

**BY ORDER OF THE COMMANDER
MINOT AIR FORCE BASE**

**MINOT AIR FORCE BASE
INSTRUCTION 13-213**



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Space, Missile, Command, and Control

AIRFIELD DRIVING

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This instruction implements Air Force Instruction (AFI) 13-213, *Airfield Management*, Air Force Joint Manual (AFJMAN) 24-306, *Manual for the Wheeled Vehicle Driver*, Air Force Occupational and Health Standard (AFOSHSTD) 91-100, *Aircraft Flightline - Ground Operations and Activities*, and Federal Aviation Administration Order (FAAO) 7110.65, *Air Traffic Control*. This instruction implements and prescribes policy, responsibilities, and procedures for qualification and certification of airfield driving and the safe control of motor vehicle traffic on Minot Air Force Base. The contents of this instruction apply to all 5th Bomb Wing (5 BW) and 91st Missile Wing (91 MW) military and civilian personnel assigned, attached, or employed on Minot Air Force Base, to include contractor personnel. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*, and route the AF 847 from the field through the Base Publishing Manager. Maintain records created as a result of prescribed processes IAW AFMAN 33-363, *Management of Records*, and dispose of them IAW the Air Force Records Disposition Schedule (RDS) at <https://afrims.amc.af.mil>. Contact supporting records managers as required. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Changes include: assigns 5 OG/CC waiver authority for policies in this instruction (paragraph 1.1.1); vehicles will not be left unattended with the engine running except by 5th Aircraft

Maintenance Squadron and 5th Maintenance Squadron personnel under certain circumstances (paragraph 1.1.1); unconditional instructions or blanket clearances are not authorized (paragraph 7.1.6.4); added Precision Obstacle Free Zone (POFZ) designed to protect aircraft flying precision approaches from ground vehicles and other aircraft (paragraph 8.4 and Attachment 9); addition of a glossary of references and supporting information (Attachment 1); an airfield driving program manager unit self inspection checklist (Attachment 10); and an updated airfield diagram (Attachment 9).

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CHAPTER 1

DUTIES AND RESPONSIBILITIES

GENERAL. The objective of this Operating Instruction (OI) is to ensure a safe airfield operating environment for aircraft and motor vehicle traffic. To help achieve this goal, unit commanders should ensure personnel assigned to their units are thoroughly familiar with the rules for operating on the airfield. Carelessness, haste, and a disregard for established safety standards are the primary reasons of aircraft/vehicle collisions and/or incidents involving motor vehicles on the airfield.

All references to training for airfield drivers extend to those using any mode of motorized or self-propelled transportation. Training is required for any person with a need to go on the airfield.

Personnel assigned duties on the airfield will be knowledgeable of and comply with the rules for airfield driving.

Airfield experience (operating vehicles or aircraft) is not a substitute for completion of airfield driving training and testing requirements.

1.1. Wing Commander (5 BW/CC).

1.1.1. 5 BW/CC has delegated waiver authority for policies in this instruction to 5 OG/CC except the authority to reinstate airfield driving privileges following suspension/revocation of base driving privileges.

1.1.2. Designate personnel and agencies to support the airfield driving program.

1.1.3. May reinstate airfield driving privileges to perform mission essential duties following suspension/revocation of base driving privileges. Airfield Driving Program Managers (ADPM) must coordinate with the Deputy Airfield Manager (DAFM) to finalize reinstatement. ADPM must provide a copy of the 5 BW/CC approval letter for record.

1.2. Unit Commander. Appoint a primary and alternate unit Airfield Driving Program Manager (ADPM), to conduct training for all unit personnel where duties require operating a vehicle on the airfield.

Note: See Attachment 5 for format and forward a copy to 5 OSS/A3AA, Deputy Airfield Manager (DAFM).

1.2.1. Through their unit ADPMs, conduct training for all personnel required to drive on the airfield.

1.2.1.1. Appointees must have duties that are performed on the airfield to qualify as ADPM, unit trainer, or certifier.

1.2.2. Screen and carefully select unit ADPMs (primary and alternate), unit trainers, and certifiers.

1.2.3. Through the ADPMs, ensure personnel driving on the airfield are qualified. All base assigned personnel who operate a vehicle on the airfield must complete all training and testing requirements.

1.2.4. Limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission.

1.2.5. Upon suspension/revocation of a unit member's base driving privileges, suspend/revoke the member's airfield driving authorization and notify the unit ADPMs and DAFM in writing.

Note: Requests for reinstatement of airfield driving privileges to perform critical or mission essential duties must be processed through the 5 BW/CC and Airfield Management (AM).

1.2.6. Review all Annual Privately Owned Vehicle (POV)/Government (GOV) Leased Vehicle Justification Memorandums (Attachment 3), from unit personnel requesting a POV/GOV leased vehicle pass. Requests will be coordinated through the member's unit commander. POV/GOV leased vehicles are discouraged on the airfield and shall be restricted to an absolute minimum. All vehicle passes must be validated annually. The AFM, DAFM and their designated representatives are responsible for issuing vehicle passes/decals.

1.2.7. Inform personnel that each annual POV/GOV leased vehicle pass allows only the airfield driver annotated on the approved justification letter, to drive his/her POV/GOV leased vehicle(s) (Attachment 3).

1.2.8. Instruct unit personnel to remove annual POV/GOV leased vehicle passes prior to a PCA, PCS, sale and/or transfer of vehicle, or as deemed necessary, and notify the unit ADPM and DAFM, in writing.

1.2.9. Provide airfield drivers and escorts for all visitors.

Note: Approval from the responsible agency must be obtained prior to unofficial visitors entering a controlled or restricted area.

1.2.10. Inform TDY support personnel to bring their AF IMT 483, *Certificate of Competency* from their permanent duty station if they will be required to drive on the airfield during their visit. This will aid them to receive the minimum briefing and training requirements for airfield access as described in (Attachment 4). TDY personnel arriving without an AF IMT 483 from their permanent duty station will have to be trained prior to getting authorization to drive on the airfield. Training for all TDY personnel will be conducted by the ADPM of the respective unit that they are here to support.

Note: Approval from the responsible agency must be obtained prior to TDY support personnel entering a controlled or restricted area.

1.3. Deputy Airfield Manager.

1.3.1. The DAFM or designated AM representative is responsible for the development and overall supervision of airfield driving on Minot AFB. The AM Airfield Driving Program is designed to prepare ADPMs to manage their unit airfield driving program.

1.3.2. Develop a local Airfield Driving Instruction (ADI) and provide it to unit ADPMs to train their unit personnel operating vehicles on the airfield.

1.3.3. Train unit ADPMs on airfield driving requirements.

1.3.4. Conduct random airfield driver spot inspections to enhance the safety of ground vehicular traffic and the ADFP.

1.3.5. Monitor radios for proper radio terminology/phraseology and discipline.

1.3.6. Develop proactive approaches utilizing local resources, such as base paper, commander's access channel (TV), e-mail advisories, unit briefings, etc. to educate/inform/update users on airfield changes and trends, e.g. exercise activities, driving violations, closures, inclement weather conditions, and etc.

1.3.7. Ensure ADPMs perform and document annual refresher training for all unit personnel who drive on the airfield.

1.3.8. Brief findings and violation trends to the appropriate ADPM, and recommend revisions to the ADFP as required. Forward this information to Airfield Operations Flight Commander (AOF/CC) for quarterly Airfield Operations Board (AOB) meetings.

1.3.9. Keep all ADPMs informed about any issues, trends, changes, etc., which may/will affect their unit.

1.3.10. Coordinate as necessary to train/brief contractors, to include subcontractors and designated representatives in accordance with this instruction.

1.3.11. Approve/disapprove all requests for restricted POV airfield passes for contractors working on the airfield. Process and monitor the number of POV airfield vehicle passes, AF IMT 483, and Contractor Statements of Understanding issued.

Note: Only the AFM, DAFM, or other designated AM personnel are authorized to sign the front side of AF IMT 483.

1.3.12. Train and certify that all ADPMs and contractors, as appropriate, understand their duties and responsibilities.

1.4. Unit Airfield Driving Program Managers.

1.4.1. Obtain the necessary training through the DAFM to become certified to drive on the airfield.

- 1.4.2. Manage and administer the unit Airfield Driving Program IAW AFI 13-213 and this instruction.
- 1.4.3. Train all unit personnel appointed as airfield trainers. Ensure a copy of the appointment letter has been signed and forward to the DAFM (see Attachment 6).
- 1.4.4. Conduct and document initial and annual refresher training for all unit airfield drivers IAW AFI 13-213 and this chapter.
- 1.4.5. Ensure trainees have a valid state and government driver's license.
- 1.4.6. Ensure trainees are qualified to drive the type of vehicle he/she is tasked to operate.
- 1.4.7. Maintain records, associated forms, and a list of all unit personnel authorized to drive on the airfield.
- 1.4.8. Provide the DAFM with a quarterly listing of all personnel authorized to drive on the airfield.
- 1.4.9. Notify 5 OSS/A-3AA in writing, after revoking an individual's airfield driving privileges.
- 1.4.10. Conduct classroom training.
- 1.4.11. Conduct an airfield driving day and night orientation ride for each trainee.
- 1.4.12. Conduct practical driving tests (check rides) for each trainee.
- 1.4.13. Maintain an ADPM Continuity Book consisting of the airfield driver's training guide, this chapter and associated attachments, an updated listing of all unit personnel qualified to drive on the airfield, training documentation, associated records, and associated forms. A separate filing system may be used.
- 1.4.14. Brief unit commanders, supervisors, and airfield trainers and drivers of airfield driving violations and runway intrusions incurred by unit personnel and on any issue, trend change, etc., that may, or will, adversely/favorably impact the unit ADFP.
- 1.4.15. Add any additional unit requirements as an attachment to the airfield driving program. Provide personnel with references and materials necessary to complete training.
- 1.4.16. Ensure unit vehicles used on the airfield are kept clean and in good, safe working order.
- 1.4.17. Confirm training and certification documentation on all required tasks prior to final examination.
- 1.4.18. Provide an orientation briefing and training to TDY support personnel on local airfield procedures, to include a day/night airfield orientation (Attachment 4). Send all TDY personnel

with their completed paperwork to 5 OSS/A-3AA to have their AF IMT 483 stamped and signed by the DAFM for Minot AFB airfield.

Note: These procedures apply only to TDY support personnel that have a valid AF IMT 483 from their permanent duty station. TDY personnel not in possession of a valid AF IMT 483 from their base of assignment must be trained and qualified IAW this instruction by the ADPM of the supported unit before being allowed to drive on the airfield. After training has been validated, AM will then issue an AF IMT 483.

1.4.19. Forward the documentation of Airfield Training and Certification Letter (Attachment 2), a copy of the Airfield Driver's Computer Based Training (CBT) (developed by HQ AFFSA/A3AM), and AF 171, *Request for Driver's Training and Addition to U.S. Government Drivers License* to the DAFM for processing.

1.4.20. Schedule training for replacement ADPM with the DAFM at least 30 days prior to relinquishing duties.

1.5. Airfield Driving Trainees.

1.5.1. Provide feedback to ADPMs and trainers on the quality of training received.

1.5.2. Comply with the requirements in this instruction.

1.6. Contracting Office.

1.6.1. Ensure contractors understand the requirement to receive an initial local orientation briefing/training from AM prior to driving on the airfield.

1.6.2. Ensure contractors understand the requirement to obtain an AF IMT 483 and POV/GOV leased vehicle pass from AM after completing initial training.

1.6.3. Ensure contractors understand the requirement to receive a daily briefing from AM personnel prior to starting work for the day and notify AM when work is completed for the day.

1.6.4. Ensure contractors understand that they will normally operate within a designated area (isolated from the operational airfield environment) leading to the work site as determined/coordinated by AM.

1.6.5. Ensure contractors understand that vehicle operators may be banned from operating motor vehicles on the airfield for failing to comply with this instruction. Replacement driver(s) will be the contractor's responsibility.

1.6.6. Provide and identify a construction manager who will be responsible for monitoring contractor operations to ensure contractor personnel and equipment remain within the barricaded or designated work area on the airfield and comply with the provisions of this instruction.

