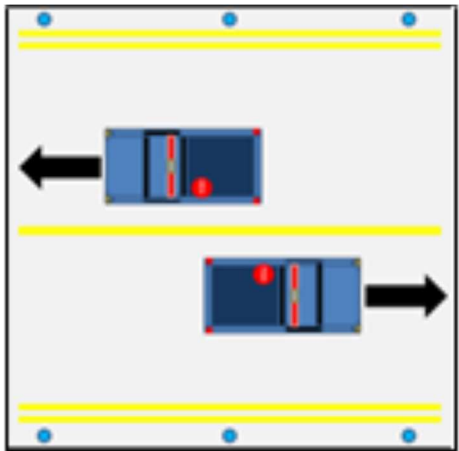
4.8.15.1. **(Added—MCCONNELL)** To the maximum extent possible, vehicles will stay to the immediate right of the runway or taxiway centerline. Avoid driving on taxiway shoulders unless necessary for operations. See Figure 4.2.

4.8.15.2. **(Added—MCCONNELL)** Traffic flow on aircraft parking ramps shall be parallel to the noses of parked aircraft with the driver's side toward the aircraft; and vehicles shall not be driven diagonally across the parking ramp, but at 90-degree angles to the driving lanes IAW AFMAN 91-203, *Air Force Occupational Safety, Fire and Health Standards*, section 24.13.6.

4.8.15.3. **(Added—MCCONNELL)** Vehicle traffic flows shall follow the directional arrows on the driving lanes on the MAPA. See paragraph 4.6.2.2.2.

4.8.15.4. **(Added—MCCONNELL)** Vehicle operators must not pass a taxiing aircraft. **Exception:** "Follow me" trucks and emergency response vehicles.

**Figure 4.2. (Added—MCCONNELL) Vehicle Traffic Flow Diagram.**



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

4.9. **(Added—MCCONNELL) Vehicles operating in the vicinity of an aircraft.** All vehicles will stop prior to entering the airfield or crossing a taxiway to determine visually that the vehicle will not impede any aircraft (taxiing or towed). Vehicles will yield to aircraft by moving to a position clear of the intended path of the aircraft and will NOT stop in front of, between or drive into the path of taxiing aircraft, except during emergencies. **CAUTION:** Tower may not provide any vehicle/aircraft advisories outside of the CMA. It is entirely the vehicle operator's responsibility to maintain a vigilant scan to ensure that the vehicle does not impede aircraft movement.

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

4.9.1. **(Added—MCCONNELL)** Refer to paragraph [4.26.1.1.](#) and [4.26.1.2.](#) for jet blast vehicle distance requirements for the KC-135 and KC-46.

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

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

4.9.3. **(Added—MCCONNELL)** Never drive between an aircraft and a “Follow-Me” truck.

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

4.9.4.1. **(Added—MCCONNELL)** Vehicles will exit taxiways by the shortest route possible when aircraft are present.

4.9.4.2. **(Added—MCCONNELL)** As a last resort, vehicles should be driven off of paved or hard surfaces to provide at least 25 feet of wingtip clearance. **NOTE:** Vehicles leaving paved surfaces must perform a FOD check prior to reentering the pavement.

4.9.4.3. **(Added—MCCONNELL)** Exit Taxiway Alpha to the East if possible (towards the ramps) and Taxiway Foxtrot to the West (towards the grass or ATCT).

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

4.9.5. **(Added—MCCONNELL)** All vehicles shall approach parked aircraft with the driver’s side of the vehicle toward the aircraft to ensure driver maintains continuous visual assessment of aircraft and personnel.

4.9.6. **(Added—MCCONNELL)** **Hot Refueling.** Hot Refueling will be completed IAW *MFR 22 ARW/22 AMXS: Hot Refueling Certification Approval—McConnell AFB Kansas* dtd 7 September 2021.

4.9.6.1. **(Added—MCCONNELL)** Unit ADPMs will be notified via email and/or ADTP at least 24 hours prior to hot refueling. Unit ADPMs will notify all airfield drivers of date, time and location of hot refueling operations via ADTP, email or any additional methods.

4.9.6.2. **(Added—MCCONNELL)** Vehicles must not drive within the 50 ft safety zone during refueling unless directly servicing the aircraft. Safety Zone may be marked with safety cones.

4.9.6.3. **(Added—MCCONNELL)** Primary location will be on Echo Ramp. During hot refueling, Echo Ramp will be closed to all vehicles not directly servicing the aircraft.

4.9.6.4. **(Added—MCCONNELL)** Secondary location on Row 14 on the MAPA. During hot refueling operations, vehicle traffic will maintain 50 ft clearance from aircraft. The driving lanes next to the aircraft will not be used and may be blocked off.

#### **4.10. Parking and chocking vehicles on the airfield.**

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

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

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

4.10.3. (Added—MCCONNELL) AGE boxes, as defined in paragraph 4.6.2., are not designated parking areas and will not be used for AGE storage or vehicle parking. Vehicles in the MAPA will park only in designated areas and only long enough to perform necessary maintenance.

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

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

4.10.5. (Added—MCCONNELL): All vehicles not equipped with an integral parking system (i.e., hand/parking brake) will place chocks on the fore and aft wheels.

#### 4.11. Fixed and mobile obstacle distance requirements.

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

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

4.11.2. (Added—MCCONNELL) The lateral clearance distance from the apron boundary edge to fixed or mobile obstacles is 92 feet for all aprons at MAFB. Distance is based on KC-46 dimensions. Aircraft with larger wingspans must utilize wing walkers. **NOTE:** Mobile obstacles must remain off the aprons when not in use. Equipment in use is defined as support equipment in place not more than three hours before an aircraft arrives or three hours after an aircraft departs IAW UFC 3-260-01. Contact AFM or Wing ADPM for clarification.

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

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

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

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

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

Figure 4.3. (Added—MCCONNELL) AFVA 13-221, *Control Tower Light Signals*



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

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

4.13.1. (Added—MCCONNELL) FOD checks will be completed when exiting all construction areas.

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

4.13.3. At a minimum, a FOD check will consist of the following: **(T-0)**.

4.13.3.1. Inspect the vehicle tires (pull forward to check tire in contact with pavement). **(T-0)**.

4.13.3.2. Ensure all external vehicle components are secured. Secure any/all items loaded on payload vehicle, to include all tie-down device loose ends such as chains, ropes, packaging or other item that may become dislodged during movement while on the flightline area. **(T-0)**.

4.13.3.3. A thorough walk around of the vehicle to check for damaged, loose, or worn parts. **(T-0)**.

4.13.3.3. (Added—MCCONNELL) Remove snow and ice from all vehicle surfaces.

4.13.4. Refer to AFI 21-101, Chapter 11 and Air Force Manual 24-306, *Operation of Air Force Government Motor Vehicles*, Chapter 12 for additional information.

4.13.4. **(Added—MCCONNELL)** Refer to MAFBI 24-306, *Operation of Air Force Government Motor Vehicles* and AFI21-101\_AMCSUP\_MCCONNELLSUP, *Aircraft and Equipment Maintenance Management*, Chapter 11 and, for additional information.

4.13.5 **(Added—MCCONNELL)** All vehicle operators are responsible for removing any observed FOD on the airfield.

4.13.5.1. **(Added—MCCONNELL)** Notify Airfield Management immediately to remove any FOD that the vehicle operator is unable to remove (too large, observed inside CMA, shattered glass, wildlife, etc.). **NOTE:** For large items in CMA, Notify ATCT or Airfield Management immediately via RAMPNET or 759-3701.

4.13.6. **(Added—MCCONNELL)** FOD Check Waivers require an annual review and will be submitted to AMC/A3 IAW DAFI13-213; paragraph 4.13. and AMC/A4 IAW AFI 21-101\_AMCSUP, *Aircraft and Equipment Maintenance Management*, paragraph 11.8.3.15. See *Memorandum of Understanding (MOU), 22 ARW/CV and 22 MXG/QA: Equipment and Tire Foreign Object (FOD) Damage Check Waiver*.

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

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

4.14.1. **(Added—MCCONNELL)** Cellular phones will not be used while driving in CMA.

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

#### **4.15. Restricted Visibility or Night Driving Operations.**

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

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

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

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

4.15.4. **(Added—MCCONNELL)** Do not operate vehicles on the airfield when visibility is less than ¼ mile (1,320 feet). **Exception:** Emergency and mission essential operations are exempt.

4.15.4.1. **(Added—MCCONNELL)** 22 OSW will notify AM of Weather Advisory for observed visibility via phone and computer notification. AM will notify all personnel over RAMPNET and execute applicable QRC/OC. **NOTE:** Contact 22 OSW (759-3707) for clarification on current visibility conditions.

- 4.15.4.2. **(Added—MCCONNELL)** All AGE and vehicles not in use must be immediately removed from the Mass Aircraft Parking Area (MAPA) when reported visibility is ¼ mile or less and/or the wind is at or forecasted to be 25 knots or greater IAW AFMAN 91-203, *Air Force Occupational Safety, Fire and Health Standards*; paragraph 24.6.3.5. and Table 24.1.; and MAFBI21-106, *Severe Weather Procedures*, paragraph 4.1.
- 4.15.5. Use a walking guide with a flashing or luminescent wand during emergency movement of alert vehicles when visibility is under 50 feet.
- 4.15.6. Vehicle operator must stop and hold at instrument hold markings/signs when conditions are less than a reported ceiling of 800 feet or 2 miles visibility. **(T-1)**.
- 4.15.7. Vehicle headlights shining towards a moving aircraft at night shall be turned off immediately to prevent affecting the pilot's night vision and will remain off until the aircraft is out of range. **(T-1)**. However, vehicle parking lights or emergency flashers are turned on so its position is known. Headlights shall be turned on prior to moving the vehicle. **(T-1)**.
- 4.16. Driving with Daytime Running Headlights.** During restricted visibility, night time operations or in the vicinity of taxiing aircraft, must park vehicles with daytime running headlights in a safe location with headlights off, parking brake set, and emergency flashers on. **(T-1)**.
- 4.17. Operating Non-Vehicular/Equipment.** Examples of non-vehicle/equipment include Segway, bicycle, tricycle, golf cart, all-terrain vehicle, mower, or aerospace ground equipment).
- 4.17.1. Non-vehicular/equipment operators are required to know requirements in this instruction and wing/base supplement. Unless otherwise directed, personnel operating non-vehicular equipment are exempt from state and/or country driver's licensing requirements. However, personnel operating non-vehicular equipment must complete Airfield Driver's qualification training in accordance to this instruction. **(T-1)**.
- 4.17.1. **(Added—MCCONNELL)** Electrical or gasoline powered Government Vehicles Other (GVO), Low Speed Vehicles (LSV), and Government Off-Road Vehicles identified in AFI 91-207, *The USAF Traffic Safety Program*, are authorized to operate in any portion of the airfield to include the CMA and must follow standards set forth in this publication.
- 4.17.2. Tricycles parked on the airfield will have a braking device engaged to prevent inadvertent movement. **(T-1)**. For night use, equip bicycles and tricycles with an operating headlight and reflectors or reflective tape. Equip non-vehicular/equipment with forward and rear lamps if operated at night.
- 4.17.3. Place all non-vehicular/equipment parked on the airfield so as not to impede aircraft or traffic flow.
- 4.18. Use of Perimeter, In-Field or other Airfield Roads.** Runway(s), taxiway(s), or CMAs shall not be used for convenience. **(T-3)**. To the max extent possible, utilize perimeter, in-field, or other airfield roads.
- 4.18. **(Added—MCCONNELL)** Utilize Salina Drive to the maximum extent possible.
- 4.19. Runway Crossing Restriction.** Restrict runway crossing at locations known for communication/signal problems between Air Traffic Control Tower and a vehicle operator/pedestrian at Air Traffic Control Tower visual blind spots, as applicable.

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

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

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

4.20.2. **(Added—MCCONNELL)** Primary emergency response agencies (first responders) are 22 CES/CEF (Fire Department), 22 SFS (Security Forces), 22 MDG/OMRS (Medical Group) and 22 OSS/OSAA (Airfield Management). Secondary emergency response vehicles (follow-on/support) are 22 ARW/SE, 931 ARW/SE, 22 AMXS, 931 AMXS, 22 MXS, 931 MXS and various Wing-assigned vehicles may respond to both in-flight and ground emergencies. **NOTE:** The follow-on/support emergency response vehicles will standby at location to be determined by the CHIEF 1 or CHIEF 2 or incident/on-scene commander and wait until called forward.

