This instruction implements policy and directs procedures IAW AFPD 13-2, *Air Traffic Control, Airspace, Airfield and Range Management* and prescribes policy, responsibilities, and procedures for qualification and certification of flight line driving and the control of motor vehicle traffic on the flight line. This instruction implements AFI 13-213, *Airfield Driving Program*, AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*, AFOSH STD 91-100, *Aircraft Flight Line – Ground Operations and Activities*, MAFBI 13-201, *Airfield Operations Instruction*, and FAAO 7110.65, *Air Traffic Control*, and consolidates information pertinent to the McConnell AFB airfield. The provisions contained herein are directive in nature; deviations are authorized in the interest of safety. All changes, additions and deletions are coordinated with the Airfield Manager prior to formal change to the instruction. The contents of this instruction apply to all military and civilian personnel conducting ground vehicular traffic operations on the airfield at McConnell Air Force Base, Kansas. Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW with the Air Force Records Information Management System (AFRIMS) located at https://www.my.af.mil/gcss-af61a/afirms/afirms/. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional’s chain of command.
SUMMARY OF CHANGES

This entire instruction has been substantially revised IAW requirements mandated in AFI 13-213, *Airfield Driving*, and should be thoroughly reviewed.

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Chapter 1

GENERAL POLICIES AND RESPONSIBILITIES

1.1. General Policy

1.1.1. This instruction provides guidance for the McConnell AFB Airfield Driving Program (ADP). This instruction will ensure safe ground vehicle operations and pedestrian control on USAF owned and operated airfields. It outlines training requirements for all personnel (e.g. military, Department of Defense, Civilian, Contractors, etc.) who, as part of their job, are required to drive unescorted on an airfield. Personnel required to drive on the airfield must be knowledgeable of and comply with the procedures outlined in this Airfield Driving Instruction (ADI).

1.1.2. Airfield Management (22 OSS/OSAA) is responsible for the McConnell AFB Airfield Driving Program. Unit Airfield Driving Program Managers are responsible for the individual unit training programs. Unit ADPMs ensure all airfield drivers are properly trained and certified. Only operators and vehicles designated by the Wing Commander or Airfield Management, as prescribed in AFMAN 24-306, Manual for the Wheeled Vehicle Operator, AFI 13-213, Airfield Driving Program and AFI 31-204, Air Force Motor Vehicle Traffic Supervision, will be given access to the airfield.

1.1.3. The ADP for McConnell AFB is developed and managed in accordance with AFI 13-213. The standards and directives on the following pages have been established for the control of all motor vehicles and airfield drivers on MAFB. This instruction is applicable to all personnel driving on any portion of MAFB airfield, to include, all locally assigned personnel (military and civilian), Department of Defense (DoD) contractors, private contractors, TDY personnel and foreign nationals. All associate units operating on the airfield will comply with this instruction.

1.2. Wing Commander:

1.2.1. Designates personnel and agencies to support the 22 ARW Airfield Driving Program. The 22 ARW Airfield Driving Program applies to any McConnell unit, TDY personnel, or transient personnel that requires vehicle use within the McConnell AFB airfield boundary.

1.3. Airfield Operations Flight Commander

1.3.1. Participates in the RIPWG.

1.3.2. Reviews all airfield driving violations.

1.3.3. Reviews all unit ADP inspection results conducted by the DAFM or designated representative. Ensures inspection results are provided to the inspected Unit Commander and briefed at the next quarterly AOB.

1.3.4. Reviews all Class E CMA violation report submittals (initial, status, final) for review/concurrence as outlined in AFMAN 91-223, Aviation Safety Investigations and Reports.

1.3.5. Coordinates with Wing Safety and Wing ADPM to assign all runway incursions an operational category (e.g., Operational Error, Pilot Deviation and Vehicle/Pedestrian error) defined in Attachment 1 for trend analysis. The AOF/CC will ensure these classifications are
annotated in the recommendation section of the AF IMT 457, USAF Hazard Report or narrative section of the AF IMT 651, Hazardous Air Traffic Report (HATR).

1.4. Wing Airfield Driving Program Manager.

1.4.1. Manages the computerized ADTP for MAFB.

1.4.2. Uses the “Unit ADPM Training Checklist” (AFI 13-213 Attachment 3) to conduct and document training on Unit ADPMs.

1.4.3. Provides Unit ADPMs a copy of this ADI, training curriculum and testing materials to manage Unit Airfield Driving Programs.

1.4.4. Conducts quality control measures to monitor the effectiveness of Unit Airfield Driver Training Programs. At a minimum, the Wing ADPM will:

1.4.5. Inspect each unit ADP utilizing the Unit ADPM Self-Inspection Checklist (AFI 13-213 Attachment 4) at least annually for program integrity and compliance with the ADI.

1.4.6. Conducts semi-annual Airfield Driving Program Manager meetings. Meetings are conducted the second and fourth quarter of the calendar year.

1.5. Unit Airfield Driving Program Manager.

1.5.1. Ensures unit personnel authorized to drive on the CMA have completed all required training and an “R” is placed adjacent to the restrictions section of the AF IMT 483 indicating CMA Access. Unit ADPM must have CMA access if individuals in their unit require CMA access.

1.5.2. Attends each semi-annual Airfield Driving Program Manager meetings.

1.5.3. Schedules personnel who will drive on the CMA for color vision testing according to Chapter 2 of this ADI.

1.5.4. Conducts and documents annual refresher training on unit airfield drivers. NOTE: Refresher training should be documented on the reverse side of the individual’s AF IMT 483.

1.6. Wing Safety (22 ARW/SE).

1.6.1. In coordination with the AFM, administers briefings to TDY groups (Red Flag, etc.) on base. The briefings will consist of items unique to McConnell’s airfield and operations.

1.7. Hospital/Medical Treatment Facility (22 MDG).

1.7.1. Conducts and documents necessary color vision testing to determine if individuals can distinguish between red, green, white, yellow and blue.

1.7.1.1. Civilian employee color vision tests will be accomplished on the pre-employment exam, if the member fails the test, he/she will be referred to optometry to determine the level of deficiency.

1.7.2. Retest previous color vision test failures.

1.8. Contracting Squadron (22 CONS), Residential Regional Officer In Charge of Construction (ROICC) and Civil Engineer Squadron (22 CES).
1.8.1. Ensures contractors needing airfield access are briefed and trained by sponsoring Unit Airfield Driving Program Manager. All airfield drivers will obtain a valid AF IMT 483 from Airfield Management to drive on MAFB airfield.

1.8.2. Ensures applicable contract work on the airfield is coordinated through sponsoring unit, who will ensure all contract drivers are airfield-qualified.

1.8.3. Will ensure sponsored personnel operating on the airfield will furnish their own vehicle markings, flashing amber or yellow beacon and two-way radio communications equipment for vehicles to operate on the airfield.

1.8.3.1. Vehicles will be marked with company logo and be issued a vehicle pass, if approved. Markings may be magnetic door signs, something mounted or tethered inside or out with the emphasis that it must be visible from a distance to indicate who the vehicle belongs to. Markings/signs must not become a Foreign Object Damage (FOD) concern.

1.8.3.2. Vehicles which routinely operate on the airfield and/or near CMA will be marked and flagged for high daytime visibility and, if appropriate, lighted for nighttime operations. Vehicles which are not marked and lighted may need to be escorted by another vehicle that is equipped with temporary marking and lighting devices (see Air Force T.O. 36-1-191, Technical and Managerial Reference for Motor Vehicle Maintenance and FAA AC 150/5210-5, Painting, Markings, and Lighting of Vehicles Used on an Airport.).

1.8.4. Ensure all Privately Owned Vehicle Passes requests are forwarded to the Wing ADPM, 22 OSS/OSAA. Vehicle passes are issued by 22 OSS/OSAA.
Chapter 2

QUALIFICATIONS FOR AIRFIELD DRIVING

2.1. Airfield Vehicle Operators.

2.1.1. At a minimum, airfield vehicle operators will:

2.1.1.1. Possess a valid driver’s license.

2.1.1.2. Possess a valid government driver’s license (Special use vehicles only. Refer to LRS/LGRDDO).

2.1.1.3. Possess a current McConnell AFB issued AF IMT 483 at all times when driving on the airfield.

2.1.1.4. Complete Airfield Driving Computer Based Training located at https://golearn.csd.disa.mil/kc/login/login.asp. NOTE: Newly assigned or hired individuals may use a prior USAF Airfield Driving CBT completion date to fulfill this requirement if completed within the last 12 months.

2.1.1.5. Complete Airfield Qualification Training Checklist/Curriculum (Attached to AFI 13-213 and accessible via the ADTP website).

2.1.1.6. Complete Day & Night Familiarization Training/Practical Test.

2.1.1.7. Review this instruction, AFJMAN 24-306, Chapter 25, AFI 91-203, Chapter 24, and AFI 13-213, Chapter 4.

2.1.1.8. Complete Airfield Diagram/Layout Test.

2.1.1.9. Complete General Knowledge Test.

2.1.1.10. Complete Runway Incursion Prevention Test.

2.1.1.11. Complete light gun signal PowerPoint training on the ADTP website.

2.1.1.12. Complete Airfield Driving Training Documentation checklist via the ADTP website (Developed from AFI 13-213 Attachment 5).

2.2. Controlled Movement Area Drivers

2.2.1. All applicants for airfield driving privileges, whether or not they will be operating in the CMA, must be familiar with the locations and operating limits of the CMA. See Paragraph 4.1.11 for Controlled Movement Area specifications.

2.2.2. Controlled Movement Area drivers will complete the airfield vehicle operator requirements listed above in Section 2.1.1, the Communications Test issued by the Unit ADPM and the Color Vision requirements listed below.

2.2.3. An AF IMT 483 annotated with “Airfield Driving: Restrictions – “R” identifies vehicle operators who have completed the training requirements of this instruction and are qualified and certified by both the Unit ADPM and Airfield Management for operations on the airfield and within the Controlled Movement Area(CMA).

2.3. Color Vision Requirements.
2.3.1. Members operating in the CMA must be “color efficient”. Personnel must have the ability to distinguish between red, green, white, yellow and blue.

2.3.2. Individuals that are required to have normal color vision as a part of their AFSC only require verification that members have successfully completed a color vision test by the 22d MDG or off-base hospital/treatment facility. NOTE: Individuals who PCS to McConnell and require CMA access must have a new color vision test conducted or have their Unit ADPM verify their AFSC on the Officer and Enlisted Classification Directory.

2.3.2.1. Section III of the Training Documentation Checklist will be completed by the Optometry Tech at the MAFB Clinic or the Unit ADPM. The Optometry Tech will complete this section if the individual is not on the AFSC Exemption List or has eyesight difficulties while driving. The Unit ADPM will complete this section if the individual is on the AFSC Exemption List and has no eyesight difficulties while driving. The individual will submit the results of the color vision test to his/her Unit ADPM.

2.3.3. Certifying the color vision requirement in the ADTP and on Section III of the Training Documentation Checklist signifies completion of the color vision requirement.

2.4. Color Vision Test Failure

2.4.1. If the member fails the color vision test, he/she should be referred to the Optometry Clinic for testing using the Pseudo isochromatic Plates (PIP) I test. This test identifies the degree of deficiency and what areas the member is deficient (red, green, yellow, and blue).

2.4.2. Individuals that fail the color vision test may be issued a “Limited Access” AF IMT 483 with a color vision waiver from the Airfield Manager. See Attachment 2 for a sample of the Color Vision Waiver request.

2.4.3. In accordance with AFI 13-213, waivers to the color vision requirement can only be approved for non-controlled movement areas. Access to the CMA will not be granted with a color vision test failure.
Chapter 3

TRAINING

3.1. Objective

3.1.1. Current and accurate training curriculum for airfield drivers is listed in this ADI. The minimum requirements for the local training curriculum are presented in the Airfield Driving Qualification Training Checklist (Curriculum). All applicants for airfield driving privileges, whether or not they will be operating in the CMA, must be familiar with the locations and operating limits of the CMA.