1.6.7. Ensure the following requirements are included in the contract specifications for airfield and airfield adjacent projects:

1.6.7.1. Access to airfield construction sites or work areas will be in writing and/or depicted on contract drawings.

1.6.7.2. Contractors are responsible for providing a positive means of traffic control. This includes all vehicles transiting to, from, and in the construction zone, and alternate routes.

1.6.7.3. Submit a plan for positive control of airfield traffic to DAFM prior to starting work. All change requests will be incorporated into plans before traffic enters the airfield. Traffic plans will include, but are not limited to, the following:

1.6.7.4. Use of barricades, signs, etc. for diverting traffic.

1.6.7.5. Use of escort vehicles or personnel to direct traffic.

1.6.7.6. Must provide a vacuum sweeper to maintain work areas.

1.6.7.7. Ensure vehicles are easily identifiable with the company logo to the maximum extent possible.

1.6.7.8. Identify personnel and provide AM one week notice of personnel requiring an AF IMT 483 and POV/GOV leased vehicle pass. This should provide enough time for training, completion of all required paperwork, issuance of AF IMT 483s, and POV/GOV leased vehicle passes.

1.7. 5th Medical Group (5 MDG).

1.7.1. Verify that an individual applying for an airfield driver's license can distinguish between red, green, white, yellow and blue by conducting a records review or by administering a color vision test. Document completion of this screening by stamping, signing, and dating the appropriate section of the member's Airfield Drivers Training and Certification Letter (Attachment 2). In addition, identify on the form whether the individual passed, failed, or any other pertinent remarks.

1.7.2. If the records review indicates that a member has a previous failure, the member should be retested. If the member fails, he/she should be tested using the Farnsworth Dichotomous 15 Test. This test identifies the areas (red, green, yellow, and blue) and the degree in which the member is deficient.

1.8. 5th Bomb Wing Safety Office.

1.8.1. Assist AM in establishing a proper airfield driving familiarization program.

1.8.2. Coordinate on local directives or operating instructions that establish airfield traffic flow patterns and parking plans.

1.8.3. Assist AM in monitoring airfield driving procedures for effectiveness.

1.8.4. Ensure all airfield vehicles are marked IAW AFJMAN 24-306, Chapter 25.

1.9. Security Forces.

1.9.1. Assist AM monitoring airfield driving and reporting violations to this instruction. Ensure POV/GOV leased vehicles display a current Minot AFB POV/GOV leased vehicle pass.

1.9.2. Assist in escorting violators (as requested by the Control Tower or AM) to AM and issue appropriate citation for violations.

1.10. Control Tower. Immediately report violations of this instruction to AM. Complete an AF Form 457, *USAF Hazard Report* (HR) or AF Form 651, *Hazardous Air Traffic Report* (HATR), as required and provide a copy to 5 OSS/A3AA.

CHAPTER 2

PERSONAL AND VEHICLE REQUIREMENTS FOR AIRFIELD DRIVING

2.1. Qualifications for Airfield driving.

2.1.1. The objective is to ensure a safe airfield operating environment for aircraft and motor vehicle operations. To help achieve this goal, all unit ADPMs should ensure personnel assigned to their units are thoroughly familiar with this chapter.

2.1.2. Operators without a validated AF IMT 483 are prohibited from operating any type of vehicle or mobile equipment on the airfield.

2.2. Orientation Rides.

2.2.1. The objective of the day and night orientation rides is to familiarize the trainee with the layout of the airfield at Minot AFB. The trainee should be able to recognize and identify various airfield markings and the location and name of each end of the runway, all taxiways, and all ramps. Additionally, the trainee must be able to accurately identify their location at various locations on the airfield.

2.2.1.1. Day Orientation. The ADPM or designated qualified trainer will demonstrate proper driving techniques; identify airfield markings, and airfield facilities. The orientation will include:

2.2.1.2. Aprons: Mass Parking Area (MPA), Alternate Parking Area (APA), and Overflow Parking Area (OPA), Skid Row, Sierra Ramp, T38 Pad, Helicopter Ramp and Hot Cargo Pad.

2.2.1.3. Runway access procedures for those whose duties require access to the runway.

2.2.1.4. Controlled Movement Area (CMA) access procedures.

2.2.1.5. Foreign Object Damage (FOD) prevention procedures at airfield entry points.

2.2.1.6. Location of runway Visual Flight Rules (VFR) hold lines.

2.2.1.7. Location of runway instrument hold lines.

2.2.1.8. Perimeter road access points.

2.2.1.9. Radio phraseology with tower.

2.2.1.10. Taxiway identification (Alpha-Kilo).

2.2.2. Night orientation. The orientation will include all of the above and in addition, the trainee

must be able to identify the type and location of runway and taxiway lights.

Note: Individuals not receiving night orientation/training check rides will have their AF IMT 483s restricted i.e. AUTHORIZED DAYLIGHT HOURS ONLY. If the individual later requires a nighttime authorization, the unit ADPM will ensure training is provided (night orientation) and documented. The DAFM or designated AM representative will update the AF IMT 483, as required.

2.3. Check Ride. The unit ADPM will observe/evaluate, and document the trainee's knowledge and driving ability on all areas covered in training. The trainee will demonstrate sufficient ability, knowledge of the airfield, and procedures to safely operate a motor vehicle on the airfield. The ADPM may immediately stop the check ride if the trainee breaks any established airfield driving "rules of the road," operates the vehicle in an unsafe way, or is about to violate the CMA access procedures.

2.4. Non-base Assigned Personnel.

2.4.1. Non-base assigned personnel include anyone not assigned to Minot AFB, e.g. temporary duty (TDY), foreign military, Higher Headquarters (HHQ) inspectors, etc.

2.4.2. Prior to driving on the airfield, non-base assigned personnel in possession of a valid AF IMT 483 from their base of assignment will receive an orientation ride, a briefing and training from the sponsoring unit's ADPM on local airfield procedures, to include a day/night airfield orientation (Attachment 4).

2.4.3. All TDY personnel will bring their completed paperwork (Attachment 4) to 5 OSS/A-3AA to have their AF IMT 483 stamped and signed by the DAFM for Minot AFB airfield.

Note: These procedures apply only to TDY support personnel that have a valid AF IMT 483 from their permanent duty station.

2.4.4. Non-base assigned personnel not in possession of a valid AF IMT 483 from their base of assignment must be trained and qualified IAW this instruction by the ADPM of the supported unit before being allowed to drive on the airfield. AM will then issue an AF IMT 483. The DAFM or another designated AM representative may conduct briefings for HHQ inspectors and perform mass briefings when required. Prior coordination with the DAFM is required and, as a minimum, the local briefing/training will include the following:

2.4.4.1. Airfield signs and markings.

2.4.4.2. Speed limits for vehicle parking areas, aircraft parking ramps, airfield access roads, taxiways, runways, and aircraft/equipment/trailer towing operations.

2.4.4.3. Operating vehicles near aircraft.

2.4.4.4. Parking and chocking requirements.

2.4.4.5. Lateral distance requirements for mobile obstacles on taxiways/aprons.

2.4.4.6. FOD control/prevention.

2.4.4.7. Runway intrusion prevention.

2.4.4.8. Airfield violations and consequences.

2.4.4.9. Light gun signals.

2.4.4.10. CMA procedures.

2.4.4.11. Proper radio terminology and phraseology.

Note: AFM or designated representative may tailor minimum briefing requirements when the routes used by TDY members/contractor(s) to/from the work site does not cross active taxiways or runways.

2.5. Color Vision Requirements.

2.5.1. Airfield drivers must have the color vision ability to distinguish between red, green, white, yellow, and blue.

2.5.2. Unit personnel requiring an AF IMT 483 must coordinate for color vision screening through the 5 MDG.

2.5.3. Personnel with a mandatory requirement for normal color vision in their Air Force Specialty Code are exempt from color vision testing. Individuals must provide official documentation of test results from wing or base medical facility when submitting a request for an AF IMT 483.

2.5.4. Unit ADPMs must coordinate with the DAFM for individuals who cannot meet color vision requirements. Members who fail the color vision test will get a "Limited Access" AF IMT 483 stamped "CMA Not Authorized Except with Escort."

2.6. Privately Owned (POV) and Government (GOV) Leased Vehicle Pass Procedures.

2.6.1. POV/GOV leased vehicles may be used as a mode of transportation to work using the designated traffic lanes to cross taxiways only. Personnel will adhere to all rules as specified on signs located at the intersection of all traffic lanes that cross the taxiways. POV/GOV leased vehicles may also be driven on the perimeter roads but are not permitted to cross the runway. POV/GOV leased vehicles passes are not required for crossing taxiways and driving on the perimeter roads. Temporary POV/GOV leased vehicle passes will be white and permanent POV/GOV leased vehicle passes will be green.

2.6.2. The use of POV/GOV leased vehicles on the airfield is discouraged and will be kept to the

absolute minimum. POV/GOV leased vehicles can be authorized to operate on the airfield when deemed necessary to support the mission. POV/GOV leased vehicle passes (Attachment 7) are required when operating POV/GOV leased vehicles on the airfield.

2.6.2.1. POV/GOV leased vehicle pass requests will include:

2.6.2.2. A letter of justification (Attachment 3) signed by the unit commander for initial issue and annual renewal for personnel with a need to operate their POV/GOV leased vehicle on the airfield. Forward requests to 5 OSS/A-3AA.

2.6.2.3. Detail the areas in which the individual needs access with the POV/GOV leased vehicle.

2.6.2.4. POV/GOV leased vehicle pass recipients must be trained and certified to drive on the airfield IAW this chapter and will receive training from their unit ADPM.

2.6.3. POV/GOV leased vehicle passes are valid from the date of issue until the 31st of December each year. On some occasions, passes may be issued with an earlier expiration date.

2.6.3.1. Upon expiration, and/or if no longer needed, the airfield pass must be returned to AM. The reissue of a pass will be contingent upon the individual's continuing need to drive a POV/GOV leased vehicle on the airfield.

2.6.4. The 5 OSS/CC approves/disapproves annual POV/GOV leased vehicle passes (Attachment 3).

2.6.5. POV/GOV leased vehicle passes shall be:

2.6.5.1. Displayed on inside windshield at all times when operating a POV/GOV leased vehicle on the airfield.

2.6.5.2. Safely secured when not on the airfield. Security is the individual's responsibility.

2.6.5.3. Reported to the unit ADPM and AM when lost or missing.

2.6.5.4. A POV/GOV leased vehicle pass does not automatically authorize entrance into restricted areas. For more information see MAFBI 31-101 and AFI 31-101.

2.6.5.5. POV/GOV leased vehicle operators will adhere to the rules for airfield driving as written in this instruction.

2.7. Classroom Training.

2.7.1. The objective of the classroom training is to familiarize the trainee with the procedures and safety aspects of operating a vehicle on the airfield. The subjects covered during training shall include but are not limited to:

2.7.1.1. Location of airfield entry points (Attachment 9)

- 2.7.1.2. Airfield vehicle traffic flow (Attachment 9)
- 2.7.1.3. Speed limits
- 2.7.1.4. Airfield markings
- 2.7.1.5. Vehicle parking
- 2.7.1.6. Control tower light gun signals
- 2.7.1.7. Runway access procedures for those whose duties require access to the runway
- 2.7.1.8. Vehicle procedures for operating on, near, or for crossing runway
- 2.7.1.9. CMA procedures
- 2.7.1.10. Operation in vicinity of aircraft
- 2.7.1.11. Unique operations and emergencies
- 2.7.1.12. Control tower radio phraseology
- 2.7.1.13. FOD prevention procedures at airfield entry points
- 2.7.1.14. Location of runway VFR hold lines
- 2.7.1.15. Location of instrument hold lines
- 2.7.1.16. Perimeter road access points
- 2.7.1.17. Radio phraseology
- 2.7.1.18. Identification/location of Taxiways Alpha-Kilo
- 2.7.1.19. Identification/location of all aprons

2.8. Testing Requirements.

2.8.1. All potential airfield drivers will take and must pass a locally developed written airfield driving test. This test consists of general questions from this chapter.

2.8.1.1 The test will be given “closed book” only and a score of 80% is required to pass. Personnel failing the test can only retest after remedial training has been completed.