**4.21. Vehicle Traffic Control Devices/Lights Located On Taxiways/Runways.** When the vehicle traffic control device/light is activated, vehicle operators come to a complete stop and remain at the stop sign until the device is turned off. Look for crossing aircraft or vehicles before proceeding.

#### 4.22. Airfield Driving During Blackout Conditions.

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

4.22.1.1. Driver and assistant driver responsibilities.

4.22.1.2. NVD-related accident reporting procedures.

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

4.22.1.3. **(Added—MCCONNELL)** MAFB does not utilize NVD for vehicle operations.

4.22.1.4. Qualification/Annual refresher training requirements.

4.22.1.5. NVD instructor qualification requirements.

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

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

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

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

4.23.1. **(Added—MCCONNELL)** Escorts must:

4.23.1.1. **(Added—MCCONNELL)** Brief all drivers on the route, speed and procedures (routine and emergency).

4.23.1.2. **(Added—MCCONNELL)** CMA. Maintain two-way radio communication with ATCT at all times. Execute all necessary radio transmissions for the entire convoy while on the airfield. See [Attachment 16](#).

4.23.1.3. **(Added—MCCONNELL)** Ensure that the convoy remains in close formation not to exceed 250 feet in length.

4.23.1.4. **(Added—MCCONNELL)** The convoy will not exceed five vehicles at one time. **EXCEPTION:** 22 CEF, 22 SFS, and 22 CE (during Snow Removal) are exempt from this restriction.

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

4.23.2. **(Added—MCCONNELL)**. The sponsoring unit hosting TDY or contractor personnel will be the OPR for airfield escort duty.

#### 4.24. Vehicles equipped with supplemental traction devices.

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

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

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

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

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

4.26.1.1. **(Added—MCCONNELL)** KC-135 Engines above idle—25 feet to the front and 900 feet to the rear of aircraft.

- 4.26.1.1. **(Added—MCCONNELL)** KC-46 Engines above idle—25 feet to the front and 1650 feet to the rear of aircraft.
- 4.26.2. Remain clear of taxiing traffic and do not pass within 200 feet behind aircraft with engines running.
- 4.26.3. Do not operate vehicles within 100 feet of a helicopter with rotors in motion. **NOTE:** Vehicle operators must use extreme caution when driving in the vicinity of helicopters conducting hover checks. **(T-1)**.

#### **4.27. Disabled Vehicle.**

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

4.27.1. **(Added—MCCONNELL)** If able, push vehicle clear of taxiing aircraft, into grass/off-pavement if necessary. Ensure vehicle is at least 45 feet from edge of taxiway to ensure at least 25 feet wingtip clearance from KC-46 or smaller aircraft; or behind wingtip clearance lines on ramp. **CAUTION:** Vehicles in grass may approach edge of CMA. On Taxiway Alpha, push vehicle to East towards ramps if able; and on Taxiway Foxtrot, move vehicles to West, away from the runways.

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

4.27.1.1. **(Added – MCCONNELL)** Keys will be left in ignition.

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

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

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

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

4.27.4.1. Do not leave vehicles unattended in the CMA.

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

4.27.4.2. **(Added – MCCONNELL)** If able, push vehicle off runway or taxiway. Attempt to move at least 25 feet from edge of runway. On Taxiway Alpha move vehicle to East (towards ramps) if possible. On Taxiway Foxtrot move vehicle to West (away from runways).

4.27.5. **(Added—MCCONNELL) Abandoned Vehicles.** Drivers who abandon vehicles on the airfield for any reason must immediately notify Airfield Management. Failure to notify Airfield Management will result in a minimum of 30 day suspension.

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

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

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

4.28.2. **(Added—MCCONNELL)** Host Unit of TDY, Inspection Teams, or Contractors will coordinate Restricted Area Badges with 22 SFS or provide escort in all restricted areas unless a Free Zone is coordinated and approved.

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

4.28.2.1. **(Added—MCCONNELL)** MAFB training requirements are outlined in [Attachment 13](#).

4.28.2.1.1. Use [Attachment 8](#) to document the name/unit of the individual that received the local briefing/training.

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

4.28.2.1.2. **(Added—MCCONNELL)** Wing/Unit ADPM will add the following restrictions in ADTP: “Non-CMA Only” (X) or “Ramp Access Only” (A). Add “Daylight Only” (D) if applicable.

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

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

4.28.2.3.1. Individual’s full name and rank.

4.28.2.3.2. Home unit AF Form 483 certificate number.

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

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

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

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

4.28.4. **(Added – MCCONNELL)** Unit ADPM will forward a copy of Attachment 8 to Wing ADPM within 5 duty days.

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

#### **4.29. POV and Government Leased Vehicle Passes.**

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

4.29.1. **(Added—MCCONNELL)** POV, Government Leased Vehicle (GLV), and/or contractor vehicles are not authorized on the airfield unless issued an approved POV Pass from AFM, DAFM or Wing ADPM.

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

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

4.29.3. **(Added—MCCONNELL)** All requests for contractor vehicles executing projects on the airfield must be coordinated and approved by the AOF, AFM or DAFM.

4.29.3.1. **(Added—MCCONNELL)** POV pass requests for contractors (construction projects, contract work, transient aircrew, etc.) will be only be issued upon completion of local airfield drivers training, AF IMT 483 issuance and approval of AOF, AFM or DAFM. Refer to Attachment 13 and Attachment 14.

4.29.3.2. **(Added—MCCONNELL)** Company/ Contractor vehicles will be marked with company placards (stenciled or magnetic) and lighted and/or flagged for daytime high visibility. (See FAA AC 150/5210-5, *Painting, Markings, and Lighting of Vehicles Used on an Airport*). **NOTE:** Contractor vehicles which are not marked and lighted may need an escort. Escort is the responsibility of the host unit.

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

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

4.29.5. **(Added—MCCONNELL)** An MFR from the individual's Unit Commander or Company/Contractor representative will be provided to the 22 OSS/OSAA for review by

AFM, DAFM and/or Wing ADPM. Each vehicle will require a separate copy of the *Vehicle Pass Request Form*, paragraph A14.2.

4.29.5.1. Owner/User.

4.29.5.2. Organization/Company.

4.29.5.3. Duty Phone.

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

4.29.5.5. Pass/Permit number.

4.29.5.6. Area of Operation(s)/location.

4.29.5.7 Justification.

4.29.5.8. Effective period/dates.

4.29.5.9. **(Added—MCCONNELL)** Unit POC name/phone number.

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

4.29.6. **(Added—MCCONNELL)** All POV passes will be validated annually by the AFM or Wing ADPM. The color of POV passes will change annually and 22 SFS will be notified by MFR from Wing ADPM. **NOTE:** 22 SFS is the OPR for access into restricted areas.

4.29.6.1. **(Added—MCCONNELL)** POV passes will be placed on the driver's side dash and must be visible to 22 SFS and AM. All passes must be removed from sight and stored when off the airfield.

4.29.6.2. **(Added—MCCONNELL)** POV passes are an accountable item and a log of all POV Passes with dates issued, owner/company, POC and other pertinent information will be maintained by AM. Vehicle information will be attached to the back of the pass. Each POV pass will be issued to a specific vehicle and swapping passes between vehicles is not authorized.

4.29.6.3. **(Added—MCCONNELL)** Personnel requiring continued authorization at the end of the calendar year must submit a request to acquire a new POV Pass for the next calendar year.

4.29.6.4. **(Added—MCCONNELL)** All Passes are government property and will be returned to Airfield Management upon expiration or completion of the requirement.

4.29.6.5. **(Added—MCCONNELL)** POVs parking in authorized locations in the maintenance compound do not require a POV pass.

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

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

4.29.8. **(AMC)** Validate proof of insurance with the local contracting office for contractor vehicles operating on the airfield.

4.29.8. **(Added—MCCONNELL)** POVs operating on the flight line must have a valid vehicle registration for the entire length of the pass.

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

#### **4.30. Reporting, Enforcement and Violation Consequences.**

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

4.30.1. **(Added—MCCONNELL)** 22 ARW/SE and 931 ARW/SE are authorized to temporarily suspend airfield driving privileges. **NOTE:** Notify Wing ADPM or AFM of circumstances for adjudication..

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

4.30.2. **(Added—MCCONNELL)** Airfield Management personnel will execute the QRC/OC.

4.30.2.1. Escort individuals off of the airfield.

4.30.2.2. Confiscate individual's AF Form 483.

4.30.2.2. **(Added—MCCONNELL) Surrender.** All licensees must surrender their AF IMT 483 upon request by the Unit/Wing ADPM and/or AM personnel.

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

4.30.2.3. **(Added—MCCONNELL)** All drivers (military, civilian employees and contractors) will be brought to Airfield Management to provide a written statement.

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

4.30.2.4. **(Added—MCCONNELL)** AOF, AFM, DAFM and Wing ADPM will adjudicate all violations and notify Unit Commander and Unit ADPM of determination. **NOTE:** AF IMT 483 may be revoked by the Unit/Wing ADPM, AFM or designated representative. Reinstatement must be approved by the AFM and Wing ADPM.

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

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

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

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

4.30.4. **Consequences (CMA).**

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

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

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

#### 4.31. Reissuance/Reinstatement of an AF Form 483.

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

4.31.1. **(Added—MCCONNELL)** Unit ADPM will remediate individual in ADTP to STEP 2; accomplish all training and testing requirements; and complete a new **Attachment 7**. A new AF Form 483 must be printed from ADTP.

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

4.31.2. **(Added—MCCONNELL)** For reinstatement requests for suspensions resulting from airfield violations (non-CMA and CMA), Unit Commanders shall submit an MFR to request reinstatement to 22 OSS/CC and AFM; and send a copy to the Wing ADPM. **NOTE:** Reinstatement requests for mission critical personnel that have been suspended due to loss of civilian driver's license or on-base driving privileges must also meet the requirements set forth in paragraph 2.3.2.

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

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

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

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

4.32.3. **(Added—MCCONNELL)** AM will report all incidents to 22 ARW/SE, Unit Commander and Unit ADPM. AM will notify AMC/A3AP within 24 hours of notification of a CMAV/HATR incident. For all CMAV events, an AF IMT 457 must be completed and submitted to 22 ARW/SE within 24 hours after notification.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4.34.2. Airfield access points.

4.34.3. Restricted area boundaries/entry control points.

4.34.4. Control area boundary.

4.34.5. Vehicle traffic lanes and traffic flow.

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

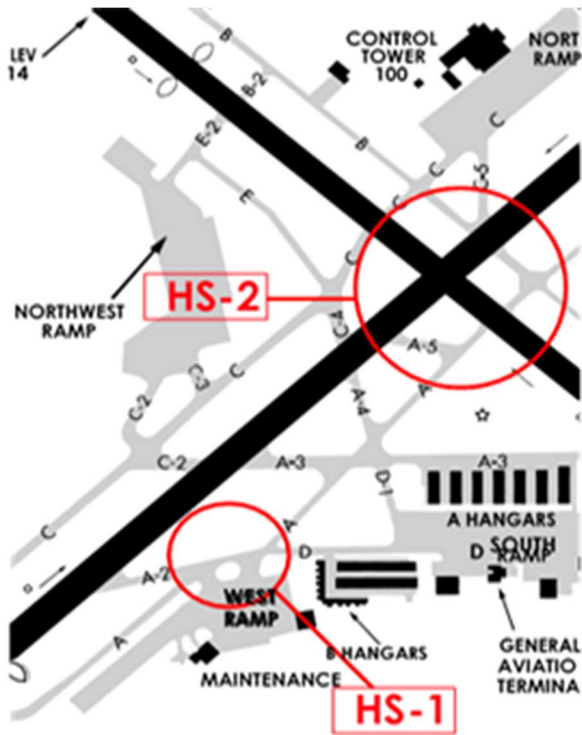
4.34.7. Location of Airfield Management and Air Traffic Control Tower.

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

4.34.8. **(Added—MCCONNELL) Hot Spots.** McConnell AFB Hot Spots are defined and depicted in [Attachment 10](#).

Figure 4.1. Hot Spots.

Figure 4.1. Hot Spots. (Added—MCCONNELL). NOTE: Example only. McConnell AFB Hot Spot depicted in Attachment 10.



