

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

AIR FORCE INSTRUCTION 13-213



**OFFUTT AIR FORCE BASE
Supplement**

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

AIRFIELD DRIVING

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This Department of the Air Force Instruction (DAFI) implements Air Force Policy Directive (AFPD) 13-2, *Air Traffic Control, Airfield, Airspace and Range Management*. This DAFI applies to all civilian employees and uniformed members of the United States Space Force, Regular Air Force, Air Force Reserve, and Air National Guard organizations (to include contracted locations) that administer an airfield driving program. At joint, shared-use, and overseas airfields, this DAFI applies to organizations that are operated and/or managed by the Department of the Air Force, as outlined in real estate documents or letters of agreement. It establishes responsibilities, procedures, and restrictions for the safe control and operation of vehicles and equipment on airfield ramps, aprons, taxiways, and runways. Compliance with the Attachments **2, 3, 4, 5, 6, 7, 8** and **9** in this instruction is mandatory. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-

322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the Air Force Form 847, *Recommendation for Change of Publication*; route Air Force Form 847 from the field through the appropriate functional chain of command. This DAFI may be supplemented at any level, however major or field command supplements to include interim changes to previously approved supplements must be routed to Headquarters Air Force Flight Standards Agency (AFFSA), Director of Airfield Operations (AO) for coordination prior to certification and approval. Unit (wing or base) supplements to this DAFI must be routed to the responsible major or field command OPR for AO for review and coordination prior to certification and approval. The authorities to waive wing or unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See DAFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command and major or field command OPR for AO prior to submission to the appropriate tier waiver approval authority. The Air Force Flight Standards, Airfield Operations Directorate (AFFSA/XA) is the tier waiver approval authority for non-tiered compliance items or requirements in this DAFI. See [paragraph 1.2](#) for additional guidance concerning waivers to this DAFI. 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 Department of the Air Force. The reporting requirements in this DAFI are exempt from licensing with a report control symbol according to Air Force Instruction 33-324, *The Air Force Information Collections and Reports Management Program*.

(Added) This supplement implements and extends Department of the Air Force Instruction (DAFI) 13-213, *Airfield Driving*. It defines, describes, and establishes airfield driving policies, responsibilities, and procedures for operating vehicles on the airfield. The requirements set forth in this instruction apply to all personnel at Offutt Air Force Base that must operate vehicles on the airfield, regardless of experience. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route the AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with 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 interim change revises AFI 13-213 by changing it to a DAFI, de-conflicting guidance and tier waiver authority for Foreign Object Damage (FOD) checks on Department of the Air Force (DAF) owned and/or operated airfields, clarifying wing or garrison airfield driving program manager’s role and responsibility for ensuring unit program compliance and updating technical references. A margin bar (|) indicates newly revised material.

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Chapter 1

GENERAL INFORMATION

1.1 Scope and Purpose

1.1.1. This Department of Air Force (DAF) Instruction provides guidance for developing an airfield driving program to provide safe ground vehicle operations and pedestrian control on DAF-owned and/or operated airfields. It outlines training requirements for all personnel (e.g., military, Department of Defense (DoD) civilians, contractors) who, as a part of their job, are required to drive on an airfield. Where applicable, the host wing commander or equivalent must ensure guidance outlined in the wing or base supplement to the DAFI addresses any unique applicability conditions (e.g., signed Memorandum of Agreement, Memorandum of Understanding, support agreement) to ensure compliance and support from non-DAF organizations or functions (e.g., other military services, federal or state agencies, host nation, contract, commercial companies or offices) that operate vehicles on DAF-owned and/or operated airfields. **(T-2)**.

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

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

1.1.4. Shared-Use Airfields. Airfield Management personnel at shared-use airfields (i.e. Air National Guard, Air Force Reserve units) should work with the civil airport manager to develop and implement an airfield driving program as applicable. NOTE: The Wing CC with SAA shall appoint the Wing or Garrison ADPM for the installation. This Wing ADPM will be the issue authority for the AF 483, Flight Line Competency Card, unless otherwise specified in Wing or Base supplement to this instruction.

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

1.1.5.1. Conduct a risk management assessment with the rationale for the waiver and explain (1) how complying with the requirement or compliance item impacts mission accomplishment, OR (2) cost of compliance (training, funds, equipment, facilities, guidance or manpower) creates unacceptable risk to a higher priority task; OR (3) expected cost of compliance outweighs the benefit; OR (4) personnel cannot comply with the requirement due to a lack of resources (training, funds, equipment, facilities,

guidance or manpower). **Note:** Waiver may be approved for a period not to exceed the requested waiver period or 30 calendar days after the approving commander's deployment length, whichever is shorter. Because waivers are the expression of a specific commander accepting risk, approved waivers automatically expire 30 calendar days after a change unless the new commander renews the waiver. Forward proposed waivers to the Air Force Forces (AFFOR) staff or equivalent for an operational review if time permits, or at the discretion of the SAA.

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

1.2. Waivers.

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

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

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

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

1.2.5. The requesting office unit commander must forward a copy of the approved waiver (e.g., AF Form 679 or equivalent) to the Air Force Flight Standards, Airfield Operations Directorate (AFFSA/XA) workflow at hqaffsa.xa@us.af.mil within 30 calendar days of approval for situational awareness and process improvement considerations. (T-1).

1.2.6. Approved waivers become part of the approver's and requestor's official records and are appropriately filed in accordance with Air Force Instruction (AFI) 33-322. (T-1).

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Headquarters Air Force Flight Standards Agency.

- 2.1.1. Develops United States Air Force airfield driving operations, procedures, and training standards.
- 2.1.2. Utilizes the Air Force Safety Automated System to monitor and track airfield driving and controlled movement area violations.
- 2.1.3. Reviews and provides final disposition on waiver request(s) to this instruction.
- 2.1.4. Supports Air Force Runway Safety Action Team programs, in accordance with Air Force Manual (AFMAN) 13-204, Volume 1, *Management of Airfield Operations*.
- 2.1.5. Develops mandatory briefing and training items to provide education, training, and awareness on airfield driving and to enhance flight safety.

2.2. Major or Field Command OPR for Airfield Operations.

- 2.2.1. Supplements United States Air Force airfield driving guidance as applicable.
- 2.2.2. Reviews and evaluates airfield driving incidents, causes, observations and recommendations.
- 2.2.3. Conducts Air Force Runway Safety Action Team programs, in accordance with AFMAN 13-204, Volume 1.

2.3. Host Wing Commander or equivalent.

- 2.3.1. Ensures base or tenant agencies support the airfield driving program.
- 2.3.2. May reinstate airfield driving privileges in writing to perform mission essential duties following suspension or revocation of an individual's civilian driver's license and base driving privileges. Authority may be delegated in writing to a G-series ordered commander in the appropriate chain of command.
- 2.3.3. Approves publication of wing or base supplements to this instruction.
- 2.3.4. Requests an Air Force Runway Safety Action Team through the major or field command OPR for AO when there are recurring problems with runway incursions. See AFMAN 13-204, Volume 1 for additional information.
- 2.3.5. Reviews runway incursion and Controlled Movement Area Violation incidents and corrective actions taken.
- 2.3.6. Appoints a wing or garrison airfield driving program manager in writing. (T-3). Authority may be delegated in the wing or base supplement.
 - 2.3.6.1 (Added) Authority is delegated to the 55 OSS Airfield Operations Flight Commander (AOF/CC).

2.4. Operations Group Commander or equivalent.

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

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

2.4.3. Approves the shape and increase or decrease in the size of the controlled movement area (CMA) with recommendations from airfield manager (AFM), wing or garrison airfield driving program manager (WADPM), AOF/CC, tower chief controller, and wing safety.

2.5. Unit Commander or equivalent.

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

2.5.2. Ensures replacement unit ADPMs are appointed in writing at least 30 calendar days prior to releasing the current unit ADPM. **(T-3)**.

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

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

2.5.5. Suspends a unit member's airfield driving authorization upon suspension or revocation of their civilian driver's license or base driving privileges. Notify the wing or garrison ADPM and unit ADPM of the individuals' suspension or revocation. **Note:** Process request for reinstatement of airfield driving authorization according to **paragraph 4.31**.

2.5.6. Participates in the RIPWG.

2.6. Airfield Operations Flight Commander (AOF/CC) or equivalent.

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

2.6.2. Concurs or non-concurs with safety investigations on controlled movement area violations and runway incursions in accordance with Department of the Air Force Manual 91- 223, *Aviation Safety Investigations and Reports*.

2.6.3. Notifies Major or Field command of controlled movement area violations and runway incursions the first available duty day following the incident.

2.6.4. Shall obtain major or field command OPR for AO coordination on wing or base supplements to this instruction prior to certification and approval. **(T-2)**.

2.6.5. Participates in the RIPWG.

2.7. Wing or Garrison ADPM. The Wing or Garrison ADPM (WADPM) will:

2.7.1. Be a 1C771 (Airfield Management) with the 7-skill level (or civilian equivalent) and appointed in writing by the host wing commander or equivalent to provide overall airfield driving program management and oversight. **(T-3)**. Authority may be delegated in the wing or base supplement. The preferred grade of the wing or garrison ADPM is technical sergeant/E- 6 (or above) or civilian equivalent.

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

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

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

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

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

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

2.7.8. Issue and maintain control and/or security of privately owned vehicle (POV) and government leased vehicle passes or decal. (T-3). For example, achieve control and/or security by changing pass or decal colors annually or by issuing new passes or decals annually. Regardless of what method used, annually validate and issue passes or decals. (T-3). Note: Authority must not be delegated outside airfield management. (T-2). Coordinate changes to vehicle passes or decals with the security forces squadron. (T-3).

2.7.9. Notify the appropriate unit commander, ADPM and AOF/CC when an individual commits a controlled movement area violation. **(T-3)**.

2.7.10. Notify the appropriate unit commander, ADPM and AOF/CC when an individual commits a controlled movement area violation. **(T-3)**.

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

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

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

2.7.14. Ensure unit ADPMs provide appropriate training to temporarily assigned personnel, inspection and survey teams, and non-base assigned contractors based on type, location, time and duration of work. **(T-2)**.

- 2.7.15. Provide classroom training as determined locally. **(T-3)**.
- 2.7.16. Identify mission oriented protective posture training requirements in accordance with AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, Chapter 14 and publish in the wing or base supplement, as applicable. **(T-3)**.
- 2.7.17. Participate in the RIPWG. **(T-3)**.
- 2.7.18. Provide Unit ADPM a standardized spreadsheet (or electronic equivalent) to monitor and track unit personnel authorized to drive on the airfield. **(T-3)**. The list of airfield drivers will include the individual's full name, rank, unit, AF Form 483 certificate number, restrictions (e.g. daytime or ramp only) and refresher training due date. **(T-3)**.
- 2.7.19. Take immediate actions following a Controlled Movement Area Violation or Runway Incursion to correct any identified systematic problems and ensures interim control measures are applied until permanent corrections are made. **(T-3)**.
- 2.7.20. Develop a local airfield diagram for the wing or base supplement to this instruction. **(T-3)**. See [paragraph 4.34](#) for additional information.
- 2.7.21. Coordinate on locations designated for primary (initial) and secondary (follow-on, support) response agencies (e.g., crash recovery, security forces, and ambulance). **(T-3)**.
- 2.7.22. Check each unit airfield driving program, to include a copy of the unit ADPM management internal control toolset (MICT) self-assessment communicator (SAC), for compliance with this publication and wing or base supplement at least annually (T-3). Report any trends, recommended improvement areas, and overall program effectiveness and compliance in writing to the unit commander. (T-3). Note: Wing or garrison ADPM is not required to gain access to a unit's MICT program. Provide ADPMs assigned to or working in non-DAF organizations and/or functions (e.g., other military services, federal or state agencies, host nation, contract, commercial companies or offices) a copy of the unit ADPM MICT SAC as applicable.
- 2.7.23. Develop local airfield diagram or layout test to ensure individuals know the location of runways, taxiways, aprons, perimeter road, and airfield access points. **(T-1)**. See [paragraph 3.3.1.1](#) for additional information.
- 2.7.24. Develop a written communication, general knowledge, and runway incursion test on the wing or base supplement. **(T-1)**. Include the OPR and currency date on each test. See [paragraph 3.3.1.2-3.3.1.5](#) for additional information.
- 2.7.25. Disseminate taxiway and runway closures, construction activity, or other airfield hazards to unit ADPM. (T-3).