2.8.1.2. All missed questions will be covered with the trainee.

2.8.2. A local airfield diagram/layout test will be given to ensure individuals know the location of runways, taxiways, aprons, perimeter road, airfield access points, etc. A score of 80% is required to pass.

2.8.3. A phraseology test will be given simulating radio contact with the control tower for individuals who operate vehicles in the CMA.

2.8.4. A HQ ACC/A3AO mandated airfield driver's CBT must also be completed. The CBT includes additional training and a test.

2.8.4.1. A score of 80% is required to pass the CBT test.

2.9. Requirements for AF IMT 483.

2.9.1. To be issued an AF IMT 483, AM must review the following documentation:

2.9.1.1. The Documentation of Airfield Training and Certification letter.

2.9.1.2. A hard copy of the airfield driving CBT (verify score).

2.9.1.3. A MAFB GOV driver's license.

2.9.2. Only AM personnel are authorized to sign the front side of the AF IMT 483.

2.9.3. The standard turnaround time for AF IMT 483 issuance is one duty day from time AM receives the certification letter and all completed paperwork.

2.10. Refresher Training Guidance.

2.10.1. As a minimum, refresher training will include completion of the ACC airfield driving CBT. Attach copies to the back of the member's original paperwork. ADPMs (primary and alternate only) will document completion of this refresher training by signing (ADPM only) and dating the back side of their unit personnel's AF 483. Unit trainers are not authorized to sign the back side of the AF IMT 483.

2.10.2. Once the back of the AF IMT 483 has been completely used, a new one must be signed (on the front side) by an AM representative. Individuals must bring a copy of ACC Airfield Driving CBT printout to receive a new AF IMT 483.

2.11. Replacement of Lost AF 483.

2.11.1. Individuals requiring a new AF IMT 483 must obtain the original documentation of airfield training and present it to the DAFM, or designated representative, who will validate the information and issue a new AF IMT 483.

2.11.2. The standard turn-around time for reissuing an AF IMT 483 is 2 duty days.

2.11.3. In cases where both sides of the AF IMT 483 are laminated, a new AF IMT 483 must be obtained from and signed by an AM representative. All completed paperwork must accompany any requests for a new card.

2.12. Quality Control.

2.12.1. Personnel will, as a minimum, have their AF IMT 483 (validated for MAFB), GOV license and civilian license or equivalent in their possession at all times when driving/operating and vehicle on the airfield.

2.12.2. Documentation for all training must be accomplished within 90 days of the date the AF 483 will be signed. Lapses between training dates that exceed the 90 day window will not be accepted.

2.12.3. The DAFM or designated AM representative will annually inspect all unit airfield driving programs using the Unit Airfield Driving Program Inspection/Self-Inspection Checklist (Attachment 10.) Annual inspections will focus on program integrity, compliance and support.

2.12.4. Units will be rated as either satisfactory or unsatisfactory.

2.12.5. Unit commanders will receive the results of all inspections.

2.12.6. Inspection results will be briefed to the 5 OG/CC at the quarterly AOB.

2.12.7. The Unit ADPM will keep all individual training documentation items on file until the member departs the unit or Minot AFB.

2.12.8. Attachment 2 can be signed by either the unit commander or the ADPM (primary or alternate) to acknowledge the completion of training for unit personnel. Unit trainers are not authorized to sign these forms.

2.13. Unique Situations.

2.13.1. During situations, in which the normal vehicle operations are adversely altered on the airfield, the driver should ensure he/she is kept updated on all airfield changes.

2.13.2. Basic airfield driving procedures and rules do not change. It is only the layout of the airfield which changes.

2.13.3. Special areas of concern are airfield route changes due to construction, driving with chemical warfare masks, processing during mobility, and simulated airfield attacks.

2.13.4. Current airfield information for operating hours, etc., can be found at the Notices to Airman (NOTAM) website (<https://www.notams.jcs.mil>).

2.13.5. Airfield closures as a result of construction to taxiways and ramps that adversely alter normal vehicle movement will be posted on the airfield status display located in AM.

2.13.6. Updates during exercises should be sought from your duty section or Unit Control Center.

CHAPTER 3

VIOLATION AND ENFORCEMENT PROCEDURES

3.1. Airfield Driving Familiarization Program Enforcement Procedures.

3.1.1. AM and Wing Safety are the primary airfield safety observers on the airfield.

3.1.2. AM and Wing Safety personnel will conduct random checks of airfield driver's AF IMT 483 to ensure they are "airfield authorized."

3.1.3. Personnel assigned to AM, unit commanders and their appointed ADPMs have the authority to suspend/revoke airfield driving privileges. However, the authority to suspend/revoke airfield driving privileges by unit commanders and unit ADPMs are limited to their unit personnel only.

Note: The difference between a suspension and revocation is the duration. A suspension is 30 days or less, whereas a revocation is more than 30 days.

3.1.4. As a minimum, entering the runway and/or CMA without contact and/or approval from the Control Tower will result in an automatic 30-day suspension of airfield driving privileges. Retraining must be accomplished.

Note: Certain situations may dictate a longer suspension/revocation of license.

3.1.5. The authority making the temporary suspension must immediately notify AM and explain the circumstances that led to the suspension. Upon receipt, AM determines whether or not to continue the suspension, revocation, or reinstate the individual's airfield driving privileges.

3.1.6. All personnel assigned to AM are authorized to confiscate the AF IMT 483 along with suspending/revoking the airfield driving privileges of anyone who is in violation of the airfield driving rules. The details of any suspension/revocation will be recorded and forwarded to the respective unit commander and the ADPM. The driver will also be informed that he/she must immediately leave the airfield, or obtain and have an authorized airfield driver drive his/her vehicle.

3.1.7. Anyone with the authority to temporarily suspend/revoke an individual's airfield driving privileges must be an authorized airfield driver.

3.1.8. Provide AM with all relevant facts surrounding the incident that explains the who, what, where, and when of the incident. Further, any statement must be made within 1 duty day of the incident that prompted the recommendation.

3.1.9. It is the responsibility of all personnel working or driving on the airfield to report unsafe driving practices to AM.

3.1.10. The DAFM or his appointed representative will: record the violator's name, rank, organization and all other pertinent information surrounding the incident and confiscate the individual's AF IMT 483, POV/GOV leased vehicle pass, and/or Contractor Statement of Understanding.

Note: The confiscation of any AF IMT 483 or POV/GOV leased vehicle pass can be done by anyone assigned to AM.

3.1.11. AM may coordinate with Security Forces Squadron (SFS) personnel to escort any individual to AM that drives on the runway or into the CMA without contact and/or approval from the Control Tower.

3.1.12. The DAFM may return any confiscated form(s), e.g. AF IMT 483, to the airfield driver's ADPM after the suspension/revocation has been completed and the individual has been retrained.

3.1.13. AM will determine the duration of each suspension/revocation on a case-by-case basis.

3.2. Violation Reporting, Enforcement and Reinstatement Procedures. Vehicles entering the runway and/or CMA without Control Tower approval will be handled in the following manner:

3.2.1. The Control Tower will log the date and time of occurrence; and provide AM with the runway intruder's description and position. AM will take immediate action to identify and escort the intruder off the airfield by any means available.

Note: If manning does not permit, AM can coordinate for security forces personnel to respond to the incident.

3.2.2. The intruder may be escorted to AM, so the facts surrounding the incident can be gathered.

3.2.3. AM will suspend/revoke the intruder's airfield driving license (AF IMT 483).

3.2.4. The intruder's ADPM and his/her immediate supervisor may report to AM for a debriefing.

3.2.5. Reinstatement Procedures.

3.2.5.1. The unit commander and ADPM will ensure appropriate corrective action against the intruder is taken.

3.2.5.2. Retraining will be consistent with the nature of the intrusion.

3.2.5.3. Retested on the provisions of this instruction.

3.2.5.4. Issued a new AF IMT 483 by the AFB or designated representative.

3.2.6. If a runway or CMA violation has an adverse impact on flight operations (arrivals, departures, taxing, etc.), Control Tower or AM will submit an AF Form 651 to Wing Safety.

3.2.7. For runway and CMA violations and intrusions that did not affect aircraft operations, AM will submit an AF Form 457 to Wing Safety to document unsafe procedures, practices or conditions.

3.3. Reasons for Suspension/Revocation. Suspension/Revocation of an individual's airfield driving privileges can include, but are not limited for the following reasons:

3.3.1. Driving without proper airfield documents (AF IMT 483; GOV license; civilian driver's license or equivalent).

3.3.2. Driving without a GOV and/or state driver's license.

3.3.3. Driving without, or with an expired, POV/GOV leased vehicle pass.

3.3.4. Driving between an aircraft and marshaller.

3.3.5. Driving vehicles with window views obstructed due to snow and/or ice.

3.3.6. Driving unsafe vehicles (bald tires, directional and/or headlights out).

3.3.7. Entering the runway or CMA without approval from the Control Tower.

3.3.8. Expired AF IMT 483.

3.3.9. Failure to comply with the provisions of the contractor "Statement of Understanding".

3.3.10. Failure to properly display POV/GOV leased vehicle passes.

3.3.11. Failure to yield the right-of-way to aircraft and/or emergency response vehicles.

3.3.12. Failure to conduct FOD checks.

3.3.13. Ignoring posted signs.

3.3.14. Not wearing seat belts.

3.3.15. Reckless driving (cell phone use while driving vehicle).

3.3.16. Speeding.

CHAPTER 4

OPERATING ON THE AIRFIELD

4.1. Speed Limits on the Airfield.

4.1.1. All vehicles within 25 feet of aircraft: 5 MPH.

4.1.2. Special purpose vehicles: 10 MPH.

4.1.3. Night Vision Device (NVD) wearers/blackout operations: 10 MPH.

4.1.4. General purpose vehicles and POVs: 15 MPH (25 MPH on Taxiway Echo and the Runway).

4.1.5. Speed limits for towing aircraft, equipment, and trailers.

4.1.5.1. Aircraft tow vehicle: 5 MPH.

4.1.5.2. The maximum towing speed for Aerospace Ground Equipment (AGE) such as compressors, ground power units, oxygen carts, and similar equipment: 15 MPH. General purpose vehicles will not be used to tow this equipment unless properly equipped with hitches designed for that purpose. Pintle hook safety or cotter pins will be used during all towing operations. Safety chains are not required to tow AGE. Towing allowances (number/type of AGE) will be IAW AFOSHTD 91-100, *Aircraft Flightline Ground Operations and Activities*.

4.1.5.3. Do not use ropes, chains, cables or other flexible means of towing ground servicing equipment.

4.1.5.4. AGE towing vehicles may be placed in neutral and left running while the driver completes hook-up operations. This facilitates movement of the AGE towing vehicle by hand to align the pintle and hook. Drivers must shut off the vehicle, set the parking brake, and place the vehicle in park or reverse if the AGE equipment will not be towed immediately following hook-up.

4.1.6. Emergency War Order (EWO) response vehicles: 50 MPH on Taxiway Echo and 25 MPH elsewhere.

4.1.7. When passing an extremely slow-moving vehicle on the airfield, your overtaking speed must not exceed the authorized speed limit imposed for your vehicle type.

4.1.8. Speed limit exceptions - The following vehicles may exceed speed limits only when personnel and property are not endangered (will travel at a safe rate of speed). Drivers will use

good judgment (not all emergencies require exceeding the speed limit) when exceeding the speed limit and will use any/all emergency lights and sirens to help alert nearby drivers.

4.1.8.1. Emergency response vehicles responding to real-world emergencies.

4.1.8.2. Snow removal vehicles performing snow removal operations.

4.1.8.3. "Follow Me" vehicles to accommodate the optimum safe taxiing speed of aircraft.

4.1.8.4. AM, Supervisor of Flying (SOF), 5 BW/CC, 5 BW/CV, 5 OG/CC, and 5 MXG/CC vehicles in the performance of official duties.

4.1.8.5. Any vehicle when the Control Tower advises you to "expedite" or uses the term "immediately."

4.2. Right of Way Procedures.

4.2.1. Vehicle operators will yield to aircraft, either taxiing or being towed, by moving to a position clear of the intended path of the aircraft.

4.2.2. Under no circumstances will vehicles halt in front of, drive between, or drive into the path of taxiing aircraft.

4.2.3. Airfield drivers must be cautious for aircraft with engines operating, and scan the immediate area for the presence of a marshaller. At no time will any vehicle pass between an aircraft and a ground marshaller in position.

