

**BY ORDER OF THE COMMANDER
SCOTT AIR FORCE BASE (AMC)**

**SCOTT AIR FORCE BASE
INSTRUCTION**



13-213

22 JULY 2020

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

AIRFIELD DRIVING INSTRUCTION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 375 OSS/OSA

Certified by: 375 OSS/CC
(Lt Col Christopher G. Seaman)

Supersedes: SCOTTAFBI 13-213,
20 November 2018

Pages: 54

This instruction implements AFI 13-213, *Airfield Driving*, AFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, and AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, Chapter 12. This instruction provides guidance for vehicle and personnel operations at Scott AFB (SAFB) and MidAmerica Airport (MAA), which is considered part of the Airport Operating Area (AOA). Procedures established in this instruction apply to personnel assigned to the 375th Air Mobility Wing (AMW), the 932d Airlift Wing (AW) (AFRES), the 126th Air Refueling Wing (ARW) (ANG), tenant units assigned to SAFB, and to personnel who transit SAFB in a temporary duty (TDY) status. Ensure all records created as a result of processes prescribed in this publication are maintained IAW AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This instruction requires the collection and/or maintenance of information protected by the Privacy Act (PA) of 1974 authorized by Title 10, United States Code, Section 8013. The applicable Privacy Act System of Records Notice F035 AFPC applies.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: This instruction mirrors portions of the AFI 13-213 and is completely revised requiring a comprehensive review; outlines responsibilities of base agencies; updates requirements for vehicle operation on the airfield and Controlled Movement Area (CMA) outline; reporting procedures for runway (RWY) incursions/violations; updates testing criteria and setup for the training binders; revises training for TDY personnel and personal vehicles operating on the airfield; updates training checklist in the attachments; updates **Attachment 8** vehicular call signs.

Chapter 1—ROLES AND RESPONSIBILITIES	5
1.1. Concept.....	5
1.2. Responsibilities.....	5
Chapter 2—VEHICLE PROCEDURES AND STANDARDS	15
2.1. Vehicle Operations on SAFB Airfield.....	15
2.2. Procedures and Standards for Operating a Vehicle in the CMA.	15
2.3. Procedures for Proper Radio Terminology/Phraseology and Discipline.	16
Table 2.1. An example of a transmission with Scott ATCT is as follows:	17
Table 2.2. Light Gun Signals.	18
2.4. Escorting Procedures.	18
2.5. Required Vehicle Forms.	18
2.6. Airfield Signs/Markings/Lights.	19
Figure 2.1. Location & Directional Signs.	19
Figure 2.2. Runway Hold Position Sign.....	19
Figure 2.3. Non-Movement Area Boundary.	20
Figure 2.4. VFR Hold Position.....	21
Figure 2.5. MAA Enhanced Runway Hold Line.....	21
Figure 2.6. INST Hold Line.	22
Figure 2.7. Light Fixtures.....	22
2.7. Vehicle Speed Limits. Maximum speed limits for Scott/MAA are:.....	22
2.8. Procedures for operating a vehicle in the immediate vicinity of aircraft.	23
2.9. Parking and Chocking Requirements.....	23

2.10.	Lateral Distance Requirements for Mobile Obstacles.	24
2.11.	Foreign Object Damage (FOD) Control/Prevention.	25
2.12.	Restricted Visibility or Night Operations.	25
2.13.	Restriction for Operating Motorcycles, Mopeds, Scooters, Bicycles, and Other Vehicles.	26
2.14.	Procedures for Use of Perimeter Roads, in field, Intermediate, Perpendicular, or Other Roads.	26
2.15.	Limit Vehicle Traffic Crossing Runways.	26
2.16.	Vehicle Traffic Control Devices/Lights for crossing Active Runways/Taxiways...	27
2.17.	Control Tower or Vehicle Radio Problems and Blind Spots.	27
2.18.	Emergency Vehicle Operations.	27
2.19.	Procedures for vehicles equipped with tire chains/studded tires.	27
2.20.	Procedures for driving during blackout conditions.	27
2.21.	Driving across DV/Red Carpet area.	27
2.22.	Airfield driving restriction codes. SAFB has six restrictions which may be placed on an individual’s airfield driver’s license.	28
2.23.	In-ground fuel pits.	28
2.24.	Jet Blast areas.	28
2.25.	Smoking areas.	28
2.26.	Disabled Vehicles on the airfield.	28
2.27.	Pedestrian Movement.	29
2.28.	Unique Unit Requirements/Operations and Local Restrictions.	29
Chapter 3—TRAINING AND QUALITY ASSURANCE		30
3.1.	General.	30
3.2.	Training for Issuance of AF Form 483 for airfield driving.	30
3.3.	Spot Checks.	34
Chapter 4—PRIVATELY OWNED VEHICLE (POV)		36
4.1.	Procedures for Issuing POV pass.	36
4.2.	AM will:	36
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		38

Attachment 2—SCOTT AFB CONTROLLED/RAMP RESTRICTED AREAS AND AIRCRAFT PARKING LOCATIONS	42
Attachment 3—AIRFIELD SIGNS, MARKING, AND LIGHTING	45
Attachment 4—UNIT AIRFIELD DRIVING PROGRAM MANAGER TRAINING CHECKLIST	47
Attachment 5—POV PASS LETTER	49
Attachment 6—AIRFIELD DRIVING TRAINING (FROM ADTP)	50
Attachment 7—AIRFIELD DRIVING MANAGER APPOINTMENT LETTER	52
Attachment 8—VEHICULAR CALL SIGNS	53

Chapter 1

ROLES AND RESPONSIBILITIES

1.1. Concept.

1.1.1. The 375th Operations Support Squadron Airfield Management (375 OSS/OSAA) is responsible for the SAFB Airfield Driving Training Program (ADTP). Airfield Management (AM) trains and certifies unit Airfield Driving Program Managers (ADPMs). The ADPMs train and certify unit personnel who have a requirement to drive on SAFB airfield. All base assigned personnel who operate a vehicle on the airfield must complete all training and testing requirements. Airfield experience (i.e., operating vehicles or aircraft) is not a substitute for completion of airfield driving training and testing requirements. The 126 ARW Commander (126 ARW/CC) or designated representative is the approval authority for requests to operate government vehicles on the Illinois Air National Guard (ILANG) Ramp.