3.1.2. An AF IMT 483 identifies vehicle operators who have completed the training requirements of this instruction and are qualified and certified by both the Unit ADPM and the Wing ADPM to operate on the airfield.

3.2. Procedures.

3.2.1. McConnell’s Online Airfield Driving Program will be used for issuing an AF IMT 483 to permanent base assigned personnel. Contractors unable to access the ADTP site and TDY personnel requiring airfield driving privileges will be locally trained and each issued a temporary AF IMT 483. Non-certified personnel will be escorted by a vehicle driver possessing a valid AF IMT 483. The sponsoring unit hosting TDY or contractor personnel will be the primary OPR for airfield escort.

3.2.2. The Unit ADPM is responsible for overseeing the completion of training of all unit individuals and annotating any restrictions imposed by their civilian license. Any restrictions imposed on the civilian license must be complied with while operating on the airfield.

3.2.3. The Unit ADPM is required to conduct classroom training utilizing the McConnell AFB Driving Procedures slideshow version provided by the Wing ADPM.

3.2.4. The Unit ADPM will review the individual's Government Driver's License if applicable (AF Form 2293, U.S. Air Force Motor Vehicle Operator Identification Card), and verify the individual possesses a valid state driver's license.

3.2.5. The Unit ADPM will then refer the member to McConnell’s Online Airfield Driving Training Program and ensure the “22nd Airfield Refueling Wing Training Items” are initiated. The Unit ADPM and designated trainer will work with the trainee to ensure that the Airfield Driving Qualification Training Checklist (Curriculum) items are complete prior to proceeding to the Wing Examination.

3.3. McConnell’s Online Airfield Driving Training Program

3.3.1. McConnell’s Online Airfield Driving program is located at: https://webapp.amc.af.mil/ADTP/ and includes an Airfield Driving Program tutorial. The trainee must go to their designated Unit Airfield Driving Program Manager for test administration, with the exception of the Wing Exam, which the Wing ADPM will unlock through the Online Airfield Driving Training Program.

3.3.2. When registering for the first time on the ADTP website, ensure the email entered on profile is an “us.af.mil” email address. The member’s unit/organization must be the lowest
possible level (e.g. 22 AMXS, 22 SFS, 22 LRS, etc, not 22 ARW unless member works on wing staff).

3.3.3. The Online Airfield Driving Program is structured into a four step process. All required training items listed on the airfield drivers training website must be successfully completed prior to issuance of AF IMT 483. The AF IMT 483 can be printed out utilizing the Airfield Driving Training Program Website. A description and detailed instructions for each step have been provided below.

3.3.3.1. Step 1 – “Trainee Information” - This section includes initial in-processing into McConnell’s ADTP and creating an “e-record” to track all individual airfield driving for McConnell AFB. Basic personal information of the trainee will be recorded in the system to include verification of a valid state driver’s license.

3.3.3.2. Step 2 – “Training Requirements” - Member will work with designated unit trainer to complete all Unit required training items. The AF Airfield Driving CBT is included in these requirements and can be located on the ADLS portal website. After the training items have been completed, a notice will be sent to the Unit ADPM for review and certification. Once certified, the user will be ready to take the unit test. NOTE: The AF Airfield Driving CBT completion certificate will be printed or emailed to the Unit ADPM and retained by the Unit ADPM.

3.3.3.3. Step 3- Unit/General Knowledge Test – Unit tests will consist of at least 25 general airfield knowledge questions selected by the Unit ADPM. The trainee must score at least an 80% on the Unit Test to proceed to the Wing Test.

3.3.3.4. Step 4- Wing Test – The Wing examination is a combined test. Questions will cover Runway Incursion Prevention, Airfield Layout/Design and general airfield knowledge areas. Minimum passing score for airfield layout and runway incursion prevention questions is 100%. Minimum passing score for general airfield knowledge questions is 80%.

3.4. Testing requirements.

3.4.1. Mandatory required training items have been included in the Online ADTP for initial and refresher training. All testing materials, with the exception of the Wing Exam, will be administered by the Unit ADPM. Additional training items may be added by the Wing and Unit ADPM.

3.4.2. At a minimum, testing requirements will include:

3.4.2.1. Airfield Diagram/Layout Test. Individuals must achieve a minimum passing score of 100%.

3.4.2.2. Communications Test (required for access into the CMA). Individuals must achieve a minimum passing score of 100%.

3.4.2.3. General Knowledge Test. Individuals must achieve a minimum passing score of 80% (corrected to 100%).

3.4.2.4. Practical Driving Test. Refer to AFI 13-213, 3.2.4.3.4 for required testing items.

3.4.2.5. Runway Incursion Prevention Test. Individuals must achieve a minimum passing score of 100%.
3.5. Unit Tests.

3.5.1. The UADPM will:

3.5.2. Design a question bank with a minimum of 25 questions within the ADTP.

3.5.2.1. Ensure all required training items within the ADTP are completed by the trainee and certified by a trainer prior to issuing the unit exam.

3.5.3. Administer the unit exam.

3.5.4. Once the unit exam is completed, pass member on to the Wing level for final examination.

3.6. Wing Test Procedures.

3.6.1. All Wing tests will be administered to trainees via the online ADTP or manually by Airfield Management Operations personnel.

3.6.2. When the member’s name is forwarded to the Wing through the ADTP, the Wing ADPM will review completion of required training. If all training is complete, the Wing test will be activated.

3.6.3. 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.

3.6.4. 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.

3.6.5. If the member passes the exam, an AF IMT 483 will be granted.

3.7. Test Failures.

3.7.1. 1st Failure. Individuals will be sent back into Step Two. The trainee will be permitted to re-test a minimum of three days after the date of failure. The Unit ADPM will make a statement indicating remedial training was accomplished by an appointed ADPM or Trainer.

3.7.2. 2nd Failure. Individuals will be sent back into Step Two. The trainee will be permitted to re-test a minimum of five days after the date of failure. A MFR from the trainee’s unit commander stating re-training has been accomplished and individual is ready to re-test must be provided prior to enabling the Wing Test.

3.7.3. 3rd Failure. Individuals will be sent back into Step Two. The trainee will be permitted to re-test a minimum of ten days after the date of failure. A MFR from the trainee’s group commander stating justification for re-test approval must be provided after the minimum ten days have been met and re-training has been accomplished.
Chapter 4

GENERAL AIRFIELD VEHICLE OPERATIONS

4.1. Definitions and Aircraft Movement Areas.

4.1.1. McConnell’s airfield is defined as all areas, facilities, pavements and grounds prepared to support aircraft operations.

4.1.2. The airfield is the portion of the base where aircraft routinely takeoff, land, taxi, park, or are towed. It includes runways, taxiways or areas where aircraft may be encountered. NOTE: The Control Tower is responsible for all vehicles and pedestrian traffic in the controlled movement area.

4.1.3. Runways: 01L/19R: 12,000’ X 150’, runs north/south. 01R/19L: 12,000’ X 150’, runs north/south.

4.1.4. Overruns: The paved portion extending outward from the end of each runway.

4.1.5. Taxiways: McConnell AFB maintains six active taxiways. Taxiway A is parallel to Runway 01R/19L. Taxiway B crosses the approach end of runways 19L/R. Taxiway C crosses Runways 01R/19L and 01L/19R at midfield, as does Taxiway D. Taxiway E crosses the approach end of Runways 01L/R. Taxiway F is parallel to Runway 01L/19R, it begins at Taxiway B and terminates at Taxiway D.

4.1.6. Mass Aircraft Parking Area: 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 Operations Group Commander. NOTE: In some cases the boundary to the MAPA may be changed and marked with red or orange rope supported by stanchions.

4.1.7. Delta Ramp: Located south of Bldg. 1218. Double yellow dashed wingtip clearance lines are painted to ensure a safe taxiing environment for KC-135 and smaller aircraft taxiing on Taxiway A. All aircraft and aircraft support equipment must remain behind these lines. Delta Ramp is primarily used for large transient aircraft parking.

4.1.8. De-icing Pad: Located on Taxiway A between Taxiways C and D. It consists of two designated locations established for aircraft de-icing prior to takeoff.

4.1.9. Echo Ramp: This is the primary hot cargo area and is located near the intersection of Taxiway A and D. Echo Ramp is used for hazardous cargo on/off load.

4.1.10. Foxtrot Row: Located at the southeast end of the airfield near the intersection of Taxiway A and E. Foxtrot Row is used for wing or transient aircraft parking. NOTE: Ramps with two solid yellow lines are used as wingtip clearance lines. All aircraft and aircraft support equipment must remain behind these lines. Delta Ramp is primarily used for large transient aircraft parking.

4.1.11. Controlled Movement Area (CMA): A 175 foot boundary from the edge of the runway that surrounds both runways. Access into the CMA requires two-way radio communication with and approval from the Control Tower. The controlled movement area consists of:
4.1.11.1. Both active runways.
4.1.11.2. The area between the runways/overruns.
4.1.11.3. 175’ from the edge of both runways.
4.1.11.4. 175’ from the edge of the south overruns and to the perimeter fence on the north overruns.

4.1.12. There are two perimeter roads located on the airfield.
4.1.12.1. North Road links from Taxiway B on the east side and connects to Taxiway F on the west side. This is part of the CMA and Tower approval is required prior to entering this area.
4.1.12.2. South Road runs from Taxiway A on the east side and connects to Taxiway E on the west side of the runways. This is not part of the CMA and communication with the Tower is not required.
4.1.12.3. The Center Access Road runs in between the runways and to operate in this area requires communication with the Tower when entering, operating on or exiting.

4.1.13. Entry Control Points: 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.

4.1.14. Emergency Response Vehicles: The primary initial Emergency response vehicles (Fire Dept., Security Forces, Airfield Management) and the secondary follow-on/support Emergency response vehicles (Maintenance and various wing assigned vehicles) responds to both in-flight and ground emergencies. The follow-on/support Emergency response vehicles will standby at location to be determined by the Fire Chief or incident/on-scene commander and wait until called forward.

4.1.15. Mobile Obstruction: Moving and parked vehicles, construction equipment, fire extinguishers, aircraft chalks, maintenance stands, etc. that pose a hazard to aircraft.


4.1.17. Circle of Safety: Within 10’ of an aircraft (Figure 4.1.).
4.1.17.1. Vehicles are prohibited from entering the circle of safety except when servicing an aircraft.
4.1.17.2. All vehicles must approach parked aircraft with the driver’s side of the vehicle toward the aircraft.
4.1.17.3. Never drive a vehicle under any part of an aircraft.
4.1.17.4. When operating within the circle of safety, use spotters to guide the vehicle’s approach to the aircraft. Place pre-positioned wheel chocks between the aircraft and vehicle to keep the vehicle from striking then aircraft.
4.2. Airfield Markings.

4.2.1. Runway designation markings indicate the magnetic azimuth of the runway centerline to the nearest 10-degree increment. The designation consists of two numbers and, at bases with parallel runways like McConnell, a letter. McConnell’s runways are 01R/19L and 01L/19R. See Attachment 5 for additional Airport Sign and Marking guidance.

4.2.2. Runway centerline markings are dashed lines on the runway with uniformly spaced longitudinal stripes 3’ wide and 100’ long.

4.2.3. Runway Side Stripes: Solid white lines running the length of the runway to help acquire the landing environment.

4.2.4. Threshold markings are located at the end of each runway and identify the beginning of the full strength pavement.