4.2.4. Vehicles in traffic lanes will have right of way over other non-emergency vehicles.

4.2.5. Vehicles responding to an emergency have the right of way over all non-emergency vehicles. The Control Tower may notify ground traffic to "HOLD POSITION" when emergency (crash) equipment moves out to cover the emergency. AM vehicles are exempt from this restriction but must give way to Emergency Vehicles. Normally, ground operations will resume after the emergency has been terminated. Ground movements may be approved on a case-by-case basis, such as snow removal operations, prior to emergency termination after coordination with the on-scene commander/fire chief. These requests may be made by AM, Snow Control or Control Tower.

4.2.6. Proximity to Aircraft (including helicopters).

4.2.6.1. Vehicles will not be backed, parked, or driven closer than 25 feet in front of or 200 feet to the rear of any aircraft, except as authorized for operations such as loading or unloading, servicing, towing, or as prescribed in the applicable aircraft handbook.

4.2.6.2. Helicopter operations. A clear zone of 200 feet either side of helicopter operations is required to permit a safe departure or approach route. A minimum clearance of 100 feet should be maintained around helicopters that are parked with rotors turning.

4.2.6.2.1. Personnel will avoid operating vehicles in the vicinity of the helicopter landing areas because of the inherent hazards involved (e.g. high velocity down wash and small rotor blade to ground clearance). Personnel outside of vehicles with no eye or hearing protection are more vulnerable when near operating helicopters.

4.2.6.2.2. Anytime an airfield vehicle operator observes a helicopter landing or departing, or preparing to depart, they will immediately stop to determine its intended direction/intentions. Vehicle operators may turn on their emergency flashers to indicate to the helicopter pilot that the driver has observed the helicopter. Under no circumstances will vehicles drive under or across the flight path of a departing or arriving helicopter. If in doubt as to what a helicopter is doing, always err on the side of caution and choose another route that will take you away from it.

Note: Stop bars have been painted on Taxiway Echo in the vicinity of the helicopter operation area. Vehicle operators will “stop” and check for departing/arriving helicopters in this area.

4.3. Vehicle Operations and Safety Procedures. Vehicles will not be parked in the immediate vicinity of any aircraft, except as authorized for support. A spotter will be used when a vehicle is backed towards an aircraft. Pre-positioned wheel chocks will be used to prevent vehicles from being backed into aircraft. Vehicles will be parked in a manner to allow departure without backing unless a spotter is used.

4.3.1. Vehicles shall only park in non-designated areas when the mission requires it. All vehicles parked in non-designated areas must ensure vehicles do not impede the flow of traffic and be parked only long enough for the occupants to perform necessary actions.

4.3.2. All vehicles will approach parked aircraft with the driver's side of the vehicle toward the aircraft.

4.3.3. All personnel will use seat belts/shoulder harness (when provided) while the vehicle is in motion.

4.3.4. Military and Department of Defense (DOD) civilian personnel will not ride in the back of or in/on other areas of any vehicle not normally intended for occupants. However, in unique situations where military necessity dictates, personnel may ride in these areas provided the following rules are complied with:

4.3.5. Remain seated while the vehicle is in motion and keep arms and legs within the vehicle body.

4.3.5.1. Do not ride in the doorways or sit on the engine cover of metro vans (also called step vans or bread trucks). Rear door nets will be in place while passengers are transported while the doors are open.

4.3.5.2. Keep side doors on passenger vans closed when the vehicle is in motion.

4.3.5.3. Do not ride on tugs or towing vehicles unless a suitable seat with back and side guard or other safety device is installed.

4.3.5.4. All cab positions with seat belts will be occupied before anyone is placed in the utility box.

4.3.5.5. Before personnel sit in the bed of a pickup truck, they will ensure any objects that might cause unsafe footing are removed. All occupants will sit only on the floor of the bed with their backs against the cab, or the sides of the bed (not against the tailgate). No portion of any occupant's body will overhang the vehicle's sides or rear.

4.3.6. Using the airfield for convenience is prohibited.

4.3.7. Vehicles will not pass an aircraft that is taxiing or being towed.

4.4. Unattended Airfield Vehicles.

4.4.1. The vehicle must be turned off, the keys left in the ignition, and doors unlocked.

4.4.2. Vehicles will not be left unattended with the engine running except by 5th Aircraft Maintenance Squadron and 5th Maintenance Squadron personnel under the following circumstances:

4.4.2.1. Personnel will actively be performing aircraft maintenance.

4.4.2.2. The ambient air temperature, not the wind chill, is zero degrees Fahrenheit or colder.

4.4.2.3. The vehicle is in park.

4.4.2.4. One of the vehicle's drive wheels is chocked in front of, and behind the tire.

4.4.2.5. The vehicle is pointed in a direction that poses the least risk to nearby aircraft if it were to begin moving.

4.4.3. Set the parking brake, or position chocks under the rear wheel (front wheel if front wheel drive), drivers side.

Note: The use of chocks instead of the parking brake is highly encouraged when the temperature is at or below 32 degrees Fahrenheit.

4.4.4. The gear will be put in reverse (manual transmissions), or park (automatic transmissions).

4.4.5. Use chocks to secure all vehicles and wheeled equipment that do not have an integral braking system when left parked on the aircraft-parking ramp.

4.4.6. Vehicles can be parked in the left lane of the marked traffic lane located in the MPA when supporting aircraft. When parked, the keys will be left in the ignition, the parking brakes and/or chocks will be used. Vehicles operators are responsible for making sure their vehicle does not impede the movement of aircraft.

- 4.4.7. In the APA and OPA unattended vehicles outside the path, or possible path, of an aircraft.
- 4.4.8. Wheeled AGE and maintenance equipment will be braked or chocked.
- 4.4.9. A vehicle that has a malfunction/broken down, preventing operation under its own power shall:
- 4.4.9.1. Make every effort to move vehicle from blocking the flow of traffic.
- 4.4.9.2. Use all available means to alert taxiing aircraft that the vehicle has broken down if it is located in an area of the airfield where it may impede the progress of taxiing/towed aircraft.
- 4.4.9.3. Leave the vehicle parking lights or emergency flashers on if a malfunction occurs.
- 4.4.9.4. Immediately use any means available (two-way radio, cell phone, etc.) to contact your duty section and AM, state the nature of the problem and your location on the airfield.
- 4.4.9.5. Stay with the vehicle and try to flag down another vehicle for assistance.
- 4.4.10. Vehicles transiting taxiways will not drive on the centerline unless they are specifically checking the pavement condition or looking for foreign objects.
- 4.4.11. Vehicles will operate right of taxiway centerline in reference to the direction of travel. Remain on concrete portion between centerline and asphalt shoulders (Attachment 9).
- 4.4.12. Under no circumstances will vehicles park, block, or drive in the path of taxiing aircraft or one that is being towed. When a vehicle must avoid interfering with the progress of a towed or taxiing aircraft, they will reverse direction or pull onto the nearest available access road and remain behind the wing tip safety clearance lines/vehicle stop sign. As a last resort, vehicles should be driven off prepared surfaces (taxiway shoulders) to ensure adequate clearance (60 feet from the edge of the taxiway shoulders) for the aircraft.
- Note:** Vehicles leaving paved surfaces must complete a FOD check immediately upon reentering the pavement.
- 4.4.13. Vehicle operators will not leave vehicles unattended on taxiways or aprons. Vehicle operators also will not leave vehicles parked within 200 feet of taxiway centerlines nor within 125 feet from the edge of aprons.
- 4.4.14. Vehicle operators will not drive/park beneath any portion of an aircraft, unless required for the performance of duty. Exception: Operation of Bobcats for snow removal under and around aircraft. Use of a spotter for these vehicles is mandatory. When backing a vehicle during loading or unloading, a spotter must be used and pre-positioned wheel chocks will be placed between the aircraft and approaching vehicle to prevent vehicles from striking the aircraft.
- 4.4.15. Vehicle operators will not operate a vehicle within 50 feet of any fueling or defueling operation unless specifically authorized by MAJCOM directives, and never if a fuel spill has

occurred.

4.4.16. Runway Surface Condition (RSC) and Runway Condition Reading (RCR) checks. In winter conditions, RSC/RCR checks are done on the runway, taxiways, and parking ramps by AM personnel. The purpose of these checks is to determine the braking action for aircraft operations for takeoff, landing and during taxiing operations. During these checks, the 4-way flashers and/or rotating beacon lights will be used. **CAUTION:** All vehicles must yield the right-of-way to, and remain clear of, the AM vehicle while RSC/RCR checks are in progress.

4.5. Jet Blast. Watch for jet blast/rotor hazards due to parked aircraft with their engines running. Propeller/rotor wash and jet blast can propel debris and objects causing damage to other aircraft or injuring personnel.

CHAPTER 5

RESTRICTIONS

5.1. Vehicle Restrictions.

5.1.1. Vehicle operators will not leave vehicles unattended on taxiways or in any location that may impede aircraft operations.

5.1.2. Airfield drivers must be vigilant for aircraft with engines operating and scan the immediate area for the presence of a marshaller. At no time will any vehicle pass between an aircraft and a ground marshaller in position or between an aircraft and "Follow Me" vehicle.

5.1.3. Under no circumstances will vehicles halt in front of, drive between, drive past, or drive into the path of taxiing aircraft. Transient Alert "Follow Me" vehicles may drive in the path of taxiing aircraft during the performance of their duties.

5.1.4. Vehicles will not be backed, parked, or driven closer than 25 feet in front of or 200 feet to the rear of any aircraft, except as authorized for operations such as loading or unloading, servicing, towing, or as prescribed in the applicable aircraft handbook.

5.1.5. Vehicles will not be operated within 50 feet of any fueling operations unless specifically authorized and never if a fuel spill has occurred.

5.1.6. At any time when approaching an aircraft, operators will position the driver's side of the vehicle closest to the aircraft. A spotter will be used when a vehicle is backed towards an aircraft. Pre-positioned wheel chocks will be used to prevent vehicles from being backed into aircraft.

5.2. Vehicle Lighting.

5.2.1. Vehicle flashers or emergency lights (rotating beacons) will be used when on the active runway.

5.2.2. At night or in inclement weather. Flashers/parking lights will be used by all vehicles parked on the airfield at night, or in inclement weather, when the vehicle location could cause a hazard to aircraft movement. This does not apply when vehicles are parked in a designated area.

Note: Use of headlights is highly encouraged during reduced visibility and inclement weather to improve visibility of the vehicle being driven.

5.2.3. During hours of darkness, when approaching a moving aircraft to preclude interference with the pilot's vision vehicles shall:

5.2.4. Turn headlights off and use parking lights when aircraft are approaching to show position of vehicle. After the aircraft has passed, headlights shall be turned back on.

5.2.5. Vehicle operators will exercise caution to ensure headlights (to include those with daytime running lights) do not point toward taxiing aircraft or towing operations, so aircraft or tow vehicle operators are not blinded.

5.3. Vehicle Traffic Lanes/Routes.

5.3.1. Vehicles shall use designated traffic lanes to the maximum extent possible where available.

5.3.2. Vehicle operators will drive to the immediate right of the taxiway centerline and avoid driving on taxiway shoulders unless in direct support of an aircraft. Normal traffic flow will be used as much as possible (see Attachment 9).

5.3.3. Personnel crossing taxiways or aprons must give way to taxiway traffic (aircraft and vehicles). All vehicles will stop prior to entering the airfield (regardless of where they enter) or crossing a taxiway; and visually determine that the area is clear of taxiing/towed aircraft and vehicles before proceeding.

5.3.4. All vehicles will come to a complete stop when entering the airfield or crossing taxiways and at the designated "stop" signs and conduct a check of the tires and vehicle for FOD/loose debris.

5.3.5. With the exception of "Follow Me" vehicles, vehicles will not be driven into the path of taxiing aircraft.

5.3.6. Emergency vehicles may deviate from normal traffic patterns when responding to an emergency.

5.4. Other Modes of Pedestrian Movements and Procedures.

5.4.1. Control of pedestrians on the airfield, or into airfield restricted areas will be IAW the appropriate security directives.