2.8. Unit ADPM or equivalent. The unit ADPM must:

- 2.8.1. Be at least staff sergeant/E-5 (or above) or civilian equivalent. **(T-3)**.
- 2.8.2. Possess an AF Form 483. **(T-1)**. **Note:** Unit ADPMs with members who require CMA access, must also have CMA access **(T-1)**.
- 2.8.3. Administer the airfield driver's training program according to this instruction and wing or base supplement. **(T-2)**.
- 2.8.4. Validate unit personnel completion of airfield driver training and certification prior

to issuance of an AF Form 483. **(T-3)**.

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

2.8.6. Identify, document, and track personnel requiring access to the CMA, Non-CMA, or restricted airfield driving as applicable (e.g., ramp only or daylight hours only) **(T-3)**.

2.8.6.1. **(Added)** Assign restrictions to their respective drivers.

2.8.6.2. **(Added)** The following restrictions will be used at Offutt AFB.

2.8.6.2.1. **(Added)** "CMA" – CMA access authorized.

2.8.6.2.2. **(Added)** "Non-CMA" – No CMA access authorized.

2.8.6.2.3. **(Added)** "D" – Daylight Only.

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

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

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

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

2.8.10.1 **(Added)** Ensure unit personnel have a valid AF Form 2293, *U.S. Air Force Motor Vehicle Operator Identification Card*, to operate a Government Owned Vehicles (GOV) on the airfield. Refer to AFI 24-301 for further information on GOV operations and licensing. **Note:** Operation of non-tactical Air Force government motor vehicles where the gross vehicle weight rating (GVWR) is less than 26,000 pounds, designed to transport 8 passengers or less, and does not have a standardized AFQTP requires no further licensing.

2.8.11. Ensure unit personnel are qualified to drive the vehicle(s) they are operating on the airfield. **(T-3)**. This includes any other additional training required to operate vehicles in various field conditions (e.g., blackout or night vision devices, mission oriented protective posture gear). Units with personnel operating vehicles on the airfield using mission oriented protective posture gear must have local operating procedures coordinated through the wing or garrison ADPM and approved by the requesting unit's squadron commander. **(T-3)**. The local operating procedures must include the required training outlined in AFMAN 24-306, Chapter 14. **(T-1)**.

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

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

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

2.8.14.1. **(Added)** Ensure color vision test is documented in Attachment 7. **Note:** If the color vision test was completed by a party other than the Base Optometry Clinic, verify screening results through the Base Optometry Clinic and obtain signature in Attachment 7.

2.8.15. Conduct and document annual refresher training on unit airfield drivers. **(T-2)**. **Note:** Document completion of refresher training on the reverse side of the individual's AF Form

483. Maintain a copy of the most current refresher training completion date on file in the unit.

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

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

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

2.8.19. Attend wing or garrison ADPM semi-annual meetings and briefings regarding airfield driving. **(T-3)**.

2.8.20. Ensure temporarily assigned personnel, inspection and survey teams and non-base assigned contractors, that are hosted by the unit receive local airfield driving training as outlined in this instruction and wing or base supplement. **(T-2)**.

2.8.21. Use the unit ADPM MICT SAC to conduct and document a self-assessment of the unit's airfield driving program at least annually. **(T-3)**. Provide a copy to the wing or garrison ADPM upon request for functional oversight to determine overall program effectiveness and compliance with this publication and the wing or base supplement. **(T-3)**. **Note:** Unit ADPMs should contact their local MICT representative(s) for assistance with being assigned the unit ADPM MICT SAC. ADPMs assigned to or working in non-DAF organizations or functions (e.g., other military services, federal or state agencies, host nation), contract (e.g., commercial companies or offices) can obtain a copy of the unit ADPM MICT SAC from the wing or garrison ADPM.

2.8.22. Develop procedures to disseminate airfield driving related information (i.e. articles, training, or slides) to unit airfield drivers. **(T-3)**.

2.8.23. Conduct random spot checks on unit personnel for enforcement and compliance

with the wing or base supplement. **(T-3)**.

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

2.8.25. Maintain current and accurate training and testing materials. **(T-3)**.

2.8.26. Notify unit commander and wing or garrison ADPM in writing after an individual commits a violation and/or after suspending an individual's airfield driving privileges. **(T-3)**.

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

2.8.28. Annually validate the number of personnel authorized to drive on the airfield to include justification for individuals required to enter or cross the CMA. **(T-3)**. Provide results to the wing or garrison ADPM via an email or memorandum for record (MFR).

2.8.29. Review current airfield information (NOTAMS, advisories and/or emails from wing or garrison ADPM for any taxiway closures, runway closures, construction activity, or other airfield hazards and disseminate this information out to unit drivers for their situational awareness. **(T-3)**.

2.8.30. Ensure either (1) Department of the Air Force Visual Aid (DAFVA) 11-240, *USAF Airport Signs and Markings* or (2) Federal Aviation Administration Ground Vehicle Guide to Airport Signs & Markings Dashboard sticker; DAFVA 13-222; *Runway/Controlled Movement Area (CMA)*; and airfield diagram are available for each vehicle operated on the airfield. **(T-3)**.

2.8.31. **(Added)** Authority to administer tests has been delegated to unit ADPM and will not be delegated lower than the unit ADPM. Unit ADPMs will administer testing only if the Airfield Driving Training and Certification System (ADTCS) is unavailable, and according to procedures outlined in Chapter 3.

2.8.32. **(Added)** Review ADTCS at least monthly. Ensure all personnel are completing training in a reasonable time. Personnel who do not complete the required training items within 60 days will be removed from the system and must re-accomplish all training. Extensions will be requested via email or MFR to the WADPM for members deployed, on leave, etc.

2.8.33. **(Added)** Ensure unit airfield drivers, unit sponsored TDY drivers, and unit sponsored contractors meet requirements outlined in the Offutt AFB Base Defense and Anti-Terrorism Plan, prior to being granted access onto the airfield.

2.9. Airfield Driving Trainers.

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

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

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

2.10. Airfield Drivers.

- 2.10.1. Possess a valid AF Form 483 or be escorted by a vehicle operator that possesses a valid AF Form 483. **Note:** A valid AF Form 483 must be in the driver's possession when operating a vehicle and/or non-vehicle equipment on the airfield. **(T-1)**.
- 2.10.2. Comply with all governing directives and safety practices while driving on DAF-owned and/or operated airfields.
- 2.10.3. Review and understand airfield signage and markings.
- 2.10.4. Maintain situational awareness when driving on the airfield, especially in areas Air Traffic Control Tower has known visual blind spots. It is the personal responsibility of every vehicle operator or pedestrian operating on the airfield to check for approaching aircraft, visually observe the Air Traffic Control Tower, and recognize the location of runways, taxiway, and aprons.
- 2.10.5. Review current airfield information for any taxiway closures, runway closures, construction activity, or other airfield hazards.
- 2.10.6. Ensure appropriate vehicle lights (high beams, flashers, beacons, and strobes) are operational prior to driving in the operational area.
- 2.10.7. Use service roads whenever possible to minimize time spent on taxiways and runways.
- 2.10.8. Use correct terminology during radio transmissions.

2.11. Airfield Management (AM).

- 2.11.1. Serves as the OPR for the wing or base airfield driving program. **Exception:** At contract locations, the AOF/CC shall be designated as the OPR for the wing or base supplement. **(T-2)**. The AOF/CC shall designate the airfield management contract officer representative (military or DoD civilian) as the point of contact for the wing or base supplement. **(T-2)**. However, the contract airfield management office retains responsibility for development of the wing or base supplement to this instruction.
- 2.11.2. Conducts random spot checks for enforcement and compliance of the airfield driving program in conjunction with periodic airfield checks. Annotate spot checks on the Air Force Form 3616, *Daily Record of Facility Operations* or electronic equivalent.
- 2.11.3. Routinely monitors radios for proper radio terminology, phraseology and discipline. Immediately respond to and correct improper radio usage when notified by the air traffic control tower or through the monitoring of radio frequencies. Document corrective actions on an AF Form 3616 or electronic equivalent.
- 2.11.4. Imposes and publishes restricted driving routes as required.
- 2.11.5. Responds to reported or suspected airfield driving violations (e.g. Controlled Movement Area Violations, speeding, expired POV, runway incursions).
- 2.11.6. Participates in the RIPWG.
- 2.11.7. AFM, wing or garrison ADPM, and other designated airfield management (AM) representatives are responsible for determining certificate numbers and signing AF Form 483s. **Note:** Authority must not be delegated outside AM. **(T-1)**.

2.12. Air Traffic Control Tower.

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

2.12.2. Reports known airfield and controlled movement area violations and problems with vehicle operator radio communications to airfield management. Assists airfield management in identifying and locating violators or any unauthorized personnel and vehicles.

2.12.3. Participates in the RIPWG.

2.12.4. **(Added)** Conducts light gun signals for drivers undergoing CMA training.

2.13. Wing Safety.

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

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

2.13.3. Coordinates with AOF/CC, or appropriate AO representatives, in investigating airfield driving incidents, hazard air traffic report (HATR) and controlled movement area violation events.

2.13.4. Notifies the AOF/CC if air traffic control or airfield management services were suspected to be involved in HATR or controlled movement area violation events as outlined in DAFMAN 91-223, Chapter 9.

2.13.5. Participates in the RIPWG.

2.13.6. Reviews Controlled Movement Area violations for trends.

2.14. Security Forces Squadron.

2.14.1. Monitors airfield vehicle operations.

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

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

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

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

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

2.14.7. Participates in the RIPWG.

2.14.8. Coordinates with the wing or garrison ADPM to establish a designated response

location in support of in-flight and ground emergencies or other emergency situations.

2.15. Hospital/Medical Treatment Facility.

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

2.15.2. Coordinates with the wing or garrison ADPM to establish a designated response location in support of in-flight and ground emergencies or other emergency situations.

2.15.3. **(Added)** Verifies an individual's color vision by reviewing medical records and/or conducting a color vision screening to ensure the individual can distinguish between red, green, white, yellow, and blue. Color vision screening pass or fail will be annotated in Attachment 7.

2.16. Civil Engineer Squadron.

2.16.1. Ensures contract personnel receive driver's training from the civil engineering's unit ADPM, AFM, wing or garrison ADPM or designated AM representative prior to the start of construction activities, if personnel are not escorted by a CMA and/or Non-CMA licensed driver.

2.16.1.1 **(Added)** If work is to be conducted within the CMA, ensure at least one vehicle can communicate with Offutt Air Traffic Control Tower (ATCT) via 2-way radio and maintains control of all other contractor vehicles working with them.

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

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

2.16.4. **(Added)** Informs AM of all airfield maintenance activities (e.g., spall repair, mowing, spraying, etc.). Notification must be made prior to start and upon completion of work each day.

2.16.5. **(Added)** For any contracts with Contracting Officer Representative (COR) oversight, the COR will ensure routes to and from the airfield construction sites are approved by the AFM or designated representative. The COR will also coordinate training on airfield driving procedures and issuance of privately owned vehicle (POV) passes with 55 CES/CEO ADPM, the WADPM, or a designated representative.

Chapter 3

TRAINING CRITERIA AND TESTING

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

3.1.1 **(Added)** The ADTCS will be the primary means of training and testing for the duty of Airfield Driving for Offutt AFB.

3.1.2. **(Added)** IAW current COMACC guidance, ACC Pilots and WSO's have waived airfield driving requirements and are not required to accomplish training reference paragraphs 3.1.1, 3.2.1, 3.2.3, 3.3 but will follow current WADPM policies for training documentation and AF 483 creation. **NOTE:** If the COMACC guidance is rescinded, then all training requirements will be met in accordance with this instruction.

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

3.2.1. Airfield Driving Training Documentation and Certification Checklist (see Attachment 7) or electronic equivalent to document airfield drivers' training and certification on all newly assigned or employed personnel. **(T-3)**. The checklist is available for download at the AFFSA Airfield Operations SharePoint® website <https://usaf.dps.mil/sites/affsa/SitePages/XAM.aspx>. Units may incorporate local requirements to Airfield Driving Training Documentation and Certification Checklist.

3.2.1.1. **(Added)** If ADTCS is not available to conduct training UADPMs and trainers must document training on Attachment 7.

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

3.2.2.1. **(Added)** ADTCS will be utilized for refresher training and testing. Unit ADPMs will use OAFB Attachment 12 to document refresher training on individuals unable to access ADTCS.

3.2.2.2. **(Added)** The unit ADPM will ensure all refresher training items are completed no later than (NLT) the refresher due date marked on the AF Form 483 or 12 months from the issue date if no refresher due date is annotated. Failure to complete the annual refresher requirements will result in automatic suspension of airfield driving privileges until refresher training is completed. Personnel who do not complete refresher training within 60 days will be removed from ADTCS and will have to re-accomplish all training before driving on the airfield again. **Note:** An extension from the WADPM must be requested for members unable to complete refresher training within 60 days, and they must complete training prior to driving on the airfield.