4.2.5. Runway VFR Hold Line Position Marking: (Figure 4.2) Four parallel yellow stripes on a black background that extend across the entire width of a taxiway, 175’ from the edge of the runway. The two lines closest to the runway are dashed and the other two lines are solid. This marking identifies the boundary of the runway environment and must not be crossed without prior approval from the tower. When directed to hold short of the runway, remain behind these lines. All vehicle operators will be shown these lines during their day and night orientation check rides.
4.2.6. Taxiway Markings: Solid double yellow lines denote the edge of the taxiway. A single solid yellow line denotes the taxiway centerline.

4.2.7. Wingtip Clearance Lines:

4.2.7.1. Vehicle Wingtip Clearance Lines

4.2.7.1.1. White wingtip clearance lines are double yellow, dashed lines painted 115 feet from the taxiway centerline to provide for 50 feet wing tip clearance for KC-135s. These lines are for KC-135 aircraft, drivers must be aware that these lines are not safe for wingtip clearance for larger aircraft such as C-17s.

4.2.7.2. Aircrew Training Wingtip Clearance Lines

4.2.7.2.1. These lines are provided to give KC-135 aircrew a visual glance at wingtip clearance requirements from the edge of the pilot’s wingtip to 10ft and 25ft outward. These lines are not vehicle driving lanes nor vehicle clearance lines.

4.2.8. MAPA “I” Shaped Parking Boxes: “I” shaped boxes are painted in white on the ground between the wingtips of the KC-135 parking spots on the south MAPA. Parking spots B7-B20 and A7-A21 all have “I” shaped parking boxes. There are no “I” shaped parking boxes on the North Ramp portion of the MAPA. The “I” boxes are designated safe zones for parking ground support equipment in close proximity to aircraft, while still maintaining the required safe distance of 25’ from any portion of parked aircraft. “I” boxes provide equipment/vehicle operators a clearly visible, specific location that is within all required safe distances for operating in the proximity of parked and/or taxiing aircraft.

4.2.8.1. Vehicles may drive through the center of the “I” as necessary to avoid interference with taxiing/towing aircraft. Vehicles/equipment will not be parked or left unattended in the driving center of “I” boxes, or between aircraft wing-tips.

4.2.8.2. Vehicles may stop/park in the forward and aft corners of “I” boxes to avoid taxiing aircraft, pick up/drop off personnel/equipment, and to facilitate aircraft generation activities etc.

4.3. Airfield Signs.

4.3.1. Runway VFR Hold Position Signs: (Figure 4.3.) Red lighted signs with white letters, located adjacent to the runway holding position markings. These signs help drivers identify the Holding Position at night and when the taxiway is covered with snow. Red markings with white letters are also painted on the taxiways leading to the runway.
Figure 4.3. Runway Hold Position Sign (Red/White).

4.3.2. Taxiway Guidance Signs: **(Figure 4.4.)** Yellow signs with black letters used to denote the designation of the applicable taxiway.

Figure 4.4. Taxiway Guidance Sign (Black/Yellow)

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

4.4. Airfield Lighting.

4.4.1. McConnell AFB airfield is illuminated by a variety of lights (apron lighting, taxiway, runway, etc). Two lights drivers may encounter while driving at night on the CMA are taxiway lights and High Intensity Runway Lights (HIRL). The following are examples of these two types of lights:

Figure 4.4.1. High Intensity Runway Light.

4.4.2. White lights located on the edges of the runway. These lights run the length of the runway and identify the runway edge. On the last 2,000’ the directional lights are amber signifying that the aircraft is approaching the end of the runway.
4.4.3. Taxiway lights: These blue lights are used to outline the edges of taxiways during periods of darkness and/or restricted visibility.

4.5. Tower Light Gun Signals.

4.5.1. IAW AFI 13-213, all vehicles operating on the airfield will be equipped with an AFVA 11-240 (see Figure 4.5), AFVA 13-222 (see Figure 4.6) and Airfield Diagram (see Attachment 3). NOTE: These 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. These decals may be obtained on the e-Publishing website at: www.e-publishing.af.mil. Placards can also be obtained from Airfield Management.

4.5.1.1. All vehicle operators will know and comply with the following light gun signals:

4.5.1.2. Steady Green Light: “Proceed across, Proceed or Go.”

4.5.1.3. Steady Red Light: “STOP! Vehicle will not be moved.”

4.5.1.4. Flashing Red Light: “Exit active runway/taxiway.”

4.5.1.5. Flashing White Light: “Return to starting point on airfield.”


4.5.1.7. In the event a vehicle on the runway does not respond to the light gun signals, the Control Tower will raise and lower the intensity of the runway lighting. This signal means to immediately exit the runway and establish communications with the Control Tower.

4.5.1.8. All airfield vehicle operators must know and comply with all airfield signs, markings and control tower signals listed on AFVA 11-240 and Airport Sign and Marking-Quick Reference Guide.
4.6. Obstacle Criteria.

4.6.1. Distance criteria for fixed and mobile obstacles areas follows:

4.6.1.1. Runway:
   4.6.1.1.1. Primary runway surface: 1,000’ either side of the runway centerline
   4.6.1.1.2. Runway clear zone: A distance from the end of the runway outward 3,000’ and a total width of 3,000’ (1,500’ either side of the extended runway centerline)

4.6.1.2. Taxiways:
   4.6.1.2.1. 200’ from the taxiway centerline.
   4.6.1.2.2. Taxi-lane between parking spots: Distance varies within the MAPA. No vehicle or equipment will be between the white vehicle wingtip clearance line and the taxi-lane centerlines when an aircraft is taxiing.

4.6.2. Aprons: 125’ from the edge of the apron (Distance based on the KC-135, aircraft with larger wingspans must have wing walkers). NOTE: Mobile obstacles must remain off the aprons when not in use. Per Unified Facilities Criteria (UFC) 3- 260-01, 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.

4.7. Vehicle Lighting.

4.7.1. During hours of darkness, when approaching a moving aircraft, headlights will be extinguished to preclude interference with the pilot’s vision.

4.7.2. Parking lights will be left on and headlights will then be illuminated after the aircraft is out of range.

4.7.3. High beams and vehicle flashers or emergency lights will be used when on the active runway and on other portions of the airfield when the operator deems it necessary to enhance safety.

4.7.4. Vehicles equipped with daytime running lights must be positioned so as not to shine lights towards moving aircraft at night.

4.8.1. Vehicles will yield to aircraft by moving to a position clear of the intended path of the aircraft. With the exception of “Follow Me” vehicles, vehicles will NOT stop in front of, between or drive into the path of taxiing aircraft, except during emergencies. Under no circumstances shall a vehicle operator attempt to pass a moving aircraft.

4.8.2. Airfield drivers must be aware of all aircraft with engines operating, and scan the immediate area for the presence of a marshaller.

4.8.3. Under no circumstance will a vehicle pass between an aircraft and a ground marshaller in position. Ground marshallers’ are required to wear an orange vest when marshalling a jet out of parking.

4.8.4. Helicopter right of way: Moving helicopters have the right of way over all other ground traffic. All vehicles must remain stationary in the vicinity of a helicopter until it is positioned and parked.

4.9. Proximity to Aircraft.

4.9.1. Vehicles will remain at least 25’ from all aircraft, except when mission needs dictate otherwise.

4.9.2. No vehicle will pass within 200’ to the rear of an aircraft with engines running at idle, or within 900’ when engines are above idle.


4.10.1. All vehicles will stop prior to entering the airfield and prior to crossing a taxiway and determine visually that the way is free of aircraft. Vehicles will perform a FOD check of tires and undercarriage before proceeding past any identified FOD checkpoints. All FOD checks will be rolling checks in which the driver checks the tires and then moves the vehicle forward to inspect all tire areas.

4.10.2. Vehicles will not be driven into the path of taxiing aircraft.

4.10.3. Vehicles will exit taxiways by the shortest route when aircraft are present.

4.10.3.1. As a last resort, vehicles should be driven off of paved or hard surfaces to provide 50’ clearance for the aircraft wingtip.

4.10.3.2. Vehicles leaving paved surfaces must perform a FOD check prior to reentering the pavement.

4.10.4. Routine vehicle traffic operating on the taxiways will stay to the immediate right of the taxiway centerline and avoid driving on taxiway shoulders (See Figure 4.6 below).

Figure 4.6. Vehicle Traffic Flow Diagram.
4.10.5. When driving on the runway, vehicles will stay to the immediate right of the runway centerline.

4.10.6. Emergency response vehicles, Airfield Management and Civil Engineering may deviate from normal traffic patterns while performing official duties.

4.10.7. Vehicles entering the MAPA will utilize one of the entry control points (ECPs).


4.10.8.1. Vehicles should not stop except to pick up foreign objects.

4.10.8.2. Photographs of ACFL property or contract aircraft are strictly prohibited.

4.11. Vehicle Passengers.

4.11.1. Passengers will not ride on tugs or towing vehicles unless a suitable seat with back and side guard is installed.

4.11.2. Passengers will not ride on any part of moving equipment unless it is specifically designed for passengers.


4.12.1. No vehicles will be parked in such a manner as to impede traffic, aircraft operations or to interfere with emergency response vehicles.

4.12.2. I-Boxes defined in 4.2.8. 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 parking areas and only long enough to perform necessary maintenance.

4.12.3. When leaving a motor vehicle unattended, the vehicle operator will ensure:

4.12.3.1. The vehicle is turned off and keys are left in the ignition.

4.12.3.2. Vehicles with an automatic transmission are placed in “Park.” For vehicles with a manual transmission, place the vehicle in “Reverse.”

4.12.3.3. The parking brake is set.

4.12.3.4. The vehicle is not pointed at any aircraft.

4.12.4. All motorized vehicles not equipped with an integral braking system, (i.e., hand/parking-brake) parked and left unattended within aircraft parking areas or within 25’ of an aircraft, will be chocked when the driver exits the vehicle.

4.12.4.1. Chocks will be placed fore and aft of one of the drive wheels.

4.12.4.2. Emergency and alert force vehicles are exempt from using chocks.

4.12.5. Abandoned Vehicles: Drivers who abandon vehicles on the airfield for any reason MUST IMMEDIATELY notify Airfield Management. Drivers who abandon vehicles and fail to notify Airfield Management will have their driving privileges suspended for a minimum of 30 days.

4.12.5.1. Vehicles will be moved clear of airfield pavements and must be clearly identifiable during both day and night.
4.12.5.2. Keys will be left in the ignition.

4.13. **Speed Limits.**

4.13.1. Runways: Maintain a safe speed, paying attention to current weather/driving conditions

4.13.2. Special Purpose and Weapons Vehicles: 10 mph

4.13.3. General Purpose Vehicles: 15 mph
  4.13.3.1. Taxiways, ramps and vehicle parking areas: 15 mph
  4.13.3.2. AGE towing single units: 10 mph
  4.13.3.3. AGE towing equipment multi units: 5 mph
  4.13.3.4. Aircraft being towed: 5 mph

4.13.4. All vehicles within 50’ of aircraft: 10 mph

4.13.5. Taxiway A south of Bldg. 1218 and Taxiway F when no aircraft are present: 25 mph

4.13.6. Taxiway A north of Bldg. 1218: 15 mph

4.13.7. Airfield access and perimeter roads. All airfield access roads are 15 mph. The centerfield, North perimeters and South perimeter roads are 25 mph.

4.13.8. Speed limit exceptions. The following vehicles may exceed speed limits as stated below.
  4.13.8.2. Airfield Management when conducting official duties including responses to emergencies, CMA violations, and airfield driving infractions.
  4.13.8.4. Any time the Control Tower uses the word “expedite” or uses the term “immediately.”

4.14. **Controlled Movement Area Access and Runway Crossing Procedures.**

4.14.1. Limit crossing the runway 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.

4.14.2. The runway environment includes 175’ of the runway and overrun edge and the area between the runways/overruns. Both runways have distance remaining markers installed which are located 75’ from the runway edge. Vehicle drivers can use them as a visual reference for distance from the runway’s edge.

