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43d AIR MOBILITY OPERATIONS GROUP
COMMANDER
FORT LIBERTY GARRISON COMMANDER**

**AIR FORCE INSTRUCTION
13-213**

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**POPE ARMY AIRFIELD (PAAF)
Supplement**

Space, Missile, Command and Control

AIRFIELD DRIVING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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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*.

(AMC) This supplement implements and extends the guidance of Air Force Instruction, 13-213, *Airfield Driving*. This supplement does not apply to the Air National Guard (ANG) or Air Force Reserve Command (AFRC). This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Base-level supplements to this instruction require MAJCOM and HQ AFFSA approval and must be forwarded to HQ AMC/A3A. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, Secretary of the Air Force: powers and duties; delegation by, as implemented by Air Force Instruction, Airfield Driving, E.O. 9397 (SSN) and E.O. 13478 (PII). Air Force Privacy Act System of Records (SORN) F036 AFFSAA applies. Send recommended changes on AF Form 847, *Recommendation for Change of Publication*, through channels to HQ AMC/A3A, 402 Scott Drive, Unit 3A1, Scott AFB, IL 62225-5302 or email requests to AMC.A3A@us.af.mil. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The authorities to waive wing and unit level requirements in this publication are identified with a tier number (“T-0, T-1, T-2, T-3”) following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate waiver approval authority, through the publication OPR.

(PAAF) This instruction applies to all PAAF and Fort Liberty units that administer an airfield driving program per the HQ Army and HQ Air Force Memorandum of Agreement for the management of PAAF. Should AFI 13-213_AMCSUP, Airfield Driving be revised, the PAAF supplement must also be reviewed and revised for compliance with HHQ guidance.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include an updated airfield diagram showing new taxiways and parking rows, updated

vehicle visual aids, updated airfield driving spot check log, changes to authorized vehicle call signs, and changes to the Self-Inspection Checklist.

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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.

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 accomplished prior to waiver approval:

1.1.5.1. Conduct a risk management assessment with the rationale for the waiver and explain (1) how complying with the requirement 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.

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

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

landing systems (DATCALs) capabilities, procedures, forces, and equipment.

1.1.6. **(PAAF)** Interim changes to this publication will consist of Airfield Driving Information Files (ADIFs). ADIFs will originate from the Wing or Garrison Airfield Driving Program Manager (WADPM) and be transmitted to unit ADPMs for dissemination all airfield drivers. All airfield drivers will acknowledge ADIFs through ADIF Acknowledge logs and adhere to the information within.

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 WADPM, Airfield Operations Flight Commander (AOF/CC) or civilian equivalent, Wing Safety SE) and major or field command OPR for AO prior to submission to the appropriate Tier waiver approval authority. **(T-1)**.

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

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 approvers 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 (AFSAS) to monitor and track airfield driving and CMAVs.
- 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 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 (CMAV) incidents and corrective actions taken.
- 2.3.6. Appoints a WADPM in writing. **(T-3)**. Authority may be delegated in the wing or base supplement.

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

2.3. (PAAF) Host Wing Commander or equivalent. At PAAF, the 43d Air Mobility Operations Group (AMOG) Commander is equivalent to Host Wing Commander.

2.4. Operations Group Commander or equivalent.

- 2.4.1. Reviews CMAVs and corrective actions taken.
- 2.4.2. Must convene a Runway Incursion Prevention Working Group (RIPWG) no later than 30 days following the occurrence of three runway incursion (within a six-month period). **(T-2)**. See Attachment 2 for RIPWG requirements. NOTE: This requirement only applies to vehicle and pedestrian runway incursions. Aircraft runway incursions should be addressed by Flight Safety office.
- 2.4.3. Approves the shape and/or increase/decrease in the size of the CMA with recommendations from Airfield Manager (AFM), WADPM, AOF/CC, Tower chief controller,

and 43 AMOG/SE.

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 units ADPMs to satisfactorily manage the number of airfield drivers within an organization. Conversely, small organizations can combine and/or consolidate their airfield driving program. See Attachment 4 for an example appointment letter.

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

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

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

2.5.5. Suspends a unit member's airfield driving authorization upon suspension or revocation of their civilian driver's license, and/or base driving privileges. Notify the WADPM and unit ADPM of the individual's suspension/revocation. NOTE: Process request for reinstatement of airfield driving authorization according to paragraph 4.31.

2.5.6. Participates in the RIPWG.

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

2.6. (PAAF) Airfield Operations Flight Commander (AOF/CC). At PAAF, the Airfield Operations Manager (AOM) has equivalent duties to an AOF/CC.

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 (HATR).

2.6.2. Concurs or non-concurs with safety investigations on CMAVs and Runway Incursions in accordance with Air Force Manual 91-223, Aviation Safety Investigations and Reports.

2.6.3. Notifies Major Command of CMAVs and Runway Incursions the first available duty day following the incident.

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

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

2.6.5. Participates in the RIPWG.

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

2.7. (PAAF) Wing ADPM. At PAAF, the Assistant Airfield Manager (AAFMM) performs the duties of the Wing ADPM.

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

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

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

- 2.7.4. Provide unit ADPMs a copy of the wing/base supplement to this instruction, training curriculum, and testing materials to manage the Unit Airfield Driving Program. **(T-3)**.
- 2.7.5. Conduct a review of the wing/base supplement to this instruction to include procedural guidance, training/testing materials, diagrams, figures, and any other supportive information for currency and accuracy at least annually. **(T-3)**.
- 2.7.6. 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 Driving Training Programs (ADTP). See Attachment 6. **(T-3)**.
- 2.7.8. Issue and maintain control/security of Privately Owned Vehicle (POV) and Government Leased Vehicle (GLV) Passes/Decals. **(T-3)**. For example, achieve control/security by changing pass/decal colors annually or by issuing new passes/decals annually. Regardless of what method used, annually validate and issue passes/decals. NOTE: Authority must not be delegated outside Airfield Management (AM). **(T-2)**.
- 2.7.9. Develop proactive approaches utilizing local resources, such as base paper, commander's access channel (TV), e-mail advisories, or unit briefings, in order to educate, inform and update personnel on airfield changes, trends and special events. **(T-3)**. Examples include but are not limited to exercises, air shows, and static displays, driving violations, runway/taxiway closures and inclement weather driving conditions.
- 2.7.10. Notify individual's Unit Commander, ADPM, and AOF/CC (or equivalent) when they commit a CMAV. **(T-3)**.
- 2.7.11. Maintain a WADPM 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 CMAVs, 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 WADPM Continuity Binder.
- 2.7.13. Coordinate on unit airfield driving lesson plans and tests. **(T-3)**.
- 2.7.14. Ensure unit ADPMs provide appropriate training to temporarily assigned personnel, Inspection/Survey Teams, and non-base assigned contractors based on type, location, time and duration of work. **(T-2)**.
- 2.7.15. Provide classroom training as determined locally. **(T-3)**.
- 2.7.16. Identify Mission Oriented Protective Posture (MOPP) training requirements 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 CMAV or Runway Incursion to correct any identified systematic problems and ensure interim control measures are applied until permanent corrections are made. **(T-3)**.
- 2.7.20. Develop a local airfield diagram for the wing/base supplement to this instruction. **(T-3)**. See paragraph 4.34 for additional information.
- 2.7.21. Coordinate on locations designated for primary (initial)/secondary (follow-on/support) response agencies (Crash Recovery, Security Forces, and Ambulance). **(T-3)**.

- 2.7.22. Validate each Unit Airfield Driving Program at least annually utilizing the MICT/SAC checklist for program integrity and compliance with this instruction and wing/base supplement. **(T-3)**.
- 2.7.23. Develop a local airfield diagram/layout test to ensure individuals know the location of runways, taxiways, aprons, perimeter road, and airfield access points. **(T-1)**. See paragraph 3.3.1.1 for additional information.
- 2.7.24. Develop a written communication, general knowledge, and runway incursion on the wing/base supplement. **(T-1)**. Include the OPR and currency date on each test. See paragraph 3.3.1.2.-3.3.1.5. for additional information.
- 2.7.25. Disseminate taxiway/runway closures, construction activity, or other airfield hazards and disseminates to unit ADPM. **(T-3)**.
- 2.7.25. **(AMC)** Utilize mass e-mail function, in addition to other methods (e.g., Outlook, SharePoint, base newspaper, etc.), to disseminate airfield related information and to educate personnel on airfield driving changes and trends **(T-3)**.
- 2.8. Unit ADPM.** The unit ADPM must:
- 2.8.1. Be at least Staff Sergeant or above, or civilian equivalent. **(T-3)**.
- 2.8.2. Possess an AF Form 483. **(T-1)**. NOTE: unit ADPMs with members who require CMA access, must also have CMA access **(T-1)**.
- 2.8.3. Administer the ADTP according to this instruction (wing/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 (i.e. Ramp only and/or Daylight Hours only) **(T-3)**.
- 2.8.7. Ensure unit personnel who are not trained and certified to drive at night possess an AF Form 483 which indicates restricted access (i.e. "AUTHORIZED DAYLIGHT HOURS ONLY"). **(T-3)**. If the individual later requires driving on the airfield at night, ensure the practical airfield familiarization training and practical driving check-ride is conducted and documented prior to updating the AF Form 483.
- 2.8.8. Ensure designated airfield driving trainers conduct and document practical day and night (as applicable) airfield familiarization training and practical driving check-ride on unit personnel prior to issuance of an AF Form 483. **(T-3)**.
- 2.8.9. Ensure unit personnel authorized to drive on the CMA have completed all required training requirements as outlined in Chapter 3, wing/base supplement and possess an AF Form 483 annotated "Controlled Movement Area Access." **(T-2)**.
- 2.8.10. Ensure unit personnel have a valid state or country driver's license to operate privately owned, government (may also require a government driver's license), or contractor owned/leased vehicles on the airfield. **(T-3)**. At overseas locations, refer to Major Command directives for additional guidance.
- 2.8.11. Ensure unit personnel are qualified to drive the vehicle(s) they are operating on the airfield. **(T-3)**. This includes any other additional training required to operate vehicles in various field conditions (i.e., blackout or Night Vision Devices (NVD), MOPP gear).
- 2.8.12. Maintain current and accurate airfield driving training records, associated forms and listing of unit personnel authorized to drive on the airfield. **(T-3)**.