3.2.2.3. **(Added)** Refresher training will include a review of DAFI 13-213, Airfield Driving, DAFI 13-213_OAFB Supplement, Offutt Airfield Driving Classroom Slides, and a refresher test.

3.2.3. Completion of the Airfield Driving Computer-Based Training Course (accessible on

the Air Force myLearning Website, <https://lms-jets.cce.af.mil/moodle/> is a mandatory, https: (T-1). **When in use**, place the initial training date on the Airfield Driving Training Documentation and Certification Checklist (see **Attachment 7**) for personnel who previously completed the training.3.3.4. Classroom training as determined in wing or base supplement.

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

3.2.4.1. **(Added)** Local classroom training will be conducted using the Offutt Airfield Driving Classroom Slides and training references listed in paragraph 3.2.4.2. **Note:** The WADPM will ensure the most current version of the classroom slides are available to unit ADPMs via email, SharePoint, etc.

3.2.4.2. **(Added)** A review of the following items must be completed: AFMAN 24-306, Manual for the Wheeled Vehicle Operator, DAFMAN 91-203, Air Force Occupational Safety, Fire, and Health Standards, paragraph 24.13., DAFI 21-101, Aircraft and Equipment Maintenance Management, paragraph 11.8.

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

3.2.5.1. **(Added)** A practical test is required for CMA drivers. The trainer must take the trainee on the airfield and contact ATCT via radio to request a light-gun signal test. Trainee will call the colors back to ATCT and explain the meaning of each signal to the trainer.

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

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

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

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

3.3.1.1.2. Required minimum passing score is a 100%.

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

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

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

3.3.1.2.1. Basic communication principles.

3.3.1.2.2. Phonetic Alphabet.

3.3.1.2.3. Standard aviation phraseology.

3.3.1.2.4. Escort phraseology and procedures.

3.3.1.2.5. A simulation of radio communications between a vehicle operator and Air Traffic Control Tower. For example, initial radio contact, crossing active runway, or hold short instructions.

3.3.1.3. **General Knowledge Test. (T-1).** General knowledge test contains at least 10 questions with a minimum passing score of 80% (corrected to 100%). Use the Airfield Driving Training Documentation and Certification Checklist to document test results.

3.3.1.4. **Runway Incursion Prevention Test. (T-1).** Test contains at least 5 questions with a minimum passing score of 100%.

3.3.1.5. **Practical Driving Check-ride. (T-1).** At a minimum:

3.3.1.5.1. Drive the vehicle during the check-ride, when feasible.

3.3.1.5.2. Demonstrate the ability to operate a vehicle in all areas required for the duty position and/or work areas without assistance.

3.3.1.5.3. Identify the location of runway hold lines, runways and other CMA.

3.3.1.5.4. Demonstrate the ability to contact air traffic control tower prior to entering the runways and other CMA (Runway and CMA drivers only).

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

3.3.2. **Test Failures.** Failure to obtain a passing result, will require the following:

3.3.2.1. First failure: Material review and 24 hour period before retesting. **(T-3).**

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

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

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

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

3.3.3. **(Added) OAFB Test Failures.** Individuals that fail the test will be retested following the guidelines below:

3.3.3.1. **(Added) First Failure:** complete review of the test to include the questions missed. Retest no earlier than 24 hours.

3.3.3.2. **(Added)** Second Failure: complete review of the test to include the questions missed. Retest no earlier than 72 hours.

3.3.3.3. **(Added)** Third Failure: The unit ADPM will coordinate with the WADPM to determine if the individual will continue with training. Member must re-accomplish all training items before retesting. Retesting will not occur earlier than 7 days from the last failure date.

3.3.4. **(Added) Refresher Test Failures.** Refresher test failures will be handled IAW paragraphs 3.3.3. – 3.3.3.3.

3.3.5. **(Added) Paper Testing.** If ADTCS is out of service for an extended period, or if the trainee is unable to access ADTCS, paper testing will be conducted by the unit ADPM. Copies of the test will be provided by the WADPM. The unit ADPM will ensure all training is complete before administering tests, either with Attachment 7 for new drivers, or Attachment 12 for refresher testing. Tests will be graded by the unit ADPM IAW paragraphs 3.3.2. – 3.3.3.3. Unit ADPMs will retain the most recent copy of their member's tests for records management.

3.3.5.1. **(Added)** Upon passing, the unit ADPM will send the member's completed test and Attachment 7 to AM for verification and records management. Test failures will be handled IAW paragraphs 3.3.3. – 3.3.3.3.

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

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

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

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

3.5. **(Added) Test Compromise.** All instances of the airfield driving test are to be completed closed book. Members found cheating and/or distributing/discussing any portion of the test are subject to consequences at the discretion of the WADPM and/or AOF/CC. Input from the member's unit ADPM and/or unit commander will be considered. Examples of potential consequences include a 30 day hold on further training and/or testing, restarting the training process, loss of airfield driving privileges, etc.

Chapter 4

OPERATING PROCEDURES AND STANDARDS

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

4.1.1. **(Added)** Vehicles will be operated on the airfield only when required and in direct support of the mission.

4.1.2. **(Added)** Personnel driving or working on the airfield must meet requirements outlined in the Offutt AFB Base Defense and Anti-Terrorism Plan, prior to being granted access onto the airfield. The sponsoring agency (e.g., Fire Department, Contracting, Civil Engineering, etc.) will provide an airfield qualified escort for personnel as required. Contractors and TDY personnel not escorted must have a valid AF Form 483, airfield driving license and must meet requirements in the Offutt AFB Integrated Defense and Anti-Terrorism Plan to be on the airfield.

4.2. Operating a Vehicle in the CMA.

4.2.1. No vehicle operator or pedestrian shall enter the CMA without specific approval from the air traffic control tower. **(T-1). Note:** Vehicles and pedestrians with a qualified escort meet this requirement. See [paragraph 4.23](#).

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

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

4.2.3.1. **(Added)** All vehicles accessing the CMA will use the Ramp Net to communicate with the ATCT. **Exception:** Fire Department will use the Crash Net.

4.2.4. Vehicle operators must use light emitting diode or rotating beacon lights and/or emergency or hazard warning flashers when driving in the CMA. **(T-1).**

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

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

4.2.6.1. **(Added)** Offutt-CMA approved call signs for operators are listed on Attachment 11. Changes to this attachment must be submitted to the Wing ADPM for approval. Vehicle operators without an approved callsign listed in Attachment 11 will be provided by Airfield Management for temporary use. ATCT will be notified of the temporary callsign and vehicle type before use.

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

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

4.2.8.1. **(Added)** The runway will not be used for convenience or as a transit route from one side of the airfield to another. The use of perimeter, in-field, and other airfield roads are to be used to the maximum extent possible.

4.2.9. **(Added)** The Precision Obstacle Free Zone (POFZ) is located at the approach end of Runway 13/31 as depicted on the airfield diagram Attachment 10. The dimensions are 800 feet (400 feet on each side of the runway centerline) and extend 200 feet from the runway threshold. The POFZ holding position procedures will be in effect when visibility is less than 3/4 statute mile, ceiling of 250 feet or less and an aircraft on final approach within 2 miles of the runway threshold. Vehicles and aircraft must not penetrate the POFZ when active. Vehicle operators must follow all radio transmissions and runway hold line instructions from ATCT when the POFZ is in effect.

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

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

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

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

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

4.3.2.3. **(Added)** If radio problems occur, exit the CMA as soon as possible and at the safest location. Contact ATCT and/or Airfield Management to explain the situation. Do not enter and/or cross any portion of the CMA if radio failure is suspected.

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

4.4.1. DAFVA 11-240, *USAF Airport Signs and Markings*. **(T-2)**. **Note:** The ground vehicle guide to airport signs & markings dashboard or visor sticker is the Federal Aviation

Administration (FAA) equivalent to DAFVA 11-240 and may be used by units located at shared-use airfields.

4.4.2. DAFVA 13-222, *Runway/Controlled Movement Area (CMA) Procedures*. (T-2).

4.4.3. A current locally developed airfield diagram (provided by wing or garrison ADPM). (T-2).

4.4.4. Hot spots when depicted on a different airfield diagram. (T-2).

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

4.4.6. (Added) See Attachment 10 for the Offutt Airfield Diagram. DAFVA 13-222 is not required for vehicles operating outside of the CMA. **Note:** Visual aids/decals can be placed in a binder, folder or zipped pouch and must be easily accessible for the vehicle operator.

4.5. Airfield Signs.

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

Figure 4.1. (Added) Mandatory Sign, Runway Hold Position Sign (Taxiway Mike South).



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

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

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

Figure 4.2 (Added). Direction Sign (*right*) w/ Location Sign (*left*).



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

Figure 4.3. (Added) Location Sign (*right*) w/ Destination Sign (*Left*).



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

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

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

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

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

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

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

4.6.3. **Visual Flight Rules Hold Position.** Visual flight rules hold position markings are located at least 100 feet from the edge of the runway on all taxiways leading to the runway and consist of four parallel yellow stripes (two solid and two dashed) perpendicular to the axis of taxiway centerline, extending across taxiway with the dashed lines on the runway side. These lines mark the boundary of the CMA. Vehicle operators and/or pedestrians shall not cross the runway hold position or proceed onto the runway without first obtaining permission from the air traffic control tower. **(T-1).**

Figure 4.4. (Added) VFR Holdline Marking.



Figure 4.5. (Added) VFR Holdline Marking w/ Taxilane Centerline.



4.6.4. **Instrument Hold Positions.** These markings are normally placed farther from the runway than the Visual Flight Rules hold position. These markings consist of two solid yellow lines, two feet apart, extending across width of taxiway, connected by pairs of solid yellow lines ten feet apart, on black background. Hold positions are used during Instrument Flight Rules conditions or instrument approach procedures. Instrument Flight Rules hold positions protect Instrument Landing System critical areas to ensure an aircraft's instrument reception is not disrupted during flight. These hold positions are used any time the weather falls below a ceiling less than 800 feet and/or visibility less than 2 miles.

4.6.4.1. **(Added)** No instrument hold positions are marked at Offutt AFB.

4.6.5. Examples of airfield markings are included in [Attachment 3](#).

4.6.6. **(Added) Non-Standard Markings.** These markings are those that do not comply to established airfield surface markings as defined by FAA and UFC criteria and include unusual colors, patterns, or shapes that deviate from the prescribed markings for runways, taxiways,

aprons, and other areas.

4.6.6.1. **(Added)** Personnel will not drive over the Distinguished Visitor (DV) Carpet (Figure 4.9) located on the Kilo Apron. **Note:** Transient Alert, security details/escorts in support of DV aircraft are exempt.

Figure 4.6. (Added) DV Carpet.



4.7. Airfield Lighting.

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

4.7.2. Taxiway edge lights are blue.

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

4.7.3.1. **(Added)** No taxiway centerline lights are installed at Offutt AFB.

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

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

4.8.1. Vehicle Parking Areas — 5 miles per hour.

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

4.8.3. Aircraft towing speed — 5 miles per hour.

4.8.4. Blackout and/or night vision operations — 10 miles per hour.

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

- 4.8.6. Aircraft Parking Ramp — 15 miles per hour.
- 4.8.7. Airfield or Perimeter Road — 15 miles per hour.
- 4.8.7.1. **(Added)** ATCT access road – 25 miles per hour.
- 4.8.8. Aerospace Ground Equipment — 15 miles per hour.
- 4.8.8.1. **(Added)** Towing 2 or more maintenance stands – 5 miles per hour.
- 4.8.8.2. **(Added)** Towing 1 maintenance stand/equipment with solid wheels/castors – 10 miles per hour.
- 4.8.8.3. **(Added)** Towing AGE, such as compressors, GPUs, or similar items – 15 miles per hour.
- 4.8.9. During reduced visibility or when snow and ice are present on paved surfaces, reduce speed to 10 mph maximum. Defer vehicle operation when possible and limit to mission essential.
- 4.8.10. Snow and ice removal vehicles operate at a speed that facilitates safe operations.
- 4.8.11. “Follow Me” vehicles may exceed the 15 mph flightline speed limit when necessary to accommodate the safe taxiing speed of aircraft.
- 4.8.12. During emergencies, all emergency response vehicles, e.g., aerospace rescue firefighting equipment, ambulances, airfield management and security forces, may exceed speed limits only with due regard for the safety of persons and property.
- 4.8.12.1. **(Added)** Emergency response or alert vehicles may exceed speed limits with prudence, provided personnel and property are not endangered and only when responding to actual (not exercise, training or simulated) emergencies or klaxons.
- 4.8.13. Taxiways:
- 4.8.13.1. General purpose vehicles — 15 miles per hour. **Exception:** Vehicle operators may exceed this speed limit when published in an approved wing or base supplement to this instruction.
- 4.8.13.1.1 **(Added)** Taxiway Charlie from Taxilane Charlie 1 to Taxiway Quebec – 25 miles per hour.
- 4.8.13.2. Special purpose vehicles (e.g. tractors, tugs, forklifts, or sweepers). — 10 miles per hour.
- 4.8.14. Active Runways. Drivers should assume a prudent and reasonable speed depending on nature of business on the runway as well as weather conditions.