1.2. Responsibilities.

1.2.1. The 375th Air Mobility Wing Commander (375 AMW/CC).

1.2.1.1. Designates personnel and agencies to support the wing Airfield Driving Program (ADP).

1.2.1.1.1. The ADTP is an electronic database used to support the ADP.

1.2.1.2. May reinstate airfield driving privileges in writing to perform mission essential duties following suspended/revocation of base or civilian driving privileges. Authority may be delegated in writing to a G-series ordered commander in the appropriate chain of command.

1.2.1.2.1. The 126 ARW/CC may reinstate airfield driving privileges in writing to perform mission essential duties following suspended/revocation of base or civilian driving privileges for members of the 126 ARW. Authority may be delegated in writing to a G-series ordered commander in the appropriate chain of command.

1.2.1.3. Approves the publication of the Airfield Driving Instruction (ADI).

1.2.1.4. Requests an AF Runway Safety Action Team (AFRSAT) through the AMC OPR for Air Operations (AO) if there are recurring problems with runway incursions.

1.2.1.5. Reviews all runway incursion incidents and corrective actions taken.

1.2.2. The 375th Operations Group Commander (375 OG/CC).

1.2.2.1. Reviews each CMAV/runway incursion and corrective actions taken.

1.2.2.2. Must convene a Runway Incursion Prevention Working Group (RIPWG) no later than 30 days following the occurrence of three runway incursions (within a 6-month period). See AFI 13-213 Attachment 2 for RIPWG requirements. Note: This requirement only applies to vehicle and pedestrian runway incursions. Aircraft runway incursions should be addressed by the Flight Safety office.

1.2.2.3. Approves the shape and/or increase/decrease in the size of the CMA with recommendations from Airfield Manager (AFM), wing ADPM, Air Operations Flight Commander (AOF/CC), Tower Chief Controller, and wing safety.

1.2.3. MidAmerica Airport (MAA) Director of Operations.

1.2.3.1. Reviews this instruction and certifies that it meets the requirements for both the DoD and FAA.

1.2.4. Unit commanders.

1.2.4.1. Shall appoint qualified primary and alternate unit ADPMs and unit Airfield Driving Trainers (**Attachment 7**) in writing in accordance with **Paragraph 1.2.6** and **Paragraph 1.2.7** Ensure an adequate number of unit ADPMs to satisfactorily manage the number of airfield drivers within an organization. Conversely, small organizations can combine and/or consolidate their airfield-driving program.

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

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

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

1.2.4.5. Suspends a unit member's airfield driving authorization upon suspension or revocation of their civilian license and/or base driving privileges. Notifies the wing ADPM and unit ADPM of the individual's suspension. **Note:** Process requests for reinstatement of airfield driving authorization IAW **Paragraphs 1.2.1.2** and **1.2.1.2.1**

1.2.4.6. Participate in the RIPWG.

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

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

1.2.5.2. Concurs or non-concurs with safety investigations on Controlled Movement Area Violations (CMAV) and Runway Incursions in accordance with AFMAN 91-223, *Aviation Safety Investigations and Reports*.

1.2.5.3. Notifies major command of CMAV and Runway Incursions the first available duty day following the incident.

1.2.5.4. Shall obtain major command OPR for AO coordination on wing/base supplements prior to certification and approval.

1.2.5.5. Participates in the RIPWG.

1.2.6. Wing ADPM. The wing ADPM will:

1.2.6.1. Be a 1C771 (Airfield Management) with Special Experience Identifier 368 (or civilian equivalent) and appointed in writing by the AOF/CC to provide overall ADP management and oversight. The preferred grade of the wing ADPM is Technical Sergeant/E-6 (or above) or civilian equivalent. **Note:** There is an assigned wing ADPM for the 126 ARW that is responsible for units within the 126 ARW, however, the 375 AMW ADPM remains responsible for all programs on the installation.

1.2.6.2. Develop an ADI as a supplement to AFI 13-213.

1.2.6.3. Use **Attachment 4** (or electronic equivalent) to conduct and document training on a unit ADPM prior to performing duties.

1.2.6.4. Provides unit ADPMs a copy of this instruction, training curriculum, and testing materials to manage unit ADPs.

1.2.6.5. Conduct an annual self-assessment of wing ADP using the Self-Assessment Communicator (SAC) loaded into Management Internal Control Toolset (MICT).

1.2.6.6. Conducts quality control measures to monitor the effectiveness of unit airfield driver training programs. The wing ADPM will conduct the following quality assurance measures.

1.2.6.6.1. Report and document results of spot checks in the “status of airfield driving” section of Airfield Operations Board (AOB).

1.2.6.6.2. Assess each unit’s ADP at least annually for program integrity and compliance. The MICT/SAC will be used to validate the annual check of the unit’s ADP. The wing ADPM will serve as the validator for each unit’s checklist, while the unit ADPM serves as the assessor.

