

**BY ORDER OF THE COMMANDER
366TH FIGHTER WING**



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

**MOUNTAIN HOME AIR FORCE BASE
Supplement**

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

AIRFIELD DRIVING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Department of the Air Force Instruction (DAFI) 13-213, Airfield Driving, 4 February 2020, Incorporating Change 1, 24 March 2022, is supplemented as follows: This supplement defines, describes and implements airfield driving policies, responsibilities, and procedures for operating vehicles on the airfield. It applies to all military and civilian personnel conducting ground vehicular operations on the airfield at Mountain Home Air Force Base (AFB). Refer recommended changes regarding this publication to the Office of Primary Responsibility (OPR), 366 (OSS/OSAA), using AF Form 847, *Recommendation for Change of Publication*. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. This document is a supplement to DAFI 13-213. Chapters have been restructured to incorporate supplement criteria. Major changes include: (1) Airfield Operations Flight Commander (AOF/CC) delegated the authority to appoint the Wing Airfield Driving Program Manager (ADPM) in writing; (2) Removed the Unit ADPM requirement of providing their 483 Spot Check Log to the Wing ADPM

quarterly; (3) Added a table to include approved vehicle and/or pedestrian call signs; (4) Removed the classification of minor and major airfield driving violations as well as aligned airfield driving suspension periods in accordance with DAFI 13-213; (5) Wing ADPM delegated the authority to reinstate airfield driving privileges; (6) Updated the attachment numbers for the Mountain Home AFB airfield diagram, sample airfield driving unit authorized airfield drivers list, and sample airfield driving spot check log; (6) Removed outdated attachments that are no longer valid.

2.3.6.1. **(Added)** The authority to appoint a wing or garrison airfield driving program manager in writing is delegated to the Airfield Operations Flight Commander or equivalent.

2.6.6. **(Added)** Appoints a wing or garrison airfield driving program manager in writing.

2.7.1. Be a 1C771 (Airfield Management) with the 7-skill level (or civilian equivalent) and appointed in writing by the AOF/CC or equivalent to provide overall airfield driving program management and oversight.

2.7.14.1. **(Added)** The Wing ADPM will provide training to temporarily assigned personnel, inspection and survey teams, and non-base assigned contractors based on the type, location, time and duration of work. Ensure Unit ADPMs coordinate with the Wing ADPM to schedule training for temporarily assigned personnel, inspection and survey teams, and non-base assigned contractors prior to operating any vehicle and/or equipment on the airfield.

2.7.18.1. **(Added)** Reference [Attachment 11](#), *Sample Airfield Driving – Unit Authorized Airfield Drivers List*.

2.7.20.1. **(Added)** Reference [Attachment 10](#), *Mountain Home AFB Airfield Diagram*.

2.7.26. **(Added)** Notify Major or Field command of Controlled Movement Area (CMA) violations and runway incursions the first available duty day following the incident when the AOF/CC or equivalent is not available.

2.8.12.1. **(Added)** Personnel who Permanent Change of Station (PCS), separate, or retire must turn in their AF Form 483 to their Unit ADPM. The Unit ADPM will return all airfield driving training records and associated forms to the individual.

2.8.12.2. **(Added)** When personnel Permanent Change of Assignment (PCA) between units on base, the losing Unit ADPM will ensure all airfield driving training records and associated forms are transferred to the gaining Unit ADPM. The losing Unit ADPM removes the individual from their unit's list of authorized airfield drivers. The gaining Unit ADPM will verify currency of the individual's airfield driving training records and associated forms and add the individual to their list of unit authorized airfield drivers.

2.8.12.3. **(Added)** Personnel who lose their airfield driving training records and associated forms that have a valid AF Form 483 may be recertified to drive on the airfield by the Unit ADPM. The Unit ADPM will complete new forms and attach a current copy of their Airfield Driving Computer-Based Training Course certificate. Unit ADPM will make a statement on the form to indicate it is a replacement for a lost original and verify all training requirements are current.

2.8.12.4. **(Added)** Personnel who lose their AF Form 483 can be reissued a new one by hand carrying and/or emailing their original airfield driving training records and associated forms to Airfield Management. Airfield Management will verify training/testing documentation and issue a new AF Form 483.

2.8.20.1. **(Added)** Coordinate with the Wing ADPM to schedule local airfield driving training for temporarily assigned personnel, inspection and survey teams, and non-base assigned contractors that are hosted by the unit prior to them operating any vehicle and/or equipment on the airfield.

2.8.22.1. **(Added)** Maintain documentation of disseminated information (i.e. meeting minutes, training slides, saved e-mail traffic to validate drivers are provided information being passed from the Wing ADPM or higher).

2.8.23.1. **(Added)** Conduct one spot check twice per week and document it on the Airfield Driving Spot Check Log provided via the Wing ADPM (Reference **Attachment 12**, *Sample Airfield Driving Spot Check Log*). **Note:** Units with 10 or fewer drivers assigned are required to conduct one spot check once per week. Coordinate on a case-by-case basis for units with minimal drivers or vehicles for spot check requirements approved by the Wing ADPM. Maintain documentation of completed random spot checks in Tab J of the unit ADPM continuity binder.

2.8.25.1. **(Added)** Current and accurate training and testing material may be obtained from the Mountain Home AFB Airfield Management SharePoint page, Airfield Driving folder located at: https://usaf.dps.mil/sites/MountainHome/366fw/ops_grp/oss/Airfield.Management/Airfield%20Driving%202019/Forms/AllItems.aspx

2.8.28. Quarterly validate the number of personnel authorized to drive on the airfield to include justification for individuals required to enter or cross the CMA. Forward results/listing to the Wing ADPM at the beginning of each quarter (January, April, July, and October). The list of airfield drivers will include the individual's full name, rank, unit, AF Form 483 certificate number, restrictions (e.g. daytime or ramp only) and refresher training due date.