4.9. Vehicles Operating in the Immediate Vicinity of an Aircraft.

- 4.9.1. Do not park or drive any vehicle closer than 25 feet in front or 200 feet to the rear of any aircraft when engines are operating or are about to be started. Units should add additional safety distance based on assigned aircraft.
- 4.9.2. Do not operate vehicles within 25 feet of an aircraft unless providing an immediate service to that aircraft (e.g. fueling, servicing).
- 4.9.3. Do not operate a vehicle in front of a taxiing aircraft unless signaled to do so by the

pilot or instructed by Air Traffic Control Tower. Do not operate a vehicle between an aircraft and its marshaller.

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

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

4.9.6. **(Added)** Procedures and standards for vehicles operating in the immediate vicinity of an aircraft will be IAW AFMAN 24-306, Chapter 20, and AFI 91- 203, paragraphs 24.13.7 and 24.13.11.

4.10. Parking and Choking Vehicles on the Airfield.

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

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

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

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

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

4.10.6. **(Added)** Wheeled equipment that is not equipped with an integral braking system, will have chocks placed in front of and behind a rear wheel. **Note:** Use chocks that meet requirements outlined in T.O. 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*.

4.10.7. **(Added)** Refer to AFI 91-203, for additional information on vehicle parking and chocking requirements.

4.10.8. **(Added)** When not in operation, all airfield vehicles will be parked in a designated parking area. The airfield designated parking areas are as follows:

4.10.8.1. **(Added)** North side of Base Operations building.

4.10.8.2. **(Added)** Northeast of building 457, Dock 1.

4.10.8.3. **(Added)** East of Bravo 6 spot designated by white lines. **Note:** Vehicles may park in this area temporarily when directly supporting aircraft on spots Bravo 5 & 6. All vehicles must be removed when spots are unoccupied.

4.10.8.4. **(Added)** East of building 307 defined by painted lines.

4.10.8.5. **(Added) For Alert mission vehicles only.** South of Taxiway Charlie abeam Foxtrot behind the Vehicle driving lane in the designated parking spots.

4.10.8.6. **(Added) For Alert mission vehicles only.** Between Mike South and Foxtrot abeam spot 3.

4.11. Fixed and Mobile Obstacle Distance Requirements.

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

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

4.11.2.1. **(Added)** The required lateral clearance distance for all parking aprons and taxilanes to a mobile obstacle is shown in Table 4.1. All vehicles operating in/or around the airfield are also considered mobile obstacles. IAW UFC 3-260-01, Table 3-2., emergency vehicles (responding to a real-world emergency) and authorized maintenance vehicles are exempt. All other vehicles operating on the airfield must comply. **Note:** All fixed obstacles must be coordinated through the Airfield Manager prior to installation. Do not position equipment or vehicles beyond the taxilane edge markings located along the length of taxilane Echo (Figure S.7).

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

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

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

4.11.6. **(Added)** Aircraft Maintenance will ensure all equipment on the airfield is positioned to allow proper wingtip clearance. Equipment must be removed NLT three hours after flying and pre-positioned no earlier than three hours prior to the start of flying. AGE equipment when not in use will be stored in designated AGE parking locations. Approved AGE storage locations are as follows: **Note:** Do not position AGE equipment east of parking spot Alpha 7 beyond the taxilane edge markings (Figure S.7) while aircraft is taxiing.

4.11.6.1. **(Added)** Delta Tow-way designated by a white line no closer than 105 feet from centerline.

4.11.6.2. **(Added)** Echo Row parking positions E1, E2, and E3 in the area designated by a white line no closer than 116' to the parking position centerline.

4.11.6.3. **(Added)** East of Bravo spot 6 (E-6 aircraft equipment only).

4.11.6.4. **(Added)** North side of Base Operations building designated by a white line

(equipment only).

4.11.6.5. **(Added)** West of parking spot Bravo 1 along the fence in the area designated by white line no closer than 97.5' to the peripheral taxilane. Equipment must be removed after inspected.

Figure 4.7. (Added) Taxilane Edge Stripes.



Table 4.1. (Added) Lateral Clearance Distance to Mobile Obstacle.

Ramp/Apron	Aircraft	Min. Distance from Apron Edge or Boundary Marking	Min. Distance from Taxilane Centerline
Alpha Row	C-135 (local)	Not authorized	Not authorized
Bravo Row	C-135 (local) E-6 (VQ-3 only)	East of Bravo spot 6 designated by a white line (E-6 equipment only)	
Delta Tow	C-135 (local) E-6 (VQ-3 only)	Delta Tow-way designated by a white line	
Echo Row	C-135 (local) E-4 (local) E-6 (VQ-3 only)	Echo row parking spots E1, E2, and E3 designated by a white line	107 FT – 10 IN
Foxtrot	E-4 (local)	110 FT – 6 IN	148 FT
Golf	C-135 (local)	61 FT – 2 IN	
Hotel 1-5	F-16		41 FT – 5 IN
Hotel 6-11	A-10	28 FT – 6 IN	58 FT – 6 IN
Juliet	A-10	28 FT – 6 IN	58 FT – 6 IN

Kilo	C-37 C-9 W/ TA Marshal	Base Operations building designated by a white line – North side (equipment only) and South side (vehicles only)	
Mike South	E-6 (VQ-3 only)	86 FT – 6 IN	124 FT
Mike North	C-17	97 FT – 6 IN	

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

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

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

- 4.13.1. Check tires for FOD after returning to pavement if driving on unimproved surfaces (for example, to avoid taxiing aircraft or if performing runway repairs). **(T-1)**.
- 4.13.2. Make every attempt to stay on paved surfaces and avoid driving on unimproved surfaces (e.g. dirt or grass). **(T-1)**.
- 4.13.3. At a minimum, a FOD check will consist of the following:
 - 4.13.3.1. Inspect the vehicle tires (pull forward to check tire in contact with pavement). **(T-1)**.
 - 4.13.3.2. Ensure all external vehicle components are secured. Secure all items loaded on payload vehicle, to include all tie-down device loose ends such as chains, ropes, packaging or other item that may become dislodged during movement while on the airfield. **(T-1)**.
 - 4.13.3.3. A thorough walk around of the vehicle to check for damaged, loose, or worn parts. **(T-1)**.
- 4.13.4. Refer to DAFI 21-101, *Aircraft and Equipment Maintenance Management*, Chapter 11 and AFMAN 91-203, *Air Force Occupational Safety, Fire, and Health*

Standards, Chapter 24 for additional information.

4.13.5. **(Added)** Vehicle operators must stop and perform a FOD check on all equipment and tires immediately after entering a designated airfield gate. **Exception:** Tower, East and Gemini gates. All vehicles accessing Mike North through the Tower Gate must complete a FOD check after crossing the in-pavement taxiway lights on Mike North at the FOD Check point lines.

4.13.6. **(Added)** If significant FOD is found on the airfield notify AM via radio or landline. AM will inspect the area and dispatch an airfield sweeper if necessary.

4.14. Use of Cellular or Mobile Phones on the Airfield.

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

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

4.14.3. **(Added)** Phone use on the airfield at Offutt AFB will only be done when the vehicle is safely parked and limited to official/business use only.

4.15. Restricted Visibility or Night Driving Operations.

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

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

4.15.2.1. **(Added)** All vehicles will use flashing or parking lights at night when vehicles are temporarily parked (manned or un-manned) on any area of the airfield except designated parking areas reference paragraphs 4.10.8. – 4.10.8.6.

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

4.15.4. Do not operate vehicles on the airfield when visibility is less than 100 feet.

Exception:

Emergency and/or alert vehicles may be operated when necessary to accomplish the mission.

4.15.5. Use a walking guide with a flashing or luminescent wand during emergency movement of alert vehicles when visibility is under 50 feet.

4.15.6. Vehicle operator must stop and hold at instrument hold markings and/or signs when conditions are less than a reported ceiling of 800 feet or 2 miles visibility. **(T-1)**.

4.15.7. Vehicle headlights shining towards a moving aircraft at night shall be turned off immediately to prevent affecting the pilot's night vision and will remain off until the aircraft is out of range. **(T-1)**. However, vehicle parking lights or emergency flashers are turned on so its position is known. Headlights shall be turned on prior to moving the vehicle. **(T-**

1).

4.16. Driving with Daytime Running Headlights. During restricted visibility, nighttime operations or in the vicinity of taxiing aircraft, must park vehicles with daytime running headlights in a safe location with headlights off, parking brake set, and emergency flashers on. **(T-1).**

4.16.1. **(Added)** If vehicles equipped with daytime running lights that cannot be turned off, the vehicle will park in a safe location with ignition off, parking brake set, and emergency flashers on when an aircraft approaches.

4.17. Operating Non-Vehicular Equipment. Examples of non-vehicular equipment include segway, bicycle, tricycle, golf cart, all-terrain vehicle, mower, or aerospace ground equipment).

4.17.1. Non-vehicular equipment operators are required to know requirements in this instruction and wing or base supplement. Unless otherwise directed, personnel operating non-vehicular equipment are exempt from state and/or country driver's licensing requirements. However, personnel operating non-vehicular equipment must complete airfield driver's qualification training in accordance to this instruction. **(T-1).**

4.17.1.1. **(Added)** Personal motorcycles, personal motor tricycles, mopeds, two-wheeled scooters, roller skates, and skateboards are not authorized on the airfield of Offutt AFB. Exception: Bicycles are authorized if pushed or carried from the Base Ops gate to Hangar 6 (Bldg 307). Electrical or gasoline-powered golf-type carts and vehicles defined as Government Vehicle Other (GVO) in DAFI 91-207 are permitted to operate on parking ramps.

4.17.2. Tricycles parked on the airfield will have a braking device engaged to prevent inadvertent movement. **(T-1).** For night use, equip bicycles and tricycles with an operating headlight and reflectors or reflective tape. Equip non-vehicular equipment with forward and rear lamps if operated at night.

4.17.3. Place all non-vehicular equipment parked on the airfield so as not to impede aircraft or traffic flow.

4.18. Use of Perimeter, In-Field or other Airfield Roads. Runway(s), taxiway(s), or CMAs shall not be used for convenience. **(T-3).** To the max extent possible, utilize perimeter, in-field, or other airfield roads.

4.18.1 **(Added)** To the maximum extent possible, vehicles will use Tower Road to gain access onto Taxiway Mike North. **Note:** Tower Road does not require an AF 483.

4.18.2 **(Added)** Vehicle driving lanes (Figure S.8) are painted on the airfield to identify vehicle routes of travel. These lanes will be used to the maximum extent possible, except when giving way to taxiing aircraft and emergency response vehicles. When vehicle routes are not marked, vehicles shall stay to the far edge of the paved surface.

Figure 4.8. (Added) Vehicle Drive Lane (Foxtrot Apron).



4.19. Runway Crossing Limitations. Limit runway crossing at locations known to have communication, signal problems, and/or air traffic control tower visual blind spots, as applicable.

4.19.1. **(Added)** ATCT visual blind spots are at the northern portion of the Northwest Hammerhead, Kilo apron, Delta apron, Delta tow-way, and the southwestern portion of the 55th Wing Mass Parking Apron (MPA). Areas are depicted on the airfield diagram, Attachment 10 Use caution when operating vehicles in these areas. There are no known communications or radio signal problem areas on the airfield.

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

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

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

4.20.3. **(Added)** Aircraft crash/recovery, Medical, Fire Department, Security Forces, Wing Safety, and AM vehicles responding to an aircraft emergency are considered primary emergency responders. Secondary support agencies (e.g. transportation, maintenance, etc.), as determined by the Fire Chief or incident/on-scene commander, are those required to support on-going operations.

4.20.4. **(Added)** During an aircraft accident or incident, all vehicles not directly involved with the situation will immediately leave the affected area as soon as possible.

4.20.5. **(Added)** Fire Chief will provide escort to fire department vehicles only, all other vehicles must contact ATCT for permission to enter the CMA.