- 2.8.13. Ensure personnel that have (or will have) duties requiring them to operate a vehicle on the airfield in a deployed/contingency environment are trained and possess a valid AF Form 483 prior to deploying. **(T-3)**.
- 2.8.14. Schedule personnel that require access to the CMA for color vision testing according to the wing/base supplement to this instruction. (T-3). See paragraph 3.4 for additional information.
- 2.8.15. Conduct and document annual refresher training on unit airfield drivers. (T-2). NOTE: Document completion of refresher training on the reverse side of the individual's AF Form 483. Maintain a copy of the most current refresher training completion date on file in the unit.
- 2.8.15. **(AMC)** Airfield drivers will reprint their AF Form 483 after annual refresher training completion via ADTP. Note: Members can also reprint a replacement AF Form 483 whenever needed **(T-2)**.
- 2.8.16. Ensure alternate unit ADPMs and designated trainers give a practical day and night (as applicable) airfield familiarization training and practical driving check-ride to all new vehicle operators before they are allowed to drive vehicles on the airfield. **(T-3)**.
- 2.8.17. Maintain an airfield driving program Continuity Binder (or electronic equivalent) in the format outlined in Attachment 9. **(T-3)**.
- 2.8.18. Train unit airfield driver trainers on how to conduct and document training for newly assigned unit airfield drivers. **(T-3)**.
- 2.8.18. **(AMC)** Ensure trainers are trained on the use of the ADTP database **(T-2)**.
- 2.8.19. Attend WADPM semi-annual meetings and/or briefings regarding airfield driving. **(T-3)**.
- 2.8.20. Ensure temporarily assigned personnel, Inspection/Survey Teams and non-base assigned contractors, which are hosted by the unit receive local airfield driving training as outlined in this instruction and wing/base supplement. **(T-2)**.
- 2.8.21. Use the MICT/SAC to conduct and document a self- assessment of the unit's airfield driving program at least annually. **(T-3)**.
- 2.8.21. **(AMC)** Non-Air Force units (i.e., without MICT access) will complete and maintain hardcopy SACs and provide copies to the Wing APDM as required (T-3). Review ADTP database at least annually or when dictated by wing self-assessment timeline. Personnel who do not complete all training within 90 days should be evaluated for removal and or possible restarting of training **(T-3)**.
- 2.8.21. **(PAAF)** Non-43 AMOG units will utilize ***Attachment 10, POPE AAF UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST.***
- 2.8.22. Develop procedures to disseminate airfield driving related information (i.e. articles, training, or slides) to unit airfield drivers. **(T-3)**.
- 2.8.23. Conduct random spot checks on unit personnel for enforcement and compliance with the wing/base supplement. **(T-3)**.
- 2.8.23.1. **(PAAF)** Document spot checks with unit/office symbol of person checked, any discrepancy noted, corrective action taken, if warranted, and forward a copy to the WADPM ADPM monthly. The intent of unit spot checks is for the unit ADPM's assessment of their unit's program health and efficiency.
- 2.8.23.2. **(PAAF)** A minimum of 10% of all unit personnel AF IMT 483s and vehicles will be checked monthly.
- 2.8.23.3. **(PAAF)** Document random spot checks on the Airfield Driving Spot Check Log. See **Attachment 9 – AIRFIELD DRIVING SPOT CHECK LOG.** This authority may be delegated.

- 2.8.23.4. **(PAAF)** Forward monthly spot check report to WADPM for inclusion into AOB tracking data. This authority may be delegated.
- 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 WADPM 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 WADPM via an email and/or MFR.
- 2.8.28. **(AMC)** Document annual validation of the number of airfield drivers on a memorandum for record and provide a signed copy to the WADPM **(T-3)**.
- 2.8.29. Review current airfield information (NOTAMS, advisories and/or emails from WADPM for any taxiway closures, runway closures, construction activity, or other airfield hazards and disseminate this information out to unit drivers for their situational awareness. **(T-3)**.
- 2.8.30. Ensure either the DAFVA 11-240, Airfield Visual Aid Safety Placard or 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. **(PAAF)** Ensure processing in/out with unit ADPM is added to unit's in/out processing checklist.
- 2.8.32. **(PAAF)** Ensure all airfield drivers read/acknowledge ADIFs, normally through an ADIF acknowledgement log provided by the WADPM.

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

2.10. Airfield Drivers.

- 2.10.1. Possess a valid AF Form 483 or be escorted by a vehicle operator that possesses a valid AF Form 483. NOTE: A valid AF Form 483 must be in the driver's possession when operating a vehicle and/or non-vehicle equipment on the airfield. **(T-1)**.
- 2.10.2. Comply with all governing directives and safety practices while driving on Air Force owned/operated airfields.
- 2.10.3. Review and understand airfield signage and markings.
- 2.10.4. Maintain situational awareness when driving on the airfield, especially in areas the Air Traffic Control Tower (ATCT) 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 ATCT, 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/base airfield driving program. Exception: At contract locations, the AOF/CC shall be designated as the OPR for the wing/base supplement. **(T-2)**. The AOF/CC shall designate the AM Contract Officer Representative (COR) (military or DoD Civilian) as the point of contact for the wing/base supplement. **(T-2)**. However, the contract AM office retains responsibility for development of the wing/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.
- 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 ATCT or through the monitoring of radio frequencies. Document corrective actions on an AF Form 3616.
- 2.11.4. Imposes and publishes restricted driving routes as required.
- 2.11.5. Responds to reported or suspected airfield driving violations (e.g., CMAVs, speeding, expired POV, runway incursions).
- 2.11.6. Participates in the RIPWG.
- 2.11.7. AFM, WADPM, and other designated AM representatives are responsible for signing AF Form 483s. Authority for signing AF Form 483 must not be delegated outside AM. **(T-1)**.

2.12. Air Traffic Control Tower (ATCT).

- 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 AM to have vehicle and/or pedestrian traffic escorted off the CMA.
- 2.12.2. Reports known airfield/CMAVs and problems with vehicle operator radio communications to AM. Assists AM in identifying and locating violators or any unauthorized personnel and vehicles.
- 2.12.3. Participates in the RIPWG.

2.13. Wing Safety.

2.13. Wing Safety. (PAAF) At PAAF, 43 AMOG/SE is the equivalent of Wing Safety.

- 2.13.1. Coordinates on wing/base supplement to this instruction.
- 2.13.2. Coordinates on lesson plans and tests for vehicle operations on the airfield.
- 2.13.3. Coordinates with AOF/CC (or equivalent), or appropriate AO representatives, in investigating airfield driving incidents, AF Form 651, HATRs, and CMAVs.
- 2.13.4. Will provide a copy of all CMAV report submittals (initial, status, final) to AOF/CC (or equivalent) for review/concurrence as outlined in AFMAN 91-223. **(T-1)**.
- 2.13.5. Participates in the RIPWG.

2.14. Security Forces Squadron.

2.14. Security Forces Squadron. (PAAF) At PAAF, Ft Liberty Garrison Department of Emergency Services (DES) Restricted Area Security (RAS) is the equivalent of a 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 AM of violations.

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

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

2.14.6. Provides assistance when requested by AM or the ATCT to apprehend airfield driving violators (e.g., CMAV, 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 WADPM to establish a designated response location in support of In-flight/Ground emergencies and 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.

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

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

2.16. Civil Engineer Squadron.

2.16. Civil Engineer Squadron. (PAAF) At PAAF, Ft Liberty Garrison Department of Public Works (DPW) provides this function.

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

2.16.2. Ensures training requirements and construction vehicle access roads, including access gates and haul routes are approved by the AFM or WADPM 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.

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.

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

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

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

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

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

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

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

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

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

3.3. 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. (AMC) Testing Requirements. Unit/Wing and Refresher testing will be administered via ADTP (T-2).