2.8.29.1. **(Added)** Notice to Air Missions (NOTAMs) can be viewed at the Defense Internet NOTAM Service (DINS) website, <https://www.notams.faa.gov/dinsQueryWeb/> by typing "KMUO" in the "NOTAM Retrieval" field.

2.8.31. **(Added)** Receive ADPM training administered by the Wing ADPM. **Note:** Schedule training for replacement primary/alternate Unit ADPM with Wing ADPM at least 30 days prior to relinquishing unit duties.

2.10.9. **(Added)** All drivers on the airfield are responsible for monitoring airfield safety, detecting unauthorized personnel/vehicles and immediately reporting airfield violations to Airfield Management and/or the Emergency Control Center (ECC). If necessary, ECC will dispatch a patrol to apprehend violators and Airfield Management will determine the appropriate action.

2.11.8. **(Added)** Airfield Management personnel are authorized to issue permanent and temporary/non-base assigned contractor Privately Owned Vehicle (POV) passes.

2.11.9. **(Added)** Airfield Management is not responsible for escorting personnel/contractors on the airfield.

2.12.2.1. **(Added)** Provides Airfield Management with any supporting documentation (i.e. radio recording/transcripts, AF Form 457) that pertains to any CMA violation event.

2.14.1. Monitor activity on the airfield and report unusual activity to Airfield Management.

2.14.3.1. **(Added)** Ensure POVs on the airfield have a current Temporary/Permanent Airfield POV Pass displayed in the bottom left-hand corner of the front driver's side window.

2.14.8. 366th Security Forces Squadron response vehicles and all follow-on/support response agencies are required to standby on the airfield side of the Fire Department (building 206) until called forward by the Fire Chief/incident commander, or until the emergency is terminated.

2.15.2. 366th Medical Group ambulance/bioenvironmental response vehicles and all follow-on/support response agencies are required to standby on the airfield side of the Fire Department (building 206) until called forward by the Fire Chief/incident commander, or until the emergency is terminated.

2.16.1. Ensures contract and/or non-base assigned contractors receive airfield driver's training from the Wing ADPM or designated Airfield Management representative prior to the start of construction activities, if personnel are not escorted by a CMA and/or Non-CMA licensed driver.

2.16.4. **(Added)** Ensures contract and/or non-base assigned contractors working on the airfield after hours coordinate with 366th Fighter Wing Command Post prior to working on the airfield.

3.2.2.1. **(Added)** Annual refresher training requirements listed in DAFI 13-213 and this supplement will be conducted and documented via the Unit ADPM. As a minimum, refresher training includes a review of the local airfield driver's training slides, DAFI 13-213, this supplement, and completion of the runway incursion prevention test (provided by the Wing ADPM). The Unit ADPM will ensure all refresher training is successfully completed for each driver. Once training and testing has been completed, the driver can have the reverse side of their AF Form 483 signed by the Unit ADPM. Once a new AF Form 483 is required (i.e. due to all refresher training signature blocks on the reverse side of the AF Form 483 being completely filled), the driver can report to Airfield Management for issuance of a new AF Form 483. Airfield Management will document the last refresher date on the new AF Form 483.

3.2.2.2. **(Added)** Personnel who do not complete annual refresher training by the first day of the following month, after refresher training is due, will have their airfield driving privileges suspended until refresher training can be accomplished. Drivers that fail to accomplish refresher training within 30 days of their refresher due date passing must be completely retrained and processed as a new driver in accordance with **Chapter 3**. **NOTE:** Members going overdue due to a deployment/TDY/leave (emergency/convalescent, etc.) lasting more than 30 days are exempt from this requirement.

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

3.2.4.1. **(Added)** Interactive classroom training will be conducted by the Unit ADPM or appointed trainers. Note: "Classroom training" may be one-on-one when a full class is not necessary. Training will not consist of trainees reviewing slides without active trainer involvement. Provide classroom training utilizing DAFI 13-213, this supplement, appropriate references, and the local airfield driver's training slides provided by the Wing ADPM.

3.3. The following forms are required for initial testing and AF Form 483 issuance by Airfield Management: **Attachment 7**, current Airfield Driving computer based training certificate, and any Memorandum for Record (MFR) documenting testing failure and/or retraining (if applicable).

3.3.1. Airfield Management will administer airfield driving certification tests, provided by the Wing ADPM, to trainees and annotate scores on the **Attachment 7**. Unit ADPMs will administer the runway incursion prevention tests, provided by the Wing ADPM, as part of unit airfield driver's

annual refresher training. Tests will include testing requirements outlined in DAFI 13-213 and this supplement.

3.3.2.5.1. **(Added)** First time failures will receive remedial training from the Unit ADPM. The Unit ADPM will annotate remedial training completion on the MFR received from Airfield Management. Attach the **Attachment 7** and the Airfield Driving computer based training certificate to the MFR. Trainees can retest upon completion of remedial training, but no earlier than seven (7) calendar days from the failure date.