4.21. Vehicle Traffic Control Devices or Lights Located on Taxiways and Runways. When the vehicle traffic control device and/or light is activated, vehicle operators must come to a complete stop until the device and/or light is turned off. **(T-1).** Vehicle operators must visually check for crossing aircraft or vehicles before proceeding. **(T-1).**

4.21.1. **(Added)** The primary entry/exit route to the flood recovery construction zone is the East and Gemini Gate transiting through the airfield. Construction vehicles will be controlled by traffic lights located at both the East and Gemini Gates. Only vehicles entering/exiting the construction zone for official business are authorized the use of these gates and procedures. All other vehicles that must work between traffic control lights will contact ATCT via the ramp net for entry into this area.

4.22. Airfield Driving During Blackout Conditions.

4.22.1. Units operating vehicles on the airfield using night vision devices must have local operating procedures coordinated through the wing or garrison ADPM and approved by the requesting unit's squadron commander. **(T-3)**. The local operating procedure must include the items below and require vehicle operators to follow the guidance outlined in AFMAN 24-306, *Section 12D—Vehicle Operations Using Night Vision Devices and Operations Under Blackout (BO) Conditions*. **(T-3)**.

4.22.1.1. Driver and assistant driver responsibilities.

4.22.1.2. NVD-related accident reporting procedures.

4.22.1.3. Airfield driving and night vision device (NVD) licensing procedures.

Note:

Annotate "NVD Qualified" on the AF Form 483.

4.22.1.4. Qualification and annual refresher training requirements.

4.22.1.5. NVD instructor qualification requirements.

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

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

4.22.4. **(Added)** Driving with Night Vision Devices (NVD) during blackout conditions/operations is not authorized on Offutt airfield.

4.23. Vehicle Escorts and Convoys on the CMA and Non-CMA.

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

4.23.2. Escort officials must be trained and certified to drive on the airfield. **(T-1)**. Escort officials may only provide escort into the CMA if they are CMA qualified. **Note:** Airfield management does not provide escorts for airfield construction projects and/or activities generated via submission of base civil engineer work request, or customer service calls.

4.23.3. **(Added)** Vehicle escorts and convoys must be trained on airfield driving, possess a valid AF 483, and if operating in the CMA, have a two-way radio to communicate with

ATCT. One individual may act as an escort for up to five vehicles. The escort/escorted must always remain within 250 feet of each other. The escort vehicle is responsible for the group and will relay ATCT control instructions/communications for the group. **Note:** Procedures for personnel escorting individuals into the restricted/airfield-controlled areas will be conducted IAW Offutt AFB Integrated Defense and Anti-Terrorism Plan, Annex C.

4.24. Vehicles Equipped with Supplemental Traction Devices.

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

4.24.1.1. **(Added)** 55 AMXS and 595 AMXS are authorized to use chains on their tow vehicles for mission essential operations. A risk assessment must be filed each year. Any damage to airfield pavement must be reported to Airfield Management.

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

4.25. Vehicular Traffic over In-ground Fuel Pit Covers. Do not stop, park or drive vehicles over any portion of in-ground fuel pit covers.

Figure 4.9. (Added) In-Ground Fuel Pit (Echo Row).



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

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

4.26.2. Remain clear of taxiing traffic and do not pass within 200 feet behind aircraft with engines running.

4.26.2.1. **(Added)** Do not drive within 500 feet to the rear of a large aircraft, such as C-5, C-17, E-4, KC-46, etc.

4.26.3. Do not operate vehicles within 100 feet of a helicopter with rotors in motion. **Note:**

Vehicle operators must use extreme caution when driving in the vicinity of helicopters conducting hover checks. **(T-1)**.

4.26.4. **(Added)** Personnel will use caution when driving through jet blast areas on Foxtrot apron, Mike South, Mike North, Alpha Row, Bravo Row, and Echo Row. Jet blast areas are depicted on the Offutt airfield diagram Attachment 10. Traveling behind aircraft with engines running in these areas is prohibited. Vehicle and personnel are responsible for maintaining proper distance while operating near the jet blast areas.

4.27. Disabled Vehicle.

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

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

4.27.1.2. If the vehicle has two-way radio capability, make the following transmission: "All parties BREAK, BREAK-This is (call sign) with an emergency for Airfield Management, Tower, and Maintenance Operations Center." State the nature of the problem and report your position on the airfield. **NOTE:** If two-way radio capability is not needed for operations on the airfield or not on the "Ramp Net" drivers must contact Airfield Management at 402-294-3240.

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

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

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

4.27.4.1. Do not leave vehicles unattended in the CMA.

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

4.28. Temporarily Assigned Personnel, Inspection and Survey Teams, and non-base Assigned Contractors.

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

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

4.28.2.1. The wing or garrison ADPM or as delegated in the wing or base supplement to the unit ADPM may provide a local briefing and/or training when temporarily

assigned personnel, inspection and survey teams and non-base assigned contractors driving route(s) do not require access on or across the CMA.

4.28.2.1.1. Use **Attachment 8** to document the name and unit of the individual that received the local briefing and/or training.

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

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

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

4.28.2.3.1. Individual’s full name and rank.

4.28.2.3.2. Home unit AF Form 483 certificate number.

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

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

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

4.28.4. If the unit ADPM accomplishes the local training and/or briefing, forward an information copy to the wing or garrison ADPM.

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

4.28.6. **(Added)** TDY personnel needing to operate a vehicle on the airfield must possess a valid AF 483 from their home duty station, complete training requirements outlined in Attachment 8, have restrictions applied IAW paragraph 2.8.6., and must be endorsed by AM. **NOTE:** Training will be conducted by the sponsoring unit ADPM and follow current Wing ADPM guidance (utilizing ADTCS, unique TDY situations, website outages etc.) to track and populate TDY AF Form 483.

4.28.6.1. **(Added)** TDY personnel that lack a valid AF 483 from their home duty station will complete initial training requirements using Attachment 7 and complete all classroom training reference paragraph 3.3.5. – 3.5. **NOTE:** Training will be conducted by the sponsoring unit ADPM.

4.28.7. **(Added)** Non Offutt AFB assigned contractors will be trained in the same manner as TDY personnel; an AF 483 will be issued when all required training is complete via Attachment 8. The AF 483 will only be valid for the scheduled duration of the project. **NOTE:** Non-based assigned contractors will receive training based on the project’s location and routes to and from the work site. The routes and CMA access will be restricted and must be approved by the AFM and/or DAFM prior to the work starting.

4.28.8. **(Added)** To the maximum extent possible, contractors will have it written into their contracts that they will adhere to the provisions of DAFI 13-213 and this supplement if required to operate a vehicle on the airfield. Vehicles will also be labeled with the company name for easy recognition.

4.29. POV and Government Leased Vehicle Passes.

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

4.29.1.1. **(Added)** Vehicle passes will only be issued to those individuals whose job requires immediate and direct access to the work area on the airfield. Vehicle passes are required for contractor vehicles and vehicles without GOV license plates.

Exception: POVs listed on Table 4.2.

4.29.2. Prior to requesting issuance of a vehicle pass, unit commanders and/or host unit commanders should exhaust all means of obtaining a government owned vehicle. This includes, but is not limited to, signing-out a government owned vehicle from transportation and/or vehicle operations for one-time use.

4.29.3. Company and/or contractor representative vehicle passes are issued to fulfill contractual obligations only. Requests for vehicle passes by temporarily assigned personnel are coordinated through unit ADPM and forwarded to the wing or garrison airfield driving program for approval.

4.29.4. Each POV owner, user or operator must possess a valid driver's license or host nation driver's license and current AF Form 483. **(T-1)**.

4.29.4.1. **(Added)** A state driver's license is not required for personnel operating Other Government Motor Vehicle and Conveyances (OGMVC) or commercial reel/rotary mowers.

4.29.5. Request for a vehicle pass or decal are endorsed by the individual's unit commander or company, contractor representative. At a minimum, the MFR or local form or electronic equivalent contains the following information:

4.29.5.1. Owner or User.

4.29.5.2. Organization or Company.

4.29.5.3. Duty Phone.

4.29.5.4. Vehicle Make, Model, Year, Color, License Plate Number and State where vehicle is registered.

4.29.5.5. Pass or Permit number.

4.29.5.6. Area of Operation(s) and/or location.

4.29.5.7. Justification.

4.29.5.8. Effective period or dates.

4.29.6. POV and government leased vehicles passes or decals are differentiated in the wing or base supplement.

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

4.29.8. A valid (active commercially-obtained insurance at or above State law minimums for the state where the installation is located) is required to operate a POV on DAF-owned and/or operated airfields.

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

4.29.10. **(Added)** Vehicle passes are color-coded and will change annually, upon reissuance. The types of POV passes are as follows:

4.29.10.1. **(Added)** Offutt Form 175A, *Annual Airfield POV Pass*, grants access to the airfield for base assigned personnel and are issued on an annual basis. No pass will be issued beyond the calendar year in which it was issued. **NOTE:** Request renewal of vehicle pass by 15 December of the current year.

4.29.10.2. **(Added)** Offutt Form 175B, *Temporary Airfield POV Pass*, grants access to specific areas of the airfield for short periods of time.

4.29.10.3. **(Added)** AM can issue a temporary pass without a request endorsed by the individual's unit commander or company, representative as outlined in paragraph 4.29.5. These temporary passes are strictly for short-notice mission essential duties on the airfield. AM will obtain the information in paragraphs 4.29.5.1 - 4.29.5.8 before issuing.

4.29.10.3.1. **(Added)** Any lost or missing POV passes will require an MFR from the unit commander addressing the lost/missing pass and request a new pass. **NOTE:** No new passes will be issued without commander MFR stating the "new" pass will be safeguarded and returned when required.

Table 4.2. (Added) Vehicle Pass Exemption List.

Vehicle Type	Airfield Access	Vehicle Requirement
USSTRATCOM/CC Government Leased Vehicle	Non-CMA	None
55 WG/CC Government Leased Vehicle	Non-CMA	None
Boeing	Non-CMA	Must have the company name depicted on the vehicle.
Contractor Vehicle (base- assigned)	CMA or Non- CMA	Must have the company name on the vehicle except commercial reel/rotary mowers & agricultural tractors.
Contractor Vehicle (non-base assigned) – Operating inside construction area free zone.	CMA or Non- CMA	Must have the company name depicted on the vehicle.
Rental Vehicles (airshow only)	CMA or Non- CMA	Must have the company name depicted on the vehicle except for golf carts
Delivery Vehicles (FEDEX, UPS, Waste Management, etc)	Non-CMA	Must be escorted by a qualified Offutt airfield driver. Notify Airfield

		Management of vehicle description and reason for access.
Law Enforcement Vehicles (Local Police Department, DV security)	Non-CMA	Must be escorted by 55 SFS

4.30. Reporting, Enforcement and Violation Consequences.

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

4.30.1.1. **(Added)** Unit commanders, unit ADPMs, AM, Safety and SF personnel are authorized to revoke or suspend airfield driving privileges. Unit Commanders and Unit ADPMs may only revoke privileges for personnel assigned to their unit. The WADPM, respective Unit ADPM, and respective Unit Commander will be notified when a revocation or suspension occurs.

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

4.30.2.1. Escort individuals off the airfield.

4.30.2.2. Confiscate individual's AF Form 483.

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

4.30.2.4. Document and report the incident to the wing or garrison ADPM, AFM and AOF/CC.

4.30.2.4.1. **(Added)** Individuals who witness an airfield driving incident/violation will provide the information to the WADPM or AM immediately of the alleged incident, whichever comes first.

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

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

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

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

4.30.4. **Consequences (CMA).**

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

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

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

permanent revocation.

4.31. Reinstatement of an AF Form 483.

4.31.1. Prior to reinstatement of airfield driving privileges, individuals will complete all training criteria and testing requirements outlined in [Chapter 3](#) of this instruction. **(T-3)**.

4.31.1.1. **(Added)** The unit commander and unit ADPM will ensure all training requirements listed in Attachment 15 are completed prior to reissuance of AF 483.

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

4.31.2.1. **(Added)** A written request (sample found in Attachment 15) from the unit commander must be forwarded to the WADPM for reinstatement of personnel's airfield driving privileges.

4.32. Reporting and documenting Controlled Movement Area Violation events. See [Attachment 1](#) for Controlled Movement Area Violation and Runway Incursion definition.

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

4.32.2. The wing or garrison ADPM will notify the unit commander of the individual who committed a runway incursion within three duty days of the alleged incident. **(T-3)**.

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

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

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

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

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

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

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

4.32.5.5. Approximate location where the controlled movement area violation occurred (e.g., runway or taxiway intersection, distance from threshold or overrun.)

4.32.6. The wing or garrison ADPM maintains a copy of the AF Form 651s and/or AF Form 457s, actions taken, results and supporting documentation in accordance with Air Force RDS, Table 13-06, Rule 15.00 (see Air Force Instruction 91-202, *The US Air Force*

Mishap Program and DAFMAN 91-223.) A copy of the final runway incursion Air Force Safety Automated System (AFSAS) report may be obtained from wing safety.