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

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

- 3.3.1.1.1. Include identifying the location and description of holding position signs and markings, runway(s) and taxiway(s) on the airfield diagram/layout test.
- 3.3.1.1.1. **(AMC)** Wing ADPMs will develop and administer an Airfield Diagram/Layout Test consisting of all holding position signs and markings, runway(s), taxiway(s) and apron/ramp(s) on the airfield **(T-1)**. Airfield drivers must correctly identify all airfield areas identified above to meet the minimum passing requirement of 100% **(T-1)**. Note: Test questions can be singular question/answer or consolidated into multi-question/answer combinations to reduce the total quantity of questions.
- 3.3.1.1.2. 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 require 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/rules.
- 3.3.1.2.5. A simulation of radio communications between a vehicle operator and ATCT. 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 ATCT prior to entering the runways and other CMA (Runway/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/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/retest may be annotated in the wing/base supplement as applicable. **(T-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/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 testing.

3.4.3. Unit ADPMs can use the Officer and Enlisted Classification Directory for Air Force Specialty Codes <https://myfss.us.af.mil/USAFCommunity/s/knowledge> to check vision requirements. Product is available for viewing and download on MyFSS.

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

3.4.3. **(PAAF)** If unable to contact the base hospital/medical treatment facility optometrist for an appointment, contact the WADPM.

3.5. (PAAF) Airfield Driving Restrictions.

3.5.1. PAAF has five restrictions for airfield driver's licenses (AF IMT 483):

3.5.1.2. CMA-Access on PAAF

3.5.1.3. Non-CMA Access on PAAF

3.5.1.4. Daytime Access Only on PAAF

3.5.1.5. Ramp Access Only on PAAF

3.5.2. Restriction must be listed on the AF IMT 483. An AF IMT 483 without a restriction is invalid.

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.

4.2. Operating a Vehicle in the CMA.

4.2.1. No vehicle operator or pedestrian shall enter the CMA without specific approval from the ATCT. **(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 ATCT 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)**.

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

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

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

4.2.6. (PAAF) See *Attachment 11 - CALL SIGNS OF VEHICLES OPERATING IN THE CMA* for authorized listing of vehicle call signs at PAAF.

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

4.3. Emergency removal or exit of vehicles and/or pedestrians in the event of vehicle or ATCT radio failure.

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

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

4.3.2.1. Contact ATCT and AM 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 ATCT or AM via radio, use other means of communication such as a cellular phone (when available). Report incident to AM immediately.

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

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

Figure 4.4.1. DAFVA 11-240, USAF Airport Signs and Markings.

Airport Signs – Action and/or Purpose	ATCT LIGHT GUN SIGNALS	Airport Markings
<p>15-33 RUNWAY HOLD SIGN: Hold short of intersecting runway</p> <p>5 RUNWAY HOLD SIGN: Hold short of runway on taxiway</p> <p>5-APCH APPROACH HOLD SIGN: Hold short for aircraft on approach or departure</p> <p>INST ILS INST or ILS HOLD SIGN: Hold short of ILS/POFZ Critical Area</p> <p>NO ENTRY SIGN: Entry Not Authorized</p> <p>TAXIWAY LOCATION SIGN: Taxiway on which vehicle/aircraft is located</p> <p>RUNWAY LOCATION SIGN: Runway on which vehicle/aircraft is located</p> <p>15 RUNWAY LOCATION SIGN: Runway on which vehicle/aircraft is located</p>	<p>STEADY GREEN → Cleared to cross, proceed or go</p> <p>STEADY RED → STOP</p> <p>FLASHING RED → Clear the taxiway/runway</p> <p>FLASHING WHITE → Return to starting point on airport</p> <p>ALTERNATING RED/GREEN → Exercise extreme caution</p>	<p>RUNWAY HOLD POSITION: Hold short of double solid lines until approved to proceed by ATC</p> <p>INSTRUMENT HOLD POSITION: Hold short during Instrument Meteorological Conditions (Ceiling less than 800 Feet or Visibility less than 2 Miles)</p> <p>STOP</p> <p>RUNWAY STOP BAR: Hold short of runway on intersecting roads</p> <p>TAXIWAY/TAXIWAY or INTERMEDIATE HOLDING POSITION: Hold short of intersecting taxiway when directed by ATC</p> <p>TAXIWAY EDGE STRIPES: Defines edge of usable full strength taxiway pavement - adjoining pavement NOT usable</p> <p>DASHED TAXIWAY EDGE: Defines edge of taxiway where adjoining pavement or apron is available for aircraft use</p>
<p>TOWER FREQUENCY _____</p>	<p>GROUND FREQUENCY _____</p>	<p>GROUND FREQUENCY _____</p>
<p>References: UFC 3-535-01, <i>Visual Air Navigation Facilities</i>, UFC 3-260-04, <i>Airfield and Heliport Marking</i>, FAA JO 7110.65, <i>Air Traffic Control and Aeronautical Information Manual (AIM)</i></p>		
<p>DAFVA 11-240, USAF Airport Signs and Markings</p> <p>DAFVA 11-240, USAF Airport Signs and Markings</p> <p>DAFVA 11-240, Aug 2021 <small>Prescribed by OAT 1.9-21.5 <small>OPR: HQ AFPSA/NA <small>USAF Airport Signs and Markings</small></small></small></p>		
<p>PREVENT RUNWAY INCURSIONS -- "READ BACK" ALL TOWER INSTRUCTIONS VERBATIM!</p>		

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 WADPM). (T-2).

Figure 4.4.3. AFVA 13-222, Runway Access Procedures.

RUNWAY/CONTROLLED MOVEMENT AREA (CMA) PROCEDURES:

1. ALWAYS CONTACT TOWER FOR RUNWAY/CMA ACCESS
2. READ BACK ALL TOWER INSTRUCTIONS VERBATIM
3. DO NOT USE "CLEAR" OR "CLEARANCE" IN RADIO CALLS
4. MAINTAIN RADIO CONTACT WITH TOWER AT ALL TIMES
5. STATE CALL SIGN, POSITION, AND INTENTIONS
6. COORDINATE ACCESS FOR ALL ESCORTED VEHICLES
7. MONITOR VEHICLE(S) AND PERSONNEL UNDER ESCORT
8. NOTIFY TOWER AFTER EXITING THE RUNWAY/CMA

NOTE: TO DRIVE ON THE AIRFIELD, VEHICLE OPERATORS MUST HAVE A VALID AF FORM 483, CERTIFICATE OF COMPETENCY DOCUMENTING AIRFIELD DRIVER TRAINING CURRENCY.

DAFVA13-222, 22 November 2022

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OPR: HQ AFFSA

Releasability: There are no restrictions on this publication

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

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

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

4.4.7. 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.

4.5. 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 ATC. 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 4.5.1. Mandatory and Hold Sign Examples



RUNWAY HOLD SIGN
(AT END INTERSECTION)



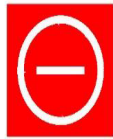
RUNWAY HOLD SIGN
(AT INTERMEDIATE INTERSECTION)



HOLD SIGN AT ILS CRITICAL AREA



APPROACH HOLD SIGN
(ON TAXIWAY INTERSECTING
A RUNWAY APPROACH ZONE)



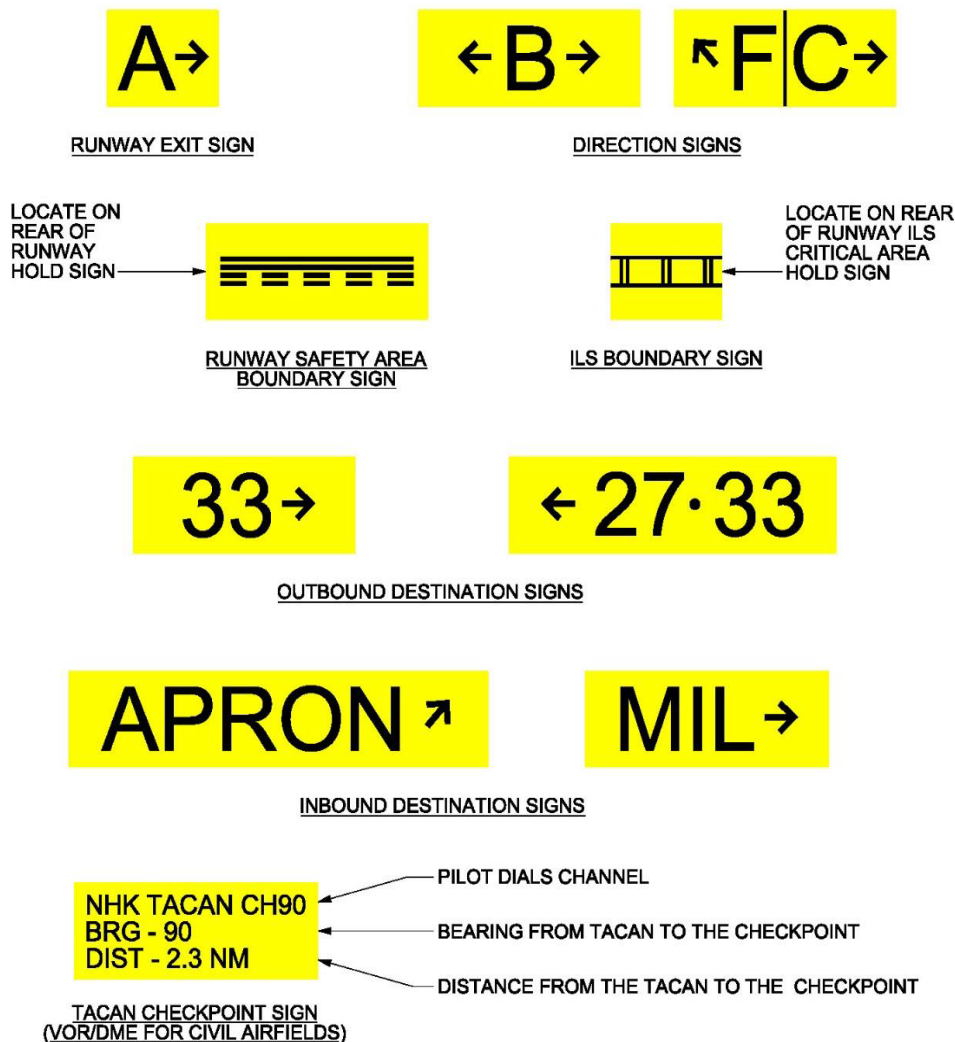
NO ENTRY SIGN

NOTES:

1. ALL SIGNS ARE FAA TYPE L-858R, WHITE LEGEND WITH BLACK OUTLINE ON RED BACKGROUND, MEETING FAA AC 150/5345-44, SIZE 1, 2 OR 3 (AS APPROPRIATE), STYLE 2 OR 3.
2. DIRECTION ARROWS MAY BE ADDED AT RUNWAY/RUNWAY/TAXIWAY INTERSECTIONS (SEE FAA AC 150/5340-18, FIGURE 4).

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

Figure 4.5.2. Typical Taxiway Guidance and Information Signs



NOTE:

1. ALL SIGNS, EXCEPT TACAN CHECKPOINT SIGNS, ARE FAA TYPE L-858Y, WITH BLACK LEGEND ON YELLOW BACKGROUND, MEETING FAA AC 150/5345, SIZE 3, STYLE 2 OR 3.

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

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

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

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

4.5.2.5. 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 USAF 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/pedestrians shall not cross the runway hold position or proceed onto the runway without first obtaining permission from the Control Tower. **(T-1).**

4.6.4. **(PAAF)** Federal Aviation Administration (FAA) enhanced taxiway centerline markings are painted 150 ft. prior to the runway hold position marking and consist of a parallel line of dashed yellow stripes on either side of the existing taxiway centerline.

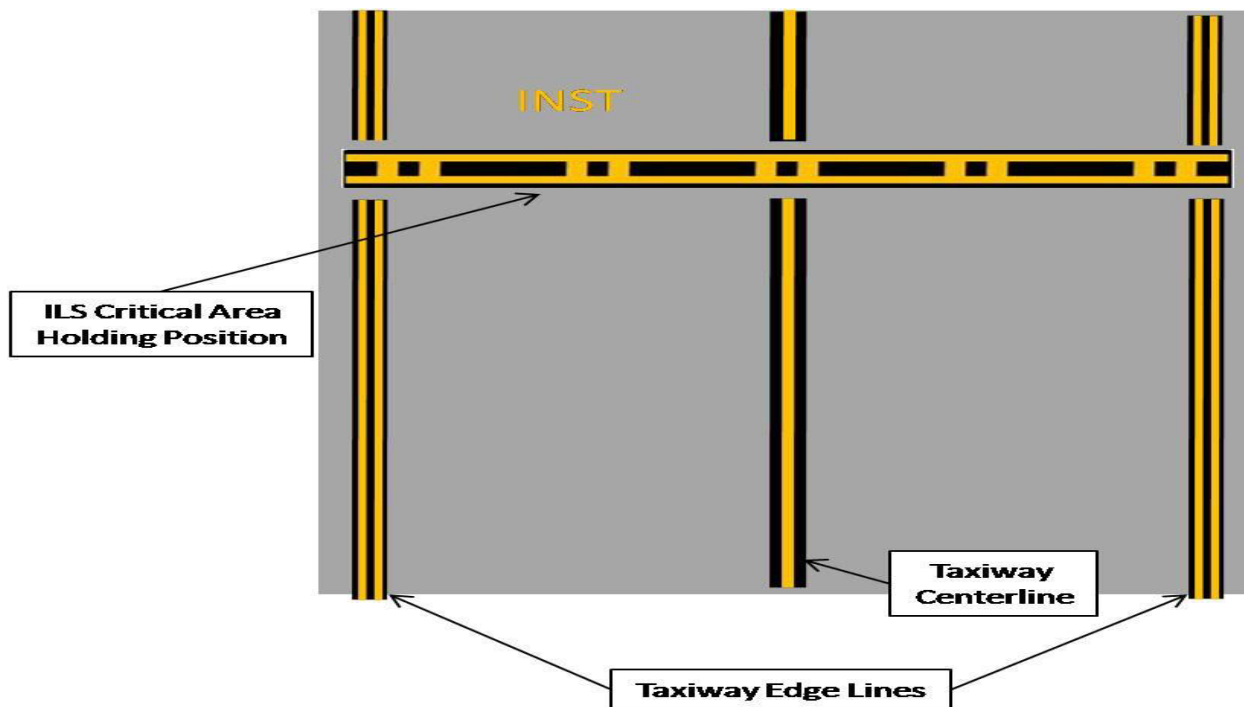
Figure 4.6.4. Enhanced Hold Position Marking.





4.6.5. 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.

Figure 3-6. ILS Critical Area Holding Position.



4.6.5. (PAAF) Instrument Hold Positions. Runway Instrument (INST) Hold Position Marking consist of two parallel yellow stripes with yellow perpendicular hashes within the double lines

that extend across the entire width of a taxiway. See **Attachment 11** for the locations of the Instrument Hold Position markings. Vehicles must remain behind the instrument holding position during periods of poor weather/visibility (i.e., a ceiling of 800 feet or 2 miles visibility). **NOTE:** During daylight hours, if the airfield rotating beacon adjacent to the ATCT is on, then hold at the INST marking. Vehicles that pass this holding position without clearance from the ATCT may interfere with the instrument landing capability of aircraft on approach. (See Figure 3-6). **NOTE:** Contact the ATCT for permission to proceed beyond this point.

4.6.6. Examples of airfield markings are included in **Attachment 3**.

4.7. Airfield Lighting.

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

Figure 4.7. Runway Edge Light.



4.7.2. Taxiway edge lights are blue.

Figure 4.7.2. Taxiway Light.



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.

4.7.4. **(PAAF) Airfield Beacon Light:** This light sits on the highest possible visibility point signifying a military airport facility. For PAAF this light is located approximately 750 ft from the ATCT. This light provides a visible 360 degree rotating solid green color with a double-peak white light. When the airfield beacon light is on during daylight hours, ensure you stop at the

instrument hold line and ask ATCT for permission into the “ILS critical area” (see paragraph 4.6.5.)

4.7.4. Examples of airfield lighting are included in **Attachment 3**.

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

4.8.1. Vehicle Parking Areas — 5 miles per hour.

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

4.8.3. Aircraft towing speed — 5 miles per hour.

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

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

4.8.6. Aircraft Parking Ramp — 15 miles per hour.

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

4.8.8. Aerospace Ground Equipment — 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, AM and Security Forces, may exceed speed limits only with due regard for the safety of persons and property.

4.8.13. Taxiways:

4.8.13.1. General purpose vehicles — 15 miles per hour.

4.8.13.1. **(PAAF)** General purpose vehicles — 30 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 ATCT. 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.

4.10. Parking and Chocking Vehicles on the Airfield.

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

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

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

4.10.4. 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.

4.11. 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.

4.11.3. 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.

4.12. 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 ATCT or AM by other means, such as a cellular/mobile phone to advise of the situation. If this is not practical, then the driver, after vacating the runway, should turn the vehicle toward the tower and start flashing the vehicle headlights and wait for the controller to signal with the light gun. All vehicle operators must know and comply with light gun signals. 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.

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

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

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

4.15. Restricted Visibility or Night Driving Operations.

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

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

4.15.3. Do not operate fueling and explosive loaded (laden) vehicles on the airfield when visibility is less than 300 feet unless approved by the Host-Wing Commander.

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

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

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

4.15.7. Vehicle headlights shining towards a moving aircraft at night shall be turned off immediately to prevent affecting the pilot's night vision and will remain off until the aircraft is out of range. 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)**.

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

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

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.

4.19. Runway Crossing Restriction. Restrict runway crossing at locations known for communication/signal problems between ATCT and a vehicle operator/pedestrian at ATCT visual blind spots, as applicable.

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

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

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

4.20.2. **(PAAF)** Fire Department will escort EMS vehicles onto the airfield during emergency responses.

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

4.22. Airfield Driving During Blackout Conditions.

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

4.22.1.1. Driver and assistant driver responsibilities.

4.22.1.2. NVD-related accident reporting procedures.

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

4.22.1.4. Qualification/Annual refresher training requirements.

4.22.1.5. NVD instructor qualification requirements.

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

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

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

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

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

4.24. Vehicles equipped with supplemental traction devices.

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

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

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

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

4.26.3. Do not operate vehicles within 100 feet of a helicopter with rotors in motion. **NOTE:** Vehicle operators must use extreme caution when driving in the vicinity of helicopters conducting hover checks. **(T-1)**.