3.3.2.5.2. **(Added)** Second time failures will receive remedial training from the Unit ADPM. The Unit ADPM will annotate remedial training completion on the MFR received from Airfield Management. The Flight Commander/Superintendent (do not delegate) will endorse the MFR with justification stating the trainee is safe for airfield operations. Attach the **Attachment 7** and the Airfield Driving computer based training certificate to the MFR. Trainees can retest upon completion of remedial training and the Flight Commander's/Superintendent's endorsement, but no earlier than 30 calendar days from the second failure.

3.3.2.5.3. **(Added)** Third time failures will receive remedial training from the Unit ADPM. The Unit ADPM will annotate remedial training completion on the MFR received from Airfield Management. The Unit Commander (do not delegate) will endorse the MFR with justification stating the trainee is safe for airfield operations. Attach the **Attachment 7** and the Airfield Driving computer based training certificate to the MFR. Trainees can retest upon completion of remedial training and the Unit Commander's endorsement, but no earlier than 45 calendar days from the third failure.

3.3.2.6. **(Added)** The Wing ADPM has the authority to give a one-time waiver to re-testing time requirements for mission necessity.

3.3.2.6.1. **(Added)** Time requirement waivers must be formally submitted by the Unit ADPM to the Wing ADPM or Airfield Manager explaining the mission impact of waiting to re-test.

3.4. Trainees will go to the 366th Medical Group, Optometry Clinic, for color vision screening. The Optometry Clinic will conduct color vision screening on a walk-in basis during duty hours.

3.5. **(Added) Administered Airfield Drivers Certification Testing.** Airfield Management will administer airfield driver's certification testing during Airfield Management's customer service hours only. Airfield Management customer service hours are as follows: Monday through Thursday: 0700L-0000L; Friday: 0700L-1800L. Saturday and Sunday: Closed. No testing services are available on federal holidays, 366th Fighter Wing approved family/down days, or during wing exercises.

4.2.1.1. **(Added)** The CMA encompasses the active runway, overruns, and areas within 100 feet laterally from the edge of the runway.

4.2.6.1. **(Added)** Reference **Table 4.1**, *Approved Vehicle Operator and/or Pedestrian Call Signs*.

Table 4.1. (Added) Approved vehicle and/or pedestrian call signs.

Call Sign	Title/Agency
GUNFIGHTER ONE	366th Fighter Wing Commander
GUNFIGHTER TWO	366th Fighter Wing Vice Commander
GUNFIGHTER THREE	366th Operations Group Commander

GUNFIGHTER FOUR	366th Maintenance Group Commander
GUNFIGHTER FIVE	366th Mission Support Group Commander
GUNFIGHTER SIX	366th Medical Group Commander
GUNFIGHTER CHIEF	366th Fighter Wing Command Chief
PEGASUS ONE	366th Operations Support Squadron Commander
PEGASUS TWO	366th Operations Support Squadron Director of Operations
SHOTGUN	Supervisor of Flying
OUTLAW ONE	Airfield Operations Flight Commander
OUTLAW TWO	Airfield Operations Flight Operations Officer
AIRFIELD ONE	Airfield Manager
AIRFIELD TWO	Deputy Airfield Manager
AIRFIELD THREE – FIVE	Airfield Management Operations Personnel
AMOPS	Airfield Management Operations Section
TOWER/GROUND	Air Traffic Control Tower
WHISTLEPIG OPS/TOWER ONE	Air Traffic Control Tower (Contingencies)
TA	Transient Alert
BARRIER MAINTENANCE	CES Power Production
AIRFIELD LIGHTING	CES Exterior Electric
SWEEPER ONE - TWO	CES Heavy Equipment Shop
COMMAND	Fire Department Incident Commander
CHIEF ONE	Fire Department Chief
CHIEF TWO	Fire Department Assistant Chief
CRASH/RESCUE	Fire Department Emergency Response
SAFETY ONE	Flight Safety Office
SAFETY TWO	Weapons Safety Office
SAFETY THREE	Ground Safety Office
SNOW CONTROL	CES Snow Control
CONMAN ONE – FOUR	CES Construction Management Personnel

4.2.9. **(Added)** During times the air traffic control tower is closed and Airfield Management is open, Airfield Management will monitor the CMA for anyone operating within it. Establish radio contact with Airfield Management before gaining access to the CMA. Maintain radio contact at all times while in the CMA.

4.2.10. **(Added)** During times the air traffic control tower and Airfield Management are closed, 366th Fighter Wing Command Post is the monitoring agency for the CMA. Agencies will utilize either two-way radio or telephone communications (Defense Switched Network (DSN): 728-5800). Agencies will advise the 366th Fighter Wing Command Post when entering and exiting the runway. Additionally, agencies will maintain contact with the 366th Fighter Wing Command Post personnel while on the runway in the event an unscheduled emergency landing requires clearing of the runway. **Note:** 366th Fighter Wing Command Post is only a monitoring agency and is not liable for vehicles on the airfield.

4.3.2.2.1. **(Added)** If radio problems occur, exit the CMA and contact the air traffic control tower via DSN: 728-2533/6146 or Airfield Management DSN: 728-2222/2432. **DO NOT ENTER OR CROSS THE RUNWAY IF RADIO FAILURE IS SUSPECTED.**

4.6.6. **(Added)** Airfield access roads, roads within the airfield interior, and barrier access roads leading to the runway have white stop-bar markings. The stopping distances ensure required aircraft wing tip clearance and/or location to contact the air traffic control tower prior to proceeding into the CMA.

4.7.5. **(Added)** Perimeter road traffic lights (see [Figure 4.1](#) (Added)) provide protection from vehicle traffic within the Instrument Landing System signal areas. The light will remain amber indicating that drivers are required to yield and look for low flying aircraft. When the air traffic control tower activates the red lights, vehicles will stop at marked locations until the light returns to amber.