4.33. Reporting and Documenting Non-CMA Airfield Driving Incidents and/or Violations.

4.33.1. The wing or garrison ADPM will report airfield driving incidents and/or violations to the unit commander and the unit ADPM within three duty days. **(T-3)**. Include the following:

4.33.2. Name and grade of the individual, unit, duty phone, unit commander or unit ADPM.

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

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

4.34.1. Location and a detailed description of runways, taxiways, ramps or aprons, visual flight rules, and instrument holding position signs and markings.

4.34.2. Airfield access points.

4.34.3. Restricted area boundaries and/or entry control points.

4.34.4. Control area boundary.

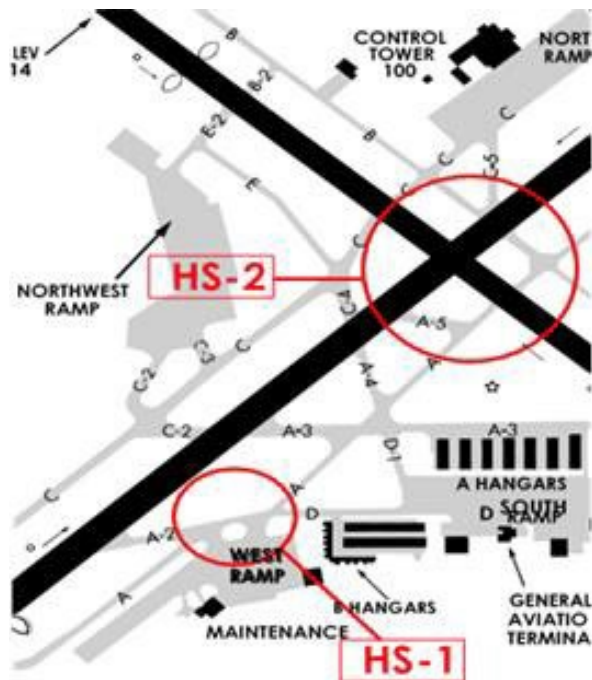
4.34.5. Vehicle traffic lanes and traffic flow.

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

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

4.34.8. Hot spots (as determined locally). **Note:** A different diagram may be used to depict hot spots. See [Figure 4.10](#) for an example.

Figure 4.10. Hot Spots.



- 4.34.9. Limited or no visibility with the Air Traffic Control Tower blind spots (as applicable).
- 4.34.10. Communication —dead spots.
- 4.34.11. Complex runway and/or taxiway intersections.
- 4.34.12. Other confusing or ambiguous areas identified on airfield.
- 4.34.13. Include a legend on the airfield diagram to illustrate symbols used.
- 4.34.14. Jet Blast Hazard areas.
- 4.34.15. Other areas that pose a hazard to vehicle operators (as determined locally).
- 4.34.16. CMAs.
- 4.34.17. **(Added)** Offutt AFB's CMA is defined as RWY 13/31, the area laterally displaced out to the VFR hold lines, and the entire Northwest Hammerhead

Chapter 5

RADIO COMMUNICATIONS PHRASEOLOGY, DISCIPLINE AND TECHNIQUES

5.1. General.

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

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

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

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

5.2. Radio Techniques.

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

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

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

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

5.2.5. Be alert to the sounds or the lack of sounds in the receiver. Check your volume and frequency to make sure that your microphone is not stuck in the transmit position. Frequency blockage can, and has, occurred for extended periods due to unintentional transmitter operation. This type of interference is commonly referred to as a "stuck mike," and controllers may refer to it in this manner when attempting to correct the problem.

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

5.2.7. Use caution when using a vehicle mounted and/or handheld radio and operating a

vehicle at the same time. When possible, use the radio when the vehicle is safely parked.

5.2.8. **(Added)** Avoid using ten-codes/signals (law enforcement code words) and personal names when passing information on the radio.

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

Table 5.1. Sample Runway Crossing Phraseology.

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

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

Table 5.2. Sample Read back Instructions.

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

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

Table 5.3. Sample Hold Short Instructions.

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

5.4. Common Use Phrases. [Table 5.4.](#) provides the meaning of commonly used radio phraseology.

Table 5.4. Common Use Phrases.

What Is Said:	What It Means:
Acknowledge	Let me know you have received and understand this message.
Advise Intentions	Let me know what you plan to do.
Affirmative	Yes.
Correction	An error has been made in the transmission, and the correct version follows.
Go Ahead	Proceed with your message only. Note: Use of this phrase does not authorize requestor to “Go Ahead” with, or carry out, their request.
Hold/Hold Short	Phrase used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point while awaiting further clearance from air traffic control.
How do you hear me?	Question relating to the quality of the transmission or to determine how well the transmission is being received.
Immediately or without delay, Expedite	Phrase used by Air Traffic Control when such action compliance is required to avoid an imminent situation.
Negative	"No" or "permission not granted" or "that is not correct."
Out	The radio conversation is ended, and no response is expected.
Over	My radio transmission is ended, and I expect a response.
Read Back	Repeat my message to me.
Roger	I have received all of your last transmission.

Stand By	The controller or pilot should pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in "stand by for clearance." The caller should reestablish contact if a delay is lengthy.
Unable	Indicates inability to comply with a specific instruction, request, or clearance.
Verify	Request confirmation of information.
Wilco	I have received your message, understand it, and will comply with it.

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

Table 5.5. Phonetic Aviation Alphabet.

A	ALPHA	N	NOVEMBER
B	BRAVO	O	OSCAR
C	CHARLIE	P	PAPA
D	DELTA	Q	QUEBEC
E	ECHO	R	ROMEO
F	FOXTROT	S	SIERRA
G	GOLF	T	TANGO
H	HOTEL	U	UNIFORM
I	INDIA	V	VICTOR
J	JULIETT	W	WHISKEY
K	KILO	X	X-RAY
L	LIMA	Y	YANKEE
M	MIKE	Z	ZULU

AARON T. GRAY, Colonel, USAF
Commander

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

(Added) *Offutt AFB Base Defense and Antiterrorism Plan*, 6 March 2023

(Added) T.O. 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*, 9 September 2015

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

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

AFMAN 13-204 Volume 1, *Management of Airfield Operations*, 22 July 2020

DAFI 21-101, *Aircraft and Equipment Maintenance Management*, 16 January 2020

AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, 30 July 2020

DAFI 31-101, *Base Defense Plan*, 09 September 2024

(Added) AFI 31-401_OFFUTTAFB SUP, *Information Security*, 27 January 2015

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

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

DAFMAN 48-123, *Medical Examinations and Standards*, 8 December 2020

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

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

Air Force Enlisted Classification Directory (AFECD), 31 October 2017

Air Force Officer Classification Directory (AFOCD), 31 October 2017

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

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

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

FAA Order 7110.65Z, *Air Traffic Control*, 17 June 2021

FAA AC 150/5340-1M, *Standards for Airport Markings*, 10 May 19

Federal Aviation Administration *Pilot Controller Glossary*

Prescribed Forms

AF Form 483, *Certificate of Competency*

Adopted Forms

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

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

AF Form 3616, *Daily Record of Facility Operation*

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

AF Form 847, *Recommendation for Change of Publication*

(Added) Offutt Form 175A, *Annual Airfield POV Pass*

(Added) Offutt Form 175B, *Temporary Airfield POV Pass*

Abbreviations and Acronyms

ADPM—Airfield Driving Program Manager

ADTCS —Airfield Driving Training and Certification System

AF—Air Force

AFECD—Air Force Enlisted Classification Directory

AFSA—Air Force Flight Standards Agency

AFSA/XA—Air Force Flight Standards Agency Airfield Operations Directorate

AFI—Air Force Instruction

(Added) AFLD—Airfield

AFM—Airfield Manager

AFMAN—Air Force Manual

AFOCD—Air Force Officer Classification Directory

AFPD—Air Force Policy Directive

AFSAS—Air Force Safety Automated System **AO**—Airfield Operations

AO—Airfield Operations

AO/CC—Airfield Operations Flight Commander

CMA—Controlled Movement Area

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction
DAFVA—Department of the Air Force Visual Aid DoD—Department of Defense
DoD—Department of Defense
FAA—Federal Aviation Administration
FOD—Foreign Object Damage
HATR—Hazardous Air Traffic Report
MFR—Memorandum for Record
MICT—Management Internal Control Toolset
NVD—Night Vision Device
(Added) OAFB—Offutt Air Force Base
OPR—Office of Primary Responsibility
POV—Privately Owned Vehicle
RDS—Records Disposition Schedule
RIPWG—Runway Incursion Prevention Working Group
SAA—Senior Airfield Authority
SAC—Self-Assessment Communicator
UFC—Unified Facilities Criteria
WADPM—Wing or Garrison Airfield Driving Program Manager

Terms

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

Airfield Driving Program Manager (ADPM)—An individual appointment by the unit commander to administer the organization’s airfield driving program.

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

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

Airfield Management (AM)—A function that conducts airfield inspections and checks for safety and compliance with planning and design criteria. Plans, organizes and directs airfield activities to include airfield construction and repairs, airfield driving program, snow and ice removal operations, or procures, maintains, and produces information on safe operation of aircraft through the national and international airspace system such as flight information

publications, aeronautical charts and maps, Notice to Airmen, local airfield and navigational aid status, and weather information. Process domestic and international flight plans.

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

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

Air Force Runway Safety Action Team—Composed of AFFSA and/or major or field command OPR for AO functional experts used to analyze, report and determine corrective actions required to reduce the number of controlled movement area violations on the airfield. Air Force Runway Safety Action Team functional experts evaluate all pertinent areas that are a part of, or affect, the negative trend or unsafe condition.

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

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

Controlled Movement Area (CMA)—As defined in Airfield Operation Instructions, any portion of the airfield requiring aircraft, vehicles and pedestrians to obtain specific air traffic control tower approval for access (normally via two-way radio contact with the air traffic control tower). Controlled movement areas include but are not limited to areas used for takeoff, landing and as required taxiing of aircraft. This definition is used in lieu of "movement area" as defined in the Federal Aviation Administration pilot controller glossary. Also called controlled movement area.

Controlled Movement Area Violation Event—An airfield infraction caused by aircraft, vehicles, or pedestrians entering the control movement area without specific air traffic control tower approval. This definition includes runway incursions and infractions caused by communication errors. Refer to DAFMAN 91-223 paragraph 9.1 for reportable hazardous air traffic report reporting procedures and for reportable controlled movement area violation events.

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

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

Government Owned Vehicles—Vehicles that are owned or leased by the United States government.

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

Host Wing/Garrison Commander (or equivalent)—The individual with ultimate responsibility for operating the airfield.

Hot Spot—A location on an airfield (e.g., runway, taxiway) with a history or potential risk of collision or runway incursion, and where heightened attention by pilots, vehicle operators and pedestrians is necessary.

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

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

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

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

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

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

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

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

Restricted Area—An area on the airfield designated for the use by aircraft/equipment

requiring security protection level. Marked with signs prior to entering, Red Lines indicate the boundaries.

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

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

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

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

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

Pilot Deviation—The action of a pilot that results in the violation of air traffic control instructions, DAF instructions, DAF manuals or Federal Aviation regulations.

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

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

Joint-Use Airfield—Airports that are shared by a civilian DoD agency covered under the Airports and Airway Improvement Act of 1982(Public Law 97-248, Sep 3,1982, 49 USC, APP 2201). Only those facilities (i.e., runways/taxiways) that are used by both civilian and DoD agencies are considered shared/joint use. All other facilities (parking ramps, hangars, terminals, and so forth) are the sole property of the using agency. An installation where agreements exist among the DoD, civil, and host nation authorities for joint use of all or a portion of airfield facilities.

Spot Check—A spot check is conducted randomly for the purpose of enforcement and compliance with airfield driving procedures. Spot checks include but are not limited to the accuracy and currency of the driver's Air Force Form 483 and the availability and currency of the local airfield diagram, Department of the Air Force Visual Aids (e.g., DAFVA 11-240, DAFVA 13-222).

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

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

Unit—For the purpose of this publication, the term unit is equivalent to a squadron, also known as the basic unit in the United States Air Force organizational structure. For the United States Space Force, the term unit is typically equivalent to a Delta. The United States Space Force has squadrons subordinate to Deltas.

Attachment 2

RUNWAY INCURSION PREVENTION WORKING GROUP (RIPWG)

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

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

A2.3. Attendees. The RIPWG includes Operations Support Squadron Commander, AOF/CC, AFM, wing or garrison ADPM, tower chief controller, wing safety, unit commanders, unit ADPMs and other organizational leadership as determined locally.