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

4.34.9. (Added—MCCONNELL) **Tower Blind Spot.** This area encompasses the KANG Ramp on the northwest corner of the airfield. ATCT cannot see aircraft or vehicles in this area due to the obstruction of buildings.

4.34.10. Communication —dead spots.

4.34.11. Complex runway/taxiway intersections.

4.34.12. Other confusing or ambiguous areas identified on airfield.

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

4.34.14. Jet Blast Hazard areas.

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

4.34.16. CMA.

## Chapter 5

### RADIO COMMUNICATIONS PHRASEOLOGY, DISCIPLINE AND TECHNIQUES

#### 5.1. General.

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

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

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

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

5.1.4. **(Added—MCCONNELL)** All vehicle operators must use the exact call sign issued. Ensure ATCT responds to all transmissions with the correct call sign. Hearing the correct location of your vehicle but the wrong call sign does not give approval for your request. For example, if your vehicle's call sign is "Red 5" and you request access onto the runway but ATCT gives approval for "Red 5 Alpha" to proceed on the runway, you DO NOT have approval to enter the runway. Contact ATCT and repeat your request with the correct call sign and request clarification.

#### 5.2. Radio Techniques.

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

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

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

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

5.2.5. Be alert to the sounds or the lack of sounds in the receiver. Check your volume and frequency to make sure that your microphone is not stuck in the transmit position. Frequency blockage can, and has, occurred for extended periods due to unintentional transmitter

operation. This type of interference is commonly referred to as a “stuck mike,” and controllers may refer to it in this manner when attempting to correct the problem.

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

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

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

**5.3. (Added—MCCONNELL) Escort Phraseology.** If an escort is used, direct radio contact must be established by the escort. The radio operator must obtain permission/authorization for each vehicle entering and leaving the runway environment. See Attachment 16, *Radio Phraseology for Escorts*.

**Table 5.1. Sample Runway Crossing Phraseology.**

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

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

**Table 5.2. Sample Read back Instructions.**

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

<b>VEHICLE OPERATOR:</b>	<i>“JACKSONVILLE TOWER, AIRFIELD ONE CROSSING COMPLETE, OFF (runway) AT (location).”</i>
<b>Air Traffic Control Tower:</b>	<i>“AIRFIELD ONE, ROGER.”</i>

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

**Table 5.3. Sample Hold Short Instructions.**

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

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

5.4.1. **(Added—MCCONNELL)** The words "CLEAR" or "CLEARANCE" must not be used. **Exception:** Vehicle operators may reply "LOUD AND CLEAR" in response to a ATCT request for radio transmission quality or clarity.

5.4.2. **(Added—MCCONNELL)** Use extreme caution when you hear the phrase "GO AHEAD". Tower controllers use this to mean "STATE YOUR REQUEST". It never means to "PROCEED".

5.4.3. **(Added—MCCONNELL)** The only words that authorize a vehicle to operate near or enter the CMA are "PROCEED," "CROSS" (runway or taxiway), or "OPERATIONS APPROVED AS REQUESTED."

5.4.4. **(Added—MCCONNELL)** The term "EXPEDITE" is used by ATCT to move vehicles out of the way of aircraft or other hazards on the runway, taxiway or CMA.

**Table 5.4. Common Use Phrases.**

What Is Said:	What It Means:
Acknowledge	Let me know you have received and understand this message.
Advise Intentions	Let me know what you plan to do.
Affirmative	Yes.

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

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

**Table 5.5. Phonetic Aviation Alphabet.**

<b>A</b>	ALPHA	<b>N</b>	NOVEMBER
<b>B</b>	BRAVO	<b>O</b>	OSCAR
<b>C</b>	CHARLIE	<b>P</b>	PAPA
<b>D</b>	DELTA	<b>Q</b>	QUEBEC

<b>E</b>	ECHO	<b>R</b>	ROMEO
<b>F</b>	FOXTROT	<b>S</b>	SIERRA
<b>G</b>	GOLF	<b>T</b>	TANGO
<b>H</b>	HOTEL	<b>U</b>	UNIFORM
<b>I</b>	INDIA	<b>V</b>	VICTOR
<b>J</b>	JULIETT	<b>W</b>	WHISKEY
<b>K</b>	KILO	<b>X</b>	X-RAY
<b>L</b>	LIMA	<b>Y</b>	YANKEE
<b>M</b>	MIKE	<b>Z</b>	ZULU

GEORGE N. VOGEL, Colonel, USAF  
Commander, 22d Air Refueling Wing

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

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

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

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

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

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

AFECD, 31 October 2017

AFOCD, 31 October 2017

AFMAN 91-223, *Aviation Safety Investigations and Reports*, 14 September 2018

FAA Order 7110.65Y, *Air Traffic Control*, 20 June 2019

AFVA 11-240, *USAF Airport Signs and Markings*, 15 April 2017

**(Added—MCCONNELL)** DAFVA 11-240, *USAF Airport Signs and Markings*, 4 August 2021

**(Added—MCCONNELL)** AFMAN 13-204. Vol. 1; *Management of Airfield Operations*, 22 July 2020

**(Added—MCCONNELL)** AFI 13-213\_AFRCSUP, *Airfield Driving*, 29 March 2020

AFVA 13-221, *Control Tower Light Signals*, 1 November 2001

AFVA 13-222, *Runway/Controlled Movement Area (CMA) Procedures*, 30 July 2009

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 21 May 2015

**(Added—MCCONNELL)** MAFBI 21-106, *Severe Weather Procedures*, 29 September 2019

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

**(Added—MCCONNELL)** AFI21-101\_AMCSUP\_MCCONNELLSUP, *Aircraft and Equipment Maintenance Management*, 24 January 2021

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

**(Added—MCCONNELL)** MAFBI 24-306, *Operation of Air Force Government Motor Vehicles*

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

**(Added—MCCONNELL)** MAFBI 31-1, *22d ARW Security Forces Operating Instruction*

**(Added—MCCONNELL)** MAFBI 32-12, *Fire and Emergency Services Standard Operating Guide*

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

**(Added—MCCONNELL)** FAA AC 150/5210-5D, *Painting, Markings, and Lighting of Vehicles Used on an Airport*, 01 April 2010

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

AFI 48-123, *Medical Examinations and Standards*, 5 November 2013

AFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards* 11 December 2018

**(Added—MCCONNELL)** *Memorandum of Understanding (MOU), 22 ARW/CV and 22 MXG/QA: Equipment and Tire Foreign Object (FOD) Damage Check Waiver*, 11 October 2019

### ***Prescribed Forms***

AF Form 483, *Certificate of Competency*

### ***Adopted Forms***

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

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

AF Form 3616, *Daily Record of Facility Operation*

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

AF Form 847, *Recommendation for Change of Publication*

### ***Abbreviations and Acronyms***

**(Added—MCCONNELL)** **AD**—Airfield Driving

**ADPM**—Airfield Driving Program Manager

**(Added—MCCONNELL)** **ADTP**—Airfield Driving Training Program

**AF**—Air Force

**AFECD**—Air Force Enlisted Classification Directory

**AFFSA**—Air Force Flight Standards Agency

**AFI**—Air Force Instruction

**AFM**—Airfield Manager

**AFMAN**—Air Force Manual

**AFOCD**—Air Force Officer Classification Directory

**AFPD**—Air Force Policy Directive

**(Added—MCCONNELL)** **AFRC**—Air Force Reserve Command

**AFRIMS**—Air Force Records Information Management System

**AFSAS**—Air Force Safety Automated System

**AFVA**—Air Force Visual Aid

(Added—MCCONNELL) AGE—Aerospace Ground Equipment  
(Added—MCCONNELL) AM—Airfield Management  
AO—Airfield Operations  
AOB—Airfield Operations Board  
AOF—Airfield Operations Flight Commander  
(Added—MCCONNELL) ARW—Air Refueling Wing  
(Added—MCCONNELL) ATCT—Air Traffic Control Tower  
CC—Commander  
(Added—MCCONNELL) CEF—Fire Department  
CMA—Controlled Movement Area  
FAA—Federal Aviation Administration  
FOD—Foreign Object Damage  
HATR—Hazardous Air Traffic Report  
(Added—MCCONNELL) KANG—Kansas Air National Guard  
(Added—MCCONNELL) MAFB—McConnell Air Force Base  
MFR—Memorandum for Record  
(Added—MCCONNELL) MDG—Medical Group  
MICT—Management Internal Control Toolset  
(Added—MCCONNELL) MOC—Maintenance Operations Center  
NOTAM—Notice to Airmen  
NVD—Night Vision Device  
(Added—MCCONNELL) OC—Operational Checklist  
OPR—Office of Primary Responsibility  
POV—Privately Owned Vehicle  
(Added—MCCONNELL) QRC—Quick Reaction Checklist  
RDS—Records Disposition Schedule  
RIPWG—Runway Incursion Prevention Working Group  
SAC—Self-Assessment Communicator  
(Added—MCCONNELL) SE—Safety  
(Added—MCCONNELL) SFS—Security Forces  
UFC—Unified Facilities Criteria

### *Terms*

**Aerodrome**—A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure, and movement of aircraft.

**AF Form 651 Hazard Air Traffic Report (HATR)**—identifies potentially hazardous aviation practices or procedures based on a particular event and to disseminate information that might prevent similar hazardous conditions at other USAF locations or areas operations. See AFMAN 91-223 and AFI 91-202, for reportable events.

**Aircraft on Final**—Commonly used to mean that an aircraft is on final approach course or is aligned with a landing area.

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

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

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

**(AMC) Airfield Driving Training Program**—An electronic database management system that assists with the airfield driving program.

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

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

**Airfield Management Operations (AMOPS)**—A facility located near the airfield that provides aircrews with flight plan processing and planning services.

**Airfield Manager (AFM)**—Works directly for the Airfield Operations Flight Commander and manages airfield management facilities to ensure effective support to the base flying mission and transient aircrews.

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

**Air Force Runway Safety Action Team**—Composed of AFFSA and/or Major Command OPR for Airfield Operations functional experts used to analyze, report and determine corrective actions required to reduce the number of Controlled Movement Area Violations on the airfield. Air Force Runway Safety Action Team functional experts evaluate all pertinent areas that are a part of, or affect, the negative trend or unsafe condition.

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

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

**Commercial Vehicle**—A vehicle, which is owned or leased by a commercial firm.

**Controlled Areas**—Controlled areas are legally defined areas containing Protection Level 4 resources. Only authorized personnel, designated by a unit commander, have access to controlled areas.

**Controlled Movement Area**—As defined in Airfield Operation Instructions, any portion of the airfield requiring aircraft, vehicles and pedestrians to obtain specific Air Traffic Control Tower approval for (normally via two-way radio contact with the Air Traffic Control Tower).

**Controlled Movement Areas include but are not limited to areas used for takeoff, landing and as required taxiing of aircraft. NOTE**—This definition is used in lieu of "movement area" as defined in the Federal Aviation Administration Pilot Controller Glossary. Also called Controlled Movement Area.

**Controlled Movement Area Violation Event**—An airfield infraction caused by aircraft, vehicles, or pedestrians entering the control movement area without specific Air Traffic Control Tower approval. This definition includes runway incursions and infractions caused by communication errors. Refer to AFMAN 91-223 paragraph 9.1 for reportable Hazardous Air Traffic Report reporting procedures and for reportable Controlled Movement Area Violation events.

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

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

**Government Owned Vehicles**—Vehicles that are owned or leased by the US government.

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

**Host Wing Commander**—The individual with ultimate responsibility for operating the airfield.

**Hot Spot**—A runway safety related problem area or intersection on an airfield. Typically, it is a complex or confusing taxiway/taxiway or taxiway/runway intersection. A confusing condition may be compounded by a miscommunication between a controller and a pilot, and may cause an aircraft separation standard to be compromised. The area may have a history of surface incidents or the potential for surface incidents.

**Instrument Hold line**—A designated boundary intended to protect the runway environment. Found at the point where a taxiway and runway intersect. Instrument hold line is marked in retro-reflective yellow paint.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Pilot Deviation**—The action of a pilot that results in the violation of Air Traffic Control instructions, Air Force Instructions and/or Federal Aviation Regulations.

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

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

**Spot Check**—A spot check is conducted randomly for the purpose of enforcement and compliance with airfield driving procedures. Spot checks include but are not limited to the accuracy/currency of the driver's Air Force Form 483 and the availability/currency of the local airfield diagram, Air Force Visual Aids (i.e., AFVA11-240, AFVA 13-221, AFVA 13- 222).