Figure 4.1. (Added) Perimeter Road Traffic Lights.



4.8.2.1. **(Added)** Vehicles operating within 25 feet of an aircraft must comply with a speed limit of 5 miles per hour (MPH).

4.8.2.2. **(Added)** Vehicles operating within 50 feet of a facility (hangar, building, etc.) must comply with a speed limit of 5 MPH.

4.8.3.1. **(Added)** Prior to aircraft towing operations, operators will contact the air traffic control tower for approval as well as notify the 366th Security Forces Squadron.

4.8.5.1. **(Added)** Operate general purpose vehicles with a speed limit of 15 MPH and single-file at all times unless in direct support of an aircraft or responding to an emergency. **Note:** Flightline road is also a traffic lane however; general purpose vehicles must comply with a speed limit of 25 MPH.

4.8.6.1. **(Added)** Traffic flow on the aircraft parking ramp shall be parallel to the noses of the parked aircraft with the driver's side toward the nearest aircraft. Traffic flow must be on the left side of the taxiway centerline. Do not drive diagonally across the parking ramp, but at 90-degree angle to the vehicle lanes.

4.8.7.1. **(Added)** General purpose vehicles operating on perimeter road must comply with a speed limit of 40 MPH.

4.8.8.1. **(Added)** Vehicles towing one piece of Aerospace Ground Equipment (AGE) (e.g. compressors, ground power units, oxygen carts and similar equipment) must comply with a speed limit of 15 MPH.

4.8.8.2. **(Added)** Vehicles towing one maintenance stand must comply with a speed limit of 10 MPH.

4.8.8.3. **(Added)** Vehicles towing two or more maintenance stands at a time must comply with a speed limit of 5 MPH.

4.8.12.1. **(Added)** Exceptions to speed limits include:

4.8.12.1.1. **(Added)** Emergency response vehicles, which include Fire Department, Crash Recovery, Airfield Management, 366th Security Forces Squadron vehicles, 366 Medical Group Ambulances, Bioenvironmental and Safety may exceed speed limits only when responding to an emergency and with emergency lights in operation. Safety and caution are of the utmost importance when responding to an emergency. **Note:** All emergency vehicles have the right-of-way but still must have approval from the air traffic control tower or have an authorized vehicle escort, to enter the CMA.

4.8.12.1.2. **(Added)** Barrier Maintenance crews responding to an aircraft arresting system engagement situation.

4.8.12.1.3. **(Added)** Snow removal vehicles engaged in snow removal operations.

4.8.12.1.4. **(Added)** Anytime the air traffic control tower directs a driver to "expedite," or directs a vehicle action with the term "immediately." Once vehicle is clear of aircraft operations, resume normal/approved speed limits.

4.8.13.1. **(Added)** General purpose vehicles operating on airfield taxiways must comply with a speed limit of 25 MPH.

4.8.13.1.1. **(Added)** Vehicles will drive to the extreme right of the taxiway centerline. The centerline areas of the taxiway or taxilanes are reserved as safety lanes and are to be kept clear of vehicles and equipment. Under normal circumstances, the only vehicles authorized to operate on the centerline of a taxiway include, but are not limited to, Airfield Management vehicles, Safety vehicles, airfield sweepers, snow removal vehicles, and aircraft towing vehicles.

4.9.6. **(Added)** Do not drive a vehicle within 50 feet of fueling or de-fueling operations unless specifically authorized by a directive.

4.9.7. **(Added)** Vehicles must approach aircraft with the driver's side of the vehicle toward the aircraft.

4.9.8. **(Added)** Do not drive within 10 feet of a parked aircraft, except when the aircraft is being serviced, loaded/off-loaded as prescribed in applicable technical orders (T.O.).

4.9.9. **(Added)** When approaching or being approached by taxiing aircraft, exit the taxiway or move from aircraft path at next paved surface (time permitting) until the aircraft is well clear of your vehicle. If it is necessary to drive off the paved surface, the operator is responsible for checking the vehicle tires for Foreign Object Damage (FOD) and ensuring all tires and paved

surfaces are clear of FOD. Accomplish this check immediately upon returning to the paved surface as annotated in [paragraph 4.13](#).

4.9.10. **(Added)** Do not drive on taxiway shoulders unless yielding to taxiing aircraft or aircraft in tow. **Note:** 366th Fighter Wing Commander may authorize driving on the shoulders for specific periods of time such as local wing exercises. During these specific periods, operators are still responsible for checking the vehicle tires for FOD and ensuring all tires and paved surfaces are clear of FOD. Accomplish this check immediately upon returning to the paved surface as annotated in [paragraph 4.13](#).

4.9.11. **(Added)** Do not cross in front of an aircraft when an approaching aircraft is within 500 feet of your position, or until the aircraft has passed your position by at least 200 feet (small/medium frame aircraft) or 300 feet (large frame aircraft).

4.9.12. **(Added)** Do not drive a vehicle into the path of a taxiing aircraft, with the exception of a Transient Alert "Follow Me" vehicle. Do not drive a vehicle between a "Follow Me" vehicle and an aircraft, a marshaller and an aircraft, or a fire department vehicle and an aircraft when the fire department vehicle has its emergency lights on.

4.9.13. **(Added)** Vehicles will not cross in front of an aircraft on hold unless signaled to do so by the pilot or instructed by the air traffic control tower via radio.