A2.4. RIPWG. The RIPWG will:

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

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

A2.4.1.2. Implement mandatory briefings to all airfield drivers, aircrew and air traffic control personnel, as applicable.

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

A2.4.1.4. Increase penalty for controlled movement area violations.

A2.4.1.5. Alter the shape or increase the size of the controlled movement area.

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

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

A2.4.2.2. Increasing visibility of runway hold position markings by increasing the width of the yellow stripes from six to 12 inches. Note: This option requires coordination with civil engineer and wing safety and a work order request to change is implemented uniformly over the entire airfield.

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

A2.4.2.4. Painting Federal Aviation Administration enhanced taxiway centerline marking prior to the runway hold position markings. Note: This option requires coordination with civil engineer and wing safety and a work order request to change is implemented uniformly over the entire airfield.

A2.4.2.5. Installing runway guard lights if applicable.

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

A2.4.2.7. Installing Location Signs.

A2.4.3. Consider procuring vehicle-tracking devices to include global position system, ground radar, or video surveillance. **(T-3). Note:** Coordinate with major or field command OPR for AO prior to the procurement and/or use of new systems or technology.

A2.4.4. Consider installation of additional FM radio repeaters for air traffic control and the base station or ramp net. **(T-3).**

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

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

A2.4.7. Publish minutes of the RIPWG and provide an informational copy to the major or field command OPR for AO within 30 calendar days. **(T-3).**

Attachment 3
AIRFIELD SIGNS, MARKING, AND LIGHTING

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


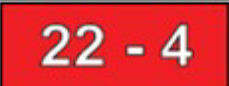










EXAMPLE	TYPE OF SIGN
	Mandatory: Hold position for taxiway/ runway intersection
	Mandatory: Holding position for runway/runway intersection
	Mandatory: Holding position for runway approach area
	Mandatory: Holding position for ILS critical area/precision obstacle free zone
	Mandatory: No entry
	Taxiway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

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


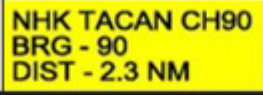







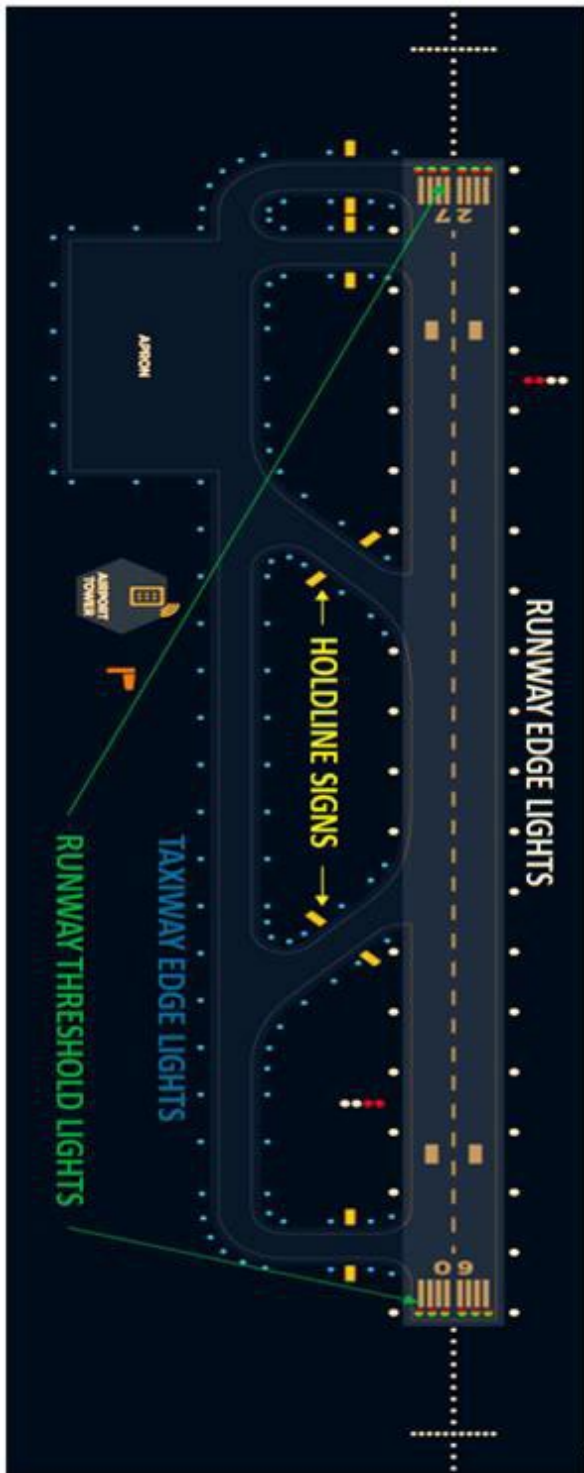
	Inbound Destination
	TACAN Checkpoint Sign
	Distance Remaining
<p style="text-align: center;">EXAMPLE</p>	<p style="text-align: center;">TYPE OF MARKING</p>
	Holding Position
	ILS Critical Area/POFZ Boundary
	Taxiway/Taxiway Holding Position
	Non-Movement Area Boundary
	Taxiway Edge
	Dashed Taxiway Edge

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



Attachment 4

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

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

[Date]

MEMORANDUM FOR 213 OSS/OSA

FROM: (Unit Commander Office Symbol)

SUBJECT: Appointment of Unit Airfield Driving Program Managers and Trainers

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

NAME/Email	OFFICE SYM	DP	483 # _____
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PRIMARY:

ALTERNATE:

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

NAME/Email	OFFICE SYM	DP	483 # _____
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3. This letter supersedes all previous letters, same subject.

XXXX X. XXXXX, Lt Col, USAF
Commander

Attachment 5

UNIT AIRFIELD DRIVING PROGRAM MANAGER TRAINING CHECKLIST

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

UNIT AIRFIELD DRIVING PROGRAM MANAGER CHECKLIST			
SECTION I TRAINEE INFORMATION (Completed by the wing or garrison airfield driving program manager)			
Name: (Last, First, MI)	Grade or Civilian equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II QUALIFICATION TRAINING (Completed by trainee and wing or garrison airfield driving program manager).			
	Date Completed	Trainee Initials	WG ADPM
1. Unit Airfield Driving Program Manager (ADPM) duties and responsibilities.			
2. Appointment of unit trainers.			
3. Runway incursion prevention.			
4. Governing Directives:			
4.1. Air Force Manual 24-306, <i>Operation of Air Force Government Motor Vehicles.</i>			
4.2. AFMAN 91-203, <i>Air Force Occupational Safety Fire and Health Standards</i> , Chapter 24.			
4.3. Department of the Air Force Instruction 21-101, <i>Aircraft and Equipment Maintenance Management</i> , Chapter 11.			
5. Testing requirements to include testing security and compromise.			
6. Color vision testing requirements. See Department of the Air Force Manual 48-123, <i>Medical Examinations and Standards</i> for additional information.			
7. Airfield Driver's Training:			
7.1. Local Qualification.			
7.2. Refresher.			

8. Unit ADPM Continuity Binder.			
9. Reporting, Enforcement, and Violations Consequences.			
10. Vehicle Passes (privately owned and government leased).			
11. Controlled Movement Area (CMA) procedures and training for unit personnel.			
12. Temporarily assigned personnel and Non-based assigned contractors briefing and/or training requirements.			
13. Escort procedures.			
14. Procedures for issuing, revoking and reissuing an AF Form 483, <i>Certificate of Competency</i> .			
15. Participate with the unit ADPM on an actual training session and practical check ride.			
16. AF Form 483 Certificate #:			
SECTION III TRAINING CERTIFICATION (Completed by the unit airfield driving program manager and wing or garrison airfield driving program manager or designated representative).			
Unit Airfield Driving Program Manager			
I have received and completed all of the above training requirements and will comply with Department of the Air Force Instruction 13-213 and wing or base supplement.			
Name: (Last, First, MI):	Grade or Civilian equivalent:	Signature:	Date:
Wing or Garrison Airfield Driving Program Manager			
Name: (Last, First, MI):	Grade or Civilian equivalent:	Signature:	Date:
Note: A local form may be used as long as it includes all information listed above.			

Attachment 6**AIRFIELD MANAGEMENT QUALITY CONTROL MEASURES****A6.1. Airfield Management.** Airfield Management should:

A6.1.1. Routinely monitor ramp net radio for proper terminology and phraseology and discipline.

A6.1.2. Conduct random spot checks for enforcement and compliance with **Chapter 3** of this publication and wing and base supplement.

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

A6.2.1. The availability and currency of the local airfield diagram.

A6.2.2. A check of the driver's Air Force Form 483 for accuracy and currency.

A6.2.3. The availability and currency of Air Force Visual Aids (e.g., DAFVA 11-240, DAFVA 13-222)

A6.3. Airfield Management. Airfield Management will:

A6.3.1. Report violations detected during spot checks to the wing or garrison ADPM. **(T-3)**.

A6.3.2. Document actions taken on the AF Form 3616 or electronic equivalent.

A6.4. Wing or garrison ADPM. Wing or garrison ADPM will:

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

A6.4.2. Check each unit's airfield driving program for integrity and compliance. **(T-3)**.

See

paragraph 2.7.22 for additional information.

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

Attachment 7

**AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION
CHECKLIST**

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

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

applicable.			
5.7. Location of the Fire Department, Air Traffic Control Tower (ATCT) and Airfield Management.			
5.8. Location/use of traffic control device as applicable.			
5.9. Hazardous Jet Blast locations on the airfield.			
5.10. Runway(s) configuration (e.g. dimensions, location, designation). Also, explain and define runway approach end and departure end.			
5.11. Taxiway configuration (e.g. dimensions, location, designation).			

5.12. Controlled Movement Area Boundaries.			
5.13. Congested Areas.			
5.14. Hot Spots as required locally.			
5.15. ATCT and vehicle blind spots.			
6. Local Vehicle Operator Requirements. Training Outcome(s): Trainee must be knowledgeable on local procedures and requirement for operating a vehicle on the airfield.	Date Completed	Trainee's Initials	Trainer's Initials
6.1. Use of perimeter and infield roadways.			
6.2. Lateral distance requirements for mobile obstacles on an apron/ramp and taxiway.			
6.3. Speed limits for vehicles operating on an apron/ramp and taxiway.			
6.4. Procedures for reporting and removing FOD.			
6.5. Restricted visibility and/or night driving.			
6.6. Procedures for operating bicycles, tricycles, etc. on			
6.7. Use of traction control devices as applicable.			
6.8. Emergency Response Vehicle requirements.			
6.9. Vehicle Escort/Convoy driving procedures as applicable.			
7. Practical Day Airfield Familiarization Training. Training Outcome(s): Trainee must be knowledgeable of the airfield environment. At a minimum, the trainee must demonstrate the ability to operate a vehicle to and from their designated work areas.			
7.1. Practical Day Driving Check-ride			
8. Practical Night (as applicable) Airfield Familiarization Training. Training Outcome(s): Trainee must be knowledgeable of the airfield environment. At a minimum, the trainee must demonstrate the ability			

to operate a vehicle to and from their designated work areas.			
8.1. Practical Night Driving Check-ride (as applicable).			
9. Review Local AFI 13-213 supplement.			
10. USAF Airfield Driving CBT (Date Completed).			
11. Runway Incursion Prevention Training.			
12. Airfield Diagram/Layout Test [Score:]			
13. General Knowledge Test (written) [Score:]			
14. Runway Incursion Prevention Test [Score:]			
15. Communication Test [Score:]			

16. Demonstrate the ability to contact ATCT for approval to enter/exit the CMA . Note: Required for all personnel that require access on or across taxiways, helipad, and aprons located in the CMA.			
17. Demonstrate the ability to contact ATCT for approval to enter/exit the runway . Note: Required for all personnel that require access on or across taxiways, helipad and aprons located in the CMA.			
SECTION III - Color Vision Test for CMA drivers only. (Completed by Hospital/Medical Treatment Facility Optometry)			
Results: Pass / Fail (Circle one)			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
SECTION IV - TRAINER CERTIFICATION (Completed by Authorized Airfield Driving Trainer)			
I certify the trainee has received all required qualification training requirement annotated above.			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
I have received and completed all of the training requirement and will comply with my local base's Airfield Driving AFI 13- 213 Supplement instructions. I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement area without approval from the Air Traffic Control Tower (ATCT).			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
SECTION VI - UNIT CERTIFICATION (Completed by Unit Commander or Unit ADPM)			
I certify that the above trainee has successfully completed all training requirements to operate a vehicle on airfield.			
Check all applicable restrictions and/or special access.			
Ramp Only	Daylight Only	CMA Authorized	Other (Specify):

Name: (Last, First, MI):		Rank, Civilian Grade or equivalent:	Signature:	Date:
SECTION VII - AIRFIELD DRIVING AUTHORIZATION (Completed by the Wing ADPM or designated)				
Approved		Disapproved		AF Form 483#:
Name: (Last, First, MI):		Rank, Civilian Grade or equivalent:	Signature:	Date:
NOTE: A local form may be used as long as it includes all information listed above.				