1.2.6.6.2.1. The 126 ARW ADPM will conduct annual checks of all unit’s ADP under the 126 ARW, to include the 906 ARS, and will serve as a validator for each checklist. The 375 AMW ADPM will validate the 126 ARW ADPM’s checklist.

1.2.6.6.3. Provide assessment results to the unit’s commander via MFR and brief at the next quarterly AOB.

1.2.6.7. Issue and maintain control/security of Privately Owned Vehicle (POV) and Government Leased Vehicle Passes/Decals. 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.

1.2.6.8. **Note:** Authority must not be delegated outside AM.

1.2.6.9. Utilize the ADTP mass email function to educate, inform, and update personnel on airfield changes and trends. The wing Airfield Driving Enterprise Information Management (EIM) website located at <https://eim2.amc.af.mil/org/375oss/FLNDrive/default.aspx> will also be utilized to publish restricted driving routes, runway closures, openings, and construction activities to all licensed airfield drivers. Other approaches (base paper, commander’s access channel (TV), e-mail advisories, unit briefings) may also be used if necessary.

- 1.2.6.10. Notify individual's unit commander, ADPM, and AOF/CC when a member commits a CMAV.
- 1.2.6.11. Maintain a wing ADPM Continuity Binder (located in SharePoint) in the following TAB format:
 - 1.2.6.11.1. TAB A: Unit ADPM appointment letter(s). At a minimum, the appointment letter must be signed by the current unit commander/equivalent and on file with the wing ADPM.
 - 1.2.6.11.2. TAB B: AFI 13-213 and this instruction.
 - 1.2.6.11.3. TAB C: Annual program inspection results.
 - 1.2.6.11.4. TAB D: Unit ADPM training documentation.
 - 1.2.6.11.5. TAB E: Current list of unit assigned airfield drivers (maintained in ADTP database). At a minimum, the list of airfield drivers include the individual's full name, rank, unit, AF Form 483 certificate number, restrictions (i.e., daytime or ramp only) and refresher training due date.
 - 1.2.6.11.6. TAB F: Training materials.
 - 1.2.6.11.7. TAB G: Unit specific airfield driving requirements.
 - 1.2.6.11.8. TAB H: Airfield violations/corrective actions.
 - 1.2.6.11.9. TAB I: References.
 - 1.2.6.11.10. TAB J: Miscellaneous information.
- 1.2.6.12. Conduct semi-annual meetings with unit ADPMs to provide training, brief CMAVs, or trends. Use a MFR to document semiannual meeting minutes. Maintain a file copy of the current calendar year in TAB J of the wing ADPM Continuity Binder.
- 1.2.6.13. Coordinate on unit airfield driving lesson plans or tests.
- 1.2.6.14. Ensure unit ADPMs provide training to temporarily assigned personnel IAW **Paragraph 3.2.2**, and non-base assigned contractors IAW **Paragraph 3.2.3** Once all training is completed unit ADPMs will use the miscellaneous/TDY function within the ADTP website to document training and to print licenses. Personnel not authorized Common Access Card (CAC) cards can be trained and tracked via paper products.
- 1.2.6.15. Establish contractor routes to and from work areas on the airfield.
- 1.2.6.16. Participate in the RIPWG.
- 1.2.6.17. Provide unit ADPM a standardized spreadsheet (or electronic equivalent) to monitor and track unit personnel authorized to drive on the airfield. Information contained in the spreadsheet should be IAW **Paragraph 1.2.5.11.5**
- 1.2.6.18. Take immediate actions following a CMAV or RI to correct any identified systematic problems and ensures interim control measures are applied until permanent corrections are made.

1.2.6.19. Develop a local airfield diagram for the wing/base supplement to this instruction. The diagram needs to be legible when printed on 8.5" x 11" paper for placement in vehicles. Depict the following as a minimum:

- 1.2.6.19.1. Location and a detailed description of runways, taxiways, ramp/aprons, Visual Flight Rules, and instrument holding position signs and markings.
- 1.2.6.19.2. Airfield access points.
- 1.2.6.19.3. Restricted area boundaries/entry control points.
- 1.2.6.19.4. CMA boundary.
- 1.2.6.19.5. Vehicle traffic lanes and traffic flow.
- 1.2.6.19.6. Precision Obstacle Free Zone.
- 1.2.6.19.7. Location of AM and Air Traffic Control Tower (ATCT).
- 1.2.6.19.8. Hot Spots.
- 1.2.6.19.9. ATCT visual blind spots.
- 1.2.6.19.10. Communication dead spots.
- 1.2.6.19.11. Complex runway/taxiway intersections.
- 1.2.6.19.12. Include a legend on the airfield diagram to illustrate symbols used.
- 1.2.6.19.13. Jet Blast Hazard areas.

1.2.6.20. Develop a local airfield diagram/layout, communication, general knowledge and runway incursion tests to ensure individuals have a thorough understanding of all facets of airfield driving. See [Paragraph 3.2.1.5](#) for details.

1.2.6.21. Disseminate taxiway/runway closures, construction activity, or other airfield hazards and disseminates to unit ADPM.

1.2.7. **Unit ADPM.** The unit ADPM must:

- 1.2.7.1. Be at least staff sergeant or above, or civilian equivalent.
- 1.2.7.2. Possess an AF Form 483. **Note:** Unit ADPMs with members who require CMA access, must also have CMA access.
- 1.2.7.3. Administer their unit's ADTP IAW the AFI 13-213 and this instruction.
- 1.2.7.4. Must be trained on the ADTP website by the wing ADPM.
- 1.2.7.5. Validate unit personnel completion of airfield driver training and certification prior to issuance of an AF Form 483.
- 1.2.7.6. Limit airfield driver's access on or across runways to mission essential duties only.
- 1.2.7.7. Review/update ADTP website at least quarterly using ADTP reports function. Ensure all personnel are completing training in reasonable time and personnel in the system still have a need to drive on the airfield. Personnel who do not complete all training within 90 days will be removed from the system and will start the training again.