4.9.14. **(Added)** All aircraft have the right-of-way. Vehicles will never overtake or pass a taxiing/towed aircraft.

4.10.4.1. **(Added)** Vehicles with diesel standard transmission will be placed in the "neutral" position.

4.10.5.1. **(Added)** Use chocks for all vehicles and equipment mounted on wheels which do not have an integral braking system when left unattended on the airfield, and when operating within 10 feet of an aircraft. Chock one rear wheel, both front and back of the tire.

4.10.6. **(Added)** Do not park vehicles within an Instrument Landing System (ILS) critical area.

4.10.7. **(Added)** Do not park vehicles in front of a hangar.

4.11.4.1. **(Added)** Use care to preserve wingtip clearance for aircraft on apron taxilanes. Ensure equipment and vehicles are stored along the edge of the apron/ramp behind the wing-tip clearance markings (identified by white lines), or within the designated holding areas, to satisfy wing-tip and security requirements.

4.11.4.1.1. **(Added)** Operate and store vehicles and equipment according to the following criteria: fighter aprons-27 feet from apron edge, Transient Ramp-92 feet from apron edge, heavy ramp-124 feet from apron edge.

4.11.4.1.2. **(Added)** Remove AGE equipment, electrical carts, forklifts, tow bars, fire extinguishers, maintenance stands, portable lighting and similar equipment (when not in use) from the aircraft parking area and store in appropriate areas. Designated AGE/support equipment storage is established within a reasonable distance near every ramp.

4.11.4.1.3. **(Added)** Do not place equipment earlier than 3 hours prior to aircraft arrival, and no longer than 3 hours after aircraft departure in accordance with Unified Facilities Criteria 3-260-01, *Airfield and Heliport Planning and Design*. However, equipment should be removed as soon as it is no longer required and kept behind white wing tip clearance lines.

4.11.4.1.4. **(Added)** Maintain AGE and support equipment within the equipment lines to ensure at least 10 feet of wingtip clearance for taxiing aircraft.

4.12. Vehicle operators will be trained on and comply with control tower light gun signals in accordance with DAFI 13-213, paragraph 4.12, and have Department of the Air Force Visual Aid 11-240 available for all vehicles that operate on the airfield.

4.13.5. **(Added)** During winter conditions, snow and icy conditions may cause accumulation on vehicles. Anytime these conditions are present, FOD checks must include removal of snow and ice from vehicle tops, bumpers and wheel wells.

4.13.6. **(Added)** Vehicle operators encountering FOD on the airfield will stop and collect it. If significant FOD is found on the airfield notify Airfield Management via radio or via DSN 728-2222. Airfield Management will inspect the area and contact a sweeper as necessary.

4.13.7. **(Added)** Do not wear or carry hats on the airfield. Hard hats may be worn by contractors when inside a designated construction zone. Beanies may be worn by personnel on the airfield from fall to spring timeframe.

4.14.3. **(Added)** Cell phones must not be used during aircraft servicing within the following distances listed, unless otherwise specified in the appropriate T.O. or guidance for the particular operation being conducted. Do not use cell phones:

4.14.3.1. **(Added)** Within 50 feet of pressurized aircraft fuel or oxygen servicing components.

4.14.3.2. **(Added)** Within 10 feet of any aircraft fuel vent outlet.

4.15.2. Vehicles parked on the airfield during hours of darkness or reduced visibility will use emergency flashers (hazard lights). **Exception:** Specialized equipment (i.e., bomb loaders) not equipped with emergency warning flashers will be equipped with reflective markings during hours of darkness and inclement weather.

4.15.8. **(Added)** Airfield speed limit is reduced to 10 MPH when visibility is less than 900 feet.

4.15.9. **(Added)** Airfield speed limit is reduced to 5 MPH when visibility is less than 300 feet.

4.15.9.1. **(Added)** Operation of fueling and explosive loaded (laden) vehicles are prohibited unless otherwise directed by the 366th Fighter Wing Commander. Reference [paragraph 4.15.4](#).

4.15.9.2. **(Added)** Towing operations must utilize wing walkers.

4.15.10. **(Added)** Airfield Management will relay reduced visibility driving restrictions to units listed in the Base Weather Support Plan.

4.15.11. **(Added)** Top-mounted rotating emergency lights must be in operation for vehicles routinely operating in the CMA. Emergency vehicles not operating in the CMA may be equipped with dash or grill mounted emergency lights. When emergency lighting devices are not available, use emergency flashers (hazard lights) when operating in the CMA.

4.15.12. **(Added)** Golf carts/electric cars not equipped with parking lights are exempt from turning headlights off. However, golf carts/electric car operators should position their vehicles to prevent headlights from shining towards moving aircraft.

4.16.1. **(Added)** Vehicles equipped with daytime running lights will not shine headlights directly towards aircraft during darkness/reduced visibility operations. Reposition vehicle until the aircraft

is out of range. If not possible, operators will immediately turn off the ignition and turn on emergency flashers to identify position. Headlights will remain off until the aircraft is out of range.

4.17.1.1. **(Added)** Personal motorcycles, segways, mopeds and scooters are not authorized on any portion of the airfield.

4.17.2.1. **(Added)** Bicycles and tricycles are not authorized on any portion of the airfield. If the mission needs to dictate otherwise, the requesting unit will coordinate with the Wing ADPM for approval.

4.17.4. **(Added)** Golf carts/electric cars are permitted on airfield but not on the runway. Golf carts do not require a privately-owned vehicle pass. Carts must have markings identifying ownership of the cart (e.g., squadron or company logo). Operators will possess a valid AF Form 483 or be escorted by a vehicle operator that possesses a valid AF Form 483. Equip golf carts being used at night (30 minutes before sunset to 30 minutes after sunrise) or during periods of low visibility with headlights and taillights visible from 200 feet.