4.14.3. Blanket approval onto runways by vehicles is not permitted. Therefore, drivers should not make blanket requests. Tower will not issue approval to cross or access both runways with one request with the exception of emergency response or snow/ice removing vehicles.

4.14.4. Personnel must use Salina Drive to reach the other side of the base, unless a runway crossing is absolutely necessary. NOTE: Runway crossings for convenience are strictly prohibited.
4.14.5. Personnel without an assigned call sign in accordance with Attachment 4 will complete the following prior to going on the airfield or completing a runway crossing:

4.14.5.1. Contact Airfield Management Operations and state your purpose for operating on the airfield.

4.14.5.2. If approved, a call sign will be issued (i.e., Contractor 1).

4.14.5.3. Airfield Management Operations will pass the call sign to the Control Tower. Without the approved call sign, runway access will be denied.

4.14.6. Vehicles will be operated no closer than 175’ (behind the VFR hold lines) from an active runway without direct, two-way radio communication and permission/authorization from the Control Tower.

4.14.7. Vehicles operating in the CMA must use high beams, rotating beacon lights and/or emergency flashers.

4.14.8. Vehicles not equipped with rotating lights must have emergency flashers illuminated while on the runway.

4.14.9. If the vehicle operator exits the vehicle on the runway or inside the 175’ VFR hold line, they must monitor a portable hand-held radio at all times while outside the vehicle.

4.14.10. Maintenance crews may work in the grass infield areas with approval from Airfield Management and if in direct two-way radio communication with Control Tower.

4.14.11. When told to exit the runway by the Control Tower, operators will exit the runway immediately and remain behind the VFR hold line or 175’ from the runway, and report to the Control Tower that they are off of the runway. The operator will remain off of the runway until authorized back on the runway by the Control Tower.

4.14.12. Vehicle operators or persons without two-way radio communication with Control Tower must be escorted by an individual who is trained, certified and has the proper radio equipment.

4.15. Escort Responsibilities.

4.15.1. Personnel acting as escort must be authorized and certified to drive on the airfield and be fully aware of associated responsibilities.

4.15.2. The escort will brief all drivers on the designated route, speed, procedures, etc.

4.15.3. The convoy will not exceed five vehicles at one time. Fire Department, Security Forces and Civil Engineering (during snow removal operations) are exempt from this restriction.

4.15.4. The escort must be certified to conduct operations in the Controlled Movement Area if escorting personnel in the Controlled Movement Area.

4.15.5. The escort must ensure the convoy stays in a close formation and must also gain runway crossing approval for all vehicles in the convoy.

4.16. Backing Procedures.

4.16.1. When it is required for a vehicle to back up, a spotter will be posted to prevent the vehicle from backing into an aircraft.
4.16.2. When backing within 25’ of an aircraft, pre-positioned wheel chocks will be used in addition to the spotter to further protect the aircraft from the vehicle.

4.17. **Foreign Object Debris (FOD) Control.**

4.17.1. FOD checks will be conducted at all identified FOD checkpoints when vehicles enter the airfield.

4.17.2. Special duty vehicles responding to an actual emergency from main base roads are not required to perform a FOD check. However, operators will notify Airfield Management personnel as soon as practical of the route taken. Airfield Management personnel will perform a FOD check and ensure the route is free of debris.

4.17.3. Airfield vehicle operators will ensure equipment carried on the vehicle is properly stowed and secured, and that vehicles are inspected to ensure objects capable of falling off and creating a FOD hazard are properly attached to the vehicle.

4.17.4. When operating on the airfield from unpaved surfaces the operator will ensure the tires and undercarriage of their vehicle are free of rocks and debris before proceeding onto paved surfaces.

4.17.5. During winter months, FOD checks will include the removal of snow and ice from all vehicle surfaces.

4.17.6. All vehicle operators are responsible for removing any observed FOD from the airfield.

4.17.7. FOD checks will be completed when exiting construction areas on the airfield.

4.17.8. For FOD that cannot be removed from the airfield, notify Airfield Management, who in turn will contact Civil Engineering for removal.

4.18. **Personal Radios.** The use of vehicle radios, personal radios, IPods, etc., with or without headphones, for the purpose of listening to music is not authorized while operating on the airfield.

4.19. **Cell Phones.** Cell phones with a hands-free capability are authorized. Cell phones without this capability are not authorized in moving vehicles while on the airfield.

4.20. **Bicycles, Tricycles and Other Vehicles:**

4.20.1. Government funded bicycles and tricycles are authorized in all airfield areas with the exception of the CMA. Personnel operating bicycles are required to possess a current AF IMT 483.

4.20.1.1. They will have lights on when operating at night.

4.20.2. Electrical, or gasoline-powered Government Vehicles Other (GVO), Low-Speed Vehicles (LSV) and Government Off-Road Vehicles identified in AFI 91-207 are authorized to operate on any portion of the airfield to include the CMA.

4.20.2.1. Will have lights on while operating at night.

4.20.2.2. To operate in the CMA, drivers must have capabilities to communicate with ATCT to obtain permission within the CMA boundary.

4.20.3. Other vehicles such as motorcycles, mopeds, scooters, etc. will not be used on the airfield without individual approval from the Airfield Manager.
4.21. Traction Devices:

4.21.1. Tire chains may only be used on airfield pavements after obtaining coordination/approval from Airfield Management, Safety and Civil Engineering. The requesting agency will conduct an Operational Risk Assessment with the above agencies when evaluating the need for tire chains to minimize pavement damage and FOD. Vehicles equipped with studded snow tires will not be operated on the airfield.

4.22. Smoking: Smoking is not authorized on the airfield.

4.23. Restricted Visibility or Night Operations:

4.23.1. Use extreme caution while operating a moving vehicle on the airfield during reduced visibility or nighttime operations. When reported visibility is ¼ mile or less, vehicle operations on the airfield are restricted to emergency and mission essential operations only.

4.23.2. There are no ILS instrument hold lines on McConnell AFB, however there are VFR hold lines as each taxiway enters the runway environment. Do not cross these lines onto the runway without two-way communications with the control tower.

4.23.3. All AGE/vehicles, not in use, must be immediately removed from the MAPA when the reported visibility is ¼ mile or less and/or the wind is at or forecasted to be 24 knots or greater.

4.24. Control Tower and/or Vehicle Radio Problem Areas and Visual Blind Spots: There are two visual blind spot areas on the airfield at McConnell AFB.

4.24.1. There is a vehicle blind spot located around the North, South and West sides of Bldg. 1218 due to the building blocking the driver’s range of sight while driving on Taxiway A.

4.24.2. There is a Control Tower visual blind spot. This area encompasses the Guard Ramp and parking spots 1-3. The Control Tower is not able to visually see aircraft and vehicles operating on these parking spots due to the obstruction of buildings.


4.26. Jet Blast Areas:

4.26.1. There is the increased potential for damaging jet blast behind parked aircraft on all MAPA areas. Utilize extreme caution during aircraft generation while in these areas.

4.26.2. No vehicle is to pass within 200’ of the rear of an aircraft with engines running at idle, or within 900’ when engines are above idle.

4.27. Disabled Vehicles.

4.27.1. When a vehicle has a malfunction that prevents operation under its own power, every means will be used to alert taxiing aircraft in the vicinity. As a minimum, the ground vehicle operator will:

4.27.2. Leave the vehicle parking lights or emergency flashers ON.

4.27.3. 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.

4.27.4. 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.

4.27.5. In the event of a disabled vehicle in the CMA, the vehicle operator will immediately notify the Control Tower and Airfield Management by any means possible to coordinate expeditious removal of the disabled vehicle from the CMA.

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

4.27.7. The disabled vehicle will be removed using the quickest and safest method available.

4.27.8. In the event a vehicle is disabled within the CMA, vehicle operators/pedestrians must exit the runway immediately. Contact Tower or AMOps immediately and advise personnel are off the runway including any pertinent information that might affect safe runway operations in the transmission. If the driver is not able to communicate with Tower or AMOps via radio, use other means of communication such as a cellular phone (when available). Immediately report all incidents to AMOps.

4.28. Pedestrian Movement.

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

4.28.2. Pedestrians on the airfield will walk facing oncoming traffic.

4.28.3. Personnel will not sit, recline or loiter on the ramp in such a manner that interferes with normal ground vehicle and aircraft operations.

4.28.4. Pedestrians/personnel will not enter the CMA without two-way radio contact and approval from the control tower.

4.28.5. Jogging is prohibited on the airfield without Wing Commander approval.
Chapter 5

SPECIAL DUTY VEHICLES

5.1. Special Duty Vehicles (SDVs). This chapter contains procedures particular to “special use” and “special purpose” vehicles operating on the airfield. This chapter is not intended to provide complete operating guidance. Expanded procedures are contained in the regulations and manuals cited in the purpose statement of this regulation.

5.1.1. SDV: A vehicle that is required to respond to aircraft emergencies, alert force response, airfield inspections and to perform other special duties on the airfield.

5.1.2. The following commander and organizational vehicles are classified as special duty vehicles:

- 5.1.2.1. 22 ARW Commander and Vice Commander
- 5.1.2.2. 184 IW Commander
- 5.1.2.3. 931 ARW Commander
- 5.1.2.4. Operations Group Commander
- 5.1.2.5. Mission Support Group Commander
- 5.1.2.6. Maintenance Group Commander
- 5.1.2.7. Medical Group Commander
- 5.1.2.8. Airfield Management
- 5.1.2.9. Fire Department
- 5.1.2.10. Security Forces
- 5.1.2.11. Wing Safety
- 5.1.2.12. BASH Personnel
- 5.1.2.13. Ambulance

5.1.3. SDVs should be equipped with a radio, either FM or UHF, capable of contacting the Control Tower.

5.1.4. SDVs responding to an emergency may follow the most direct route to the activity and travel at a speed consistent with driving conditions and the nature of the situation. During emergency response the vehicles will display red lights and/or sirens.

5.1.5. SDVs responding to an emergency may use any portion of the airfield necessary, except the active runway, to achieve the most direct access to the emergency location. NOTE: Under no circumstance will any portion of the controlled movement area or active runway be entered or crossed without Control Tower approval.

5.1.6. SDVs remaining at the scene of an emergency may be parked with engine running, parking brake set and transmission in neutral or park, when the driver’s seat is not occupied. If operating a manual vehicle, place the gear in Reverse.
5.1.7. The primary initial Emergency response vehicles (Fire Dept., Security Forces, Airfield Management) responding to an emergency have priority over all other motor vehicles and aircraft ground movement on the airfield. The follow-on/support Emergency response vehicles (maintenance and various wing assigned vehicles) will standby at location to be determined by the Fire Chief or incident/on-scene commander and wait until called forward.

5.2. Aircraft Tow Vehicles.

5.2.1. The Maintenance Operations Center (MOC) will contact the Control Tower for authorization to tow. This authorization does not constitute approval for entry into the CMA.

5.2.2. The tow team supervisor will ensure direct two-way radio communications with and approval from the Control Tower before crossing runway VFR hold lines or entering the runway environment. Radio communications must be maintained at all times while in the runway environment.

5.2.3. 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.

5.3. Material Handling Equipment. Material handling equipment (forklifts, K-loaders, high-lift trucks, gators, powered golf carts, etc.) will be operated by licensed drivers. When maneuvering forklifts in close proximity to aircraft it is mandatory to use a spotter to assist the driver in determining safe operating distances. Chocks will be placed on the ramp to prevent backing into aircraft.

5.4. Snow Removal Vehicles. Snow removal equipment is exempt from the speed limits when it is necessary to exceed them for operational efficiency. These exemptions are only valid during implementation of the MAFB 718-02 Snow and Ice Control Plan.

5.5. Airfield Lighting Vehicles. All vehicles used by airfield lighting personnel will have amber rotating beacons and will maintain two-way radio communications with the Control Tower.

5.5.1. Each vehicle will have an outside speaker to allow a continuous communication link with the Control Tower while personnel are out of the vehicle.