4.27. Disabled Vehicle.

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

4.27.1.2. **(PAAF)** All disabled vehicles on the airfield shall be immediately reported to AM Operations either by two-way radio or by calling 910-394-6508/6509.

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 ATCT and AM 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/Survey Teams, and non-base assigned contractors.

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

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

4.28.2.1. The WADPM or as delegated in the wing/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/unit of the individual that received the local briefing/training.

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

4.28.2.2. The WADPM 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 WADPM (or as delegated) in lieu of Attachment 8. Include the following on the MFR:

4.28.2.3.1. Individual’s full name and rank.

4.28.2.3.2. Home unit AF Form 483 certificate number.

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

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

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

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

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. 4.28.1.

4.29. POV and GLV Vehicle Passes.

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

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 (GOV). This includes, but is not limited to, signing-out a GOV from Transportation/Vehicle Operations for one-time use.

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

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

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

4.29.5.1. Owner/User.

4.29.5.2. Organization/Company.

4.29.5.3. Duty Phone.

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

4.29.5.5. Pass/Permit number.

4.29.5.6. Area of Operation(s)/location.

4.29.5.7. Justification.

4.29.5.8. Effective period/dates.

4.29.6. POV and GLV passes/decals are differentiated in the wing or base supplement.

4.29.7. Maintain vehicle passes/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.

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

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

4.29.10. (PAAF) POV or GLV will utilize a magnetic and numbered issued cone (vehicle hat) while operating on PAAF.

4.30. Reporting, Enforcement and Violation Consequences.

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

4.30.2. AM 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, AM personnel:

4.30.2.1. Escort individuals off of 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 WADPM, AFM, and AOF/CC.

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

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

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

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

4.30.4. **Consequences (CMA).**

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

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

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

4.31. Reissuance/Reinstatement of an AF Form 483.

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

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 AM, or as delegated.

4.32. Reporting and documenting CMAV events. See *Attachment 1* for CMAV and Runway Incursion definition.

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

4.32.2. The WADPM 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. CMAV events are reported to wing safety as outlined in AFMAN 91-223, Chapter 9.

4.32.4. The WADPM and wing safety will review the unit's airfield driving program within three duty days to which personnel that commit a CMAV are assigned. Place emphasis on how the unit trained the individual and their compliance with AFMAN 13-213 and the ADI. The WADPM reports results to the unit commander.

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

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

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

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

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

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

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

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

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

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

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

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

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

4.34.2. Airfield access points.

4.34.3. Restricted area boundaries/entry control points.

4.34.4. Control area boundary.

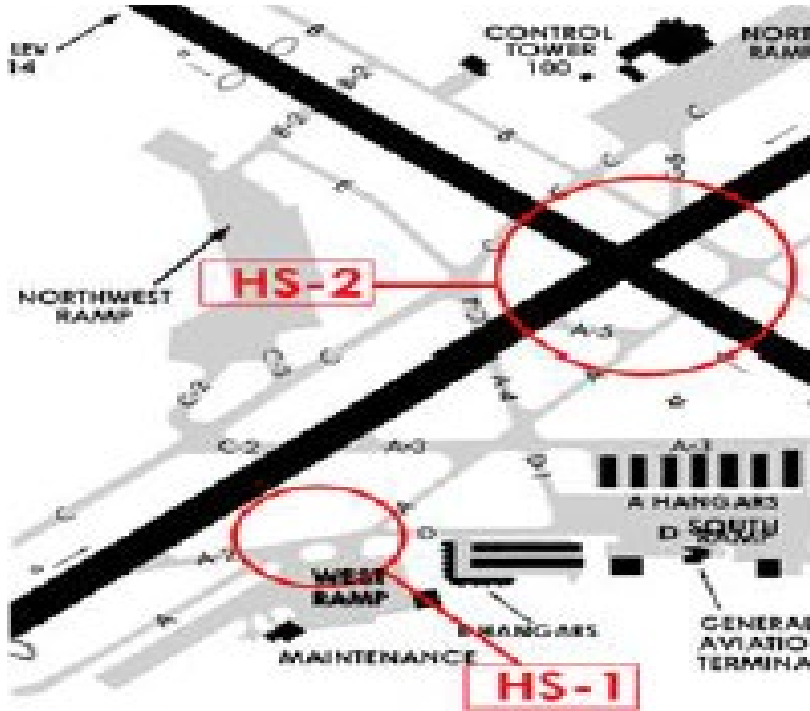
4.34.5. Vehicle traffic lanes and traffic flow.

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

4.34.7. Location of AM and ATCT.

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

Figure 4.1. Hot Spots.



4.35. (PAAF) Smoking on the Airfield.

4.35.1. Smoking/vaping is prohibited on the airfield at all times. All smoking/vaping materials will be completely removed from the area.

4.35.2. Smoking/vaping is prohibited in all GOV/GLV.

4.36. (PAAF) Maintenance Equipment on the Airfield.

4.36.1. Personnel will not leave aircraft support equipment (fire extinguishers, ladders, chocks, work stands, tugs, etc.) where it presents a potential hazard to taxiing or towed aircraft. When maintenance actions are complete and equipment is not in use, it will be removed from the airfield. Personnel will secure all equipment left outdoors to prevent movement by wind or engine blast. **NOTE:** For the purpose of this instruction, equipment in use is defined as support equipment in place not more than three hours before aircraft arrival or three hours after aircraft departure. **Ref:** UFC 3-260-01 Para B13-2.20.2.5.

4.36.2. Personnel using powered or non-powered AGE on the airfield must either set the equipment's brake or chock the wheels. Personnel may deviate from this requirement only when authorized by T.O.

4.36.3. Personnel will not preposition Ground Power Units (GPU) or any other ground support equipment in such a manner that a collision could occur if the aircraft's brakes fail during parking.

4.37. (PAAF) Transient Ramp.

4.37.1. Transient Ramp is in the aircraft parking apron formerly known as "Blue Ramp". It has

five aircraft parking spots for transient aircraft.

4.37.2. Transient 2-5 can park C-130/J and smaller.

4.37.3. Transient 1 can park C-12/UH-60 and smaller.

4.37.4. There is a long vehicle-driving lane on the Transient Ramp edge that leads from the existing driving lane near the aircraft hangars all the way to Taxiway Alpha. This is the main driving lane to lead from the hangar area to Taxiway Alpha. Vehicles should utilize this and not drive between this lane and the aircraft parking spots unless needed for aircraft servicing. All drivers must watch for taxiing aircraft and be cautious of jet blast in this area. Vehicles will remain at least 200 feet behind aircraft with running engines. Vehicle stop bars will be installed for additional safety.

4.37.5. There is a DV Row which consist of five DV parking spots located on Transient Ramp.

(See 4.37.)

(PAAF) 4.38. DV Row.

4.38.1. DV 1 can park C-17 and smaller.

4.38.2. DV 2-3 can park C-37A (Gulfstream V and smaller).

4.38.3. DV 4-5 can park C-12 or smaller.

NOTE: DV 5 is the primary parking spot in the DV parking area.

4.38.4. There is a “Red Carpet” for spots DV 3-5, and a vehicle-driving lane that leads from the airfield entrance directly to these spots.

4.38.5. DV vehicles without airfield driver’s licenses must have a temporary or one-year DV Pass issued from AM to access the vehicle-driving lane that leads to spots DV 3-5.

4.38.6. All drivers using the DV driving lane must watch for taxiing aircraft and be cautious of jet blast in this area.

4.38.7. Vehicles at DV spots 3-5 will remain at least 200 feet behind aircraft with running engines.

Chapter 5

RADIO COMMUNICATIONS PHRASEOLOGY, DISCIPLINE AND TECHNIQUES

5.1. General.

5.1.1. Radio communications are a critical link in the ATC system. The single, most important thought in communications with the ATCT 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 ATCT. **EXCEPTION:** Vehicle operators may reply "Loud and Clear" in response to an ATCT request for radio transmission quality or clarity.

5.1.4. Vehicle operators must be vigilant and monitor ATC 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/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.

(PAAF) 5.2.3. The PAAF Ramp Net is on a repeater system. Once you click on the radio, wait for the "double click" to sound before beginning your transmission, or the first part of your transmission will be cut off.

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

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

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

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

5.3. Phraseology. Vehicle operators must contact the ATCT 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 ATC transmissions priority unless an emergency exists. Very High Frequency and Ultra High Frequency transmissions are reserved for the primary use of aircraft and ATCT personnel. A typical runway crossing transmission sequence is as follows **at PAAF:**

Table 5.1. Sample Runway Crossing Phraseology.

VEHICLE OPERATOR	<i>“Pope Ground... Freight 9”</i>
ATCT (Pope Ground)	<i>“Freight 9...Pope Ground”</i>
VEHICLE OPERATOR	<i>“Pope Ground, Freight 9, holding short of Runway 23 on Taxiway Echo North requests permission to cross Runway 23 at Taxiway Echo North”</i>
ATCT (Pope Ground)	<i>“Freight 9, Pope Ground, cross Runway 23 at Taxiway Echo North, report when off”</i>
VEHICLE OPERATOR	<i>“Pope Ground, Freight 9, crossing Runway 23 at Taxiway Echo North, will report when off”</i>
ATCT (Pope Ground)	<i>“Freight 9, Pope Ground, Roger.”</i>

5.3.1. Vehicle operators must read back ATCT 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.

5.3.2. If vehicle operators are issued hold short instructions, they must provide a read back to the ATCT. See example below.