1.2.7.8. 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.

1.2.7.9. Review all ADTP test failures with trainee and provide additional training, as required.

1.2.7.10. Ensure unit personnel who are not trained and certified to drive at night have their AF Form 483 restricted to "D" – Daylight hours only. If the individual later requires driving at night, ensure the practical airfield familiarization training and practical driving test "check ride" is conducted and documented prior to updating the AF Form 483.

1.2.7.11. Ensures designated airfield driving trainers conduct and document practical day and night airfield familiarization training and practical driving tests IAW **Paragraphs 3.2.1.2.1.5** and **3.2.1.2.6**

1.2.7.12. Ensure unit personnel have a valid state driver's license and are qualified to operate the type of vehicle being used for airfield driving.

1.2.7.13. Maintain current and accurate airfield driving training records, associated forms and listing of unit personnel authorized to drive on the airfield. **Note:** Unit ADPM must check to ensure accuracy of the list current airfield drivers located in TAB E of the wing ADPM SharePoint at least monthly.

1.2.7.14. 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.

1.2.7.15. Assist members with CMA access for obtaining color vision testing from the optometry clinic. Members who Air Force Specialty Code (AFSC) requires color vision testing are exempt as their AFSC requirements meet this standard. See **Paragraph 3.2.1.2.1.7** for details.

1.2.7.16. Ensure members utilize the ADTP website for all refresher training. Refresher training will be properly documented in the ADTP web site. It is the unit ADPMs responsibility to ensure all training is complete and a new AF Form 483 is issued.

1.2.7.17. Maintain an airfield driving continuity binder (or electronic equivalent) in the format outlined in **Paragraph 1.2.5.11**

1.2.7.18. Train unit airfield driving trainers on how to conduct training and document using the ADTP database for newly assigned unit airfield drivers.

1.2.7.19. Attend wing ADPM semi-annual meetings and/or briefings regarding airfield driving.

1.2.7.19.1. Train TDY/contractor personnel that are hosted by the unit IAW **Paragraphs 3.2.2** and **3.2.3** Document training in the ADTP. For those members without Common Access Cards (CACs), training may be accomplished via paper products.

1.2.7.19.2. Use the MICT/SAC to conduct and document a self-assessment of the unit's ADP at least annually.

1.2.7.20. Use the ADTP website to disseminate airfield driving related information within their unit.

1.2.7.21. Conduct random spot checks IAW **Paragraph 3.3** for enforcement and compliance with this ADI. Correct all discrepancies noted. Document unit/office symbol of person checked, any discrepancy noted, and corrective action taken. Upload a copy of spot checks in the Airfield Driving SharePoint site under TAB J, Miscellaneous.

1.2.7.22. Provides classroom training IAW **Paragraph 3.2.1.2.1.4** of this ADI.

1.2.7.23. Notify the unit commander and wing ADPM in writing after revoking/suspending airfield driving certification of unit personnel who violate the provisions of this instruction or who have lost civil/on-base driving privileges.

1.2.7.24. Participates in the RIPWG.

1.2.7.25. Annually validates the number of personnel authorized to drive on the airfield to include justification for individuals required to enter or cross the CMA. Forward results to the wing ADPM.

1.2.7.26. Ensure processing in/out with unit ADPM is added to the unit's in/out processing checklists.

1.2.7.27. Ensures the appropriate restriction code IAW **Paragraph 2.22** is applied to each AF Form 483 by using the restriction function located within the ADTP website.

1.2.8. **Airfield Driving Trainers.**

1.2.8.1. 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.

1.2.8.2. 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

1.2.8.3. Ensures unit personnel being trained have a valid driver's license to operate the applicable vehicles prior to operating the vehicle on the airfield.

1.2.9. **Airfield Drivers.**

1.2.9.1. 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.

1.2.9.2. Comply with all governing directives and safety practices while driving on Air Force owned/operated airfields.

1.2.9.3. Review and understand airfield signage and markings.

1.2.9.4. Maintain situational awareness when driving on the airfield, especially in areas 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.

1.2.9.5. Review current airfield information for any taxiway closures, runway closures, construction activity, or other airfield hazards.

1.2.9.6. Ensure appropriate vehicle lights (high beams, flashers, beacons, and strobes) are operation prior to driving in the operational area.

1.2.9.7. Use service roads whenever possible to minimize time spent on taxiways and runways.

1.2.9.8. Use correct terminology during radio transmissions.

1.2.10. **Airfield Management (AM).**

1.2.10.1. Serves as the OPR for the wing ADP.

1.2.10.2. Conducts random spot checks IAW **Paragraph 3.3** for enforcement and compliance with this instruction. Annotate spot checks on the AF Form 3616, *Daily Record of Facility Operations*. Report violations detected during spot checks to the AFM, AOF/CC, individual's unit commander, and ADPM.

1.2.10.3. 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 AF Form 3616 and notify wing ADPM.

1.2.10.4. When necessary, sign off the airfield-driving requirement on pre-deployment checklists to ensure deploying personnel are fully qualified and possess a valid AF Form 483 for airfield driving.

1.2.10.5. Imposes and publishes restricted driving routes when conditions warrant. Airfield Management Operations (AMOPS) will continuously update and publish/disseminate runway closures, openings, and construction activities on the wing Airfield Driving EIM website. AMOPS will notify the AFM/Deputy Airfield Manager (DAFM)/wing ADPM when implementing any new changes made to restrictions.