5.4.2. Motorcycles, mopeds and bicycles, may be used as a mode of transportation to work using the designated traffic routes for crossing taxiways only. Personnel will adhere to all rules as specified on signs located at the intersection of all access roads that cross the taxiways. Motorcycles, mopeds and bicycles must be equipped with an operational tail lamp, headlamp, tail reflector, and reflector pedals. Persons on bicycles may also use the perimeter road but are not permitted to cross the runway. All appropriate safety gear will be worn.

5.4.3. Pedestrians are required to walk facing oncoming traffic.

5.4.4. With the exception of perimeter road, Alert Avenue and Flight line Drive, jogging is not

permitted within the airfield area.

5.4.5. Airfield visitors must be escorted by the sponsoring agency. The sponsoring agency is responsible for coordinating all aspects e.g. photos, aircraft tours, restricted area access, etc. involving visitors with the respective agencies.

CHAPTER 6

FOD PREVENTION AND CONTROL

6.1. FOD Prevention and Control Measures.

6.1.1. To reduce the potential of FOD to aircraft and support equipment, vehicles will remain on paved surfaces to the maximum extent possible.

6.1.2. Vehicles that must operate on unpaved areas will enter and depart paved surfaces at a 90-degree angle and at the slowest possible speed to reduce the spread of potential FOD. A FOD check of all tires will be performed immediately when entering a taxiway or runway from an unpaved area.

6.1.3. All airfield personnel have a responsibility in the FOD Control Program to remove FOD from the airfield when it is observed.

6.1.4. All vehicle operators have a specific responsibility to ensure the vehicle they're driving is clean and all the equipment carried in/on the vehicle is properly stored and secured to prevent a FOD hazard.

6.1.5. All personnel will stop vehicles and check for FOD at FOD checkpoints and any other entrance onto an aircraft movement area. Checks will ensure the vehicle and its tires are free of debris (rocks, mud chunks, etc.). Debris must be removed before proceeding.

Note: Rollover FOD checks are mandatory.

6.1.6. Vehicle operators encountering a large amount of debris (rocks, dirt, pavement material, etc.) while on the airfield will notify AM to have a sweeper sent to the area. AM will notify the airfield sweeper of requests to remove FOD.

CHAPTER 7

CONTROLLED MOVEMENT AREA (CMA) PROCEDURES

7.1. Runway Access Procedures.

7.1.1. All vehicles/personnel requesting entry onto the runway will remain north of the runway VFR hold lines on Taxiways Bravo, Charlie, Delta, as well as North of the Instrument hold line on Taxiway Alpha, or south of the Instrument hold line on Taxiway Juliet. Establish radio contact with the Control Tower (state "Minot Tower and Call Sign") via the airfield FM "Ramp" net. Fire Department vehicles are permitted to use the "crash" FM net. Specific Control Tower approval is required for runway access. Only the Control Tower can give approval for access. When communicating with the Control Tower, airfield drivers will clearly state their request, and read back all Control Tower instructions verbatim. Airfield drivers must ensure they wait for confirmation and approval from the Control Tower before entering the runway.

7.1.2. Maintain radio contact with the Control Tower the entire time while operating within the CMA. Monitor the radio to ensure that radio failure has not occurred. If radio contact is lost, vehicle operators will exit the CMA immediately and will stay out of the CMA until communication with the Control Tower is restored. A request for approval back into the CMA is required.

7.1.3. Notify the Control Tower as soon as vehicles, personnel, and/or equipment have departed the CMA.

7.1.4. When told by the Control Tower to "Exit the Runway," immediately remove all equipment and personnel at least 100 feet either side of the runway paved edge, unless a greater distance is specified. Advise the Control Tower when the withdrawal is complete.

7.1.5. Emergency signals/procedures to exit the runway.

7.1.6. When the Control Tower needs a vehicle to depart the runway and the vehicle is unresponsive to radio calls/Tower light gun signals, the Control Tower will apply the following procedures:

7.1.6.1. When the runway lights are on, increase and/or decrease brightness by one or more steps and then return them to the original setting.

7.1.6.2. When the runway lights are off, turn them on and then turn them off again.

7.1.6.3. Upon observing the above procedures, vehicles/personnel will *immediately* depart the runway via the nearest taxiway, taking any equipment with them, and remain behind the hold line. Once the vehicle/personnel are safely off the runway, attempt contact with the Control

Tower. Do not delay exiting the runway in order to find out “why.”

7.1.6.4. Unconditional instructions or blanket clearances e.g. “the airfield is yours, approved on all surfaces,” are not authorized at MAFB. Vehicle operations must report on and off each time they enter or exit the CMA.

7.1.7. Vehicle operators or persons on foot are prohibited from attempting to obtain Control Tower clearance onto the runway or into the CMA through a third party, such as Command Post or Maintenance Operations Center, during published airfield operating hours.

Note: When the airfield is closed (after published operating hours) and the Control Tower is not manned, operators will notify the Command Post by phone prior to accessing the CMA and/or runway.

7.1.8. Vehicles equipped with rotating lights will have them on while on the runway or within the CMA. Vehicles not equipped with rotating lights must have emergency flashers illuminated.

7.1.9. If the vehicle operator exits a vehicle while on the runway or within the CMA, a portable hand-held radio will be used for monitoring at all times.

7.1.10. Entering the CMA and crossing the runway merely for convenience is strictly prohibited.

7.1.11. Maintenance crews may work in the grass infield areas with prior coordination with AM, but must request approval to proceed within 100 feet either side of the runway pavement edge from the Control Tower. Direct two-way radio communication with Control Tower must be maintained at all times.

7.1.12. Non-controlled movement area consists of all remaining portions of the airfield (i.e., taxiways the parking ramps and perimeter road). Control Tower approval is not required to operate in these areas.

7.1.13. Vehicle operators driving on any portion of the airfield must possess a valid AF IMT 483.

7.2. Radio Communications with the Control Tower.

7.2.1. Vehicle operators shall look both ways for aircraft landing, departing, or taxiing prior to calling the Control Tower.

7.2.2. Normal communications to the Control Tower will be initiated.

Note: The Control Tower is often busy on other frequencies and may take some time to respond. Vehicle operators should be patient and pause before repeating initial call up.

7.2.3. 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 OPS 1 and you are requesting access on the runway or

CMA and the Control Tower gives approval for OPS 4 to proceed on runway, you would not have approval to enter the runway until the Control Tower states the correct call sign, even if it appears obvious that you are the only vehicle at that location.

7.2.4. Prior to moving the vehicle, operators must repeat all instructions verbatim.

7.2.5. Due to the complexity of air traffic control, other instructions may also be given, so it is imperative that vehicle operators listen carefully and repeat *exactly* the instructions they are given.

7.2.6. The *only* word that authorizes a vehicle to operate near or enter the controlled movement area or runway is “PROCEED”. The word “PROCEED” may be accompanied with other words or phrases.

7.2.7. “HOLD” will indicate disapproval of an operator’s request. “HOLD” may be accompanied with other words or phrases; however, if this word is used, the vehicle operators will NOT ENTER the runway or CMA, will read back hold instructions, and will standby until approval is granted.

Note: Operators must transmit what they are holding short of e.g. “HOLD SHORT OF RUNWAY”. Simply saying “HOLD SHORT” alone is not enough.

7.2.8. When reporting off the runway, the vehicle operator will ensure receipt of a response indicating the Control Tower understands they are no longer on the controlled movement area or runway.

7.2.9. To help eliminate miscommunication and possible compromise of safety, *it is imperative that proper radio phraseology be adhered to. At no time will personnel use the words “CLEAR,” “CLEARED” or “CLEARANCE.”*

7.2.10. Immediately leave the runway or CMA should a communication failure occur between you and the Control Tower using the most direct route. Stay out of the area until communications are restored with the Control Tower.

7.3. Escort Responsibilities for Runway and CMA Access.

7.3.1. The escort will brief drivers on route, speed, procedures, etc.

7.3.2. Vehicles or persons without two-way radio communication with the Control Tower must be escorted by an individual who is certified and has the proper radio equipment.

7.3.3. The escort will obtain proper permission for all vehicles/personnel from the Control Tower prior to proceeding on or across the runway or CMA.

7.3.4. The escort should say the word, “plus” and the number that will be accompanying, for example:

7.3.4.1. Calling party: “Minot tower” “OPS 1” (your call sign)

7.3.4.2. Control Tower: “OPS 1, Minot tower; go ahead”

7.3.4.3. Calling party: “Minot tower, OPS 1 plus 2, requests permission to cross the active runway” or “on the runway from Taxiway Alpha to Taxiway Juliet.”

7.3.4.4. Control Tower will respond with either approval or hold instructions or standby instructions. If hold or standby instructions are given, only the call sign will be repeated by Control Tower. For example:

7.3.4.4.1. Control Tower: “OPS 1 plus 2, proceed onto the runway from Taxiway Alpha. Report when off.” Alternatively, the response may be “OPS 1, hold short of the runway” or “OPS 1, standby.”

7.3.4.5. Once given permission from the Control Tower, escort must communicate this approval to the escorted party.

7.3.4.6. Escorts shall maintain a close formation at all times and the escort will remain with the other vehicles/personnel while on the runway or within the CMA. The escort will maintain positive control of the other vehicles/personnel and should depart the runway last behind the convoy.

7.3.4.7. The Control Tower’s light gun signals will be used in the event radio communication is lost with a vehicle on the runway.

7.3.4.8. Immediately leave the runway or CMA should a communication failure occur between you and the Control Tower using the most direct route. Stay clear of the area until communications are restored with the Control Tower.

7.4. Phraseology. Radio communication with the Control Tower will be repeated verbatim while operating on, or requesting to operate within the CMA or the runway.

7.4.1. The following radio phraseology, definitions and terminology will be used when communicating with the Control Tower:

7.4.1.1. ACKNOWLEDGE: Let me know that you understand my message.

7.4.1.2. AFFIRMATIVE: Yes.

7.4.1.3. HOLD: Stop your vehicle and maintain your present position.

7.4.1.4. I SAY AGAIN: The message will be repeated.

7.4.1.5. NEGATIVE: No, permission not granted or that is not correct.

7.4.1.6. EXPEDITE: Hurry up without delay.

7.4.1.7. ROGER: I have received all of your last transmission.

7.4.1.8. WILCO: I have received your message and will comply.

7.4.1.9. SAY AGAIN: Please repeat your last transmission.

7.4.1.10. STANDBY: The Control Tower is busy with a higher priority and cannot answer you. If the delay is lengthy, the operator should reinitiate call to reestablish contact.

7.4.2. Always repeat the Control Tower's directions exactly as heard.

7.4.3. If at any time you do not hear or understand Control Tower instructions, request the tower to repeat them. Example; Calling party: "Minot tower, OPS 1, say again."

7.4.4. Once off the runway and across the runway VFR and/or where applicable, the instrument hold line; call the Control Tower and report off the runway. Example; Calling Party: "Minot Tower, OPS 1, is off the runway at Taxiway Charlie."

7.4.5. Ensure tower acknowledges you off the runway. Example; Control Tower: "OPS 1, Roger. Remain off."

7.4.6. When communicating with the Control Tower, do not use the phrase "clear," "cleared", or "clearance" at anytime.

7.4.7. Vehicles operating in the CMA will be assigned call signs i.e. Barrier Maintenance, Airfield Lighting, Fire Department, Transient Alert/Maintenance, and etc.). Vehicular call signs that operate in the CMA are listed in (Attachment 8). Drivers must coordinate additional call signs with AM prior to using them on the airfield.

7.5. Light Gun Signals. Light gun signals from the Control Tower are used to control vehicle traffic on the airfield during communication outages.

7.5.1. All vehicles that operate on the airfield will have AFVA 11-240, *Airport Signs and Markings* signal decal (table 7.5.1.1) displayed in plain view of the driver. Units can order decals from <http://www.e-publishing.af.mil/>. Drivers will know and comply with the following signals:



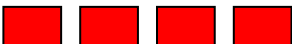


TOWER SIGNALS FOR CONTROL OF AERODROME TRAFFIC		
STEADY GREEN		Cleared to Cross (go; proceed)
STEADY RED		<u>STOP</u> (immediately)
FLASHING RED		Clear Active Runway
FLASHING WHITE		Return to Starting Point
ALTERNATING RED AND GREEN		General Warning - Exercise Extreme Caution

Table 7.5.1.1.