A typical runway crossing transmission with a **HOLD SHORT** instruction sequence is as follows at **Pope AAF**:

Table 5.2. Sample HOLD SHORT Phraseology.

VEHICLE OPERATOR	<i>“Pope Ground... Airfield 1”</i>
ATCT (Pope Ground)	<i>“Airfield 1...Pope Ground”</i>
VEHICLE OPERATOR	<i>“Pope Ground, Airfield 1 requests permission to cross Runway 23 at Taxiway Delta North”</i>
ATCT (Pope Ground)	<i>“Airfield 1, Pope Ground, HOLD SHORT of Runway 23 at Taxiway Delta North”.</i>
VEHICLE OPERATOR	<i>“Pope Ground, Airfield 1, Holding Short of Runway 23 at Taxiway Delta North”</i>

5.3.3. **(PAAF)** A typical CMA access transmission without going onto the runway is as follows.

NOTE: This is also an example of an escort vehicle communicating with ATCT:

Table 5.3. Sample CMA-Access Phraseology. Also is an example of escort phraseology.

VEHICLE OPERATOR	<i>“Pope Ground... Equipment 1, plus 2”</i>
ATCT (Pope Ground)	<i>“Equipment 1, plus 2...Pope Ground”</i>
VEHICLE OPERATOR	<i>“Pope Ground, Equipment 1, plus 2, on Taxiway Bravo, request permission to enter CMA in grassed area, will remain off hard surface of runway.”</i>

ATCT (Pope Ground)	<i>“Equipment 1, plus 2, Pope Ground, proceed into the CMA from Taxiway Bravo. Stay off the runway at all times, report when out of the CMA.”</i>
VEHICLE OPERATOR	<i>“Pope Ground, Equipment 1, plus 2, proceeding into the CMA from Taxiway Bravo. Will remain off the runway at all times. Will report when out of the CMA.”</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 <u>message</u> 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 ATC.
HOW DO YOU HEAR ME?	Question relating to the quality of the transmission or to determine how well the transmission is being received.
IMMEDIATELY, WITHOUT DELAY, OR EXPEDITE	Phrase used by ATCT 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 must 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 Alphanumeric Characters. Because some letters have similar sounds, like B and P, the international aviation industry uses the following words to reduce confusion. For example, Taxiway B would be referred to as Taxiway Bravo on the radio. Vehicle operators must know and use the following:

Table 5.5. Phonetic Aviation Alphanumeric Characters.

Character	Word	Pronunciation
0	ZERO	ZEE-RO
1	ONE	WUN
2	TWO	TOO
3	THREE	TREE
4	FOUR	FOW-ER
5	FIVE	FIFE
6	SIX	SIX
7	SEVEN	SEV-EN
8	EIGHT	AIT
9	NINE	NIN-ER
A	ALPHA	AL-FAH
B	BRAVO	BRAH-VOH
C	CHARLIE	CHAR-LEE
D	DELTA	DELL-TAH
E	ECHO	ECK-OH
F	FOXTROT	FOKS-TROT
G	GOLF	GOLF
H	HOTEL	HOH-TELL
I	INDIA	IN-DEE-AH
J	JULIET	JEW-LEE-ETT
K	KILO	KEY-LOH
L	LIMA	LEE-MAH
M	MIKE	MIKE
N	NOVEMBER	NO-VEM-BER
O	OSCAR	OSS-CAH
P	PAPA	PAH-PAH
Q	QUEBEC	KEH-BECK
R	ROMEO	ROW-ME-OH
S	SIERRA	SEE-AIR-RAH
T	TANGO	TAN-GO
U	UNIFORM	YOU-NEE-FORM
V	VICTOR	VIK-TAH
W	WHISKEY	WISS-KEY
X	X-RAY	ECK-SRAY
Y	YANKEE	YANG-KEY
Z	ZULU	ZOO-LOO

MORRIS.ALLEN.C.
JR.1236879603

Digitally signed by
MORRIS.ALLEN.C.JR.1236879603
Date: 2023.12.18 12:53:45 -05'00'

ALLEN C. MORRIS JR.
Colonel, USAF
43 AMOG Commander

JOHN WILCOX
COL, CA
Commanding

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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FAA Order 7110.65Z, *Air Traffic Control*, 17 June 2021
FAA AC 150/5340-1M, *Standards for Airport Markings*, 10 May 2019
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Air Force *Officer Classification Directory (AFOCD)*, 31 October 2017
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Prescribed Forms

AF Form 483, *Certificate of Competency*

Adopted Forms

AF Form 457, *United States Air Force Hazard Report*
AF Form 651, *Hazardous Air Traffic Report (HATR)*
AF Form 3616, *Daily Record of Facility Operation*
AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*
AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

(PAAF) AAFM -- Assistant Airfield Manager
ADPM -- Airfield Driving Program Manager
AF -- Air Force
AFECD -- Air Force Enlisted Classification Directory
AFSSA -- Air Force Flight Standards Agency
AFSSA/XA -- Air Force Flight Standards Agency Airfield Operations Directorate
AFI -- Air Force Instruction
AFM -- Airfield Manager
AFMAN -- Air Force Manual
AFOCD -- Air Force Officer Classification Directory
AFPD -- Air Force Policy Directive
AFSAS -- Air Force Safety Automated System
AFSAS -- Air Force Safety Automated System

AFVA -- Air Force Visual Aid
AO -- Airfield Operations
AOB -- Airfield Operations Board
AOF -- Airfield Operations Flight Commander
(PAAF) AOM -- Airfield Operations Manager
CC -- 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
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
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

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

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

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

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

Airfield Driving Program Manager (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 Driving Training Program (ADTP) - An electronic database management system that assists with the ADP.

Airfield Facilities—Includes: runways, taxiways, parking and servicing areas, ATC facilities, AM, 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 Management Operations (AMOPS)—A facility located near the airfield that provides aircrews with flight plan processing and planning services.

Airfield Manager (AFM)—Works directly for the 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.

(PAAF) Airfield Operations Flight Commander (AOF/CC) – The Airfield Operations Manager (AOM) has the equivalent duties of the AOF/CC.

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

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

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

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

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

Controlled Movement Area (CMA)—As defined in Airfield Operations Instructions, any portion of the airfield requiring aircraft, vehicles and pedestrians to obtain specific ATC approval for (normally via two-way radio contact with the ATCT).

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

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

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

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

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

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

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

(PAAF) Host Wing Commander. At PAAF, the 43 AMOG Commander is equivalent to the Host Wing Commander.

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

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

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

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

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

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

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

Privately Owned Vehicle (POV)—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., hold line) 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.

Note: PAAF does not have restricted areas.

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

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

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

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

Operational Error—A failure of the ATC system that results in loss of separation.

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

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

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

Spot Check—A spot check is conducted randomly for the purpose of enforcement and compliance with airfield driving procedures. Spot checks include but are not limited to the accuracy/currency of the driver's Air Force Form 483 and the availability/currency of the local airfield diagram, Air Force Visual Aids (e.g., DAFVA11-240, 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/standards and airfield configuration (to include signs/markings/lighting) to determine if corrective actions are needed. The RIPWG Functional experts will assess all pertinent areas that are a part of, or affect, the negative trend or unsafe condition.

A2.3. Attendees. The RIPWG includes Operations Support Squadron Commander (OSS/CC), AOF/CC, AFM, WADPM, 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 ATC personnel, as applicable.

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

A2.4.1.4. Increase penalty for CMAVs.

A2.4.1.5. Alter the shape and/or increase the size of the CMA.

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

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

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

A2.4.2.3. Painting runways 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 ensure change is implemented uniformly over the entire airfield.

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

A2.4.2.5. Installing runway guard lights if applicable.

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

A2.4.2.7. Installing Location Signs.

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

- A2.4.4. Consider installation of additional FM radio repeaters for ATC and the base station/ramp net. **(T-3)**.
- A2.4.5. Ensure an airfield waiver is processed and approved for non-standard criteria or configuration. **(T-3)**.
- A2.4.6. Provide a summary of the RIPWG analysis and recommendations during the next Airfield Operations Board (AOB). **(T-3)**.
- A2.4.7. Publish minutes of the RIPWG and provide an informational copy to the Major Command OPR for Airfield Operations within 30 calendar days. **(T-3)**.