4.17.5. **(Added)** All terrain vehicles (ATV)/utility terrain vehicles (UTV) are authorized for official operations; however, riders will be properly trained/certified on the vehicle. Additionally, operators will possess a valid AF Form 483 or be escorted by a vehicle operator that possesses a valid AF Form 483, wear required individual protective equipment, and comply with provisions in DAFI 13-213 and this supplement.

4.18.1. **(Added)** Perimeter road is designated as the primary means for traffic to gain access to facilities on the east and west sides of the runway. Vehicles will not cross the runway when Perimeter road can be used. Runway crossings are restricted to mission essential operations only.

4.19.1. **(Added)** Mountain Home AFB airfield does not have any runway crossings known for communication/signal problems between the air traffic control tower and vehicle operators/pedestrians. However, Charlie Live Ordnance Loading Area (LOLA) is a visual blind spot for the air traffic control tower and drivers are warned to exercise extreme caution when entering or exiting the LOLA. Drivers must look both ways entering and exiting this area for safe aircraft movement.

4.20.1.1. **(Added)** All agencies will acquire air traffic control tower approval to enter the CMA for themselves. Do NOT assume that being called forward by an initial response agency means you are approved into the CMA.

4.20.2.1. **(Added)** Primary (initial) response agencies which include Fire Department (Fire Chief/incident commander), Airfield Management and Crash Recovery will report directly to the incident. Secondary (follow-on/support) response agencies including 366th Medical Group ambulance/bioenvironmental response vehicles, Transient Alert and Security Forces are required to standby on the airfield side of the Fire Department (building 206) until called forward by the Fire Chief/incident commander, or until the emergency is terminated.

4.21. There are no vehicle traffic control devices/lights located on the taxiways and runway. Vehicle operators will adhere to all signs and markings identifying the CMA boundary.

4.22. Mountain Home AFB does not conduct ground blackout operations.

4.23.3. **(Added)** Escort officials will provide a briefing to go through the route that will be taken, stops along the way, and speed limits.

4.23.4. **(Added)** Escorted personnel will comply with all directions from the escort official, to include zero vehicle movement unless the escort indicates that movement is authorized.

4.26.4. **(Added)** When operating near large aircraft, such as C-5, C17, B747, KC-10, etc., the recommended distance is 300 feet. When operating at above idle settings, increase distance to at least 800 feet.

4.26.5. **(Added)** The designated jet blast hazard areas are located on flightline road behind the Heavy Ramp and behind aircraft parking row 23.

4.27.5. **(Added)** If a vehicle becomes disabled on the airfield, but not within the CMA, the driver will contact Airfield Management (DSN 728-2222) and Vehicle Operations (DSN 728-2215) immediately.

4.28.2.1. The Wing ADPM or designated Airfield Management representative will administer all temporarily assigned personnel, inspection and survey teams and non-base assigned contractor local briefs and/or training.

4.28.2.1.3. **(Added)** Temporarily assigned personnel, inspection and survey teams and non-base assigned contractors possessing a valid AF Form 483 from home duty station will receive a local training briefing from the Wing ADPM or designated Airfield Management representative. A temporary AF Form 483 for Mountain Home AFB will be issued in accordance with [paragraph 4.28.2.1.2](#).

4.28.2.1.4. **(Added)** Temporarily assigned personnel, inspection and survey teams and non-base assigned contractors who do not possess an AF Form 483 (other services, foreign military, etc.) will receive the temporarily assigned personnel, inspection and survey teams and non-base assigned contractor local training briefing from the Wing ADPM or designated Airfield Management representative. A temporary AF Form 483 for Mountain Home AFB will be issued in accordance with [paragraph 4.28.2.1.2](#).

4.28.2.1.5. **(Added)** With proper coordination, The Wing ADPM or designated Airfield Management representative may conduct trainings via mass briefings or in multiple training sessions.

4.28.2.1.6. **(Added)** Temporarily assigned personnel, inspection and survey teams and non-base assigned contractors will minimize the number of airfield drivers to the absolute minimum required to perform the mission/project.

4.28.2.1.7. **(Added)** Routes to and from aircraft/contractor work sites and CMA access is restricted to only the routes approved by the Airfield Manager.

4.29.1. Vehicle passes will only be issued to those individuals whose job requires immediate and direct access to their work area on the airfield. Vehicle passes are required for personnel driving to/parking at work facilities, buildings/hangars inside the airfield perimeter. Vehicle passes are required for contractor vehicles operating on the airfield within designated work areas.

4.29.3. Vehicle pass requests for base-assigned personnel, temporary assigned personnel, Inspection/Survey Team personnel, and non-base assigned contractors will be submitted to the Wing ADPM for approval via the POV pass request MFR. An example template of this MFR can be found on the Mountain Home AFB Airfield Driving SharePoint page or provided by Airfield Management.

4.29.4. Personnel must be qualified to drive on the airfield (possess a valid AF Form 483) before a pass is requested. Passes will not be issued to individuals not in possession of a valid AF Form 483.

4.29.6.1. **(Added)** Passes are color-coded and changed annually. POVs and government leased vehicles rented or leased by government agencies for an official purpose are issued a permanent or temporary POV pass, as necessary.

4.29.6.1.1. **(Added)** Display the pass on the bottom left-hand corner of the front driver's side window. Remove passes from the dashboard and secure when leaving the airfield.