5.5.2. The vehicle’s rotating beacon will be on at all times while in the CMA. If the beacon is out, vehicle emergency flashers will be used.


5.6.1. Security Forces will not operate vehicles on active runways without direct radio contact with the Control Tower.

5.6.2. Emergency runway entry (i.e. hostile act): Base Defense Operations Center (BDOC) will contact Airfield Management Operations on a direct phone line and request closure of the affected runways if necessary for SF response. Airfield Management will determine required actions and inform MECC when the vehicle is authorized to enter the runway.

5.7. Aircraft Support Vehicles. Vehicles that require the engine to remain running to operate as the power source for auxiliary components may be left unattended. The parking brake will be set, the transmission placed in park and the drive wheel chocked.

5.8.1. Tractor-type towing vehicles are not required to have the ignition switch turned off if the vehicle operator leaves the vehicle unattended solely for the purpose of immediate hookup of AGE. The vehicle operator may place the transmission selector in “neutral” during hookup.

5.8.2. Bobtail-type vehicles will have the transmission selector placed in “park” and the parking brake set if the vehicle operator leaves the vehicle unattended solely for the purpose of immediate hookup of AGE.
Chapter 6

PRIVATELY OWNED AND GOVERNMENT LEASED/RENTAL VEHICLES (POV/GLV/GRV)


6.1.1. Any vehicle operating on the McConnell AFB airfield must have a mission-related justification for its presence. The airfield will not be used for convenience.

6.1.2. POVs are discouraged and will be granted with extensive justification by the unit commander or equivalent.

6.1.3. Passes will not be issued if GOV vehicles are available for use.

6.1.4. Requests for permanent/ temporary Privately Owned Vehicle Passes will be reviewed on a case-by-case basis by the AFM or DAFM. The requester must provide the following before a POV pass can be issued:

6.1.4.1. An endorsement letter from the individual’s Unit Commander or Company/Contractor representative, provided to 22 OSS/OSAA. At a minimum, the MFR will contain the following information:

   6.1.4.1.1. Owner/User, organization, duty phone, vehicle make/model/year/color/license/state, area of operation(s)/location, justification, effective period/dates.

   6.1.4.1.2. Valid civilian driver’s license.

   6.1.4.1.3. Valid vehicle registration.

   6.1.4.1.4. Current vehicle proof of insurance.

   6.1.4.1.5. Valid/current AF IMT 483 number, Certificate of Competency, for Airfield Driving at McConnell AFB. See Chapter 3, Training.

6.1.5. Non-government owned vehicles which routinely operate on the airfield will be marked and/or flagged for high daytime visibility and, if appropriate, lighted for nighttime operations. Construction vehicles will be marked and flagged and at the discretion of the AFM/DAFM (see FAA AC 150/5210-5, Painting, Markings, and Lighting of Vehicles Used on an Airport and UFC 3-260-01, Airfield and Heliport Planning and Design for specifications on markings and lights).

6.1.6. The AFM/DAFM will approve/disapprove all POV pass requests.

6.1.7. Temporary POV pass requests (construction projects, contract work, transient aircrew, etc.) will be reviewed and approved by the DAFM/AFM upon completion of local airfield drivers training and 483 issuance. Authority is not to be delegated lower than the DAFM/AFM. NOTE: Vehicles displaying company logos will not require POV passes.

6.1.8. All personnel requesting temporary passes will be trained by the sponsoring unit or receive local orientation by Airfield Management personnel. A temporary AF IMT 483 will be issued by Airfield Management in conjunction with temporary POV pass issuance.
6.1.9. Personnel requiring continued authorization at the end of the calendar year will be required to request an updated pass. Pass colors will change at the beginning of the calendar year.

6.2. **Procedures for Maintaining Privately Owned Vehicle Passes.**

6.2.1. Privately Owned Vehicle Passes will be validated annually through the AFM and/or DAFM.

6.3. **Procedures for Disposition of Privately Owned Vehicle Passes.**

6.3.1. Privately Owned Vehicle Passes will be returned to 22 OSS/OSAA upon completion of the project on MAFB Airfield or at end of the calendar year.

6.4. **Procedures for Security of Privately Owned Vehicle Passes.**

6.4.1. Security Forces is the OPR for access into restricted areas.

6.4.2. Passes will be placed on the driver’s side dash, so that they are visible to Security Forces/Airfield Management personnel. When off the airfield, the pass will be removed from sight and stored in the glove box or above the sun visor. These passes are an accountable item and are tracked by Airfield Management. Issued passes are exclusive to the vehicle being utilized. Vehicle information will be displayed on the pass. Pass swapping to another vehicle is not authorized.

6.5. **Contractor and GRV/GLV Operations in the Airfield Maintenance Complex and MAPA.**

6.5.1. Contractor operations in the Airfield Maintenance Complex will be in accordance the Integrated Defense Plan (IDP)

6.5.2. Approval is limited to mission essential contractor vehicles.

6.5.3. All approved contractors must be conspicuously marked as identified in MAFBI 31-101.

6.5.4. Security Forces can enforce parking violations affecting the safe and orderly movement of traffic, impeding an emergency response or blocking access to a restricted area.

6.5.5. Squadron Commanders and agency chiefs whose organizations are located outside the established airfield boundary area, but within the Airfield Maintenance Complex may establish a traffic warden program in accordance with AFI 31-118, Motor Vehicle Traffic Supervision Program and AFMAN 31-116, Air Force Motor Vehicle Traffic Supervision to control parking.
Chapter 7

TDY AND NON-BASE ASSIGNED CONTRACT PERSONNEL

7.1. TDY Personnel.

7.1.1. TDY personnel are not authorized to drive on McConnell’s airfield without a valid (endorsed and current) AF IMT 483 issued from their home station and successful completion of the local TDY/Non-base assigned airfield drivers training provided by Airfield Management or host Unit ADPM. This training will be conducted IAW AFI 13-213 Attachment 7.

7.1.2. Sponsoring/host Unit ADPM is responsible for giving a unit-specific TDY briefing, unless prior coordination has been made with Airfield Management.

7.1.3. Host Unit Commanders will ensure personnel with home station airfield qualifications deployed at MAFB are briefed on the provisions of this ADI through the assigned Unit ADPMs and receive a local/training brief. NOTE: Observed airfield driving violations for TDY/Non-base assigned personnel will result in permanent suspension of driving privileges at MAFB.

7.1.4. Any unit deployed to MAFB without a sponsor unit will provide a Unit ADPM to the DAFM to receive full training. The Unit ADPM will train their unit’s individuals.

7.1.5. TDY Unit ADPMs are required to keep a complete list of all TDY drivers assigned to their unit that are authorized to drive on MAFB airfield. NOTE: Any individual assigned on a TDY basis who does not have a home station AF IMT 483, will be required to complete all certification/training requirements listed on the airfield driver training website.

7.2. Contractors.

7.2.1. Permanently assigned contractors (e.g., grass cutters, airfield lighting, pavement repair teams, etc.) must meet the same certification requirements as base assigned personnel.

7.2.2. Contractor personnel requiring temporary airfield access will not be permitted in the CMA without an escort trained and certified to operate in the CMA, or will be required to complete the full Airfield Driver’s Training Program with the sponsoring UADPM.

7.2.2.1. As a minimum, contractor personnel require a local airfield driving briefing/training and a practical orientation. Non-base assigned contractor personnel requiring temporary airfield access must be briefed by DAFM on radio procedures, airfield driving procedures, and haul routes. NOTE: When contractors are not required to operate with radios, radio procedural briefings may be omitted.

7.2.3. Drivers must comply with the provisions of this instruction and all driving conditions negotiated at pre-construction conferences.

7.2.4. Contractor vehicle operators who violate this instruction will be restricted from operating motor vehicles on the airfield.

7.2.5. Contractor personnel must understand the hazards associated with the airfield environment. The DAFM will:

7.2.5.1. Ensure contractor vehicle operators understand the procedures outlined in this instruction.

7.2.5.2. Maintain a list of qualified vehicle operators for each contract.
7.2.5.3. Ensure airfield driving authorization is issued to contractor personnel who are qualified to drive on the airfield.

7.2.6. During contract negotiation, Airfield Management will designate an access route for each contract on the airfield.

7.2.7. Contractor Vehicles.

7.2.7.1. All contractor vehicles must be marked as a contractor vehicle, either with stenciling or magnetic signs identifying the company name and/or logo. All non-identifiable contractor vehicles must be marked with a company logo (i.e. magnetic door signs, item mounted or tethered inside vehicle) with the emphasis that it must be visible from a distance to indicate who the vehicle belongs to.

7.2.7.2. Contractor vehicles working construction or repair projects on the airfield will be authorized access ONLY by the AFM or DAFM. The AFM or DAFM will brief contractors on airfield driving procedures, safety requirements and acceptable routes to the construction site. After the briefing, the contractor will be issued a vehicle permit pass which will be displayed on the driver’s side dash. When off the airfield, the pass will be removed from sight and stored in the glove box or above the sunvisor.
Chapter 8

REPORTING, ENFORCEMENT AND VIOLATION CONSEQUENCES

8.1. Violations.

8.1.1. Unit Commanders, ADPMs (for unit assigned personnel), AM and SF personnel have the authority to temporarily suspend airfield driving privileges.

8.1.2. Military members, civilian employees and contractors apprehended for a runway incursion will be brought to Airfield Management to provide a written statement explaining the incursion.

8.1.3. Violations of this instruction (speeding, failure to yield right of way, etc), may result in suspension of airfield driving privileges and confiscation of the AF IMT 483. Before privileges are reinstated, initial retraining and testing will be required. All suspensions imposed by Airfield Management will be briefed to the individual’s Unit Commander. Unit Commanders must request reinstatement of the violator’s driving privileges to the Wing Airfield Driving Manager in writing after ensuring all corrective actions have been accomplished.

8.1.3.1. At a minimum, the following information will be obtained for airfield driving incidents/violations:

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

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

8.1.4. The Unit Commander, Unit ADPM and AM must be notified immediately of any CMAV event. AM will notify MAJCOM OPR for AO within 24 hours of a CMAV/HATR incident.

8.1.5. When there is a runway incursion, AMOps will revoke the individual’s AF IMT 483 and inform the driver that he/she is no longer authorized airfield driving privileges at MAFB.

8.1.6. The AF IMT 651, Hazardous Air Traffic Report (HATR) and/or AF IMT 457, USAF Hazard Report must include the following information in the narrative section:

8.1.6.1. Individual’s information (e.g., rank, job title, organization, TDY, or base assigned).

8.1.6.2. Individual’s experience working on or near the airfield and date trained.

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

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

8.1.6.5. Approximate location where the CMAV occurred (e.g., runway/taxiway intersection, distance from threshold or overrun etc.).

8.2. Reporting Procedures.

8.2.1. When made aware of or upon notification of a runway incursion, Tower or any agency/person noticing the violation will:
8.2.1.1. Notify AMOps immediately. AMOps personnel will respond and escort the individual off the airfield for further investigation.

8.2.1.2. If unable to contact the driver either by radio or in person, notify Security Forces. If SFS locates the driver, they can initiate a challenge on the vehicle. If it is determined to be an airfield violation, SFS should escort the driver to AMOps, Bldg. 1112, to complete a report. If the driver is unauthorized on the airfield or another security issue is witnessed, SFS should transport the driver to the BDOC and conduct an investigation.

8.2.2. AMOps will:

8.2.2.1. Interview the driver to determine the cause of the event, the intended actions and the driver’s previous training.

8.2.2.2. Contact the Tower to determine if the violation had an adverse impact on flight operations.

8.2.2.3. Determine what type of violation occurred based on the information below.

8.2.2.3.1. CMAV - Any occurrence involving an aircraft, vehicle, person or object entering any portion of the CMA without the approval of the Control Tower. An AF IMT 457 must be completed and submitted to 22 ARW/SE within 24 hours.