Attachment 3

AIRFIELD SIGNS, MARKING, AND LIGHTING

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










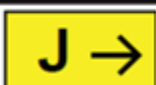


EXAMPLE	TYPE OF SIGN
	Mandatory: Hold position for taxiway/ runway intersection
	Mandatory: Holding position for runway/runway intersection
	Mandatory: Holding position for runway approach area
	Mandatory: Holding position for ILS critical area/precision obstacle free zone
	Mandatory: No entry
	Taxiway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

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










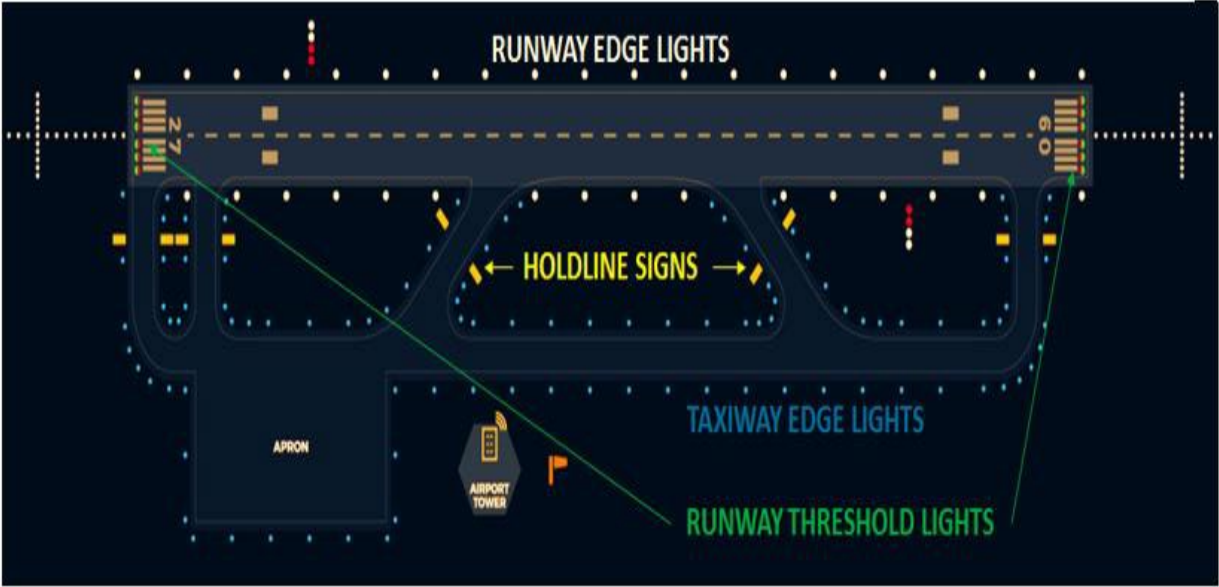
	Inbound Destination
	TACAN Checkpoint Sign
	Distance Remaining
EXAMPLE	TYPE OF MARKING
	Holding Position
	ILS Critical Area/POFZ Boundary
	Taxiway/Taxiway Holding Position
	Non-Movement Area Boundary
	Taxiway Edge
	Dashed Taxiway Edge

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



Attachment 4

UNIT ADPM AND TRAINER(S) APPOINTMENT LETTER TEMPLATE

MEMORANDUM FOR 43 OSS/OSAA

FROM: (Unit Commander Office Symbol)

SUBJECT: Appointment of Unit ADPM's and Trainers

1. The following individuals are appointed as unit ADPMs (primary/alternate) and trainers (only if different than ADPMs). Individuals have received training IAW *DAFI 13-213*. Both ADPM and Alternate 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 TDY personnel.

NAME/EMAIL	OFFICE SYM	DP	483 #
PRIMARY:			
MSgt Ann B. Smith	OSAA	394-1111	0002-1074
Email: Ann.Smith@blank.af.mil			
ALTERNATE:			
TSgt John E. Doe	OSAA	394-1111	0003-0851
Email: John.Doe@blank.af.mil			

2. The following individuals are appointed as ADP Trainers:

NAME/EMAIL	OFFICE SYM	DP	483 #
TSgt Jane C. Davis	OSAA	394-1111	0005-1186
Email: Jane.Davis@blank.af.mil			

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

XXXX X. XXXXX, Lt Col, USAF

Commander

Attachment 5
PAAF UNIT ADPM TRAINING CHECKLIST

UNIT ADPM TRAINING CHECKLIST			
SECTION I – TRAINEE INFORMATION (Completed by WADPM)			
Name (Last, First, MI)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II – QUALIFICATION TRAINING (Completed by trainee and WADPM)			
	Date Completed	Trainee Initials	WG ADPM Initials
1. Unit ADPM duties and responsibilities.			
2. Appointment of unit trainers.			
3. Runway incursion prevention.			
4. Governing Directives.			
4.1. AFMAN 24-306, <i>Manual for the Wheeled Vehicle Operator</i> Chapter 18 and 20.			
4.2. AFMAN 91-203, <i>Air Force Occupational Safety, Fire, And Health Standards</i> Chapter, 24.			
4.3. AFI 21-101, <i>Aircraft and Equipment Maintenance Management</i> .			
5. Testing requirements to include test security/compromise.			
6. Color vision testing requirements. See AFI 48-123, <i>Medical Examinations and Standards</i> for additional information.			
7. Airfield Driver’s training requirements.	Date Completed	Trainee Initials	WG ADPM Initials
7.1. Local Qualification			
7.2. Refresher			
8. Unit ADPM Continuity Binder.			
9. Reporting, Enforcement, and Violation Consequences.			
10. Vehicle Passes (Privately Owned/Government Leased).			
11. Controlled Movement Area (CMA) procedures and training for unit personnel.			
12. TDY personnel/non-based assigned contractors briefing and or training requirements.			
13. Escort procedures.			
14. Procedures for issuing revoking and reissuing an AF IMT 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 ADPM and WADPM or designated representative)			
Unit ADPM			
I have received and completed all of the above training requirements and will comply with AFI 13-213 and the Airfield Driving Instruction (ADI).			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WADPM or designated representative			
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 6

AM QUALITY CONTROL MEASURES

A6.1. AM should:

- A6.1.1. Routinely monitor ramp net radio for proper terminology/phraseology and discipline.
- A6.1.2. Conduct random spot checks for enforcement and compliance with **Chapter 3** of this AFI 13-213 and the ADI.

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

- A6.2.1. The availability/currency of the local airfield diagram.
- A6.2.2. A check of the driver's Air Force Form 483 for accuracy/currency.
- A6.2.3. The availability/currency of Air Force Visual Aids (i.e., DAFVA11-240, DAFVA 13-222)

A6.3. AM will: Report violations detected during spot checks to the AFM, AOF/CC, individual's unit commander, and ADPM.

A6.4. WADPM will:

- A6.4.1. Report and document results of spot checks in the "status of airfield driving" section of AOB. **(T-3).**
- A6.4.2. Assess each unit's airfield driving program at least annually for program integrity and compliance. **NOTE:** Use MICT/SAC to validate the annual check of the unit's airfield driving program. **(T-3).**
- A6.4.3. Provide assessment results to the unit's commander via MFR and brief at the next quarterly AOB. **(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 as applicable.			
5.6. Location of Free Zones as applicable.			
5.7. Location of the Fire Department, Air Traffic Control Tower 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. CMA 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 the airfield.			
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			
8.1. Practical Night Driving Check-ride (as applicable).			
9. Review ADI.			
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:
SECTION V - TRAINEE ACKNOWLEDGEMENT (Completed by Trainee)			
I have received and completed all of the training requirement and will comply with PAAF's ADI. I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement area without approval from the 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 PAAF.			
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 WADPM or designated representative)			
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

TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST			
SECTION I – TRAINEE INFORMATION <i>(Completed by unit ADPM or WADPM)</i>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II – QUALIFICATION TRAINING <i>(Completed by the Trainee, Unit ADPM or designated Trainer)</i>			
	Date Completed	Trainee's Initials	Trainer's Initials
1. Explain the difference between mandatory/informational airfield signs. Provide examples of mandatory/informational local airfield signs.			
2. Explain the different types of airfield markings (e.g., runway, taxiway, apron/ramp). Provide examples of local airfield markings.			
3. Explain the different types of airfield lighting systems (e.g., 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/ramp 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 CMA 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 vehicle maintenance problems.			
SECTION III – TRAINING CERTIFICATION <i>(Competed by trainee, unit ADPM and WADPM as required)</i>			
TRAINEE			
I have received and completed all of the above training requirements and will comply with Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other CMA without approval from the ATCT.			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
UNIT ADPM			
I certify that the above individual has completed all local training requirements outlined in Airfield Driving Instruction (ADI). Check all applicable restrictions. <input type="checkbox"/> Full-Access (CMA) [A] <input type="checkbox"/> Limited [C] <input type="checkbox"/> Ramp Only [R] <input type="checkbox"/> Daylight Only [D] <input type="checkbox"/> Non-CMA [B]			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WADPM or designated representative <i>(as required)</i>			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
NOTE: A local form or electronic equivalent may be used as long as it includes all information listed above.			

Attachment 9

AIRFIELD DRIVING PROGRAM CONTINUITY BINDER

A9.1. TAB A. Unit ADPM appointment letter(s). At a minimum, the appointment letter must be signed by the current unit commander or equivalent and on file with the WADPM. **(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 units assigned airfield drivers. At a minimum, the list of airfield drivers includes 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).