4.29.6.1.2. **(Added)** Passes are non-transferable and only valid for the vehicle of issue. Passes are only valid for the duration specified, not to exceed one (1) year.

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

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

4.29.6.2. **(Added)** A permanent pass grants access to the airfield for permanently assigned personnel; however, each pass is re-validated annually. Validation letters signed by the Unit Commander are required for re-issuance of vehicle passes for the coming year.

4.29.6.3. **(Added)** A temporary pass grants access to specified areas of the airfield for short periods of time. Temporary passes are issued for official rental vehicles. Note: Base assigned contractor vehicles with permanently affixed markings (e.g., company logo) do not require a POV pass. Other contractor vehicles will require a pass. Temporary passes are only valid for the dates specified in the request.

4.29.6.4. **(Added)** Contractor vehicle passes will be limited to the absolute minimum.

4.29.6.5. **(Added)** Contractor vehicle passes will only be issued to contractor type vehicles (i.e., trucks, tractor trailers, vans, etc.).

4.29.6.6. **(Added)** Return POV passes to Airfield Management for accountability/destruction upon expiration or when no longer required (e.g., contract work completion, PCS, PCA, separation, or sale/disposal of vehicle).

4.29.8.1. **(Added)** Proof of insurance must be provided to Airfield Management upon issuing a permanent, temporary, or contractor POV pass. The POV operator is responsible for updating Airfield Management before expiration of insurance.

4.30.1.1. **(Added)**) Notify the Wing ADPM, Unit ADPM, and Unit Commander when temporarily suspending airfield driving privileges.

4.30.1.2. **(Added)** If the Wing ADPM revokes or suspends airfield driving privileges, the Unit Commander and Unit ADPM will receive written notification.

4.30.3. Non-CMA violations include, but are not limited to: Failure to remove FOD from the airfield/vehicle (required FOD checks, etc.), exceeding any established airfield speed limit, driving a POV on the airfield without a POV pass, failure to report a disabled vehicle on the airfield to Airfield Management, failure to yield right-of-way to taxiing or towed aircraft, failure to yield

right-of-way to emergency response vehicles, and operating a vehicle on the airfield without the required training, certification, or under a suspended AF Form 483/civilian driver's license.

4.30.3.4. **(Added)** The Wing ADPM will evaluate violations on a case-by-case basis to determine the appropriate action. **Note:** Specific Non-CMA violations may result in more serious actions and/or an extension/increase to the suspension periods outlined in paragraphs **4.30.3.1 – 4.30.3.3**, as determined by the Wing ADPM.

4.31.2.1. **(Added)** The approval authority for reinstatement of airfield driving privileges is delegated to the Wing ADPM. Upon completion of airfield drivers training, Unit Commanders will request reinstatement of airfield driving privileges in writing to the Wing ADPM.

4.33.4. **(Added)** Individuals who witness an airfield driving incident/violation will provide the information outlined in DAFI 13-213, paragraphs **4.33.2** and **4.33.3**, to the Wing ADPM via email, **366OSS.OSAA@us.af.mil** or phone, DSN 728-2222.

4.33.5. **(Added)** Unit ADPMs will maintain records of all airfield driving violations and corrective actions in Tab H of their continuity binder for at least one year.

4.34. The Mountain Home AFB airfield diagram is depicted in **Attachment 10** for reference only. A higher resolution airfield diagram is available on the Mountain Home AFB Airfield Driving SharePoint page, or via the Wing ADPM.

4.34.3.1. **(Added)** There are four restricted areas on the airfield: Parking rows 1-5, rows 6-23 to include the Heavy and Transient Ramps, Charlie and Delta LOLA. **Note:** LOLAs become a restricted area only when an aircraft is present.

4.34.3.2. **(Added)** Restricted areas are identified by a red line. The main parking apron east of Taxiway Alpha is a restricted area. This area is accessible via Entry Control Points (ECPs) located along flightline road. **Note:** You must have a restricted area badge (RAB) with the appropriate authorization (or be under escort) to enter the restricted area.

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

4.34.8.1. **(Added)** Mountain Home AFB does not currently have any reported/designated hot spots on the airfield.

4.34.9.1. **(Added)** Charlie LOLA is designated as a visual blind spot. This is an area where the Control Tower does not have a clear field of view. Use caution when operating vehicles in these areas.

4.34.10.1. **(Added)** Mountain Home AFB does not currently have any reported/designated communication-dead spots on the airfield.

4.34.11.1. **(Added)** Mountain Home AFB does not currently have any complex runway/taxiway intersections.

4.34.14.1. **(Added)** Jet blast hazard areas are located on flightline road behind the Heavy Ramp and behind aircraft parking row 23.

4.34.16.1. **(Added)** The CMA encompasses the active runway, overruns, and areas within 100 feet laterally from the edge of the runway.

4.35. **(Added) Mountain Home AFB Airfield Smoking Policy.**

4.35.1. **(Added)** The airfield, defined as “all areas supporting aircraft operations to include: operations facilities, runways, taxiways, parking aprons, hangar access aprons, service/access roads, and all grounds identified by controlled area signs” are designated as a “no-smoking area” unless otherwise posted. There are designated smoking areas around hangars and picnic/break areas.

4.36. **(Added) Aircraft Arresting Systems.**

4.36.1. **(Added)** Do not drive over aircraft arresting system cables at high speeds. Operations that require driving over the cables must be done at a slower speed. Do not drive over the cable support disks (donuts).