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

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

**Unit**—For the purpose of this instruction, the term unit is equivalent to a Squadron, also known as the basic unit in the United States Air Force organizational structure. Squadrons are usually made up of several flights (typically four), and commanded by a field grade officer.

**Wake Turbulence**—A phenomenon resulting from the passage of an aircraft through the atmosphere. The term includes vortices, thrust stream turbulence, jet blast, jet wash, propeller wash, and rotor wash both on the ground and in the air.

## Attachment 2

### RUNWAY INCURSION PREVENTION WORKING GROUP (RIPWG)

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

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

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

**A2.4. RIPWG.** The RIPWG will:

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

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

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

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

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

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

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

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

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

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

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

A2.4.2.5. Installing runway guard lights if applicable.

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

A2.4.2.7. Installing Location Signs.

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

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

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

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

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

## Attachment 3

## AIRFIELD SIGNS, MARKING, AND LIGHTING

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













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

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


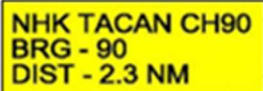



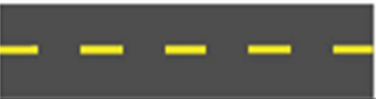



	Inbound Destination
	TACAN Checkpoint Sign
	Distance Remaining
<b>EXAMPLE</b>	<b>TYPE OF MARKING</b>
	Holding Position
	ILS Critical Area/POFZ Boundary
	Taxiway/Taxiway Holding Position
	Non-Movement Area Boundary
	Taxiway Edge
	Dashed Taxiway Edge

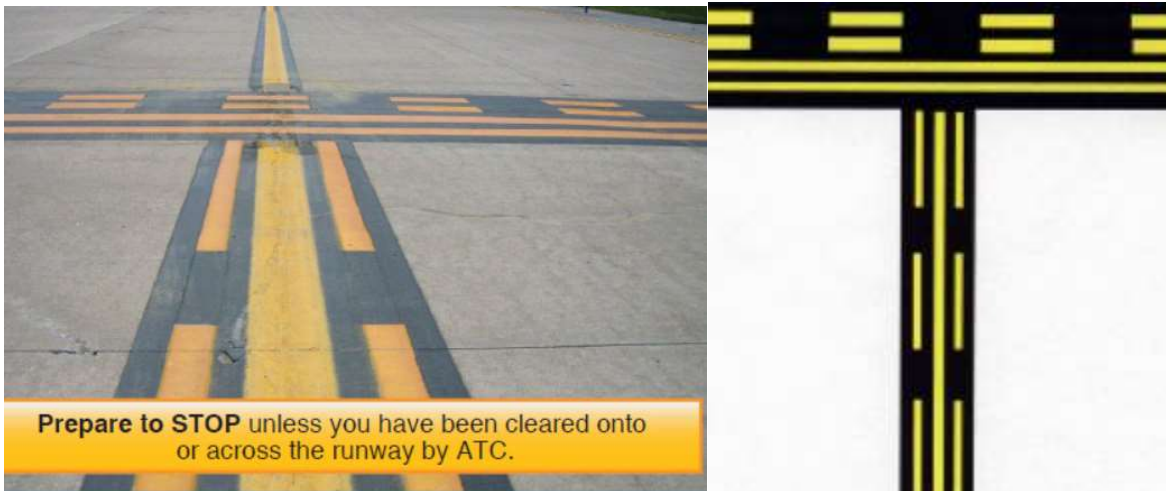
Figure A3.3. Airfield Signs, Marking, and Lighting Part 3.



Figure A3.4. (Added—MCCONNELL) Runway Hold Position Marking or VFR Hold Line



Figure A3.5. (Added—MCCONNELL) Runway Hold Position or VFR Hold Line with Enhanced Taxiway Centerline.



## Attachment 4

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

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

[Date]

MEMORANDUM FOR 213 OSS/OSA

FROM: (Unit Commander Office Symbol)

SUBJECT: Appointment of Unit Airfield Driving Program Managers and Trainers

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

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

**PRIMARY:****ALTERNATE:**

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

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

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

XXXX X. XXXXX, Lt Col, USAF  
Commander

Attachment 5

UNIT AIRFIELD DRIVING PROGRAM MANAGER TRAINING CHECKLIST

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

UNIT AIRFIELD DRIVING PROGRAM MANAGER CHECKLIST			
SECTION I TRAINEE INFORMATION (Completed by the Wing Airfield Driving			
Name: (Last, First, MI)	Rank, Civilian Grade or	Unit/Office Symbol or	Duty Phone
SECTION II QUALIFICATION TRAINING (Completed by Trainee and Wing			
	Date	Trainee	WG ADPM
1. Unit Airfield Driving Program Manager (ADPM) duties and responsibilities.			
2. Appointment of unit trainers.			
3. Runway incursion prevention.			
4. Governing Directives.			
4.1. Air Force Manual 24-306, <i>Manual for the Wheeled Vehicle Operator</i> , Chapter 18 and 20.			
4.2. AFMAN 91-203, <i>Air Force Occupational Safety Fire and Health Standards</i> , Chapter 24			
4.3. Air Force Instruction 21-101, <i>Aircraft and Equipment Maintenance Management</i> .			
5. Testing requirements to include testing security/compromise.			
6. Color vision testing requirements. See Air Force Instruction 48-123, <i>Medical Examinations and Standards</i> for additional information.			
7. Airfield Driver's training	Date	Trainee	WG ADPM
7.1. Local Qualification.			
7.2. Refresher.			
8. Unit ADPM Continuity Binder.			
9. Reporting, Enforcement, and Violations Consequences.			

10. Vehicle Passes (Privately Owned/Government Leased).			
11. Controlled Movement Area (CMA) procedures and training for unit personnel.			
12. Temporarily assigned personnel/Non-based assigned contractors briefing and/or training requirements.			
13. Escort procedures.			
14. Procedures for issuing, revoking and reissuing an AF Form 483, <i>Certificate of Competency</i> .			
15. Participate with the Unit ADPM on an actual training session and practical check			
16. AF Form 483 CERTIFICATE #:			
<b>SECTION III TRAINING CERTIFICATION (Completed by the Unit Airfield Driving Program Manager and Wing Airfield Driving Program Manager or designated</b>			
<b>Unit Airfield Driving Program Manager</b>			
I have received and completed all of the above training requirements and will comply with Air Force Instruction 13-213 and wing/base supplement.			
Name: (Last, First, MI):	Rank, Civilian Grade or	Signature:	Date:
<b>Wing Airfield Driving Program Manager</b>			
Name: (Last, First, MI):	Rank, Civilian Grade or	Signature:	Date:
<b>NOTE:</b> A local form may be used as long as it includes all information listed above.			

## Attachment 6

### AIRFIELD MANAGEMENT QUALITY CONTROL MEASURES

#### A6.1. Airfield Management should:

- A6.1.1. Routinely monitor ramp net radio for proper terminology/phraseology and discipline.
- A6.1.2. Conduct random spot checks for enforcement and compliance with **Chapter 3** of this instruction and wing/base supplement.

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

- A6.2.1. The availability/currency of the local airfield diagram.
- A6.2.2. A check of the driver's Air Force Form 483 for accuracy/currency.
- A6.2.3. The availability/currency of Air Force Visual Aids (i.e., AFVA11-240, AFVA 13-221, AFVA 13- 222)

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

#### A6.4. Wing ADPM will:

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

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

A6.4.2. **(Added—MCCONNELL)** Notify Unit ADPM of corrective action plans for all deficiencies. Complete follow-up inspection in 60 days. Report progress/closure of deficiency items to 22 OSS/CC; Unit Commander, AOF and AFM.

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

A6.4.3. **(Added—MCCONNELL)** Wing ADPM has the authority to suspend any Unit Airfield Driving Program if an inspection is failed. Unit Commander will be notified by immediately of suspension of program. Units will execute the following to request reinstatement of the program:

A.6.4.3.1. **(Added—MCCONNELL)** The Unit ADPM submits a Corrective Action Plan which addresses all cited deficiencies to the Wing ADPM for review and approval by the Airfield Manager (AFM) and Airfield Operations Flight Commander (AOF).

A.6.4.3.2. **(Added—MCCONNELL)** The Unit CC will submit an MFR to the Wing ADPM requesting reinstatement of the Unit's Airfield Driving Program. The Wing ADPM will complete an in-depth inspection to evaluate the integrity and compliance of the Unit's program prior to reinstatement.

## Attachment 7

**AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION  
CHECKLIST**

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

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

5.7. Location of the Fire Department, Air Traffic Control Tower (ATCT) and Airfield			
5.8. Location/use of traffic control device as applicable.			
5.9. Hazardous Jet Blast locations on the airfield.			
5.10. Runway(s) configuration (e.g. dimensions, location, designation). Also, explain and define runway approach end and departure end.			
5.11. Taxiway configuration (e.g. dimensions, location, designation).			
5.12. Controlled Movement Area Boundaries.			
5.13. Congested Areas.			
5.14. Hot Spots as required locally.			
5.15. ATCT and vehicle blind spots.			
<b>6. Local Vehicle Operator Requirements.</b> Training Outcome(s): Trainee must be knowledgeable on local procedures and requirement for operating a vehicle on the airfield.	<b>Date Completed</b>	<b>Trainee's Initials</b>	<b>Trainer's Initials</b>
6.1. Use of perimeter and infield roadways.			
6.2. Lateral distance requirements for mobile obstacles on an apron/ramp and taxiway.			
6.3. Speed limits for vehicles operating on an apron/ramp and taxiway.			
6.4. Procedures for reporting and removing FOD.			
6.5. Restricted visibility and/or night driving.			
6.6. Procedures for operating bicycles, tricycles, etc. on			

6.7. Use of traction control devices as applicable.			
6.8. Emergency Response Vehicle			
6.9. Vehicle Escort/Convoy driving procedures as applicable.			
7. Practical Day Airfield Familiarization Training. Training Outcome(s): Trainee must be knowledgeable of the airfield environment. At a minimum, the trainee must demonstrate the ability to operate a vehicle to and from their designated work areas.			
7.1. Practical Day Driving Check-ride			
8. Practical Night (as applicable) Airfield Familiarization Training. Training Outcome(s): Trainee must be knowledgeable of the airfield environment. At a minimum, the trainee must demonstrate the ability to operate a vehicle to and from their designated work areas.			
8.1. Practical Night Driving Check-ride (as applicable).			
9. Review Local AFI 13-213 supplement.			
10. USAF Airfield Driving CBT (Date Completed).			
11. Runway Incursion Prevention Training.			
12. Airfield Diagram/Layout Test [Score:]			
13. General Knowledge Test (written) [Score:]			
14. Runway Incursion Prevention Test [Score:]			
15. Communication Test [Score:]			

16. Demonstrate the ability to contact ATCT for approval to enter/exit the <b>CMA</b> . <b>Note:</b> Required for all personnel that require access on or across taxiways, helipad, and aprons located in the CMA.			
17. Demonstrate the ability to contact ATCT for approval to enter/exit the <b>runway</b> . <b>Note:</b> Required for all personnel that require access on or across taxiways, helipad and aprons located in the CMA.			

**SECTION III—Color Vision Test for CMA drivers only. (Completed by Hospital/Medical Treatment Facility Optometry)**

**Results: Pass / Fail (Circle one)**

Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
--------------------------	-------------------------------------	------------	-------

**SECTION IV—TRAINER CERTIFICATION (Completed by Authorized Airfield Driving Trainer)**

I certify the trainee has received all required qualification training requirement annotated above.

Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
--------------------------	-------------------------------------	------------	-------

**SECTION V—AIRFIELD DRIVING TRAINING CERTIFICATION**

I have received and completed all of the training requirement and will comply with my local base's Airfield Driving AFI 13-213 Supplement instructions. I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement area without approval from the Air Traffic Control Tower (ATCT).

Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
--------------------------	-------------------------------------	------------	-------

<b>SECTION VI—UNIT CERTIFICATION (Completed by Unit Commander or Unit ADPM)</b>			
I certify that the above trainee has successfully completed all training requirements to operate a vehicle on airfield  _____			
Check all applicable restrictions and/or special access.			
Ramp Only	Daylight Only	CMA Authorized	Other (Specify):
Name: (Last, First, MI):		Rank, Civilian Grade or equivalent:	Signature:      Date:
<b>SECTION VII—AIRFIELD DRIVING AUTHORIZATION (Completed by the Wing)</b>			
<b>Approved</b>	<b>Disapproved</b>	<b>AF Form 483#:</b>	
Name: (Last, First, MI):		Rank, Civilian Grade or equivalent:	Signature:      Date:
<b>NOTE:</b> A local form may be used as long as it includes all information listed above.			