8.2.2.3.2. Runway Incursions - 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 takeoff of aircraft.

8.2.2.3.2.1. The AOF/CC, Wing Safety and Wing ADPM will work as a team to assign all runway incursions an operational category (e.g., Operational Error, Pilot Deviation and Vehicle/Pedestrian) defined in Attachment 1 for trend analysis. The AOF/CC will ensure these classifications are annotated in the recommendation section of the AF IMT 457 or narrative section of the AF IMT 651.

8.2.2.3.3. For the purpose of this instruction, the protected area is the same as the CMA.

8.2.3. For individuals that commit runway incursion investigations, the Wing ADPM, along with Wing Safety, will inspect the unit airfield driving program. Emphasis will be placed on how the unit trained the individual and their compliance with this ADI. Final results will be reported to the Unit Commander.

8.2.4. For an actual or suspected runway incursion, the individual’s AF IMT 483 must be surrendered to AM and airfield driving privileges temporarily suspended until an investigation and retraining is completed.

8.3. Certificate Suspension/Surrender/Revocation.

8.3.1. Repeat violations of safety or airfield driving rules will result in a suspension of airfield driving privileges, surrender of the certificate, and/or revocation of the certificate.

8.3.2. Suspension. Any supervisor along with personnel mentioned in 8.1.1. in the driver’s chain of command may temporarily suspend a driver’s certificate. Airfield driving privileges are suspended for individuals who do not complete annual refresher training on the day of or before the refresher date indicated on the AF IMT 483. NOTE: Should driving privileges be
revoked, the online driving program will be updated to reflect changes and the member will re-accomplish initial training provided by Unit ADPM.

8.3.3. Surrender. All certificate holders will surrender their AF IMT 483 upon request by the Unit ADPM and/or AMOps personnel. Surrendered certificates will be forwarded to DAFM and will be held until reinstatement/retesting.

8.3.4. Revocation. AF IMT 483 may be revoked by the Unit ADPM, AFM or designated representative. Once revoked, another certificate will not be reissued without the explicit approval of the DAFM and initial re-training has been completed.

8.3.5. Members suspension will increase if they commit multiple violations within a 12 month period as follows:

8.3.5.1. First Violation: 30 day suspension of airfield driving privileges.
8.3.5.2. Second Violation: 1 year suspension of airfield driving privileges.
8.3.5.3. Third Violation: Permanent suspension of airfield driving privileges.
8.3.5.4. Unauthorized CMA Crossing/Entry: This is the most serious violation. Unauthorized CMA crossing/entry will result in an automatic six month suspension of airfield driving privileges. A second CMA violation will result in permanent revocation of airfield driving privileges.

8.4. Reinstatement Procedures.

8.4.1. Unit Commanders and Unit ADPMs will ensure that, prior to seeking reinstatement of airfield driving privileges, the individual has accomplished the following:

8.4.1.1. Initial training requirements.
8.4.1.2. Obtains the Unit Commander’s recommendation in writing to be reinstated and then gets final approval/disapproval from the AFM. If the individual’s on-base driving privileges have been revoked/suspended, the Wing Commander is the approval authority for reinstating the member’s AF IMT 483.
8.4.1.3. Is retested on the provisions of this instruction.
8.4.1.4. Is issued a new AF IMT 483 by the AFM or designated representative.
Chapter 9

RADIO COMMUNICATIONS DISCIPLINE, TECHNIQUES AND PHRASEOLOGY

9.1. CMA Radio Discipline

9.1.1. Vehicles operating in the CMA on a daily basis should have a permanent radio mounted in the vehicle. A handheld radio should be used as a backup or when communications are required outside the vehicle. NOTE: Conduct an operational test of the radio used to communicate with the control tower before entering the CMA.

9.1.2. Vehicle drivers and/or pedestrians operating on the CMA must use a distinct call sign (e.g., Airfield 1, Chief 1, Sweeper 1, TA 1, etc.) coordinated by the Wing ADPM to avoid duplicating, confusing, or different agencies using similar names. All approved airfield call signs are listed in Attachment 4. NOTE: Do not use a call sign that is also a part of ATC phraseology such as —Taxi 1.

9.1.3. All vehicle operators will refer to the runways by their proper runway designation numbers when requesting access onto or across the runways.

9.1.4. The words "clear" or “clearance” MUST not be used in communication with Tower. Exception: Vehicle operators may reply “Loud and Clear” in response to a Control Tower request for radio transmission quality or clarity.


9.2.1. Listen before transmitting. If someone else is talking, the keying of another transmitter will be ineffective and will probably override/block out the other receiver causing the other vehicle operator to repeat his or her call.

9.2.2. Think before keying the transmitter. You must know exactly what you need to say before you say it.

9.2.3. The microphone should be very close to your lips and, after pressing the microphone button, a two second pause may be necessary to ensure, the first word is transmitted clearly. Speak in a normal, conversational tone.

9.2.4. 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.

9.2.5. Be alert to the sounds or the lack of sounds in the receiver. Check your volume, recheck your frequency, and 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.

9.2.6. Vehicle operators shall look both ways for aircraft landing/departing/taxiing prior to calling the Control Tower for clearance.

9.2.7. To help eliminate miscommunication and possible compromise of safety, it is imperative that vehicle operators adhere to proper radio phraseology. NOTE: Use extreme
caution when you hear the phrase “GO AHEAD”. Tower controllers use this to mean “STATE YOUR REQUEST”. It never means to “PROCEED”.

9.2.8. The only words that authorize a vehicle to operate near or enter the CMA are “PROCEED” or “OPERATIONS APPROVED AS REQUESTED.” The word “PROCEED” may be accompanied with other words or phrases.

9.2.9. The word “HOLD” will indicate disapproval of an operator’s request to cross or enter the CMA. “HOLD” may be accompanied by other words or phrases; however, if this word is used, the vehicle operator will NOT ENTER the movement area and will standby for further instructions. NOTE: Vehicle operators will repeat “HOLD” instructions verbatim when received from the control tower.

9.2.10. All vehicle operators will ensure the Control Tower uses their exact 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 and the Control Tower gives approval for “Red 5 Alpha” to proceed on the runway, you DO NOT have approval to enter the runway until the tower states your correct call sign, even if it appears obvious to you that you are the only vehicle at that location.

9.2.11. Prior to moving the vehicle, operators will repeat all instructions received from the Control Tower verbatim.

9.2.12. When reporting off of the CMA, the vehicle operator will ensure that the Control Tower acknowledges their report that they are no longer on the CMA.

9.2.13. If other vehicles are accompanying the vehicle requesting access to an area, the lead vehicle operator must say the word, “plus” and the number of vehicles that will be accompanying them, i.e. “Airfield three plus two.”

9.3. Phraseology.

9.3.1. Vehicle operators must contact the Tower controller each and every time they proceed into or leave the CMA. When proceeding into a CMA, vehicle operators must advise the controller of three things: WHO you are, WHERE you are, and WHAT your intentions are. Vehicle operators must always acknowledge all communications so ground control and other persons know that the message was received.

9.3.2. Vehicles Requiring Access on the Runway Phraseology Example.

9.3.2.1. Vehicle operator will state: “Tower, (Vehicle call sign)”

9.3.2.2. Control Tower will state: “(Vehicle call sign), Tower”

9.3.2.3. Vehicle operator will state: “Tower, (Vehicle call sign), at Taxiway E, request permission to operate on 01L.

9.3.3. Control Tower will then state one of the following:

9.3.3.1. “(Vehicle call sign), Tower, proceed on Runway 01L from Taxiway E, advise when off.”

9.3.3.2. “(Vehicle call sign), Tower, hold short of Runway 01L at Taxiway E.”
9.3.4. Once approved and before putting the vehicle into motion the vehicle operator will state one of the following:

9.3.4.1. “Tower, (Vehicle Call sign), proceeding onto Runway 01L from Taxiway E, will advise when off.”

9.3.5. Tables 9.1., 9.2., 9.3., 9.4. and 9.5. provide more phraseology examples:

**Table 9.1. Sample Runway Crossing Phraseology.**

| Vehicle Operator: | "MCCONNELL TOWER AIRFIELD ONE"
|-------------------|----------------------------------|
| ATCT:             | "AIRFIELD ONE, MCCONNELL TOWER"
| Vehicle Operator: | "MCCONNELL TOWER, AIRFIELD ONE REQUEST TO CROSS RWY 01L/19R AT TWY E"
| ATCT:             | "AIRFIELD ONE CROSS RWY 01L/19R AT TWY E or "AIRFIELD ONE HOLD SHORT OF RWY 01L/19R AT TWY E"

Vehicle Operator: "MCCONNELL TOWER AIRFIELD ONE"
ATCT: "AIRFIELD ONE, MCCONNELL TOWER"
Vehicle Operator: "MCCONNELL TOWER, AIRFIELD ONE REQUEST TO CROSS RWY 01L/19R AT TWY E"
ATCT: "AIRFIELD ONE CROSS RWY 01L/19R AT TWY E or "AIRFIELD ONE HOLD SHORT OF RWY 01L/19R AT TWY E"

**Table 9.2. Sample Read back Instructions.**

| VEHICLE OPERATOR: | "AIRFIELD ONE UNDERSTANDS APPROVED TO CROSS RWY 01L/19R AT TXY CHARLIE WILL REPORT WHEN OFF." or "AIRFIELD ONE, HOLDING SHORT AT TXY CHARLIE"
|-------------------|-------------------------------------------------------------|
| NOTE: Airfield 1 visually scans the runway prior to entry, and then proceeds across the runway.
| Vehicle Operator: | "MCCONNELL TOWER, AIRFIELD ONE CROSSING COMPLETE, OFF RWY 01L/19R AT TXY CHARLIE"
| ATCT:             | "AIRFIELD ONE, ROGER"

VEHICLE OPERATOR:
NOTE: Airfield 1 visually scans the runway prior to entry, and then proceeds across the runway.
"AIRFIELD ONE UNDERSTANDS APPROVED TO CROSS RWY 01L/19R AT TXY CHARLIE WILL REPORT WHEN OFF." or "AIRFIELD ONE, HOLDING SHORT AT TXY CHARLIE"
Vehicle Operator: "MCCONNELL TOWER, AIRFIELD ONE CROSSING COMPLETE, OFF RWY 01L/19R AT TXY CHARLIE"
ATCT: "AIRFIELD ONE, ROGER"
Table 9.3. Sample Hold Short Instructions.

<table>
<thead>
<tr>
<th>ATCT:</th>
<th>&quot;AIRFIELD THREE PROCEED VIA TAXIWAY C, HOLD SHORT OF RWY 01L/19R.&quot; or &quot;AIRFIELD THREE PROCEED VIA CHARLIE, HOLD SHORT OF RWY 01R/19L.&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Operator:</td>
<td>&quot;AIRFIELD THREE, ROGER&quot;</td>
</tr>
<tr>
<td>ATCT:</td>
<td>&quot;AIRFIELD THREE, READ BACK HOLD INSTRUCTIONS.&quot;</td>
</tr>
<tr>
<td>Vehicle Operator:</td>
<td>&quot;AIRFIELD THREE, PROCEEDING VIA TAXIWAY C, WILL HOLD SHORT OF RWY 01R/19L.&quot;</td>
</tr>
<tr>
<td>ATCT: &quot;AIRFIELD THREE PROCEED VIA TAXIWAY C, HOLD SHORT OF RWY 01L/19R.&quot; or &quot;AIRFIELD THREE PROCEED VIA CHARLIE, HOLD SHORT OF RWY 01R/19L.&quot;</td>
<td></td>
</tr>
<tr>
<td>Vehicle Operator:</td>
<td>&quot;AIRFIELD THREE, ROGER&quot;</td>
</tr>
<tr>
<td>ATCT: &quot;AIRFIELD THREE, READ BACK HOLD INSTRUCTIONS.&quot;</td>
<td></td>
</tr>
<tr>
<td>Vehicle Operator:</td>
<td>&quot;AIRFIELD THREE, PROCEEDING VIA TAXIWAY C, WILL HOLD SHORT OF RWY 01R/19L.&quot;</td>
</tr>
</tbody>
</table>

Table 9.4. Commonly Used Phrases.