1.2.10.6. Responds to reported or suspected airfield driving violations and at a minimum will:

1.2.10.6.1. Escort violators off the airfield.

1.2.10.6.2. Confiscate violators AF Form 483.

1.2.10.6.3. Request a statement from violators utilizing CMA/Runway Incursion Quick Reaction Checklist (QRC).

1.2.10.6.4. Document and report all actions on AF Form 3616 and provide all paperwork to the wing ADPM.

1.2.10.7. Participates in the RIPWG.

1.2.10.8. May conduct check rides for personnel requiring CMA access during the wing ADPM or AFM absence.

1.2.11. **Air Traffic Control Tower (ATCT).**

1.2.11.1. 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 is unsuccessful when controlling vehicle or pedestrian traffic, contact AM to have vehicle and/or pedestrian traffic escorted off the CMA.

- 1.2.11.1.1. Provide control tower light gun signals when requested for training purposes.
- 1.2.11.2. Report known CMAVs and problems with vehicle operator radio communication to AM. Assist AM in identifying and locating unauthorized personnel and vehicles on or near the CMA.
- 1.2.11.3. Participate in the RIPWG.

1.2.12. **Wing Safety (SE).**

- 1.2.12.1. Coordinates on this instruction.
- 1.2.12.2. Coordinate on local directives that establish airfield traffic flow patterns and parking plans on the SAFB airfield and parking ramps. The 126 ARW/SE will coordinate on local directives that establish traffic flow patterns and parking plans for the 126 ARW parking ramp.
- 1.2.12.3. Coordinate on airfield driving lesson plans and tests.
- 1.2.12.4. Coordinates with AOF/CC, or appropriate AO representatives, in investigating airfield-driving incidents, AF Form 651 and CMAV.
- 1.2.12.5. Will provide a copy of all CMAV report submittals (initial, status, final) to AOF/CC for review/concurrence as outlined in AFMAN 91-223.
- 1.2.12.6. Participates in RIPWG.
- 1.2.12.7. Reviews CMAV for trends.

1.2.13. **The 375th Security Force Squadron (SFS) and 126 SFS.**

- 1.2.13.1. Monitor airfield security operations and reports violations of this directive. Anyone observing a safety violation (i.e., seatbelt unfastened, speeding, etc.) shall immediately correct the violation and report the incident to the offender's supervisor, appropriate security forces, ADPM, AFM, or AM.
- 1.2.13.2. Enforce all traffic rules and directives on the airfield.
- 1.2.13.3. Ensure unauthorized vehicles are prohibited from operating on the airfield and informs AM of violations.
- 1.2.13.4. Detains all unauthorized POVs driving on the airfield and notifies AM.
- 1.2.13.5. Assists in escorting violators to AM and issues appropriate citations as required.
- 1.2.13.6. Complies with all procedures outlined for entry into the CMA.
- 1.2.13.7. 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.
- 1.2.13.8. Participate in the RIPWG.

1.2.14. **The 375 AMW/126 ARW/932 AW Medical Groups.**

1.2.14.1. Administers and documents color vision testing for individuals IAW **Paragraph 3.2.1.2.1.7**

1.2.14.2. Coordinate with wing ADPM to establish a designated response location in support of in-flight/ground emergencies and or other emergency situations.

Chapter 2

VEHICLE PROCEDURES AND STANDARDS

2.1. Vehicle Operations on SAFB Airfield.

2.1.1. Personnel driving on the airfield must be in possession of an AF Form 1199, *Air Force Entry Control Card*, with open area “4” and/or “5” for the 375 AMW or “9” for the 126 ARW ramp and “CC” for the CMA, receive training IAW [Chapter 3](#) and have an AF Form 483 for airfield driving, or have an escort prior to entry onto the airfield. The sponsoring agency (e.g., fire department, contracting, civil engineering, etc.) will provide an airfield-qualified escort for personnel working on the airfield. Personnel acting as an escort must be authorized/certified to drive on the airfield.

2.1.2. Units sponsoring TDY personnel or non-base assigned contractors are responsible for providing training or an escort that possesses a valid AF Form 483 for airfield driving.

2.1.3. Responsibility for operation of a vehicle on the airfield rests with the operator. The vehicle operator is responsible for ensuring occupants have seat belts fastened when the vehicle is in motion.

2.1.4. POV/Government Owned Vehicle (GOV) operators on a DoD installation will not use cell phones unless the vehicle is safely parked on the airfield. The wearing of other portable headphones, earphones, or other listening devices (except for hands free cellular devices) while operating a motor vehicle is prohibited (i.e., texting and driving or holding the phone in your hand to talk while driving is not authorized.). Use of these devices may impair driving and may prevent recognition of emergency signals, alarms, or radio calls.

2.1.5. Vehicles using the flightline access road South of Hangar 1 must stop and give way to aircraft taxiing out of parking from the South Ramp in order to provide adequate wingtip clearance. This restriction impacts any aircraft with a wingspan greater than 75’ or larger (any fighter and aircraft larger than a C-21).

2.1.6. The wing Airfield Driving EIM website will be utilized to publish restricted driving routes, runway closures, openings, and construction activities to all licensed airfield drivers. This site will be reviewed prior to operating a vehicle on the airfield for situational awareness.

2.2. Procedures and Standards for Operating a Vehicle in the CMA.

2.2.1. CMA defined:

2.2.1.1. The CMA on the military side of the airfield west of Silver Creek is as follows: extends 500 ft either side of RWY 14R/32L centerline and extends 1000 ft past both runway thresholds. Additionally, the CMA is inclusive of all paved areas of TWY E from the North Ramp to the Guard Ramp, and TWY G from just east of the Foxtrot Apron to the Golf Ramp (MAA Side). The exceptions are the base golf course on the east side of the airfield. (See [Attachment 2](#) for a depiction of the area).