Attachment 8

**TEMPORARILY ASSIGNED PERSONNEL/NON-BASED ASSIGNED CONTRACTORS TRAINING CHECKLIST**

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

<b>TEMPORARILY ASSIGNED PERSONNEL/NON-BASED ASSIGNED CONTRACTORS TRAINING CHECKLIST</b>			
<b>SECTION I—TRAINEE INFORMATION (Completed by the Unit Airfield Driving Program Manager or Wing Airfield Driving Program Manager)</b>			
Name: (Last, First, MI):	Rank, Civilian Grade or	Unit/Office Symbol or	Duty Phone
<b>SECTION II—QUALIFICATION TRAINING (Completed by the Trainee, Unit Airfield Driving Program Manager or Designated Trainer)</b>			
	<b>Date</b>	<b>Trainee's</b>	<b>Trainer's</b>
1. Explain the difference between mandatory/informational local airfield signs.			
2. Explain the different types of airfield marking (i.e. runway, taxiway, apron/ramp). Provide examples of local airfield markings.			
3. Explain the different types of airfield lighting systems (i.e. runway, taxiway, apron/ramp). Provide examples of local airfield lighting.			
4. Identify the speed limits for general/special purpose vehicles operating on aircraft parking aprons/ramps and taxiways.			
5. Identify the procedures for vehicle operating in the immediate vicinity of base assigned and transient (if applicable) aircraft.			
6. Explain the requirements for parking and chocking vehicles and/or equipment on the airfield.			
7. Identify the lateral distance requirements for mobile obstacles on taxiways and aprons.			

8. Discuss Foreign Object Damage (FOD) control/prevention measures for the airfield.			
9. Identify methods/practices to prevent a runway incursion.			
10. Explain the different types of airfield violations and their consequences.			
11. Identify the proper radio terminology and phraseology.			
12. Provide a local Airfield Diagram.			
13. Identify all restricted areas and entry control points.			
14. Identify all Control Movement Area boundaries.			
15. Identify Free zones, when applicable.			
16. Practical airfield familiarization training. At a minimum, familiarize individual on route(s) to and from the designated work area.			
17. Explain procedures for Night Driving, Reduced visibility and Inclement weather, when applicable.			
18. Explain procedures for reporting an accident or vehicles maintenance problems.			
<b>SECTION III—TRAINING CERTIFICATION (Completed by Trainee, Unit Airfield Driving Program Manager and Wing Airfield Driving Program Manager, as required)</b>			
<b>TRAINEE</b>			
I have received and completed all of the above training requirements and will comply with Air Force Instruction 13-213 and (if applicable) wing/base supplement. I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower.			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

<b>UNIT AIRFIELD DRIVING PROGRAM MANAGER</b>			
I certify that the above individual has completed all training requirements outlined in Air Force Instruction 13-213 and (if applicable) wing/supplement. Check all applicable restrictions.			
<b>Ramp Only</b>	<b>Daylight Hours</b>	<b>Other (Specify):</b>	
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>WING AIRFIELD DRIVING PROGRAM MANAGER OR DESIGNATED</b>			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>NOTE:</b> A local form may be used as long as it includes all information listed above.			

**Attachment 9****AIRFIELD DRIVING PROGRAM CONTINUITY BINDER**

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

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

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

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

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

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

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

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

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

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

**Attachment 10 (Added—MCCONNELL)****MCCONNELL AIRFIELD DIAGRAM AND DEFINITIONS****A10.1. Definitions and boundaries of key elements of the airfield at McConnell AFB.****A10.1.1. Runways:**

A10.1.1.1. Runway 01L/19R: 12,000 feet long by 150 feet wide.

A10.1.1.2. Runway 01R/19L: 12,000 feet long by 300 feet wide. **NOTE:** Pavement is marked for 150 feet of usable runway.

A10.1.2. **Overruns:** The paved portion extending outward from the end of each runway.

A10.1.3. **Taxiways:** McConnell AFB maintains six active taxiways:

A10.1.3.1. Taxiway Alpha is parallel to Runway 01R/19L.

A10.1.3.2. Taxiway Bravo crosses the approach end of runways 19L/R.

A10.1.3.3. Taxiway Charlie crosses Runways 01R/19L and 01L/19R at midfield.

A10.1.3.4. Taxiway Delta crosses Runways 01R/19L and 01L/19R at midfield.

A10.1.3.5. Taxiway Echo crosses the approach end of Runways 01L/R. **NOTE:** Access to the Air Capital Flight Line from Taxiway ECHO is prohibited for all MAFB personnel without prior coordination through the AFM.

A10.1.3.6. Taxiway Foxtrot is parallel to Runway 01L/19R, and between Taxiway Bravo and Taxiway Delta.

A10.1.4. **Mass Aircraft Parking Area (MAPA):** The controlled area boundary for the MAPA is defined as the area starting at the restricted area boundary on the north, Taxiway Alpha boundary to the west, and the restricted area boundary along the east portion from Fire Department at the south to building 1124 to the north. The area is posted with appropriate restricted area signs. The OPR for this restricted area is the 22d OG/CC. **NOTE:** In some cases the boundary to the MAPA may be changed and marked with red or orange rope supported by stanchions.

A10.1.5. **Delta Ramp:** Located south of Bldg. 1218 adjacent to Taxiway Alpha.

A10.1.5.1. Primary: Large Transient Aircraft.

A10.1.5.2. Wingtip clearance lines are painted to ensure a safe taxiing environment for KC-46 and smaller aircraft taxiing on Taxiway Alpha. All aircraft, aircraft support equipment, and vehicles must remain behind these lines.

A10.1.6. **De-icing Pad:** Located on Taxiway Alpha between Taxiways Charlie and Delta. The de-icing pad consists of two designated locations established for aircraft de-icing prior to takeoff.

A10.1.7. **Echo Ramp:** Located south of Delta Ramp adjacent to Taxiway Alpha.

A10.1.7.1. Primary: Hot or Hazardous Cargo Area.

A10.1.7.2. Wingtip clearance lines are painted to ensure a safe taxiing environment for KC-46 and smaller aircraft taxiing on Taxiway Alpha.

A10.1.7.3. Single white lines (non-standard) painted on the north side of the ramp (near spot E-1) are utilized for AGE storage during OPLAN (exercise and real-world) sorties and provide 25 feet wingtip clearance from Spot E-1.

A10.1.8. **Foxtrot Ramp:** Located at the southeast end of the airfield near the intersection of Taxiway Alpha and Echo.

A10.1.8.1. Primary: Hot Brake, Hydrazine, and Arm/De-Arm Area.

A10.1.8.2. Wingtip clearance lines are painted to ensure a safe taxiing environment for KC-46 and smaller aircraft taxiing on Taxiway Alpha.

A10.1.9. **Controlled Movement Area (CMA):** A 175 foot boundary from the east edge of Runway 19L/01R and west edge of Runway 19R/01L; and a 175 foot boundary from the northern and southern edges of the overruns. Access into the CMA requires two-way radio communication with and approval from the Control Tower. The controlled movement area consists of:

A10.1.9.1. Both active runways.

A10.1.9.2. The area between the runways/overruns.

A10.1.9.3. 175 feet from the edge of both runways.

A10.1.9.4. 175 feet from the edge of the south overruns and to the perimeter fence (Salina Drive) on the north overruns.

A10.1.10. **Perimeter and Access Roads:** There are two perimeter roads and a center access road (between the runways) located on the airfield.

A10.1.10.1. North Perimeter Road links from Taxiway Bravo on the east side and connects to Taxiway Foxtrot on the west side. **This is part of the CMA** and Tower approval is required prior to entering this area.

A10.1.10.2. The Center Access Road is located between the runways and to operation in this area requires two-way communication with the Tower when entering, operating on or exiting. **This is part of the CMA.**

A10.1.10.3. South Perimeter Road links from Taxiway Alpha on the east side and connects to Taxiway Echo on the west side of the runways. **This is not part of the CMA** and communication with the Tower is NOT required.

A10.1.11. **Entry Control Points (ECP):** A designated point that will be used to enter aircraft parking areas. Entry points are identified by black letters on a white background with the word Entry Control Point.

A10.1.12. **Restricted Area Boundary.** An area on the airfield designated for use by aircraft requiring a security protection level. Defined by a Solid Red line with restricted warning signs on the pavement. Entrance is restricted by authorized personnel with a Restricted Area Badge which must be visible at all times. Enter the Restricted Area Boundary only at the ECP. See paragraph 4.6.2.4. for details on active/inactive periods.

A10.1.13. **Hot Spots.** There is one designated Hot Spot on McConnell AFB located on Taxiway Bravo between Taxiway Alpha and RWY 01L/19R due to the juncture of aircraft exiting the North MAPA between Rows 6/7 onto Taxiway Alpha or Taxiway Bravo and vehicular traffic. See Fig A10.2.

A10.1.14. **Air Capital Flight Line (ACFL).** Access to Air Capital Flight Line (ACFL) property via Taxiway D and E is authorized for AM, 22 SFS and BASH personnel. **NOTE:** All additional agencies must request permission from AM and ACFL.

A10.1.14.1. Vehicles should not stop except to pick up foreign objects.

A10.1.14.2. Photographs of ACFL property or contract aircraft are strictly prohibited.

Figure A10.1. McConnell AFB Airfield Diagram.