7.6. Control Tower Hours of Operation. Mission support (night flying, contingencies, etc.) may require Control Tower operations outside scheduled closure hours. Do not assume that the Control Tower is closed as scheduled. During these periods, airfield vehicle operators must confirm the operational status of the Control Tower with Command Post or 5th Bomb Wing MOC prior to entering the CMA. Vehicle operators can also view the NOTAM (Notices to Airman) web page (<https://www.notams.jcs.mil>) for the most updated changes in operational times.

CHAPTER 8

AIRFIELD NOMENCLATURE

8.1. Airfield Nomenclature (Terms and Definitions).

8.1.1. Airfield - All areas, to include; facilities, pavements, and grounds designed to support the movement of aircraft operations and the perimeter road.

8.1.2. Runway 11/29 - 13,197' x 300' (length by width). Concrete pavements used routinely for takeoff, landing, and taxi operations.

8.1.3. Overruns - Paved portion extending outward from each end of the runway.

8.1.4. Taxiways - Alpha (North and South), Bravo (North and South), Charlie, Delta, Echo, Foxtrot, Golf, India, Juliet, Kilo. All Taxiways are 75 feet wide with 50-foot shoulders, except for Taxiway Alpha North, which is 75 feet wide with no shoulders. Taxiways are provided for the ground movement of aircraft. They connect the parking and maintenance areas of the airfield with the runway and provide access to aprons (APA, MPA, OPA, Skid Row, Sierra, T38 pad, and Hot Cargo Pad), hangars, docks, and various parking locations.

8.1.5. Parking Aprons (also known as ramps and or pads) - (MPA, APA, OPA, Skid Row/Sierra Ramp, Helicopter Ramp, Hot Cargo Pad).

8.1.5.1. Parking Aprons are paved areas provided for aircraft parking, servicing, and loading.

8.1.5.2. When aircraft are parked on aprons/ramps, entry control points will be utilized and vehicle operators must exercise extreme caution while driving near aircraft.

8.1.6. Airfield entry points - designated point used to enter the airfield.

8.1.7. CMA - The area of the airfield that requires aircraft, vehicles and pedestrians to obtain specific Control Tower approval for access via two-way radio contact. Two-way radio contact with the Control Tower is mandatory for anyone wanting to operate within the CMA. The CMA is a large rectangular area surrounding the runway and both overruns. It extends 100 feet from the edge of the runway and both overruns in all directions. Vehicles will not normally operate past the runway VFR hold lines or closer than 100' either side of the runway edge without approval from the Control Tower. Only those having official business within the CMA will be approved access.

8.1.8. Airfield markings - Markings allow for the safe movement and operation of aircraft and vehicle traffic. They include:

8.1.8.1. Runway side stripes - A solid white line running the length of the runway, on each side of the runway centerline, that identifies the runway edge.

8.1.8.2. Runway centerline stripes - A dashed white line extending down the center of the

runway.

8.1.8.3. Hold lines.

8.1.8.3.1. Runway hold position markings (figure 8.1.9.3.1.1).



Figure 8.1.9.3.1.1
Runway Hold Position Marking

8.1.8.3.1.1. Description. Four parallel yellow stripes that extend across the entire width of a taxiway, located a minimum of 100 feet from the runway edge. The two lines closest to the runway are dashed and the other two lines are solid. These markings can be found on Taxiways A, B, C, D, and J.

8.1.8.3.1.2. Purpose. Lines mark entry to the runway environment and must not be crossed without prior approval from the Control Tower. When directed to hold short of the runway, remain behind these lines (exception: hold short of the runway behind the Instrument hold position markings on Taxiways Alpha and Juliet).

8.1.8.3.2. Runway Instrument (INST) Hold Position Markings (Figure 8.1.9.3.2.1.).



Figure 8.1.9.3.2.1.
Runway Instrument (INST) Hold Position Marking

8.1.8.3.2.1. Description. Double parallel yellow stripes that extend across the entire width of a taxiway and have yellow perpendicular dashes within the double lines. These markings can only be found on Taxiways Alpha and Juliet.

8.1.8.3.2.2. Purpose. Lines mark the holding point required to protect the signal integrity of the Instrument Landing System (ILS) during poor weather conditions. Instrument hold lines are located on Taxiways Alpha and Juliet and are established to protect the RWY 29 glide slope signal. Vehicles are required to hold short of the INST hold markings at Taxiways Alpha and Juliet, and contact the Control Tower for permission onto the runway prior to proceeding.

8.1.8.4. Taxiway Markings - A single solid yellow line denotes the taxiway centerline. Solid double yellow lines denote the edge of the taxiway.

8.1.8.5. Airfield Signs.

8.1.8.5.1. Runway Hold Position Signs. The VFR and IFR hold signs augment the markings on the pavement. These signs are lit and help drivers identify the entrance to the runway environment, at night and when the taxiway markings are covered with snow.

8.1.8.5.1.1. VFR. Red signs with white letters, located adjacent to the runway holding position markings (Figure 8.1.9.5.1.1.1.).



Figure 8.1.9.5.1.1.1.
Mandatory Hold Short Sign

8.1.8.5.1.2. INST - Red sign with white letters that say "ILS" (Figure 8.1.9.5.1.2.1.).



Figure 8.1.9.5.1.2.1.
Mandatory Hold Short Sign

8.1.8.5.2. Taxiway Location Sign. This sign has a black background with a yellow inscription and yellow border (Figure 8.1.9.5.2.1.). The inscription is the designation of the runway on which the aircraft is located. These signs are intended to complement the information available to pilots through their magnetic compass and typically are installed where the proximity of two or more runways to one another could cause pilots to be confused as to which runway they are on.



Figure 8.1.9.5.2.1.
Taxiway Location Sign

8.1.8.5.3. Direction Signs. Direction signs have a yellow background with a black inscription (Figure 8.1.9.5.3.1.). The inscription identifies the designation(s) of the intersecting taxiway(s) leading out of the intersection that a pilot would normally be expected to turn onto or hold short of. Each designation is accompanied by an arrow indicating the direction of the turn.

8.1.8.5.4. Direction signs are normally located on the left prior to the intersection. When used on a runway to indicate an exit, the sign is located on the same side of the runway as the exit.

8.1.8.5.5. The taxiway designations and their associated arrows on the sign are arranged clockwise starting from the first taxiway on the pilot's left.



Figure 8.1.9.5.3.1.
Taxiway Direction Sign

8.2. Airfield Lighting.

8.2.1. Runway edge lights - White lights located on the edges of the runway, except for the final portion. The last 2,000 feet are color coded for landing rollout information. These high intensity lights run the length of the runway and identify the runway edge.

8.2.2. Taxiway edge lights - Blue lights used to outline taxiways and parking aprons. These lights are dispersed throughout the airfield in both raised and flush positions.

8.2.3. Taxiway end lights - Amber lights spaced two feet apart at the intersection of two taxiways where an aircraft must turn left or right.

8.2.4. Airfield Rotating Beacon: Green and split (double peaked) white light, located on top of the water tower near the PRIDE Building.

8.3. Obstacles.

8.3.1. Obstacle Criteria - An obstacle is anything that poses a threat to aircraft movement. Obstacles pose an immediate hazard to aircraft taxiing and towing operations. Identifying these hazards is essential to ensuring the safety of aircraft.

8.3.2. Mobile Obstacles - Moving and parked vehicles, construction equipment, fire extinguishers, aircraft/vehicle chocks, maintenance stands, power carts, etc.

8.3.3. Mobile ground support equipment can normally be positioned on the airfield (taxiways, aprons, arm/de-arm areas, etc.) no sooner than three hours before an arrival and must be moved no later than three hours after a departure.

8.3.4. Obstacles must remain at least 200 feet from taxiway centerlines. Anyone who notices an obstacle within these distances must immediately report it to AM personnel.

8.4. Precision Obstacle Free Zone (POFZ). The POFZ is an 800 feet wide by 200 feet long rectangular area centered on the runway centerline, beginning at and extending outward from the threshold, designed to protect aircraft flying precision approaches from ground vehicles and other aircraft when the ceiling is less than 300 feet, or visibility is less than $\frac{3}{4}$ statute mile (or runway visual range below 4,000 feet).

CHAPTER 9

MISCELLANEOUS PROCEDURES

9.1. Restricted Areas and Entry Control Point (ECP).

9.1.1. Minot AFB has three aprons with restricted area markings. These areas are identified with permanent red lines painted on the pavement. Entry into these areas is by crossing the "Entry Control Point" box painted on the taxi lead-in lines. They are located on the APA, OPA, MPA, and (Attachment 9).

9.1.2. The MPA is always a restricted area regardless whether aircraft are currently parked there or not. When no aircraft are parked on the APA and OPA they are not considered restricted areas.

9.1.3. Access to restricted areas is limited to holders of a restricted area badge authorizing entry. Unless one has the appropriate area identified on his/her restricted area badge these areas will be avoided unless accompanied by an escort. Restricted area markings are painted on the hammer heads for Taxiways Alpha and Delta.

9.1.4. Crossing restricted areas lines may only be accomplished after coordinating and obtaining approval from SFS.

9.2. Night Vision Devices (NVD)/Blackout Operations.

9.2.1. NVD drivers will always have a safety observer in the vehicle when driving on the airfield. The observer is there to survey the surrounding area and blind spots of the NVD wearer to mitigate any hazards that may cause an accident.

9.2.2. NVD wearers will never drive the vehicle while using the NVDs when a safety observer is not available. Stopping the vehicle and donning the NVD is permitted without a safety observer only during emergency situations.

9.2.3. Individual units are responsible for ensuring their personnel are aware of the procedures for driving on the airfield and how to properly drive using the NVDs.

9.2.4. All NVD trained individuals will have an AF IMT 483 (separate from the one stamped "AUTH, MAFB FLIGHT LINE") stamped "NVD QUALIFIED". Annual qualification/refresher training will be annotated on the back side of the AF 483.

9.2.5. NVD users are subject to the same rules/procedures as other airfield drivers. Accidents involving the use of NVDs will be reported to the unit ADPM and AM.

9.2.6. Units wanting to perform NVD/blackout operations must coordinate their intentions with and obtain approval from AM. This will ensure there is no conflict with aircraft operations.

9.3. Visual and Radio Blind Spots. There are no visual blind spots on the airfield. Radio blind

spots are located on the hammerheads of Taxiways Alpha and Delta. Vehicle operators may need to move to a different area on those two taxiways if contact with the Control Tower cannot be established.

9.4. Wear of Hats.

9.4.1. In accordance with Minot AFB Supplement 1 to ACC Supplement 1 to AFI 21-101 *Aerospace Equipment Maintenance Management*, uniform hats and organizational baseball caps are not authorized for wear on the flight line. However, cold weather gear is authorized per AFI 36-2903, *Dress and Appearance of Air Force Personnel*.

9.4.1.1. To minimize the risk of a potential FOD hazard, common sense will prevail when wind conditions exist that increases the possibility of hats being blown off an individual's head.

9.4.1.2. Hats will be removed and secured within 50 feet of operating aircraft engines.

9.4.1.3. Distinguished visitors and their escorts will not be required to remove metal insignia prior to entering the ramp, but will comply with the rules when within 50 feet of operating engines.

9.5. Procedures for Vehicle Equipped with Tracks/Chains, and etc. Operators must obtain written permission from the AFM/DAFM/NCOIC AM Operations to operate a steamroller and vehicles with tracks and/or chains on the airfield.

9.6. Cell Phone Use on the Airfield. Vehicle operators will not use cell phones unless the vehicle is safely parked or they are using a hands-free device.