2.2.1.2. The CMA on the civil side of the airfield east of Silver Creek is as follows: extends 400 ft to the west of RWY 14L/32R centerline and 610 ft from the east of RWY centerline. It also extends 1000 ft past both runway ends.

2.2.1.3. All taxiways falling into the area described above are inside the CMA.

2.2.1.4. MAA personnel operating on the SAFB CMA must have a valid driver's permit issued by the MAA Public Safety Office.

2.2.2. Vehicle operators and/or pedestrians must possess two-way radio contact with the ATCT to gain access to the CMA. No vehicle operator or pedestrian may enter the CMA without specific approval from Scott ATCT prior to entry and operators must maintain radio contact with the ATCT while in the CMA.

2.2.3. Vehicle drivers and/or pedestrians must read back all ATC instructions verbatim.

2.2.4. Vehicle operators must use LED/rotating beacon lights and/or emergency flashers when driving in the CMA. Vehicles operating on any other portion of the airfield will have a roof-mounted beacon or rotating amber light. If these are unavailable, flashing hazard lights are authorized. **Note:** Emergency response vehicle lights (red or blue) will not be operated while on the airfield unless required in performance of emergency response duties, preventing personnel from taking action under the assumption of an actual emergency.

2.2.4.1. Vehicles operating on the MAA side of the airfield must have an operational beacon per Federal Aviation Administration (FAA) guidance.

2.2.5. Vehicles operating in the CMA on a daily basis should have a permanent radio mounted in the vehicle to communicate with Scott ATCT. A hand-held radio should only be used as a backup or when communication is required outside the vehicle. Operators shall conduct an operational test of the radio before entering the airfield.

2.2.6. Vehicle drivers and/or pedestrians operating on the CMA must use a distinct call sign (e.g., Airfield 1, Chief 1, Sweeper 1, TA 1, etc.). Call signs are coordinated and approved (**Attachment 8**) by the wing ADPM to avoid duplicating, confusing, or different agencies using similar names (e.g., Airfield 1, Airfield Lighting, Airfield Sweeper, etc.). **Note:** Do not use a call sign that is also a part of ATC phraseology such as—Taxi.

2.2.7. Unconditional instructions (blanket approval) will not be issued when authorizing vehicles to enter the runway for the purpose of an airfield inspection/check or other airfield operation. See FAA JO 7110.65, **Chapter 3**, Section 7, *Taxi and Ground Movement Procedures*, for additional information.

2.2.8. CMA access is limited to vehicle operators/traffic performing mission essential duties and then only to an absolute minimum. Vehicle operators will use the most direct route when runway crossing is required.

2.3. Procedures for Proper Radio Terminology/Phraseology and Discipline.

2.3.1. Two-way radio communication on the Tower Net is the primary way to communicate with the ATCT and is critical to flight safety. Ensure all ATCT instructions are heard and understood.

2.3.2. If there is any doubt about a transmission with the ATCT, do not proceed onto the CMA and ask ATCT for clarification by saying "Say Again."

2.3.2.1. Instructions to enter either a CMA or a runway must be read back prior to taking action to enter that area to allow time for correction if misinterpreted.

2.3.2.2. Correct use of radio phraseology is extremely important. Vehicle operators will be in radio contact with ATCT while operating in the CMA. Everyone must communicate in the same manner to avoid confusion. Correct language is short, direct, precise, and descriptive leaving no room for confusion or error. Do not use “10” codes, phrases like “10-4” and “Good Buddy.” This terminology is not professional and results in confusion. Instead of “10-4” say, “I copy” or “I understand.” Avoid using personal names such as “Kathy, Jim, Jones, or Smith”; there are too many people with the same or similar names. Only use approved call signs IAW [Attachment 8](#).






Table 2.1. An example of a transmission with Scott ATCT is as follows:

<p>Airfield 3 -- (Initial contact) “Scott Tower, Airfield 3.”</p> <p>Tower -- (Establishment of ATCT contact.) “Airfield 3, Scott Tower.”</p> <p>Airfield 3 -- (Request to proceed. Always include location and destination.) “Scott Tower, Airfield 3 on Taxiway Golf request access/entry onto RWY 32 Left to conduct a runway check, estimated time on the runway is 15 minutes.”</p> <p>Tower -- (Tower gives instructions based on traffic and request.) “Airfield 3, proceed onto RWY 32 Left. Report when off.”</p> <p>Airfield 3 -- (Read back instruction verbatim before taking any action and allow time for correction if misinterpreted.). “Airfield 3 understands, proceeding onto RWY 32 Left. Will report when off.”</p> <p>Airfield 3 proceeds onto the runway and conducts the check.</p> <p>The following is an example of a typical conversation when exiting controlled area:</p> <p>Airfield 3 -- (Initial contact.) “Scott Tower, Airfield 3.”</p> <p>Tower -- (Establishment of ATCT contact.) “Airfield 3, Scott Tower.”</p> <p>Airfield 3 -- (Request to proceed. Always include location and destination.) “Scott Tower, Airfield 3 is off RWY 32 Left at Taxiway Echo, will remain off.”</p> <p>Tower -- (Tower gives instructions based on traffic and request.) “Airfield 3 Roger, remain off the runway.”</p>
--

2.3.2.2.1. The words “Clear” or “Clearance” will not be used by personnel operating vehicles on the airfield. Instead, state “off the runway” or “requesting access/entry onto the runway” when contacting the ATCT for permission on/off the runway.