<table>
<thead>
<tr>
<th>What Is Said:</th>
<th>What It Means:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledge</td>
<td>Let me know you have received and understand this message.</td>
</tr>
<tr>
<td>Advise Intentions</td>
<td>Let me know what you plan to do.</td>
</tr>
<tr>
<td>Affirmative</td>
<td>Yes.</td>
</tr>
<tr>
<td>Correction</td>
<td>An error has been made in the transmission, and the correct version follows.</td>
</tr>
<tr>
<td>Go Ahead</td>
<td>Proceed with your message only. Note: Use of this phrase does not authorize requestor to “Go Ahead” with, or carry out, their request.</td>
</tr>
<tr>
<td>Hold/Hold Short</td>
<td>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.</td>
</tr>
<tr>
<td>How do you hear me?</td>
<td>Question relating to the quality of the transmission or to determine how well the transmission is being received.</td>
</tr>
<tr>
<td>Immediately or without delay, Expedite</td>
<td>Phrase used by ATC when such action compliance is required to avoid an imminent situation.</td>
</tr>
<tr>
<td>Negative</td>
<td>&quot;No&quot; or &quot;permission not granted&quot; or &quot;that is not correct.&quot;</td>
</tr>
<tr>
<td>Out</td>
<td>The radio conversation is ended, and no response is expected.</td>
</tr>
<tr>
<td>Over</td>
<td>My radio transmission is ended, and I expect a response.</td>
</tr>
<tr>
<td>Read Back</td>
<td>Repeat my message to me.</td>
</tr>
<tr>
<td>Roger</td>
<td>I have received all of your last transmission.</td>
</tr>
<tr>
<td>Stand By</td>
<td>Means the controller or pilot must pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in &quot;stand by for clearance.&quot; The caller should reestablish contact if a delay is lengthy.</td>
</tr>
<tr>
<td>Unable</td>
<td>Indicates inability to comply with a specific instruction, request, or clearance.</td>
</tr>
<tr>
<td>Verify</td>
<td>Request confirmation of information.</td>
</tr>
<tr>
<td>Wilco</td>
<td>I have received your message, understand it, and will comply with it.</td>
</tr>
</tbody>
</table>
9.5. Phonetic Aviation Alphabet.

9.5.1. 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. Vehicle operators must know and use the following Phonetic Aviation Alphabet:

Table 9.5. Phonetic Aviation Alphabet.

<table>
<thead>
<tr>
<th></th>
<th>ALFA</th>
<th></th>
<th>NOVEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>ALFA</td>
<td>N</td>
<td>NOVEMBER</td>
</tr>
<tr>
<td>B</td>
<td>BRAVO</td>
<td>O</td>
<td>OSCAR</td>
</tr>
<tr>
<td>C</td>
<td>CHARLIE</td>
<td>P</td>
<td>PAPA</td>
</tr>
<tr>
<td>D</td>
<td>DELTA</td>
<td>Q</td>
<td>QUEBEC</td>
</tr>
<tr>
<td>E</td>
<td>ECHO</td>
<td>R</td>
<td>ROMEO</td>
</tr>
<tr>
<td>F</td>
<td>FOX-TROT</td>
<td>S</td>
<td>SIERRA</td>
</tr>
<tr>
<td>G</td>
<td>GOLF</td>
<td>T</td>
<td>TANGO</td>
</tr>
<tr>
<td>H</td>
<td>HOTEL</td>
<td>U</td>
<td>UNIFORM</td>
</tr>
<tr>
<td>I</td>
<td>INDIA</td>
<td>V</td>
<td>VICTOR</td>
</tr>
<tr>
<td>J</td>
<td>JULIET</td>
<td>W</td>
<td>WHISKEY</td>
</tr>
<tr>
<td>K</td>
<td>KILO</td>
<td>X</td>
<td>X-RAY</td>
</tr>
<tr>
<td>L</td>
<td>LIMA</td>
<td>Y</td>
<td>YANKEE</td>
</tr>
<tr>
<td>M</td>
<td>MIKE</td>
<td>Z</td>
<td>ZULU</td>
</tr>
</tbody>
</table>

JOSHUA M. OLSON, Colonel, USAF
Commander
Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References


AFI 13-204, Volume 1,2,3 *Functional Management of Airfield Operations*, 9 May 2013
AFI 24-301, *Vehicle Operations*, 1 November 2008
AFI 48-123, *Medical Examinations and Standards*, 5 November 2013
AFMAN 91-223, *Aviation Safety Investigations and Reports*, 16 May 2013

Air Force Enlisted Classification Directory (AFEDC) Air Force Officer Classification Directory (AFOC)

Federal Aviation Administration (FAA) Advisory Circulars (AC) and Joint Orders (JO).

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

Prescribed Forms.

None

Adopted Forms.

AF IMT 457, *USAF Hazard Report*
AF IMT 483, *Certificate of Competency*
AF IMT 651, *Hazardous Air Traffic Report (HATR)*
AF IMT 3616, *Daily Record of Facility Operation*

Abbreviations and Acronyms

ADI—Airfield Driving Instruction
ADP—Airfield Driving Program
ADPM—Airfield Driving Program Manager
ADTP—Airfield Driving Training Program (website)
AF IMT—Air Force Form
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFM—Airfield Manager
AFMAN—Air Force Manual
AFOSH—Air Force Occupational Safety and Health
AFVA—Air Force Visual Aid
AGE—Aerospace Ground Equipment
AMops—Airfield Management Operations
AMW—Air Mobility Wing
AO—Airfield Operations
AOB—Airfield Operations Board
AOF/CC—Airfield Operations Flight Commander
AOI—Airfield Operations Instruction
ATC—Air Traffic Control
BDOC—Base Defense Operations Center
Control Tower—Air Traffic Control Tower
CBT—Computer-Based Training
CMA—Controlled Movement Area
CMAV—Controlled Movement Area Violation
DAFM—Deputy Airfield Manager
DoD—Department of Defense
FAA—Federal Aviation Administration
FOD—Foreign Object Debris
GM—Guidance Memorandum
GOV—Government Owned Vehicle
GSA—General Services Administration
HATR—Hazardous Air Traffic Report
IAW—in accordance with
IC—Interim Change
ILS—Instrument Landing System
INST—Instrument
MAJCOM—Major Command
MFR—Memorandum for Record
MPH—Miles per Hour
NVD—Night Vision Device
OSS—Operations Support Squadron
POV—Privately Owned Vehicle
PL—Protection Level
RAB—Restricted Area Badge
RIPWG—Runway Incursion Prevention Working Group
RDS—Records Disposition Schedule
RGL—Runway Guard Light
RWY—Runway
SFMIS—Security Forces Management Information System
SFS—Security Forces Squadron
TAFB—Travis Air Force Base
TDY—Temporary Duty
UFC—Unified Facilities Criteria
USAF—United States Air Force
VCNCO—Vehicle Control Noncommissioned Officer
VCO—Vehicle Control Officer
VFR—Visual Flight Rules
WWW—World Wide Web

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

Airfield—The area to include all runways, taxiways, aprons, and ramps.

Airfield Driving Instruction (ADI)—Formerly known as the flight line driving instruction. Establishes local procedures for driving a vehicle on the airfield. Also called ADI.

Airfield Driving Program Manager (ADPM)—The civilian or military individual selected by the squadron/Unit Commander to administer the organization’s vehicle program, to include operation of vehicles on the airfield and associated training.
AF Runway Safety Action Team—AFRSAT teams are composed of AFFSA and/or MAJCOM OPR for AO functional experts used to analyze, report and determine corrective actions required to reduce the number of Controlled Movement Area Violations on the airfield. AFRSAT functional experts will evaluate all pertinent areas that are a part of, or affect, the negative trend or unsafe condition.

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

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

Airfield Industrial Area—This area includes all shops, offices, parking lots, roadways, hangars and buildings on the airfield.

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

Airfield 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, ice/snow removal operations, Bird/Wildlife control, etc. Procures, maintains, and produces information on safe operation of aircraft through the national and international airspace system such as Flight Information Publications, aeronautical charts and maps, Notice to Airmen (NOTAM), local airfield and navigational aid status, and weather information. Process domestic and international flight plans.

Airfield Management Operations (AMOps)—Provides aircrews with flight plan processing and planning services.

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 USAF and FAA guidelines.

Clear—ATC term used between pilots and air traffic controllers, not authorized for use by personnel operating motor vehicles on the airfield.

Commercial Vehicle—A vehicle, which is owned or leased by a commercial firm, and used in direct support of AMC airlift operations.

Controlled Movement Area (CMA)—As defined in Airfield Driving Instructions, any portion of the airfield requiring aircraft, vehicles and pedestrians to obtain specific Air Traffic Control approval for access (normally via two-way radio contact with the control tower). Controlled Movement Areas include but are not limited to areas used for takeoff, landing and as required taxiing of aircraft. NOTE: This definition is used in lieu of "movement area" as defined in the FAA Pilot Controller Glossary. Runways, Checkerboard area (Taxiway D, E, F, G and R), any paved surface inside a runway hold line, and any grass area inside 175’ on either side of the runway edge requiring tower clearance for entry.

Controlled Movement Area Violation (CMAV) Event—An airfield infraction caused by aircraft, vehicles, or pedestrians entering the control movement area without specific Control Tower approval. This definition includes runway incursions and infractions caused by
communication errors. Refer to AFI 91-223 Paragraph 1.3.1.8. for reportable HATR reporting procedures and Paragraph 1.3.1.9. for reportable CMAV events.

**Foreign Object Debris (FOD)**—Any debris on the airfield that can cause damage to an aircraft. A few examples are tools, plastic packing materials, rocks, discarded parts from maintenance activities, etc. Any of these objects can shred internal parts if ingested into a jet engine and can become deadly projectiles. FOD can create an extremely hazardous and costly situation during taxiing, takeoff and landing; therefore, it is imperative that everyone on the airfield be alert to FOD and removes it immediately.

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

**Hold or Hold Short**—Used by ATC to indicate you must stay where you are currently located or for you to hold at the Runway Hold line/VFR hold line prior to receiving approval into the CMA.

**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.

**MA Complex**—Maintenance Group maintenance area, including all hangars and buildings owned by the 22 MXG.

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

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

**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.

**Pilot Deviation**—The action of a pilot that results in the violation of air traffic control instructions, AFIs and or FARs.

**Privately Owned Vehicle (POVs)**—A vehicle that is owned or leased by a private party.
Proceed—Authorization to begin/continue on approved routes.

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.

Read Back—Repeat my message back to me.

Restricted Area—A restricted area contains protection level (PL) 1, 2, 3 resources. Personnel requiring entry into a restricted area must have a Restricted Area Badge (RAB) with the appropriate area open for the area being accessed or be escorted.

Roger—I understand and have received all of your transmission.

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 where a taxiway and 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 takeoff of aircraft. For the purpose of this instruction, the protected area is the same as the CMA.

Say Again—Used to request a repeat of the last transmission. Usually specifies transmission was not understood or received.

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 AFI, the term unit is equivalent to a Squadron, also known as the basic unit in the USAF organizational structure. Squadrons are usually made up of several flights (typically four), and commanded by a field grade officer.

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

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.

Without Delay—With a sense of urgency, proceed with approved instructions in a rapid manner.

Words Twice—Communication is difficult. Please say every phrase twice.