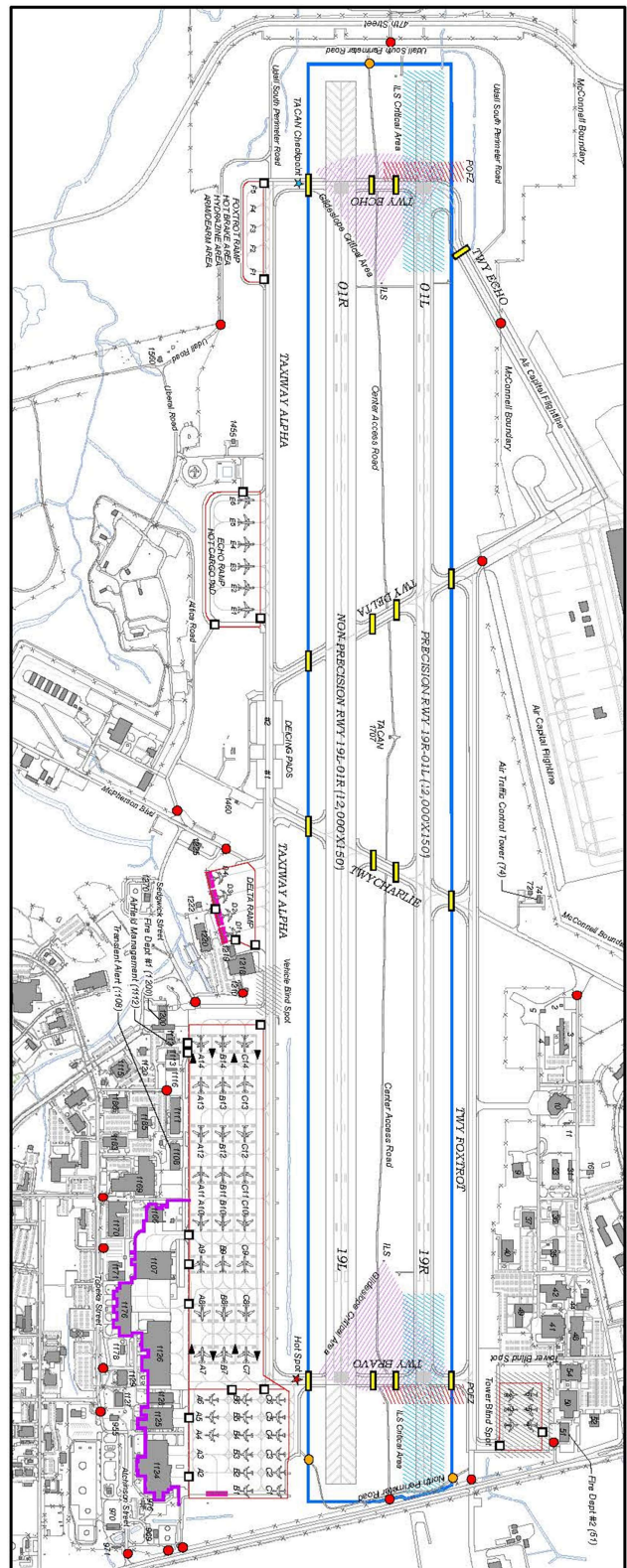
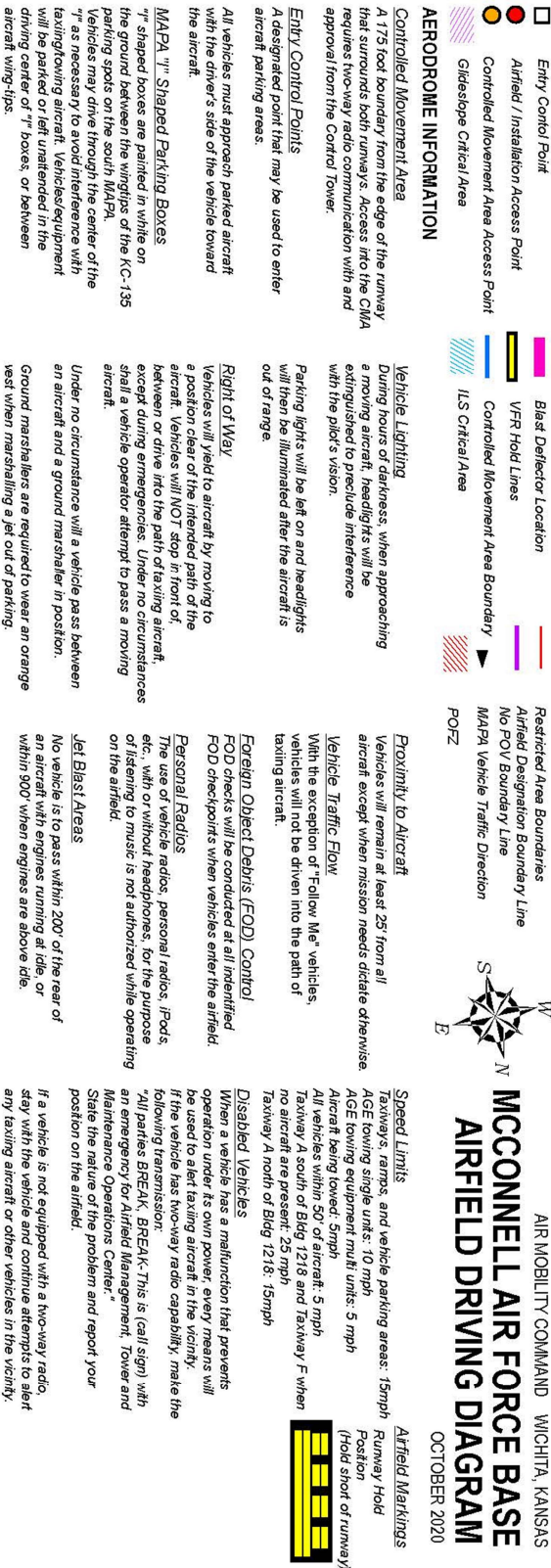
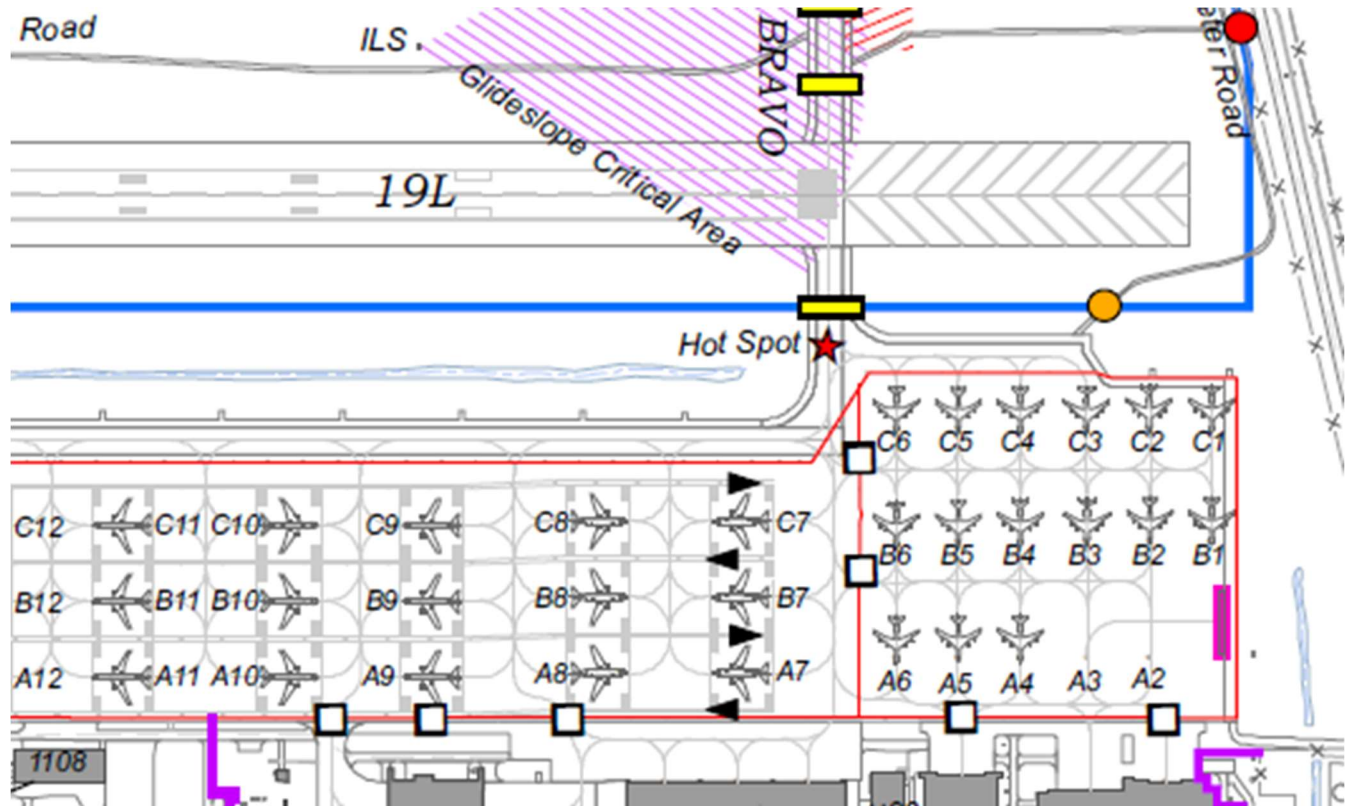


Figure A.10.2. Hot Spot-Juncture North MAPA/ Taxiway Alpha/ Taxiway Bravo.  
Legend: Red Star—Hot Spot.



## Attachment 11 (Added—MCCONNELL)

## UNIT INSPECTION CHECKLIST

Table A11.1. Airfield Driving Unit Inspection Checklist.

UNIT AIRFIELD DRIVER PROGRAM INSPECTION CHECKLIST			
<b>SECTION I – GENERAL INFORMATION</b> <i>(Completed by the Wing ADPM)</i>			
Unit	Office Symbol or Company Name	Date:	
<b>SECTION II – INSPECTION ITEMS</b> <i>(Completed by the Wing ADPM)</i>			
	<b>Yes</b>	<b>No</b>	<b>Not Applicable</b>
<b>1. Unit Commander.</b>			
1.1. Has the unit commander appointed, in writing, an Airfield Driving Program Manager (ADPM) and alternate?			
1.2. Is a current copy of the Unit ADPM and Airfield Driving Trainers appointment letter on file with the Wing ADPM?			
1.3. Does the unit commander limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission?			
1.4. Has the unit commander established procedures to limit the number of runway crossings? Is the number of unit drivers validated at least annually to include those that enter or cross the runway?			
1.5. Is the unit commander notified when individuals commit a violation?			
1.6. Does the unit commander notify 22 OSS/CC, Wing ADPM and Airfield Manager when revoking an individual's driving privileges?			
1.7. Has the unit commander validated the number of airfield drivers and provider a copy to the Wing ADPM? (AFI13-213_AMCSUP, para. 2.8.28.)			
<b>2. Unit Airfield Driving Program (ADPM) Manager.</b>			
2.1. Is the Unit ADPM trained and certified to drive on the airfield?			
2.2. Does the Unit ADPM ensure drivers have a valid state driver's license and are qualified to operate applicable vehicles (GOV license)?			
2.3. Does the Unit ADPM ensure airfield drivers have their color vision tested? Is the AFSC exempt?			

<p>2.4. Does the Unit ADPM maintain a list of all drivers authorized to drive on the airfield in the Continuity Binder with at least the minimum data: Full name, rank, unit, office symbol, AF IMT 483 number, any restrictions and daterefresher training is due? (Utilize ADTP)</p>			
<p>2.5. Does the Unit ADPM have current and accurate training documentation on file for all drivers that have been issued an AF IMT 483, <i>Certificate of Competency</i> which includes Airfield Driving CBT Certificate of Completion, Attachment 7 or Attachment 5 and Attachment 6 (AFI13-213_AMCSUP (2019)).</p>			
<p>2.6. Does the Unit ADPM maintain a properly formatted continuity binder or electronic equivalent with all required documentation?</p>			
<p>2.7. Are the training and testing materials current and accurate?</p>			
<p><b>3. TDY personnel/Non base assigned Contractors.</b></p>			
<p>3.1. Are TDY personnel/Non base assigned contractors driving credentials verified (do TDY personnel/Non base assigned contractors have a valid state/GOV driver's license and AF IMT 483 from their home base)? ADPM should question the need to issue AF IMT 483 if TDY personnel do not have an AF IMT 483 from their home station.</p>			
<p>3.2. Are TDY personnel being trained on driving requirements in accordance with the local driving instruction?</p>			
<p><b>4. Training.</b></p>			
<p>4.1. Are potential airfield drivers receiving classroom training by the ADPM (<i>as determined locally</i>)?</p>			
<p>4.2. Are potential airfield drivers receiving practical day and night (as applicable) airfield familiarization training?</p>			
<p>4.3. Are potential airfield drivers receiving a practical day and night (as applicable) driving test?</p>			
<p>4.4. Does the ADPM provide unit personnel with references and materials necessary to complete training? Is this material readily available for reference in the event the program manager or alternate is not available?</p>			
<p>4.5. Is remedial training conducted and documented on personnel that fail a test or commit a violation?</p>			

4.6. Are drivers receiving annual refresher training within the established time lines?			
4.7. Does the ADPM have a mechanism established to track annual refresher training requirements? Are new AF IMT 483s printed reflecting new refresher dates?			
4.8. Are trainees administered testing through ADTP?			
4.9. Is Refresher training documented in ADTP?			
4.10. Are trainees administered a Communication Test and CMA check-ride to individuals requiring CMA access?			
4.11. Are trainees instructed on proper radio terminology when communicating with the ATCT?			
4.12. Are trainees shown the actual location of Runway Hold-Lines and can they readily provide a verbal description of Runway Hold-Lines?			
4.13. Are trainees familiar with runway entry and exit procedures and radio “read back” requirement? (A random interview of unit vehicle operators may be conducted.)			
<b>5. Miscellaneous.</b>			
5.1. Is FAA Form 5280-7/AFVA 11 -240, Airfield Visual Aid Safety Placard, available for each vehicle operated on the CMA?			
5.2. Is FOD prevention and identification part of the Unit’s Airfield Driving Program?			
5.3. Are vehicles used on taxiways and runways equipped with Infrared Red Lights/Roof-mounted rotating beacons?			
5.4. Is a current airfield diagram in unit assigned vehicles?			
<b>SECTION III – COMMENTS/NOTES</b> <i>(Completed by the Wing ADPM or Unit ADPM)</i>			

<b>SECTION IV – CERTIFICATION</b> <i>(Completed by the Unit ADPM and Wing ADPM)</i>			
<b>UNIT ADPM</b>			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>WING ADPM</b>			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

**Attachment 12 (Added—MCCONNELL)****AIRFIELD DRIVING TRAINING AND TESTING REQUIREMENTS****A12.1. McConnell AFB Online Airfield Driving Program.**

A12.1.1. AMC's ADTP website will be used as the primary method for tracking training, testing, and documentation of the airfield driving program at McConnell AFB. Unit ADPM will provide the trainee the *ADTP Trainee Login Instructions* (pdf) to facilitate creation of an account in ADTP. The AMC ADTP website can be found at:

<https://webapps.amc.af.mil/ADTP/Pages/System/Login.aspx>

A12.1.1.1. Registering in ADTP. Use only "@us.af.mil" email addresses. Select the lowest possible organizational level for the member's unit (e.g. 22 AMXS, 22 SFS, 22 LRS, etc.). Do not select "22 ARW".