2.3.3. In the event of a radio failure or loss of communication with the ATCT while driving on a taxiway or runway, the ATCT will use the light gun signals below to communicate. A vehicle operator must immediately vacate the runway/CMA as quickly and safely as possible and contact the ATCT or AM by other means such as a cellular telephone to advise of the situation. If this is not practical, then the driver, after vacating the runway/CMA, should turn the vehicle toward the ATCT and start flashing the vehicle headlights and wait for the controller to signal with the light gun. All vehicle operators are required to know and comply with the following light gun signals:

Table 2.2. Light Gun Signals.

Steady Green Light	Cleared to cross, -Proceed, -Go	
Steady Red Light	STOP! Vehicle will not be moved	
Flashing Red Light	Clear active taxiway/runway	
Flashing White Light	Return to your starting point	
Alternating Red / Green	Exercise extreme caution	

2.4. Escorting Procedures.

2.4.1. One individual may act as an escort for two or more vehicles who are together, or within 250 ft of each other. The escort vehicle is responsible for the group and will relay ATCT control instructions/communication for the group. Escorts will ensure personnel/equipment are clear of the runway and CMA, and contact ATCT upon leaving controlled areas. Vehicles without two-way radio communication capability with ATCT must be escorted into the CMA by a properly certified vehicle operator with the proper radio equipment with the following additional requirements:

2.4.1.1. The escort vehicle operator will obtain proper clearance for all vehicles from Ground Control prior to proceeding on or across the runway. Once given permission from Ground Control, the driver must communicate this approval to the escorted party.

2.4.1.2. While escorting other vehicles, the escort will use the word “plus #” to include additional vehicles, e.g., *Call Sign, Plus #, then state request.*

2.4.1.3. The escort vehicle must remain in lead position with escorted vehicles following in a close formation at all times. Escort and escorted vehicles must have a means to communicate between vehicles. The escort vehicle is responsible for the compliance of all escorted vehicles.

2.5. Required Vehicle Forms.

2.5.1. All vehicles that operate on the airfield must contain the following Air Force Visual Aid (AFVA)/decals and diagrams:

2.5.1.1. AFVA 11-240 or FAA Form 5280-7, *Ground Vehicle Guide to Airport Signs & Markings.*

2.5.1.2. AFVA 13-221, *Control Tower Light Signals.*

2.5.1.3. AFVA 13-222, *Runway/Controlled Movement Area (CMA) Procedures.*

2.5.1.4. A SAFB airfield diagram, 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. **Note:** Diagrams and decals are available at AMOPS, building 433. These may also be ordered from <http://afpubs.hq.af.mil/profile/userlogin.aspx> for the AFVA 11-240 or FAA Form 5280-7 at <http://www.faa.gov/runwaysafety/order/order.cfm>.

2.5.1.5. MAA vehicles will contain appropriate FAA mandated visual aids.

2.6. Airfield Signs/Markings/Lights. All airfield vehicle operators will know and comply with all airfield signs, markings, and ATCT signals.

2.6.1. Airfield Signs (Mandatory and Informational). Signs and markings are standard and meet all criteria required by the Air Force and FAA.

2.6.1.1. Taxiway Location Signs. This sign has a black background (**Figure 2.1** “G”) with a yellow inscription and yellow border. The inscription is the designation of the taxiway on which the aircraft or vehicle is located.

2.6.1.2. Taxiway Direction Signs. Direction signs have a yellow background with a black inscription (**Figure 2.1** “A” & “APRON”). These signs identify the direction of an intersecting taxiway or Apron. Direction signs are normally located on the left prior to the intersection.

Figure 2.1. Location & Directional Signs.



2.6.1.3. Mandatory Signs. Red Signs with white letters.

Figure 2.2. Runway Hold Position Sign.

Located adjacent to the runway hold position markings. These signs augment the markings on the pavement and are lit to help drivers identify the entrance to the runway environment at night and when the taxiway markings are covered (i.e., snow).



2.6.2. Airfield Markings (runway, taxiway, apron/ramp instrument).

2.6.2.1. Runway Markings are marked with retro-reflective white paint. Runway edge stripes are solid white lines running the length of the runway. A dashed white line extending down the center of the runway denotes runway centerline stripes.

2.6.2.2. Taxiway Markings are marked with a solid yellow line denoting the taxiway centerline and solid double yellow lines denoting the edge of the taxiway.

2.6.2.3. Hold Lines. Hold lines are necessary on all pavements that lead to a runway. They designate a boundary intended to protect the runway environment from incursions and prevent interference with signals transmitted by electronic navigational aids. There are two basic patterns for marking hold lines (Visual Flight Rules (VFR)) and (Instrument Hold Position Marking (INST)).

2.6.2.3.1. Non-Movement Area Boundary. These markings are found on taxiways and require ATCT approval prior to crossing/entering the CMA boundary. This markings are two parallel yellow lines that extend across the width of the taxiway, with the dashed line closest to the CMA. (**Figure 2.3**).

Figure 2.3. Non-Movement Area Boundary.



2.6.2.3.2. VFR Hold Position. These markings are found 100 ft from the edge of the runway and require ATCT approval to cross/enter the runway. Four parallel yellow stripes that extend across the entire width of the taxiway. The two lines closest to the runway are dashed and the other two lines are solid (**Figure 2.4**). MAA VFR hold position markings also have a marking with red background and white lettering similar to the runway hold position sign prior to the hold position marking (**Figure 2.5**).

Figure 2.4. VFR Hold Position.