Attachment 8

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

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

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

aprons.			
8. Discuss Foreign Object Damage (FOD) control/prevention measures for the airfield.			
9. Identify methods/practices to prevent a runway incursion.			
10. Explain the different types of airfield violations and their consequences.			
11. Identify the proper radio terminology and phraseology.			
12. Provide a local Airfield Diagram.			
13. Identify all restricted areas and entry control points.			
14. Identify all Control Movement Area boundaries.			
15. Identify Free zones, when applicable.			
16. Practical airfield familiarization training. At a minimum, familiarize individual on route(s) to and from the designated work area.			

17. Explain procedures for Night Driving, Reduced visibility and Inclement weather, when applicable.			
18. Explain procedures for reporting an accident or vehicles maintenance problems.			
SECTION III - TRAINING CERTIFICATION (Completed by Trainee, Unit Airfield Driving Program Manager and Wing Airfield Driving Program Manager, as required)			
TRAINEE			
I have received and completed all of the above training requirements and will comply with Air Force Instruction 13-213 and (if applicable) wing/base supplement. I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower.			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
UNIT AIRFIELD DRIVING PROGRAM MANAGER			
I certify that the above individual has completed all training requirements outlined in Air Force Instruction 13-213 and (if applicable) wing/supplement. Check all applicable restrictions.			
Ramp Only	Daylight Hours	Other (Specify):	
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING AIRFIELD DRIVING PROGRAM MANAGER OR DESIGNATED REPRESENTATIVE (as required)			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
NOTE: A local form may be used as long as it includes all information listed above.			

Attachment 9**AIRFIELD DRIVING PROGRAM CONTINUITY BINDER**

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

A9.2. TAB B. DAFI 13-213, wing or base supplement.

A9.3. TAB C. Annual program assessment results.

A9.4. TAB D. Unit airfield driving program manager training documentation.

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

A9.6. TAB F. Airfield driving computer based training, training curriculum, test and answer key.

A9.7. TAB G. Unit airfield driving requirements as applicable (e.g., fire trucks, fuel trucks, or k-loaders).

A9.8. TAB H. Airfield violations and corrective actions.

A9.9. TAB I. References (e.g., AFMAN 24-306, Section 12; AFMAN 91-203, Chapter 24; and DAFI 21-101, Chapter 11).

A9.10. TAB J. Miscellaneous information (e.g. Meeting Minutes, Digest Articles, RIPWG).

(Added) OAFB Attachment 11

OFFUTT AFB CMA APPROVED VEHICLE CALL SIGNS

Table A11.1 Airfield Vehicle Radio Call Signs

CALLSIGN	UNIT/AGENCY
AIRFIELD 1 & 2	Airfield Manager/Deputy Airfield Manager
AIRFIELD 3 & 4	Airfield Management
AMOPS	Airfield Management Operations
AGE 1 – 4	55 MXS (Age Dispatch Drivers)
BASH 1 & 2	55 WG/SEF
CABLE 1-16	55 CS/SCOIC
CHIEF 1 & 2	Fire Chief/Assistant Fire Chief
CRASH 3 – 5	55 CES/CEF (Fire Department)
ENGINE 7, 9, 11	55 CES/CEF (Fire Department)
ENGINEER 1 - 58	55 CES/Heavy Equipment
FIRE MAINTENANCE 15	55 CES/CEF (Fire Department)
FLIGHT SAFETY 1 - 2	55 WG/SEF
FUELS CELL 1 - 2	55 MXS (Fuel Cell Specialist)
HAZ 13	55 CES/CEF (Fire Department)
MEDIC 1 - 2	55 MDG
MOBILITY 1 - 2	55 LRS/LGRDAC
MOWER 1 – 4	Airfield Mower
NIGHTWATCH 4 - 5	595 AMXS
OPS 1 & 2	55 OSS/OSA (AOF/CC, DO)
PHOENIX 1 – 15; SUP	55 AMXS (MX Vehicles); Supervisor
POL 1 - 4	55 LRS (Fuels)
POWER PRO 1 - 6	55 CES/CEOFEP (Power Production)
QUINT 17	55 CES/CEF (Fire Department)
RAWS 1 – 3	55 OSS/OSAM
RECOVERY	55 MXS (Repair and Reclamation)
RESCUE 6, RIV8, RIV16	55 CES/CEF (Fire Department)
SNOWMAN 1 - 2	55 CES/CEOHP
SPRAYER 1	55 CES/CEOIE (Entomology)
SWEEPER 1 - 2	55 CES
TA 1 - 4	Transient Alert

TANKER 10	55 CES/CEF (Fire Department)
TOWER	55 OSS/OSAT (Air Traffic Control)
UTILITY12	55 CES/CEF (Fire Department)

(Added) OAFB Attachment 12

AFLD DRIVING REFRESHER TRAINING CHECKLIST

Figure A12.1. Offutt Airfield Driving Refresher Training Checklist

OFFUTT AFB AIRFIELD DRIVING REFRESHER TRAINING CHECKLIST			
SECTION I – TRAINEE INFORMATION (Completed by Unit ADPM)			
Name (Last, First, Middle Initial)	Rank/Grade or Civilian equivalent	Unit/Organization	
Check all applicable restrictions			
CMA Authorized	No CMA Authorized	Daylight Only	
SECTION II – QUALIFICATION TRAINING (Completed by Trainee and Unit ADPM)			
	Date Completed	Trainee's Initials	Unit ADPM's Initials
1. Review of Offutt Airfield Driving Instruction			
2. Review of Offutt Airfield Driving Classroom Slides			
3. Review of Offutt Runway Incursion Prevention Slides			
4. Review of AFMAN 24-306, DAFMAN 91-203, paragraph 24.13., and DAFI 21-101, paragraph 11.8.			
5. Paper version of the Combined Airfield Driving Test (<i>Communications/General Knowledge/Runway Incursion Prevention/Airfield Diagram</i>) Score:			
6. AF Form 483, <i>Competency Card</i> – Unit ADPM Signs for Refresher test completion			
SECTION III – TRAINEE ACKNOWLEDGEMENT (Completed by Trainee)			
I have received and completed all of the above training requirements and will comply with Offutt Airfield Driving Instruction.			
Name of Trainee (Last, First, MI):	Grade:	Signature:	Date:
SECTION VI – UNIT CERTIFICATION (Completed by Unit ADPM)			
I certify that the trainee has received all required annual refresher training requirements annotated above.			
Name (Last, First, MI):	Grade:	Signature:	Date:

(Added) OAFB Attachment 13

SAMPLE POV PASS REQUEST LETTER

Figure A13.1. POV Pass Request Letter

(PLACE UNIT OR COMPANY LETTER HEAD)	
	Date
<i>(dd/mm/yy)</i>	
MEMORANDUM FOR 55 OSS/OSAA	
FROM: (Your Unit/CC or Company Name)	
SUBJECT: Request (<i>Permanent/Temporary</i>) Airfield POV Pass	
1. Request an airfield privately owned vehicle pass be issued to the following individual(s):	
Driver Name(s):	
Organization/Office Symbol:	
Duty Phone:	
Vehicle Description: (<i>make, model, year, color, license plate number/state</i>)	
Area of Operation(s)/location:	
Justification/Purpose:	
Effective period/dates:	
AF 483 number (<i>If Applicable</i>):	
2. The person(s) operating the vehicle on the airfield has received Offutt AFB airfield driving training IAW AFI 13-213 OAFB Sup 1 and the driver(s) possess a valid and current airfield driver's license (AF MT 483).	
NAME, Rank, USAF Unit Commander or Company Representative	
1st Ind, 55 OSS/OSAA	
MEMORANDUM FOR 55 OSS/OSAA (55 WG Airfield Driving Program Manager)	
Approve/Disapprove	
POV Pass #: _____	
NAME, Rank, USAF Airfield Driving Program Manager, 55th Wing	

(Added) OAFB Attachment 14**SAMPLE SUSPENSION/REVOCATION MEMORANDUM****Figure A14.1. Suspension/Revocation Memorandum**

(PLACE UNIT OR COMPANY LETTER HEAD)

Date *(dd/mm/yy)*

MEMORANDUM FOR OWNING UNIT

FROM: 55 OSS/OSAA

SUBJECT: Suspension/Revocation of Airfield Driving Privileges

1. *(Rank & Name)* has had their airfield driving privileges suspended effective *(dd/mm/yy)* due to *(nature and/or reason of suspension/revocation – example: loss of base driving privileges, loss of civilian license, or airfield driving violation (if within own unit))*
2. IAW AFI 13-213 and this supplement, *(Rank & Name)* airfield driving privileges have been suspended/revoked for xx days. *(Rank & Name)* must be retrained and certified to drive on the airfield upon completion of the suspension/revocation.
3. Based on the AF 457/651 and the transcription of the tapes, *(Rank/Name & description of events)*.
Note: If DUI or in-house training is the reason for suspension just provide a brief description of the event in this paragraph and omit the first line.
4. If there are any questions or comments with regards to suspension/revocation, please contact 55 WG ADPM/Unit ADPM at XXX-XXXX, or via e-mail at xxx.xxx@us.af.mil.

NAME, Rank, USAF
Commander

(Added) OAFB Attachment 15

SAMPLE AIRFIELD DRIVING REINSTATEMENT MEMORANDUM

Figure A15.1. Airfield Driving Reinstatement Memorandum

(PLACE ON UNIT OR COMPANY LETTER HEAD)	
	Date <i>(dd/mm/yy)</i>
MEMORANDUM FOR 55 OSS/OSAA	
FROM: UNIT/CC	
SUBJECT: Request for Reinstatement of Airfield Driving Privileges	
<ol style="list-style-type: none"> 1. On <i>(dd/mm/yy)</i>, <i>(Rank/Name)</i> had his/her airfield driving privileges suspended/revoked for 30 days (or other time period) due to committing (state violation, i.e., runway incursion, loss of base driving privileges). 2. Request immediate reinstatement of airfield driving privileges. <i>(Rank/Name)</i> has completed all mandatory remedial airfield driver training and certification was conducted by the <i>(Unit ADPM Rank/Name)</i>. 3. If there are any questions feel free to contact <i>(Unit ADPM Rank/Name)</i>. 	
	NAME, Rank, USAF Commander
1 st Ind, 55 OSS/OSAA	
MEMORANDUM FOR UNIT/CC	
Approved/Disapproved	
	NAME, Rank, USAF Airfield Driving Program Manager, 55th Wing

(Added) OAFB Attachment 16
OAFB AIRFIELD DRIVING VIOLATION REPORT

Figure A16.1. Airfield Driving Violation Report

OFFUTT AIRFIELD DRIVING VIOLATION REPORT		
SECTION I – AIRFIELD DRIVER INFORMATION <i>(Completed by the accused/violator)</i>		
NAME (LAST, FIRST, MIDDLE)	RANK, CIVILIAN GRADE OR EQUIVALENT	
JOB TITLE	DUTY PHONE	
UNIT/OFFICE SYMBOL OR COMPANY NAME	UNIT COMMANDER	
EXPERIENCE DURATION ON THE AIRFIELD: LICENSED DATE/NUMBER:	UNIT ADPM	
SECTION II – DESCRIPTION OF THE INCIDENT <i>(Voluntary statement from the accused/ violator)</i>		
DATE	TIME (Local)	LOCATION
NARRATIVE		
VIOLATOR SIGNATURE		DATE
SECTION III – ADDITIONAL INFORMATION <i>(Completed by AM Responder or accuser)</i>		
TYPE OF VIOLATION:		
<input type="checkbox"/> CMAV/RWY INCURSION <input type="checkbox"/> NON-CMAV <i>(specify below)</i> <input type="checkbox"/> NO POV PASS <input type="checkbox"/> SPEEDING		
<input type="checkbox"/> NO FOD CHECK /ROLLOVER INSPECTION <input type="checkbox"/>		
<input type="checkbox"/> OTHER <i>(specify)</i> _____		
AIRCRAFT INVOLVED? <input type="checkbox"/> YES <input type="checkbox"/> NO	AIRCRAFT TAIL NUMBER	CALL SIGN
AM RESPONDER NAME/RANK	SIGNATURE	DATE
ACCUSER NAME/RANK <i>(If not Airfield Management)</i>		UNIT/OFFICE SYMBOL
ACCUSER SIGNATURE/DATE		DUTY PHONE