**A12.2. ADTP Four-Step Training Process.**

A12.2.1. General. All required training items listed on the airfield drivers training website must be successfully completed prior to testing and issuance of AF IMT 483.

A12.2.1.1. **Step 1: Trainee Information.** Creation of account (CAC enabled) to track all training, testing, and issuance of an airfield driving license for McConnell AFB. Verification of a valid state driver's license is mandatory.

A12.2.1.2. **Step 2: Training Requirements.** All initial airfield driving requirements are listed on ADTP. Trainee will update completion of each item which will be certified by the AD trainer or Unit ADPM. All items must be checked to proceed to next step. **NOTE:** Unit ADPM will provide all training materials.

A12.2.1.3. **Step 3: Unit Test.** All Step 2 training and certification must be complete to advance to Step 3. If implemented, Unit Tests will consist of at least 40 questions. The trainee must score at least an 80% on the Unit Test to proceed to the Wing Test.

A12.2.1.3.2. Unit ADPMs have the discretion to directly progress trainees to Step 4 or mandate that trainees accomplish a Unit Test prior to advancing.

A12.2.1.4. **Step 4: Wing Test.** The test is closed book and will be administered by the Unit ADPM. . If taking the test on the ADTP site, the member has 72 hours to begin the closed book exam and, once started, one hour to complete it. If the member does not begin the exam within 72 hours, the Wing exam will be dropped from the system and the Unit Program Manager must contact the Wing ADPM to have the exam re-enabled.

A12.2.1.4.1. The Wing Test contains 15 General Knowledge, 19 Airfield Diagram, 5 Communications, and 5 Runway Incursion Prevention questions.

A12.2.1.4.2. Wing Test Scoring. General Knowledge, minimum passing score is 80%. Minimum passing score for the following sections is 100%: Airfield Diagram, Communications or Runway Incursion Prevention.

A12.2.1.4.3. If a trainee fails any section of the Wing Test, the trainee must re-accomplish the entire test.

A12.2.1.5. **Issuance of AF IMT 483.** Upon passage of the Wing Test; the Wing ADPM or designated representative will review each trainee's training and testing documentation and then authorize issuance of the AF IMT 483. The license may be printed by the trainee or Unit ADPM from ADTP.

### **A12.3. Initial Airfield Driving Requirements.**

A12.3.1. Unit ADPMs and airfield driving trainers will provide all training materials to trainees and ensure trainees review/complete the following training items as outlined in the subparagraphs below:

A12.3.1.1. **ADTP Trainee Login Instructions:** Overview of the ADTP Four-Step Training Process and creation of a user account in ADTP.

A12.3.1.2. **Air Force Airfield Driving CBT.** Airfield Driving CBT will be completed via the *My Learning* website. Trainee will provide Unit ADPM with Certificate of Training which will be retained in TAB D of the Continuity Binder.

A12.3.1.3. **Initial McConnell Airfield Driving Briefing (Classroom).** The Unit ADPM or Trainer will conduct training in a classroom or individual setting. A copy of this training will be provided to trainee. It does not exempt trainees from reading this publication in its entirety or any other training requirements outlined in the ADTP or provided by the Unit ADPM or Trainer.

A12.3.1.4. **Review of AFI.** All trainees will review: AFI13-213\_AMCSUP; and MAFBI 13-213.

A12.3.1.5. **FAA- Talking to ATC.**

A12.3.1.6. **AD Light Gun Training.** All trainees will memorize all ATCT Light Gun Signals to operate vehicles on the airfield. During the trainee's airfield orientation, the trainer may request a light gun signal test with ATCT.

A12.3.1.7. **AD Runway Incursion Prevention Briefing (AFFSA).** Trainers will review the following key concepts: Runway Incursion, CMA Procedures, VFR Hold Line, ILS Hold Line and Controlled Movement Area Violation (CMAV).

A12.3.1.8. **MAFB Airfield Driving Diagram.** All trainees will review diagram and identify requirements as outlined in paragraph 3.3.1. of this publication.

A12.3.1.9. Any additional CBT, video, diagrams or instruction which the Wing/Unit ADPM supplements to effectively train the airfield driver.

A12.3.1.10. **Day Airfield Orientation Training and Practical Check-ride.** Emphasis shall be placed on vehicle operating procedures in the vicinity of aircraft, airfield layout, defining CMA boundaries (markings and signs), and proper tower communication phraseology. Complete Light Gun Signal Demonstration if practical.

A12.3.1.11. **Night Airfield Orientation Training and Practical Check-ride.** Emphasis shall be placed on airfield lighting and signs used to augment daytime airfield markings as well as boundaries of the CMA and proper radio phraseology.

**A12.4. CMA Access Restriction. (Annual Requirement).**

A12.4.1. Training for CMA Access is an annual requirement. CMA Access restriction will be removed when refresher training is completed and licensee must complete CMA Access Check-Ride Procedures to have the CMA restriction added for the next year. Unit ADPMs or designated representatives must have CMA Access in order to train in the CMA. All trainees will accurately complete and comply with all ATCT radio transmissions; respond to Light Gun Signals; and understand procedures/ requirements for entering/exiting the CMA, loss of radio communications, as well as emergency/disabled vehicle response. Unit ADPMs may be required to conduct multiple familiarizations rides to ensure trainee is proficient in communication with ATCT.

**A12.4.2. CMA Access Restriction Requirements.**

A12.4.2.1. **CMA Communications Test.** The CMA Communications Test is administered by Airfield Management; and will be 5 questions IAW paragraph 3.3.1.2. Airfield Management will annotate pass/fail in the individual's Activity Log in ADTP. Activity Log entries will be either: 1) "CMA Communications test passed with a score of 100%", or 2) "CMA Communications test failed with a score of 80%, 1 Auto Fail". All CMA Communication Test Failures will follow normal Wing Test Failure wait periods.

A12.4.2.2. **CMA Practical Check-Ride.** Airfield Management and Wing/Unit ADPMs are authorized to perform CMA check-rides at MAFB. The CMA check-ride will consist of oral knowledge questions and a practical ride into/out of the CMA. The trainee must accurately complete and comply with all ATCT radio transmissions. Following the test/check ride, Airfield Management will annotate pass/fail in the individual's Activity Log in ADTP. Activity Log entries may be either: 1) "CMA check ride complete/SAT" or 2) "CMA check ride complete/UNSAT".

A12.4.2.3. Unit ADPM will add restriction for CMA in ADTP which must be approved by Wing ADPM or designated representative.

A12.4.2.4. All licensees must print a new AF IMT 483 with the CMA Access Restriction upon it.

**A12.5. Annual Refresher Training and Testing.** Annual refresher training must be accomplished within or prior to the month of expiration. Individuals have until the first day of the month after the license expired to complete training/testing. Example: License expires on 6 June, trainee has until 30 June to complete training/testing. **NOTE:** For AFRC members, refresher training is recommended to be completed the month prior to, or earlier than refresher due month.

A12.5.1. **Refresher Training.** All training requirements shall be completed prior to testing.

A12.5.1.1. Unit ADPM will brief any changes to airfield driving regulations and/or changes to airfield (signage, markings, major construction, CMA, restricted areas, etc.) that occurred over the previous 12 months.

A12.5.1.2. Unit ADPM will provide the following items for review:

A12.5.1.2.1. AFI13-213\_AMCSUP and McConnell Supplement.

A12.5.1.2.2. AD Runway Incursion Prevention Briefing (AFFSA).

A12.5.1.2.3. MAFB Airfield Driving Diagram.

A12.5.1.3. Licensee will notify Unit ADPM of completion of review. Unit ADPM will annotate completion of refresher training in ADTP.

A12.5.2. **Refresher Testing.** Refresher Tests should automatically unlock in ADTP prior to expiration of license. Refresher testing will comprise the same sections, restrictions, and test failure consequences as an initial Wing Test.

A12.5.2.1. Unit ADPM may unlock Refresher Tests at any point prior to expiration of license to ensure that individuals who are going TDY/Deployment during the period when the license would expire are able to complete training/testing and prevent suspension of the license. This will reset the expiration date to one year from the new testing date.

A12.5.2.2. Unit ADPMs are NOT AUTHORIZED to unlock refresher tests after the month in which the license expired. This is violation and the unit's program may be suspended.

**Exception:** Approved extensions, see paragraph A12.5.2.3.

A12.5.2.3. Deployed Members.

A12.5.2.3.1. Unit ADPMs may unlock refresher tests early for members who will be deployed/TDY during the normal refresher period.

A12.5.2.3.2. Unit ADPMs may suspend members who will expire during the deployment period. Members will have 3 weeks upon return to normal duty; to complete refresher training and testing without penalty. **Exception:** Members who will be expired for more than six months are not eligible and must be sent back to STEP Two.

A12.5.2.3.4. Airfield driving privileges will be suspended for all individuals who do not complete annual refresher training/testing on or before the last day of the month of expiration. All individuals who fail to meet this timeline must be returned to STEP Two in ADTP. For Reinstatement, the entire airfield driving training/certification process must be accomplished. **Exceptions:** Notify AFM, DAFM or Wing ADPM to request extensions due to extenuating circumstances. These extensions will be reviewed on a case-by-case basis. The AFM, DAFM or Wing ADPM are the final authority on exceptions.

**Attachment 13 (Added—MCCONNELL)****TDY AND CONTRACTOR AIRFIELD DRIVING TRAINING REQUIREMENTS****A13.1. Host Unit or Contractor Lead.**

A13.1.1. Host Unit Commander or Contractor Lead will provide the Wing ADPM an MFR to identify the scope, duration and information on all TDY, Inspection Teams and/or Non-base assigned contractors requiring temporary AF Form 483s.

A13.1.2. Host Unit ADPM will complete all training requirements and coordinate with Wing ADPM for further guidance.

A13.1.3. For detailed requirements, reference section 4.28 of this publication.

**A13.2. TDY and Inspection Teams.****A13.2.1. Training Requirements.**

A13.2.1.1. TDY Airfield Driving Briefing—Classroom or via handouts/PowerPoint slides.

A13.2.1.2. Brief or via handout: Construction, exercise or short-term hazards.

A13.2.1.3. Day (Night as required) Familiarization Ride.

**A13.2.2. Unit ADPM will:**

A13.2.2.1. Document all training requirements on Attachment 8.

A13.2.2.2. In ADTP, create a “Miscellaneous License” for each member with an accurate expiration date. Add “Non-CMA Only” Restriction.

A13.2.2.3. Submit a copy of Attachment 8 and AF IM 483 to Wing ADPM within 5 duty days.

**A13.3. Non-Base Assigned Contractors.****A13.3.1. Training Requirements.**

A13.3.1.1. Contractor or Initial Airfield Driving Briefing—Classroom Only.

A13.3.1.2. Day (Night as required) Familiarization Ride.

A13.3.1.3. McConnell AFB Airfield Diagram Test. Proctored by Wing/Unit ADPM or designated representative.

**A13.3.2. Unit ADPM will:**

A13.3.2.1. Document all training requirements on Attachment 8.

A13.3.2.2. In ADTP, create a “Miscellaneous License” for each member with an accurate expiration date. Add “Non-CMA Only” Restriction.

A13.3.2.3. Submit a copy of Attachment 8 and AF IM 483 to Wing ADPM within 5 duty days.