Attachment 10

PAAF UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST

UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST			
SECTION I – GENERAL INFORMATION <i>(Completed by Unit ADPM OR WADPM)</i>			
Unit	Office Symbol or Company Name	Date:	
SECTION II – VALIDATION ITEMS <i>(Completed by the WADPM or unit ADPM)</i>			
	Yes	No	Not Applicable
1. MICT SAC			
1. Is the Unit ADPM and Trainer Appointment Letter current and on file with the WADPM ADPM? If the unit has Full-Access drivers, do unit ADPM's have Full Access codes on their AF IMT 483s?			
2. Does the unit ADPM annually validate the number of personnel authorized to drive on the airfield to include those that enter or cross the controlled movement area?			
3. Does the unit ADPM notify the unit commander and Wing or Garrison ADPM in writing after an individual(s) commits a violation and/or after suspending an individual's airfield driving privileges?			
4. Does the unit ADPM train unit airfield driver trainers on how to conduct and document training for newly assigned unit airfield drivers?			
5. Does the unit ADPM maintain a current list of all drivers authorized to drive on the airfield with at least the minimum data (Full name, rank, unit, AF Form 483 certificate number, restrictions and refresher training due date)?			
6. Does the unit ADPM maintain a properly formatted continuity binder or electronic equivalent with all required documentation?			
7. Does the unit ADPM attend Wing or Garrison semi-annual meetings and/or briefings regarding airfield driving?			
8. Does the unit ADPM provide appropriate training to TDY personnel, Inspection/Survey Teams, and Non-base assigned contractors based on type, location, time, and duration of work? Do TDY personnel, Inspection/Survey Teams, and Non-base assigned contractors possess an AF Form 483 and wing/base driving procedures trained prior to operating a vehicle			

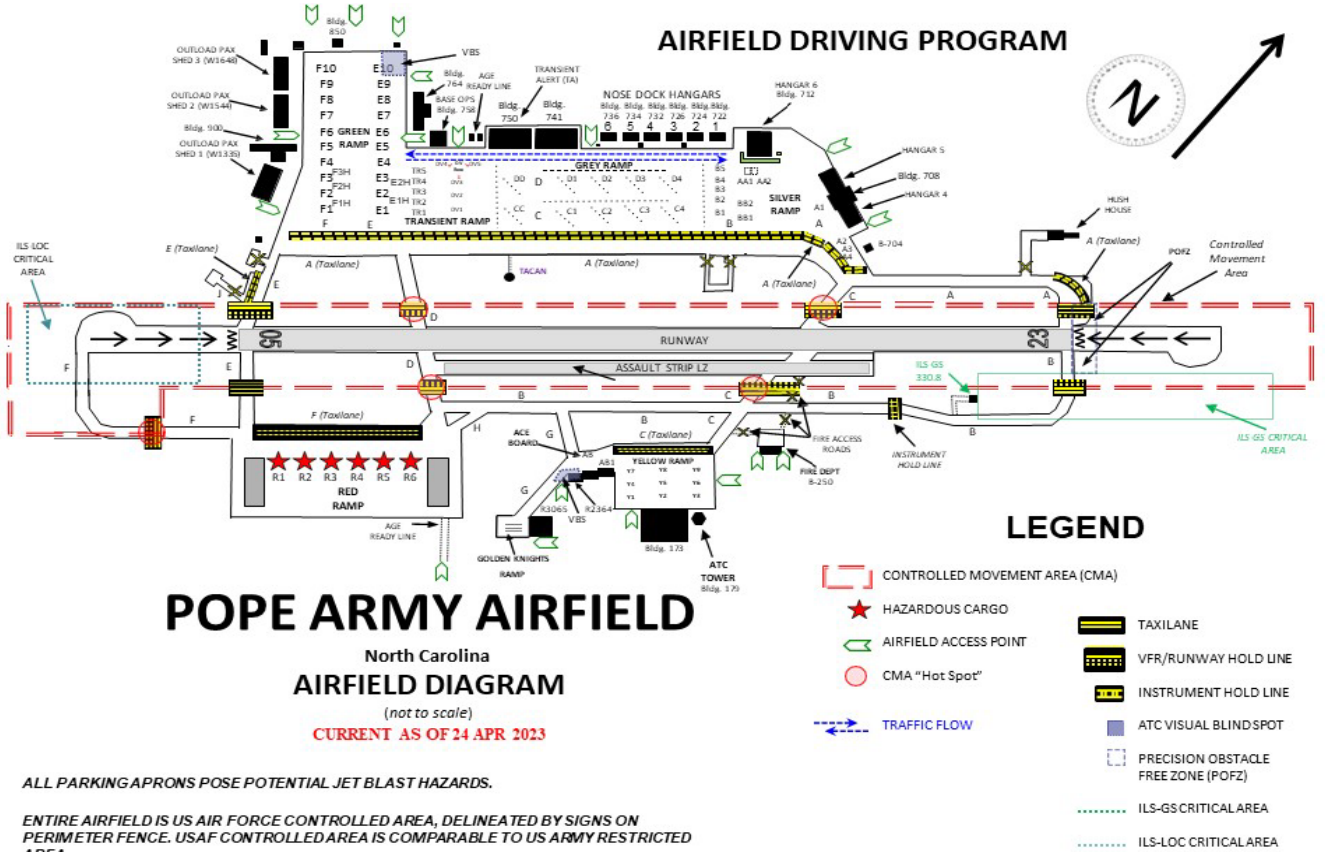
on the airfield without an escort?			
9. Does the unit ADPM disseminate current airfield information (NOTAMS, advisories and/or emails from Wing or Garrison ADPM for any taxiway closures, runway closures, construction activity, or other airfield hazards) to unit airfield drivers for review/situational awareness?			
10. Is remedial training conducted and documented on personnel that fail a test?			
11. Are unit ADPMs conducting and documenting annual refresher training on unit airfield drivers?			
12. Does the unit ADPM ensure there are local operating procedures coordinated through the Wing or Garrison ADPM and approved by the requesting unit's squadron commander for vehicles operating on the airfield using NVD?			
13. Does the unit ADPM ensure either the (1) Department of the Air Force Visual Aid 11-240, USAF Airport Signs and Markings or (2) Federal Aviation Administration Ground Vehicle Guide to Airport Signs & Markings Dashboard sticker; Department of the Air Force Airfield Visual Aid 13-222, Runway/Controlled Movement Area (CMA) and airfield diagram are available and properly located in each vehicle operated on the airfield?			
2. Unit ADPM.			
2.1. Has the WADPM or designated representative trained unit ADPMs on how to manage ADPs?			
2.2. Does the ADPM have current and accurate training documentation on file for drivers that have been issued an AF IMT 483, <i>Certificate of Competency</i> , endorsed for airfield driving? At a minimum, keep Attachment 7, initial USAF Airfield Driving CBT <i>Airfield Driving</i> Training Certificate, <i>Airfield</i> Diagram Test, and Phraseology Test.			
2.3. Are the training and testing materials current and accurate?			
2.4. Does the unit ADPM conduct and document a self-inspection of unit's ADP at least annually using Attachment 4 or electronic equivalent?			
3. Miscellaneous.			
3.1. Are Airfield Driving Information Files (ADIFs) printed and posted, if applicable? Have all airfield drivers acknowledged receipt utilizing the ADIF Acknowledgement Logs or locally generated form?			

3.2. Are spots checks being conducted monthly on AF IMT 483s and vehicles? Are monthly spot checks being documented on Attachment 9?			
SECTION III – COMMENTS/NOTES (Completed by the WADPM or unit ADPM)			
SECTION IV – CERTIFICATION (Completed by the unit ADPM and WADPM)			
UNIT ADPM			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WADPM			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

NOTE: A local form or electronic equivalent may be used if it includes all information listed above.

Attachment 11

AIRFIELD DIAGRAM – INCLUDING CRITICAL AREAS, AIRCRAFT PARKING LOCATIONS, AND CMA HOT SPOTS



Attachment 13**CALL SIGNS OF VEHICLES OPERATING IN THE CMA**

AGENCY	CALL SIGN
Airfield Management	AIRFIELD 1,2,3,4,5
Airfield Operations	OPS 1,2
Fire Department	CHIEF 1,2,3,5,6
	BATTALION 1,2
	CRASH 71,72,73,74,75,76,77,81
	TANKER 78,82
	ENGINE 1,3,5,7,8
	RESCUE 1,2
	TRUCK 1
	HAZMAT 1
	CAR 700,800
	UTILITY 7
Airfield Security	RAS 1,2,3,4, 6/COG
Transient Alert	ALERT 1,2,3
Airfield Sweeper	SWEEPER 1,2,3
Airfield Systems	NAV 1,2,3
Airfield Lighting	AIRFIELD LIGHTING 1,2,3
Chief Of Safety	SAFETY 1,2
Ground Safety	GROUND SAFETY 1,2,3
Aerial Port Squadron - Checkpoint	FREIGHT 9
Aerial Terminal Operations Center	ATOC 1,2,3,4
Aerospace Ground Equipment Chief	RANGER 1
Aerospace Ground Equipment Shop	RANGER BASE
Aerospace Ground Equipment	RANGER
Aerospace Ground Equipment	RANGER 2
Mower	MOWER 1,2,
USDA	WILDLIFE
Contractor	CONTRACTOR 1,2,3
43 AMS Maintenance	BADGER 1,2,3,4,5,6
43 AMS Maintenance GRE	GLOBE 3,4
43 AMS Maintenance GRE	HERK 3,4
Combat Readiness	JOKER
US Army Corps of Engineers	CORP 1,2,3
DPW Ground Maintenance	EQUIPMENT 1,2
DPW Road Maintenance	ROAD MAINTENANCE 1,2,3