9.7. Smoking Areas. Smoking is prohibited on the airfield.

DOUGLAS A. COX, Colonel, USAF
Commander, 5th Bomb Wing

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

AFI 13-213, *Airfield Management*
AFI 24-301, *Vehicle Operations*
AFI 31-204, *Motor Vehicle Traffic Supervision*
AFI 32-1002, *Snow and Ice Control*
AFI 91-204, *Safety Investigations and Reports*
AFJMAN 24-306, *Manual for Wheeled Vehicle Driver*
AFMAN 91-223, *Aviation Safety Investigations and Reports*
AFOSHSTD 91-100, *Aircraft Airfield Ground Operations and Activities*
AFPD 24-3, *Operation, Maintenance and Use of Transportation, Vehicles and Equipment*
TO 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*

Abbreviations and Acronyms

ADI	Airfield Driving Instruction
ADPM	Airfield Driving Program Manager
AF	Air Force
AFI	Air Force Instruction
AFJMAN	Air Force Joint Manual
AFLD	Airfield
AFMAN	Air Force Manual
AGE	Aircraft Ground Equipment
AFM	Airfield Manager
AM	Airfield Management
AOB	Airfield Operations Board
APA	Alternate Parking Area
CBT	Computer-Based Training
CC	Commander

CEF	Fire Department
CES	Civil Engineer Squadron
CMA	Controlled Movement Area
DAFM	Deputy Airfield Manager
DOD	Department of Defense
ECP	Entry Control Point
EWO	Emergency War Order
FOD	Foreign Object Damage
GOV	Government Owned Vehicle
HATR	Hazardous Air Traffic Report
HHQ	Higher Headquarters
IAW	In Accordance With
IFR	Instrument Flight Rules
ILS	Instrument Landing System
INST	Instrument or Instrument Hold Line
MDG	Medical Group
MPA	Mass Parking Area
NVD	Night Vision Device
OG	Operations Group
OI	Operating Instruction
OSS	Operation Support Squadron
OPA	Overflow Parking Area
PCA	Permanent Change of Assignment
PCS	Permanent Change of Station

POV	Privately Owned Vehicle
RCR	Runway Condition Reading
RSC	Runway Surface Condition
SE	Safety
SFS	Security Forces Squadron
SOF	Supervisor of Flying
TDY	Temporary Duty
TO	Technical Order
VCO	Vehicle Control Officer
VFR	Visual Flight Rules

Terms

Airfield - All areas, to include facilities, pavements, and grounds, prepared to support aircraft operations.

Airfield Authorized Drivers - Personnel who have been trained and certified and have an AF IMT 483 for Minot AFB, ND. Driving must be in the performance of official duties.

Airfield Entry Point - Access roads/points that may be used to enter the airfield.

Apron - Pavement used to park and service aircraft.

Controlled Movement Area - CMA includes the runway, both overruns, and 100 feet of all areas adjacent to the runway and overruns edges. Access to the CMA is limited to mission essential operations only. All vehicles or personnel must establish two-way radio contact with the Control Tower and receive approval from the Control Tower before entering any portion of the CMA.

Emergency Vehicles - Vehicles equipped with rotating beacons that respond to aircraft or airfield emergencies; 5 CES/CEF (Fire Department), Medic Ambulance, AM, Crash Recovery, 5 SFS, mobile Emergency Operations Center, etc.

Hammerhead - Area of expanded pavement where Taxiway Alpha and Delta lead to the runway.

Instrument Landing System (ILS) Critical Areas - Areas at both ends of the runway that must be protected when an aircraft is on final approach to ensure the integrity of the signal.

Mobile Obstacle - Vehicles, AGE, electric cart, forklifts, fire extinguisher cart, portable floodlights, etc.

Overruns/Underruns - 1000 feet of pavement on both ends of the runways.

Parked Vehicle - Vehicle that is stopped without an operator at the controls.

Runway - Designated Runway 11 and Runway 29, used for the arrival and departure of aircraft.

Runway Incursion - Any occurrence at an airfield involving an aircraft, vehicle or person operating on the CMA without approval from the Control Tower.

Stopped Vehicle - Vehicle not moving with the operator in control.

Taxiways - Designated Taxiway Alpha, Bravo, Charlie, Delta, Echo, Foxtrot, Golf, India, Juliet, and Kilo. Used to taxi aircraft between parking aprons and the runway. Taxiway Alpha and Bravo are further defined based on the side of Taxiway Echo they are; i.e., Alpha North and Alpha South, and Bravo North and Bravo South.

Taxilanes - Taxi paths on aprons for aircraft to taxi to/from parking spots.

Vicinity of an Aircraft - Within 25 feet of an aircraft.

ATTACHMENT 2

DOCUMENTATION OF AIRFIELD TRAINING AND CERTIFICATION

Current Date

MEMORANDUM FOR 5 OSS/A-3AA

FROM: Organization and Unit Office Symbol

SUBJECT: Airfield Driver's Training and Certification (Initial, Annual Refresher, or Other)

1. The following individual is granted airfield driving privileges:

Name/Rank:

Valid Civilian License: Yes/No

Unit:

Restrictions:

Duty Phone:

2. The above individual has been trained on the following items:

TRAINING ITEMS

DATE

TRAINER

TRAINEE

Ability to distinguish between Red/
Green/Yellow/White/Blue _____

Light Gun Test _____

Airfield Driver's Training (Classroom) _____

Day Airfield Orientation/Training (Practical) _____

Night Airfield Orientation/Training (Practical) _____

Airfield Driver's Test (Practical) _____

Phraseology Test (Practical) _____

Airfield Diagram Test (Written) _____

SCORE: _____%

Airfield Driver's Test (Written) _____

SCORE: _____%

ACC Computer Based Training _____

SCORE: _____%

2. This letter will be retained by the ADPMs until individual is reassigned (PCS/PCA).

Unit Commander or ADPM Signature Block

AF IMT 483 #: _____

ATTACHMENT 3

ANNUAL POV/GOV VEHICLE LEASE PASS JUSTIFICATION MEMORANDUM

Current Date

MEMORANDUM FOR 5 OSS/A3AA

FROM: _____

SUBJECT: Request for Unlimited POV/GOV Leased Vehicle Airfield Pass

1. Request an Unlimited POV/GOV leased vehicle airfield pass be issued to:

a. Name/Grade: _____

b. Organization and Office Symbol: _____ Duty Phone: _____

c. Vehicle Description #1: Make: _____ Model: _____ Year: _____ Color: _____

License Plate Number: _____

Vehicle Description #2: Make: _____ Model: _____ Year: _____ Color: _____

License Plate Number: _____

d. Justification: _____

2. IAW AFI 13-213, ACC Sup 1, POV airfield access approval is based on mission need only. Member(s) is/are fully airfield qualified for and have an AF IMT 483 from Minot AFB in his/her possession. Additionally, member(s) will: comply with the base airfield driving instructions, contact the Deputy Airfield Manager when pass(s) is/are no longer required and return it to Airfield Management.

Unit Commander Signature Block

1st Ind, 5 OSS/CC

MEMORANDUM FOR 5 OSS/A-3AA

Member's request to drive a POV(s) on Minot AFB is Approved/Disapproved.

5 OSS Commander Signature Block

ATTACHMENT 4

TDY/NON-BASE ASSIGNED PERSONNEL AIRFIELD BRIEFING/TRAINING MEMORANDUM

Current Date

MEMORANDUM FOR 5 OSS/A-3AA

FROM: UNIT/OFFICE SYMBOL

SUBJECT: Airfield Driver's Training and Certification for TDY/Non-Base Assigned Personnel

1. The individual listed below is TDY to Minot from (Date) to (Date) in support of XXXXX (DEPLOYMENT NAME or operation).
2. I certify that this individual is in possession of a valid AF IMT 483, from their respective base of assignment and has been briefed/trained on the procedures for operating vehicles on Minot AFB airfield IAW MAFBI 11-250, chapter 9.

Name/Rank:
 Unit Supporting:
 Duty Phone:

Valid Civilian License: Yes/No
 Restrictions:

3. The above individual has been briefed/trained on the following items:

<u>TRAINING ITEMS</u>	<u>DATE</u>	<u>TRAINER</u>	<u>TRAINEE</u>
Phraseology and Light Gun Test	_____	_____	_____
Airfield Drivers Training (Classroom)	_____	_____	_____
Day Airfield Orientation/Training (Practical)	_____	_____	_____
Night Airfield Orientation/Training (Practical)	_____	_____	_____

4. This letter will be retained by the ADPM until individuals TDY/stay is over.

Unit Commander or ADPM Signature Block

ATTACHMENT 5

ADPM APPOINTMENT LETTER

Current Date

MEMORANDUM FOR 5 OSS/A-3AA

FROM: (Your unit/Office symbol)

SUBJECT: Appointment of Airfield Driving Program Manager (ADPM)

1. The following individuals are appointed as the primary and alternate ADPM for 5 XXX. These individuals are responsible for ensuring all unit personnel are trained and certified to drive on the airfield IAW AFI 13-213, Chapter 4 *Airfield Management*, and MAFBI 13-213, *Airfield Driving*.

NAME	Unit/Office Symbol	Duty Phone	Pri/Alt
TSgt John P. Doe	A-3AA	XXX-XXXX	Pri
TSgt Jayne P. Doe	A-3AA	XXX-XXXX	Alt

2. These individuals will identify a replacement ADPM (Primary/Alternate) and coordinate training with Airfield Management at least 30 days prior to relinquishing unit duties or as soon as possible for TDYs.

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

Unit Commander or ADPM Signature Block

ATTACHMENT 6

AIRFIELD DRIVING TRAINER'S APPOINTMENT LETTER

Current Date

MEMORANDUM FOR 5 OSS/A-3AA

FROM: (Your unit/Office symbol)

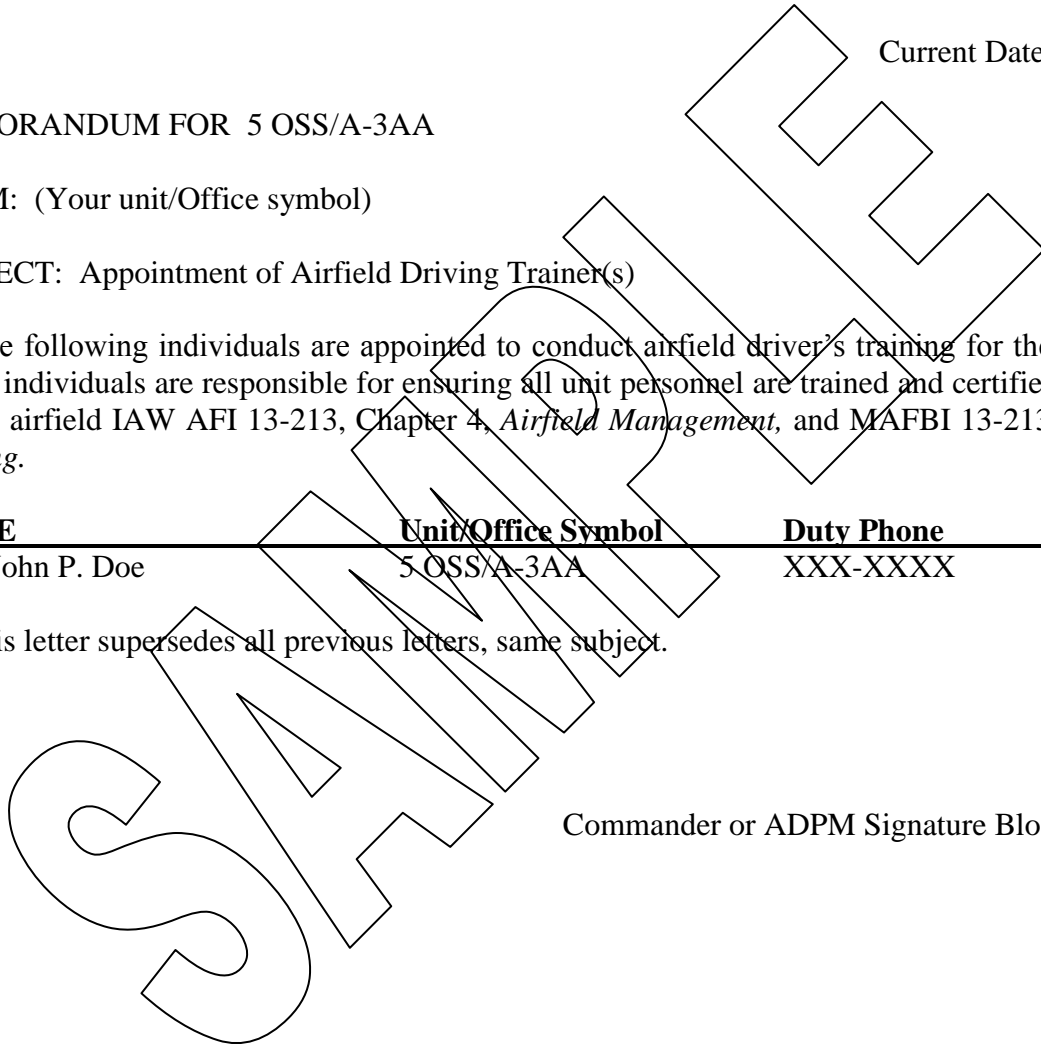
SUBJECT: Appointment of Airfield Driving Trainer(s)

1. The following individuals are appointed to conduct airfield driver's training for the 5 XXX. These individuals are responsible for ensuring all unit personnel are trained and certified to drive on the airfield IAW AFI 13-213, Chapter 4, *Airfield Management*, and MAFBI 13-213, *Airfield Driving*.