## Attachment 14 (Added—MCCONNELL)

## POV, CONTRACTOR AND GOVERNMENT LEASED VEHICLE PASS PROCEDURES

Figure A14.1. Example of Contractor/POV Vehicle Pass Request Letter



DEPARTMENT OF THE AIR FORCE  
(SQUADRON)(AMC)  
MCCONNELL AIR FORCE BASE KANSAS

Date: XX XXX XXXX

MEMORANDUM FOR 22 OSS/OSA

FROM: (Unit/Organization)

SUBJECT: POV Pass Request for XXXXX Project, Dates xxxx

1. All requests for POV, Contractor and/or Government Leased Vehicle (GLV) Passes must be IAW AFI 13-213\_AMCSUP, *Airfield Driving*, paragraph 4.29. All Pass Requests must include an MFR from the Unit Commander or hosting unit coordinated through the Unit ADPM to the Wing ADPM for approval; and a completed *POV Pass Request* for each vehicle (ATCH 1).
2. Company and/or contractor vehicle requests are issued to fulfill contractual obligations only IAW AFI 13-213\_AMCSUP, paragraph 4.29.3. Company/ Contractor vehicles will be marked with company placards and lighted and/or flagged for high visibility. (See FAA AC 150/5210-5, *Painting, Markings, and Lighting of Vehicles Used on an Airport*).
3. All POV or contractor requests must provide a valid State Driver's License, valid Vehicle Registration, AF paragraph Form 483, *Airfield Driver's License*, and proof of insurance IAW AFI 13-213\_AMCSUP, paragraph 4.29.4 and 4.29.8.
4. All POV Operators must have a current AF Form 483 and complete the requirements listed in AFI13-213\_AMCSUP, Attachment 8, *Temporarily Assigned Personnel/ Non-Base Assigned Contractors Training Checklist*.
5. All Passes are accountable items which must be validated annually. All Passes are government property and will be returned to Airfield Management upon expiration or completion of the projected need. All POV pass documentation will be maintained by the Wing ADPM IAW RDS Table 13-01, Rule 01.00.
6. Request POV passes for XXX Vehicles for the XXXXX Project from XXXX-XXXX.
  - a. Owner/User (names)
  - b. Company.
  - c. Company phone.
  - d. Vehicle Make, Model, Year, Color and License Plate.

- e. Pass/Permit number from 22 SFS.
  - f. Area of operation.
  - g. Justification.
  - h. Effective Periods.
  - i. Unit POC Name/Duty Number.
7. This letter supersedes all previous letters, same subject.

NAME, Rank, USAF  
Commander

ATCH 1—Vehicle Pass Information Request

**Table A14.2. VEHICLE PASS INFORMATION REQUEST**

MAKE: \_\_\_\_\_

MODEL: \_\_\_\_\_

COLOR: \_\_\_\_\_

YEAR: \_\_\_\_\_

LICENSE NUMBER: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

REQUESTOR NAME: \_\_\_\_\_

POC (NAME/ PHONE): \_\_\_\_\_

PROJECT/ PURPOSE: \_\_\_\_\_

DRIVER STATE DL #: \_\_\_\_\_

---

**TO BE COMPLETED BY AIRFIELD MANAGEMENT:**

Assigned Pass #: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

**ATTACHMENT 15 (Added—MCCONNELL)**  
**EMERGENCY RESPONSE LOCATIONS**

**A15.1. Medical Evacuations (MEDEVAC).**

A15.1.1. All agencies must coordinate MEDEVACs through the 22 MDG Senior Chief Nurse (SCN). AM shall execute appropriate QRC.

A15.1.2. Primary MEDEVAC parking position shall be on A-14, if possible.

A15.1.3. 22 MDG/OMRS will coordinate response with Sedgewick County EMS.

A15.1.4. 22 SFS will escort Sedgewick County EMS.

**A15.2. Response to Injured Personnel on the Airfield.**

A15.2.1. All agencies will be notified by Secondary Crash Net.

A15.2.2. 22 CEF shall respond by the most direct route.

A15.2.3. 22 MDG/OMRS shall respond by the most direct route. **NOTE:** Sedgewick County EMS will be escorted by 22 SFS.

**A15.3. In-Flight Emergency (IFE).**

A15.3.1. 22 CEF shall:

A15.3.1.1. Respond IAW MAFBI 32-12, *Fire and Emergency Services Standard Operating Guide*, paragraph 5.

A15.3.1.1.1. Approach End of Runway. Deploy first ARFF vehicle and standby IAW MAFBI 32-12; paragraph 5.1. **NOTE:** ARFF at Approach End will follow IFE down Taxiway Alpha as IFE travels down runway.

A15.3.1.1.2. Departure End of Runway. Deploy second ARFF vehicle and standby IAW MAFBI 32-12; paragraph 5.2.

A15.3.1.1.3. Taxiway Charlie near Taxiway Alpha. CHIEF 2 and third ARFF IAW MAFBI 32-12; paragraph 5.3.

A15.3.1.2. CHIEF 1 or CHIEF 2 is designated the On-Scene Commander.

A15.3.2. 22 MDG shall:

A15.3.2.1. Dispatch 22 MDG/OMRS through Sedgewick Street Airfield Access Gate to Fire Department #1 (Bldg. 1200) and Standby.

A15.3.2.2. Sedgewick County EMS will be escorted through Sedgewick Street Airfield Access Gate to Fire Department #1 (Bldg. 1200) and while on airfield by 22 SFS.

A15.3.2.3. CHIEF 2 will direct all movements to move forward.

A15.3.3. 22 SFS shall:

A15.3.3.1. Respond IAW MAFBI 31-3, *Security Forces Operating Instruction*; paragraph 3.28.

A15.3.3.2. BDOC will dispatch unit to south side of Bldg. 1218 IAW MAFBI 31-3; paragraph 3.28.1.

A15.3.3.3. Senior SFS or Flight Chief will deploy to Echo Ramp IAW MAFBI 31-3; paragraph 3.28.2.

A15.3.3.3.1. Senior SFS or Flight Chief will coordinate security requirements with CHIEF 2 IAW MAFBI 31-3; paragraph 3.28.5.

A15.3.3.3.2. All 22 SFS will hold in place until directed by Senior SFS or Flight Chief or until emergency is terminated.

#### **A15.4. Ground Emergencies (GE).**

A15.4.1. 22 CEF will respond by the most direct route to the GE. CHIEF 2 will be the On-Scene Commander.

A15.4.2. 22 MDG/OMRS will:

A15.4.2.1. Dispatch through Sedgewick Street Airfield Access Gate to Fire Department #1 (Bldg. 1200) and Standby until directed to move forward by CHIEF 2.

A15.4.2.2. Sedgewick County EMS will be escorted through Sedgewick Street Airfield Access Gate to Fire Department #1 (Bldg. 1200) and while on airfield by 22 SFS.

A15.4.3. 22 SFS will:

A15.4.3.1. BDOC will dispatch unit to south side of Bldg. 1218.

A15.4.3.2. Senior SFS or Flight Chief will coordinate security requirements with CHIEF 2 IAW MAFBI 31-3; paragraph 3.28.5.

A15.4.3.3. All 22 SFS will hold in place until directed by Senior SFS or Flight Chief or until emergency is terminated.

#### **A15.5. CMA Access during Emergency Response.**

A15.5.1. 22 CEF, 22 OSAA and 22 ARW/SE will follow all protocols outlined in paragraph 4.20.

A15.5.2. 22 MDG/OMRS, Sedgewick County EMS and 22 SFS do not have CMA Access and shall be escorted into the CMA when directed by CHIEF 2 or on-scene commander by 22 CEF, 22 OSAA or 22 ARW/SE.

**ATTACHMENT 16 (Added—MCCONNELL)**  
**RADIO PHRASEOLOGY FOR ESCORTS**

**A16.1 Radio Phraseology.**

A16.1.1. Escorts must complete all necessary radio transmissions for the entire convoy while on the airfield. The escort must use their call sign plus the number of vehicles each time they contact ATCT. For example, the convoy consists of the escort vehicle and two additional vehicles, then the call sign would be the call sign plus the number of vehicles, “Airfield Three, plus two”.

**Table A16.1. Sample Escort Runway Crossing Phraseology.**

<b>VEHICLE OPERATOR:</b>	<i>MCCONNELL TOWER, AIRFIELD ONE, PLUS XX (# of additional vehicles)”</i>
<b>ATCT</b>	<i>“AIRFIELD ONE, PLUS XX, MCCONNELL TOWER.”</i>
<b>VEHICLE OPERATOR:</b>	<i>“MCCONNELL TOWER, AIRFIELD ONE PLUS XX, REQUEST TO CROSS ONE NINE LEFT AT TAXIWAY BRAVO</i>
<b>ATCT:</b>	<i>“AIRFIELD ONE, PLUS XX, CROSS ONE NINE LEFT AT TAXIWAY BRAVO, REPORT WHEN OFF.” or “AIRFIELD ONE, HOLD SHORT OF ONE NINE LEFT AT TAXIWAY BRAVO”</i>

A16.2. Escort operators must read back Air Traffic Control Tower instructions verbatim. **(T-1)**. Good communication only occurs when each party knows and understands what the other is saying.

**Table A16.2. Sample Escort Read back Instructions.**

<b>VEHICLE OPERATOR:</b> <b>Note:</b> Airfield 1 visually scans the runway prior to entry, and then proceeds across the runway	<i>“MCCONNELL TOWER, AIRFIELD ONE PLUS XX, UNDERSTANDS APPROVED TO CROSS ONE NINE LEFT AT TAXIWAY BRAVO. WILL REPORT WHEN OFF.” Or “AIRFIELD ONE, HOLDING SHORT ONE NINE LEFT AT TAXIWAY BRAVO”</i>
<b>VEHICLE OPERATOR:</b>	<i>“MCCONNELL TOWER, AIRFIELD ONE PLUS XX CROSSING COMPLETE, OFF ONE NINE LEFT AT TAXIWAY BRAVO”</i>
<b>ATCT:</b>	<i>“AIRFIELD ONE PLUS XX, ROGER.”</i>

A16.3. Escort operators are issued hold short instructions, they must provide a read back to the Air Traffic Control Tower. **(T-3)**. See example below.

**Table A16.3. Sample Escort Hold Short Instructions.**

<b>ATCT:</b>	<p><i>“AIRFIELD ONE PLUS XX, HOLD SHORT OF ONE NINE LEFT AT TAXIWAY BRAVO.”</i></p> <p><i>or</i></p> <p><i>“AIRFIELD ONE PLUS XX PROCEED VIA TAXIWAY BRAVO, HOLD SHORT OF RUNWAY ONE NINE LEFT.”</i></p>
<b>VEHICLE OPERATOR:</b>	<p><i>“AIRFIELD ONE PLUS XX ,ROGER.”</i></p> <p><i>(DOES NOT REPEAT VERBATIM)</i></p>
<b>ATCT:</b>	<p><i>“AIRFIELD ONE PLUS XX, READ BACK HOLD INSTRUCTIONS.”</i></p>
<b>VEHICLE OPERATOR:</b>	<p><i>“AIRFIELD ONE PLUS XX HOLDING SHORT OF ONE NINE LEFT AT TAXIWAY BRAVO”</i></p>

**ATTACHMENT 17 (Added—MCCONNELL)**

**AUTHORIZED CMA CALL SIGNS**

**A17.1. CMA Call Signs.**

A17.1.1. Established CMA Call Signs are listed in Table A17.1. See para. 4.2.6. for procedures to obtain temporary CMA Call Signs. NOTE: All CMA Call Signs must be approved by AM.

**Table A17.1. CMA Call Signs.**

<b>OFFICE SYMBOL</b>	<b>CALL SIGN</b>
AOF/CC	AOF 1
AFM	AIRFIELD 1
DAFM/ WADPM	AIRFIELD 2
AM OPS	AIRFIELD 3; AIRFIELD 4
22 AMXS/CCTA	TRANSIENT 1; TRANSIENT 2
22 CEF	CHIEF 1; CHIEF 2; SQUAD 12 LADDER 22; ENGINE 8; RESCUE 6 CRASH 4; CRASH 5; CRASH 8 TENDER 11; PREVENTION 19 HAZMAT 16; HAZMAT 18
22 CES/CEOHH	SNOW 1; SNOW 2 SWEEPER 1; SWEEPER 2
22 CES/CEOFE	AIRFIELD LIGHTING 1 AIRFIELD LIGHING 2 ELECTRIC 1; ELECTRIC 2
22 CES/CEOIP	POWERPRO 1; POWERPRO 2
22 CES/CEPT	SABER 1; CONSTRUCTION 1
22 MDG	MEDIC 1; MEDIC 2; MEDIC 3
22 MXS/CDAR	RECOVERY 1
22 OSS/OSAM	RAWS 1; RAWS 2; RAWS 3
TOW VEHICLES	TOW 1; TOW 2 UKE BLUE; UKE GREEN
USDA	BASH 1; BASH 2