Wilco—I have received your message, understand it, and will comply with it.
COLOR VISION WAIVER REQUEST

Figure A2.1. Color Vision Waiver Request

MEMORANDUM FOR 22 OSS/OSAA Airfield Management FROM:
SUBJECT: Color Vision Waiver for member’s name

1. Request waiver for member’s name who failed the required color vision test per AFI 13-213, paragraph 3.2.5.2.

2. The individual will be restricted to operating vehicles on Taxiway XXX and to/from XXX ramp.

XXXXX, Lt Col, USAF
Commander
1st Ind, XXXX

MEMORANDUM FOR 22 OSS/OSA

Approved / Disapproved.

XXXXX, GS-12, USAF
Airfield Manager
Attachment 3

AIRFIELD DIAGRAM

Figure A3.1. Airfield Diagram

McConnell AFB Airfield Diagram
## APPROVED AIRFIELD CALL SIGNS

Table A4.1. The Following Call Signs Are Pre-Approved For Airfield Operation:

<table>
<thead>
<tr>
<th>OFFICE SYMBOL</th>
<th>CALL SIGN</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 ARW/CC</td>
<td>Cougar 1</td>
</tr>
<tr>
<td>22 ARW/CC</td>
<td>Cougar 2</td>
</tr>
<tr>
<td>22 OG/CC</td>
<td>Cougar 3/3a</td>
</tr>
<tr>
<td>22 MXG/CC</td>
<td>Cougar 4/4a</td>
</tr>
<tr>
<td>22 MSG/CC</td>
<td>Cougar 7/7a</td>
</tr>
<tr>
<td>22 ARW/SE</td>
<td>Safety</td>
</tr>
<tr>
<td>22 MXS/MXM</td>
<td>Red 5</td>
</tr>
<tr>
<td>22 AMXS/MXA</td>
<td>Archer 5</td>
</tr>
<tr>
<td>22 AMXS/MXAEP</td>
<td>Eagle 5</td>
</tr>
<tr>
<td>22 AMXS/MXACP</td>
<td>Cobra 5</td>
</tr>
<tr>
<td>22 AMXS/CCTA</td>
<td>Transient</td>
</tr>
<tr>
<td>22 CES/CC</td>
<td>CE 1</td>
</tr>
<tr>
<td>22 CES/CEO</td>
<td>CE 2</td>
</tr>
<tr>
<td>22 CES/CEPM</td>
<td>CE 8</td>
</tr>
<tr>
<td>22 CES/CEOHH</td>
<td>Snow 1, 2</td>
</tr>
<tr>
<td>22 CES/CEOHH</td>
<td>Sweeper 1, 2</td>
</tr>
<tr>
<td>22 CES/CEOFE</td>
<td>Electric 1, 2</td>
</tr>
<tr>
<td>22 CES/CEOIP</td>
<td>Powerpro 1, 2</td>
</tr>
<tr>
<td>22 CES/CEF</td>
<td>Chief 1/2, Crash 4/5/14, Rescue 6, Engine 7-9 &amp; Prevention 18/19</td>
</tr>
<tr>
<td>22 CES/CEPT</td>
<td>Saber 1</td>
</tr>
<tr>
<td>22 CES/CEPT</td>
<td>Construction 1</td>
</tr>
<tr>
<td>22 MSG</td>
<td>Medic 1-5</td>
</tr>
<tr>
<td>AOF/CC</td>
<td>AOF 1</td>
</tr>
<tr>
<td>AOF/DO</td>
<td>AOF 2</td>
</tr>
<tr>
<td>Airfield Manager</td>
<td>Airfield 1</td>
</tr>
<tr>
<td>Deputy/Assistant Airfield Manager</td>
<td>Airfield 2</td>
</tr>
<tr>
<td>Other AM Ops Members</td>
<td>Airfield ¾</td>
</tr>
<tr>
<td>22 OSS/OSAM</td>
<td>METNAV 1-5</td>
</tr>
<tr>
<td>Tow Vehicles</td>
<td>Uke Blue or Uke Green</td>
</tr>
<tr>
<td>Wildlife Management</td>
<td>Wildlife</td>
</tr>
</tbody>
</table>

**NOTE:** All others will be assigned call signs by Airfield Management Operations.
### Table A5.1. Airport Sign and Marking – Quick Reference Guide

<table>
<thead>
<tr>
<th><strong>EXAMPLE</strong></th>
<th><strong>TYPE OF SIGN</strong></th>
<th><strong>PURPOSE</strong></th>
<th><strong>LOCATION/CONVENTION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>4 - 22</td>
<td>Mandatory: Hold position for taxiway/ runway intersection.</td>
<td>Denotes entrance to runway from a taxiway.</td>
<td>Located at side of taxiway within 10 feet of hold position markings.</td>
</tr>
<tr>
<td>22 - 4</td>
<td>Mandatory: Holding position for runway/runway intersection.</td>
<td>Denotes intersecting runway.</td>
<td>Located along taxiway by itself, as part of an array of taxiway direction signs, or combined with a runway/ taxiway hold sign.</td>
</tr>
<tr>
<td>4 - APCH</td>
<td>Mandatory: Holding position for runway approach area.</td>
<td>Denotes area to be protected for aircraft approaching or departing a runway.</td>
<td>Located on taxiways crossing thru runway approach areas where an aircraft would enter an RSA or apch/ departure airspace.</td>
</tr>
<tr>
<td>ILS</td>
<td>Mandatory: Holding position for ILS critical area/precision obstacle free zone.</td>
<td>Denotes area to be protected for ILS signal or approach airspace.</td>
<td>Located on taxiways where the twigs enter the NAVAID critical area or where aircraft on taxiway would violate ILS apch airspace (including POFZ).</td>
</tr>
<tr>
<td>B</td>
<td>Mandatory: No entry.</td>
<td>Denotes aircraft entry is prohibited.</td>
<td>Located on paved areas that aircraft should not enter.</td>
</tr>
<tr>
<td>22</td>
<td>Taxiway Location.</td>
<td>Identifies taxiway on which the aircraft is located.</td>
<td>Located along taxiway by itself, as part of an array of taxiway direction signs, or combined with a runway/ taxiway hold sign.</td>
</tr>
<tr>
<td>Runway Location.</td>
<td>Runway Location.</td>
<td>Identifies the runway on which the aircraft is located.</td>
<td>Normally located where the proximity of two runs to one another could cause confusion.</td>
</tr>
<tr>
<td>Runway Safety Area / OFZ and Runway Approach Area Boundary.</td>
<td>Runway Safety Area / OFZ and Runway Approach Area Boundary.</td>
<td>Identifies exit boundary for an RSA / OFZ or runway approach.</td>
<td>Located on taxiways on back side of certain runway/ taxiway holding position signs or runway approach area signs.</td>
</tr>
<tr>
<td>ILS Critical Area/POFZ Boundary.</td>
<td>ILS Critical Area/POFZ Boundary.</td>
<td>Identifies ILS critical area exit boundary.</td>
<td>Located on taxiways on back side of ILS critical area signs.</td>
</tr>
<tr>
<td>J → KL</td>
<td>Direction: Taxiway.</td>
<td>Defines designation/direction of intersecting taxiways(s).</td>
<td>Located on L side, prior to intersection, with an array L to R in a clockwise manner.</td>
</tr>
<tr>
<td>22 ↑ FBO</td>
<td>Runway Exit.</td>
<td>Defines designation/direction of exit taxiways from the way.</td>
<td>Located on same side of runway as exit, prior to exit.</td>
</tr>
<tr>
<td>22 ↑ FBO</td>
<td>Outbound Destination.</td>
<td>Defines directions to take-off runway(s).</td>
<td>Located on taxi routes to runway(s). Not colocated or combined with other signs.</td>
</tr>
<tr>
<td>22 ↑ FBO</td>
<td>Inbound Destination.</td>
<td>Defines directions to airport destinations for arriving aircraft.</td>
<td>Located on taxi routes to airport destinations. Not colocated or combined with other types of signs.</td>
</tr>
<tr>
<td>7</td>
<td>Information.</td>
<td>Provides procedural or other specialized information.</td>
<td>Located along taxi routes or airport parking/staging areas. May not be lighted.</td>
</tr>
<tr>
<td>7</td>
<td>Taxiway Ending Marker.</td>
<td>Indicates taxiway does not continue beyond intersection.</td>
<td>Installed at taxiway end or far side of intersection, if visual cues are inadequate.</td>
</tr>
<tr>
<td>Distance Remaining.</td>
<td>Distance remaining info for take-off/landing.</td>
<td>Located along the sides of runways at 1000’ increments.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>EXAMPLE</strong></th>
<th><strong>TYPE OF MARKING</strong></th>
<th><strong>PURPOSE</strong></th>
<th><strong>LOCATION/CONVENTION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Holding Position.</td>
<td>Holding Position.</td>
<td>Denotes entrance to runway from a taxiway.</td>
<td>Located across centerline within 10 feet of hold sign on taxiways and on certain runways.</td>
</tr>
<tr>
<td>ILS Critical Area/POFZ Boundary.</td>
<td>ILS Critical Area/POFZ Boundary.</td>
<td>Denotes entrance to area to be protected for an ILS signal or approach airspace.</td>
<td>Located on taxiways where the twigs enter the NAVAID critical area or where aircraft on taxiway would violate ILS apch airspace (including POFZ).</td>
</tr>
<tr>
<td>Taxiway/Taxiway Holding Position.</td>
<td>Taxiway/Taxiway Holding Position.</td>
<td>Denotes location on taxiway or apron where aircraft hold short of another taxiway.</td>
<td>Used at ATCT airports where needed to hold traffic at a twy/twy intersection. Installed provides wing clearance.</td>
</tr>
<tr>
<td>Non-Movement Area Boundary.</td>
<td>Non-Movement Area Boundary.</td>
<td>Delineates movement area under control of ATCT, from non-movement area.</td>
<td>Located on boundary between movement and non-movement area. Located to ensure wing clearance for taxing aircraft.</td>
</tr>
<tr>
<td>ILS</td>
<td>Taxiway Edge.</td>
<td>Defines edge of usable, full strength taxiway.</td>
<td>Located along twy edge where contiguous shoulder or other paved surface NOT intended for use by aircraft.</td>
</tr>
<tr>
<td>Dashed Taxiway Edge.</td>
<td>Dashed Taxiway Edge.</td>
<td>Denotes taxiway edge where adjoining pavement is usable.</td>
<td>Located along twy edge where contiguous paved surface or apron is intended for use by aircraft.</td>
</tr>
<tr>
<td>Enhanced Taxiway Centerline.</td>
<td>Enhanced Taxiway Centerline.</td>
<td>Provides visual cue to help identify location of hold position.</td>
<td>Taxiway centerlines are enhanced 150’ prior to a runway holding position marking.</td>
</tr>
<tr>
<td>Surface Painted Taxiway Direction.</td>
<td>Surface Painted Taxiway Direction.</td>
<td>Defines designation/direction of intersecting taxiway(s).</td>
<td>Located L side for turns to left. R side for turns to right. Installed prior to intersection.</td>
</tr>
<tr>
<td>Surface Painted Taxiway Location.</td>
<td>Surface Painted Taxiway Location.</td>
<td>Identifies taxiway on which the aircraft is located.</td>
<td>Located R side. Can be installed on L side if combined with surface painted hold sign.</td>
</tr>
</tbody>
</table>

Ref. AC 150/5340-1J Standards for Airport Markings; and AC 150/5340-18D Standards for Airport Signs Systems.
Attachment 6

AIRFIELD DRIVING SPOT CHECK LOG

Figure A6.1. Airfield Driving Spot Check Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Rank</th>
<th>Unit</th>
<th>AF MK-153 Certificate Number</th>
<th>Restrictions</th>
<th>Referee Training</th>
<th>Due Date</th>
<th>Initial/Time</th>
</tr>
</thead>
</table>

**AIRFIELD DRIVING SPOT CHECK LOG**

**PERSONNEL TRACKING SHEET**