NAME	Unit/Office Symbol	Duty Phone
TSgt John P. Doe	5 OSS/A-3AA	XXX-XXXX


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

Commander or ADPM Signature Block



ATTACHMENT 7

Airfield Privately Owned/Government Leased Vehicle Pass

<p>POV AIRFIELD PASS</p>		PASS NUMBER:	EXPIRATION DATE:		
		<p>SECTION I - ISSUING BASE</p> <p>MINOT AFB, N.D.</p> 		<p>SECTION II - IDENTIFICATION DATA OF PASS HOLDER</p> <p>NAME: Adam Westman</p> <p>GRADE:</p> <p>ORGANIZATION:</p> <p>DUTY PHONE:</p>	
<p>SECTION III - VEHICLE INFORMATION/ADDITIONAL INFORMATION</p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p>		<p>SECTION IV - ROUTE RESTRICTIONS</p> <p>SKID ROW PAVING PROJECT</p>			
		<p>TYPED NAME, GRADE AND DUTY TITLE OF ISSUING AUTHORITY</p>		<p>SIGNATURE OF ISSUING AUTHORITY</p>	
		<p> </p>		<p>DATE</p>	
		<p> </p>		<p> </p>	

ATTACHMENT 8**VEHICLE CALL SIGNS****5 BOMB WING****5th Bomb Wing**

5 BW/CC
 5 BW/CV
 Inspector General

ALPHA
 BRAVO
 INDIA

5th Wing Safety

SE
 SEF
 SEG
 SEW

SAFETY
 FLIGHT SAFETY
 GROUND SAFETY
 WEAPONS SAFETY

5th Operations Group

5 OG/CC
 5 OG/CD
 Supervisor of Flying
 Duty Instructor Pilot
 Crew Support

CHARLIE
 CHARLIE 2
 FOXTROT
 ICEMAN
 DAKRAT 1 – 10

5th Operations Support Squadron

5 OSS/CC
 5 OSS/DO
 AOF/CC
 AOF/DO
 AFM
 DAFM
 AM (Other)

IRONMAN 1
 IRONMAN 2
 OPS 1
 OPS 2
 AFLD 1
 AFLD 2
 AFLD 3

23d Bomb Squadron

23 BS/CC

BARON

69th Bomb Squadron

69 BS/CC

KNIGHTHAWK

5th Mission Support Group

MSG/CC
 MSG/CD

ATLAS
 ATLAS 2

5th Maintenance Group

5 MXG/CC
 5 MXG/CD
 5 MXG/CD2

DELTA
 DELTA 2
 DELTA 3

5th Maintenance Operations Support Squadron

5 MOS/CC
 MOC

SHADOW
 MOC

5th Aircraft Maintenance Squadron

5 AMXS/CC	BULL
5 AMXS/MXA (Ops Officer)	BULL 2
5 AMXS/MXA	BOMBER CHIEF
5 AMXS	BOMBER 1 - 12
5 AMXS	WEAPONS 1 - 4
5 AMXS	VEHICLE SUPPORT 1 - 12
5 AMXS (AMU OIC's)	RAGIN 1 - 2
5 AMXS (AMU Chief)	BOMBER SUPER
5 AMXS (Vehicle Support)	CAMP 1 - 2
5 AMXS (Weapons Loader)	IRON 1
5 AMXS (Weapons Load Team)	IRON 20 - 31
5 AMXS (Tow Tractor)	DRAGON 1 - 5
5 AMXS (De-icer Team)	FROSTY 1 - 5
5 AMXS (Crane)	LIFT
5 AMXS (Alert Expediter)	READY 1

5th Maintenance Squadron

5 MXS/CC	MUSTANG
5 MXS/MXM	MUSTANG LEAD
5 MXS/MXM	MUSTANG CHIEF
MXS Pro Super	MUSTANG 1, 2
AR Vehicles	RAVEN 2 - 4
Phase	RAVEN 5, 6
Fuel Cell	FALCON 2
Egress	FALCON 3
Electro-Environmental	FALCON 4
Pneudraulics	FALCON 5
AGE Dispatch	BLUE 1 - 5
Munitions AGE	GOLD 1, 2
Metals Tech	MIDAS 3
Structural Maintenance Shop	MIDAS BASE
Structural Maintenance	MIDAS 1, 2
NDI	MIDAS 4
Back Shop Jets	COBRA 2, 3
MXS UCC	ENTERPRISE
Mobility	MUSTANG 5
Transient Alert	RAVEN 10

5th Munitions Squadron

5 MUNS/CC	PHOENIX
5 MUNS/MXW	PHOENIX 2
5 MUNS/MXW	PHOENIX CHIEF
TOW TEAMS	PHOENIX XX
MUNITIONS EXPEDITER	MUNS 1

5th Logistics Readiness Squadron

LRS	POL (plus last 2 digits of license plate number)
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5th Security Forces Squadron

SFS/CC	PYTHON
On duty Flight Commander	SENTRY
On Duty SFS flight Chief	DEFENDER
Alternate Parking Area Security Patrol	ALPHA 4
Police K-9 Unit	KILO 1
Police K-9 Unit	KILO 2
Mass Parking Area Security Patrol	MIKE 4
Police Patrol Unit	POLICE 1
Police Patrol Unit	POLICE 2
Police Patrol Unit	POLICE 3
Base Mobile SRT	SIERRA 1
Base Mobile SRT	SIERRA 2
Base Mobile SRT	VIPER

5th Civil Engineering Squadron

CES/CC	CE 1
CES/CD	CE 1ALPHA
Airfield Lighting	AIRFIELD LIGHTING 1 - 10
CE Readiness	MOBILE COMMAND POST
EOD	EOD 1 - 4
Fire Department	CHIEF 1
Fire Department	CHIEF 2
Fire Department	RESCUE 15
Fire Department	ENGINE 7
Fire Department	ENGINE 8
Fire Department	ENGINE 9
Fire Department	TANKER 6
Fire Department	SCAT 11
Fire Department	TECH 16
Fire Department	CRASH 19
Fire Department	CRASH 3
Fire Department	CRASH 4
Fire Department	CRASH 5
Fire Department	CE 2
Roads and Grounds	GRASS 1 – 20
Snow Operators	SNOW 1 – 70
Sweeper	SWEEPER 1 – 10

5th Communications Squadron

5 Comm/CC	COMM 1
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5th Services Squadron

5 SVS/CC	RIBS
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5th Medical Group

5 MDG/CC	MIKE 1
5 MDG/CD	MIKE 2
Ambulance Services	MEDIC 1 – 10

91 MISSILE WING**91st Missile Wing**

91 SW/CC

ROUGH RIDER 1

91 SW/CV

ROUGH RIDER 2

91st Operations Group

91 OG/CC

WARRIOR 1

91st Maintenance Group

91 MXG/CC

MISSILE 1

91st Security Forces Group

91 SFG/CC

DEFENDER 1

372 TRS/DET 8 OL-A

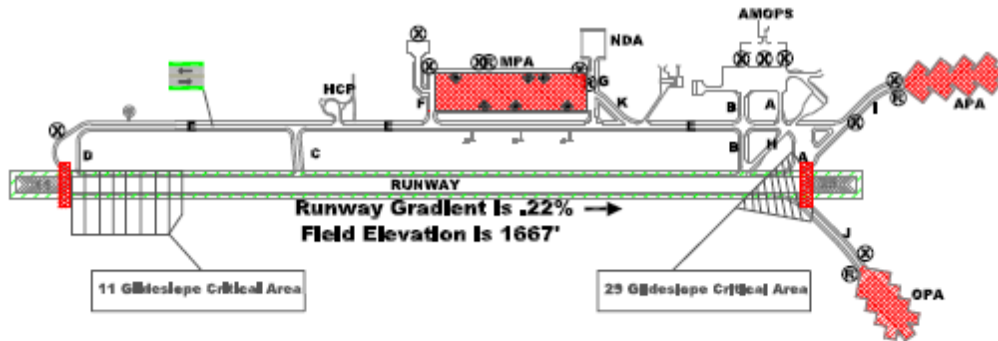
TRS

FTD 1

Note: On special occasions (air shows, exercises, etc.) the need to create additional call signs may be required. In these circumstances, unit/POC will coordinate additional call signs with Airfield Management prior to use on the airfield and provide a list of these call signs.

ATTACHMENT 9


AIRFIELD DIAGRAM




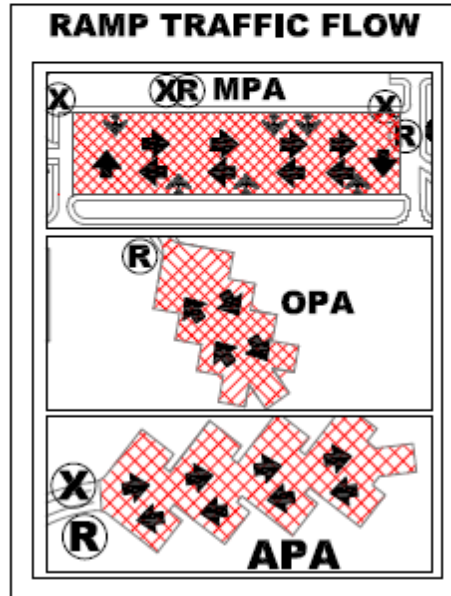
MPA Mass Parking Apron
 APA Alternate Parking Apron
 OPA Overflow Parking Apron
 NDA Nose Dock Apron
 HCP Hazardous Cargo Pad

(X) Airfield Entry Points
 (R) Restricted Area Entry Points

(Hatched) Restricted Area
 (Green Hatched) CMA
 (Red Hatched) Precision Obstacle Free Zone

 Runway Hold Lines and Signs
 Located at Taxiways A, B, C, D, and J.

 Instrument Hold Lines and Signs
 Located at Taxiways A and J.



Runway 29 Is Primary Instrument Runway

ATTACHMENT 10

UNIT AIRFIELD DRIVING PROGRAM INSPECTION/SELF INSPECTION CHECKLIST

Unit Inspected: _____

Date Of Inspection: _____

Program Manager's Name: _____

Inspector's Name/Rank: _____ / _____

	SAT	UNSAT	N/A
1. Unit Airfield Driving Program Manager			
A. Certified to drive on airfield			
B. Forward list of authorized airfield drivers (quarterly)			
C. Conducts/Documents annual refresher training			
Remarks:			
2. Administrative Actions			
A. AD Continuity Binder			
B. ADPM appointment letter current			
C. Airfield Driving trainers letter current			
D. Maintain airfield driver's list			
E. Administers AD CBT program/airfield diagram/AD test			
F. Notifies AM prior to ADPM PCS/PCA			
Remarks:			
3. Documentation			
A. ADPM maintain Forms:			
1. Airfield training and certification form (initial)			
2. ACC CBT printout (initial and annual refresher training)			
3. Reports suspended/revoked AD licenses (when applicable)			
Remarks:			
4. References			
A. Continuity Binder: (hard copy or cross reference to the electronic publications site)			
1. MAFBI 13-213 Airfield Driving			
2. AFI 13-213, Airfield management			
3. AFI 24-301, Vehicle Operations			
4. AFI 31-204, Motor Vehicle Traffic Supervision			

Remarks:			
Additional Remarks/Suggestions:			
Airfield Management Review/Signature: _____ Project Inspection Follow-up Date: _____			