ERNESTO M. DIVITTORIO, Colonel, USAF
Commander, 366th Fighter Wing

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

AFI 33-322, *Records Management and Information Governance Program*, 27 July 2021

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

DAFVA 11-240, *USAF Airport Signs and Markings*, 4 August 2021

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 483, *Certificate of Competency*

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

Abbreviations and Acronyms:

ADPM—Airfield Driving Program Manager

AFB—Air Force Base

AFI—Air Force Instruction

AFRIMS—Air Force Records Information Management System

AGE—Aerospace Ground Equipment

ATV—All Terrain Vehicle

CES—Civil Engineering Squadron

CMA—Controlled Movement Area

CP—Command Post

DAFI—Department of the Air Force Instruction

DSN—Defense Switched Network

ECC—Emergency Control Center

ECP—Entry Control Point

FOD—Foreign Object Damage

FW—Fighter Wing

ILS—Instrument Landing System

LOLA—Live Ordinance Loading Area

MDG—Medical Group

MFR—Memorandum for Record

MPH—Miles per Hour

NOTAM—Notice to Air Missions

OPR—Office of Primary Responsibility

PCA—Permanent Change of Assignment

PCS—Permanent Change of Station

POV—Privately Owned Vehicle

RAB—Restricted Area Badge

RDS—Records Disposition Schedule

SFS—Security Forces Squadron

TO—Technical Order

UTV—Utility Terrain Vehicle

Attachment 10 (Added)

MOUNTAIN HOME AFB AIRFIELD DIAGRAM

Figure A10.1. (Added) Mountain Home AFB Airfield Diagram.

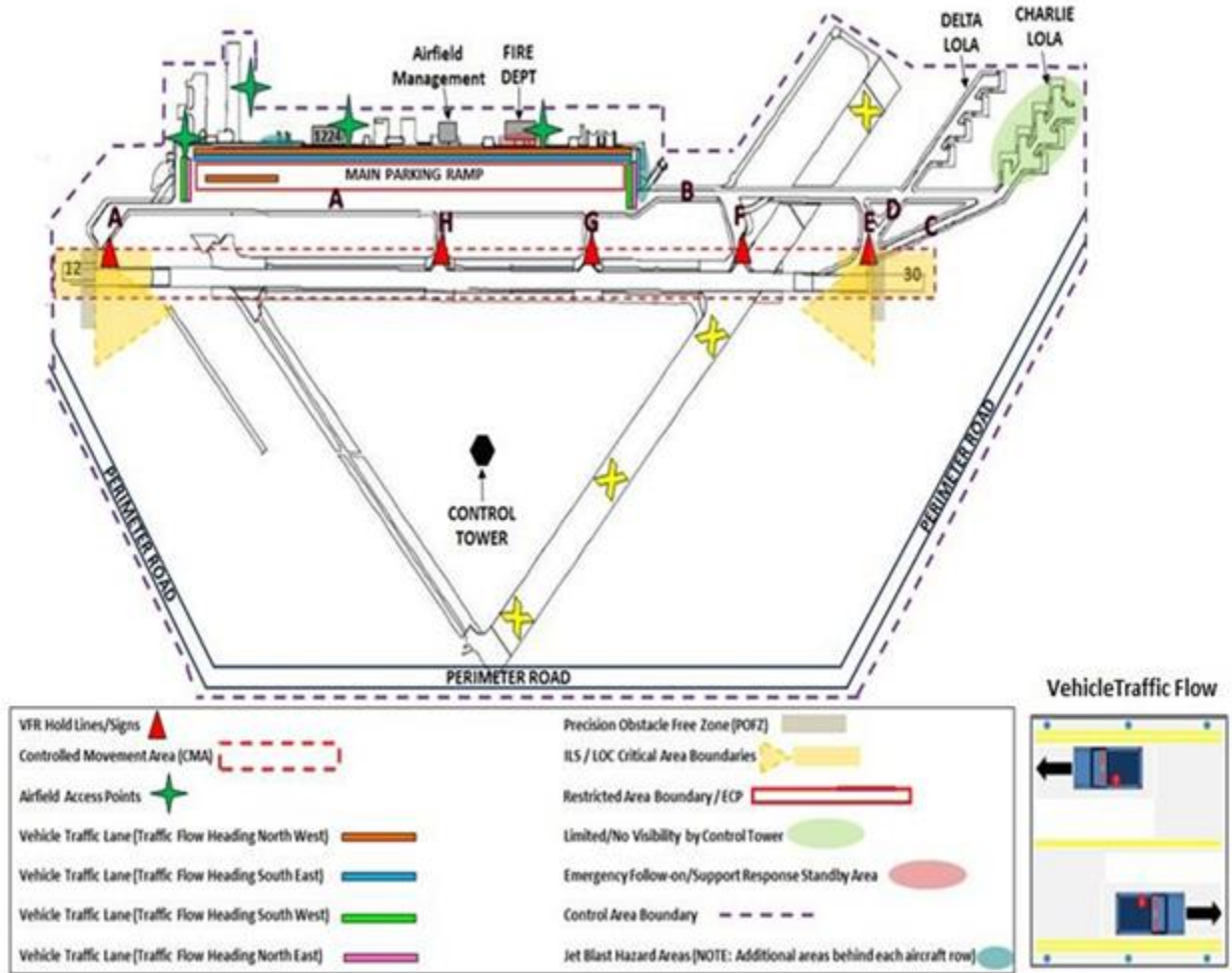


Figure A10.2. (Added) Mountain Home AFB Airfield Diagram.