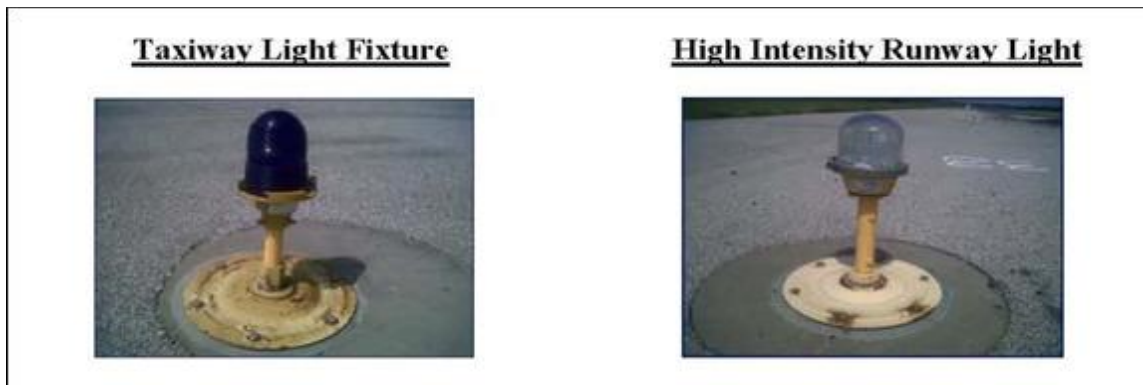
Figure 2.5. MAA Enhanced Runway Hold Line.



2.6.2.3.3. INST Hold Position Marking. This marking is placed further away from the runway than the VFR hold position marking. This marking consists of two solid yellow lines, two ft apart, extending across the width of taxiway, connected by pairs of solid yellow lines ten ft apart, on black background. This marking protects the Precision Obstacle Free Zone (POFZ) to ensure an aircraft's instrument reception is not disrupted during flight. ([Figure 2.6](#)).

Figure 2.6. INST Hold Line.

2.6.3. Airfield lighting. SAFB airfield is illuminated by a variety of lights (ramp lighting, taxiway, and runway (**Figure 2.7**)). Two lights you will encounter while driving at night on the CMA are taxiway lights and High Intensity Runway Lights (HIRL). Taxiway lights are used to outline the edges of taxiways during reduced periods of darkness and/or restricted visibility. They emit a blue color. HIRLs are used to outline the edges of the runways. HIRLs emit a white light or white and amber within the last 2000 ft of each runway end and are evenly spaced the full length of the runway.

Figure 2.7. Light Fixtures.

2.7. Vehicle Speed Limits. Maximum speed limits for Scott/MAA are:

- 2.7.1. Vehicles operating within 50 ft of an aircraft - **5 MPH.**
- 2.7.2. Aircraft parking ramps or aprons for general-purpose vehicles (sedans, vans, station wagons, buses, etc.) - **15 MPH.**
- 2.7.3. Frontage Road - **15 MPH.**
- 2.7.4. Taxiways - **30 MPH.**
- 2.7.5. Vehicles on runways will travel at speeds safe and prudent for conditions.
- 2.7.6. Towed aircraft - **5 MPH.**

2.7.7. Maximum towing speed for aerospace ground equipment (i.e., compressors, ground power units, oxygen carts, etc.) - **15 MPH**.

2.7.8. Special-purpose vehicles (tugs, tractors, refueling and stair trucks, etc.) - **10 MPH**.

2.7.9. 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. Vehicles responding to Red Balls (emergency airfield scenarios), exercises, and precautionary landings are not authorized to exceed posted flightline speed limits. Vehicles are authorized to exceed speed limits if instructed to expedite their movement by ATCT.

2.8. Procedures for operating a vehicle in the immediate vicinity of aircraft.

2.8.1. No vehicle will be left unattended or driven closer than 25 ft in front of or 200 ft to the rear of any aircraft when engines are in operation except as prescribed in applicable aircraft technical order. **Note:** An aircraft's anti-collision light must be operating prior to engine start and taxi.

2.8.2. If a vehicle is operated within 25 ft of an aircraft, the driver must turn in a direction with the driver's side toward the aircraft.

2.8.3. Do not drive vehicles within 25 ft of a parked aircraft unless the vehicle is required for ground servicing. Use of a spotter and pre-positioned chocks are required within 25 ft of an aircraft. The delivery of coffee, meals, etc., **does not qualify** as aircraft ground servicing and will be operated IAW AFMAN 24-306, Chapter 12, and applicable technical orders.

2.8.4. Under no circumstance will a vehicle stop in front of or drive into the path of a moving aircraft with the exception of "guide" or "follow me" vehicles. No vehicles will be driven between an aircraft and the "follow me" vehicle, or its marshaller.

2.8.5. Vehicles transporting distinguished visitors may approach aircraft with the passenger side facing the aircraft, but not closer than 25 ft from the nearest point of the aircraft.

2.8.6. Vehicles shall not travel behind any aircraft on SAFB without prior coordination with the aircraft crew chief or aircrew members. With minor exceptions (airfield inspections, road closures, etc.) this restriction applies whether or not the aircraft engines are running. SAFB ramp configuration does not provide adequate safe distance requirements for vehicles to travel behind aircraft with engines running.

2.8.6.1. Use the flightline road to the maximum extent possible.

2.9. Parking and Chocking Requirements.

2.9.1. Before exiting a vehicle, turn off the ignition, set the parking brake and put the vehicle in reverse gear (manual transmission), park (automatic transmission). Leave vehicle unlocked with the keys in the ignition when parked on the airfield.

2.9.2. The parking brake is the primary safety item. Only use chock blocks as a secondary safety item in conjunction with the parking brake (i.e., parking on hills). Using chock blocks alone is not enough or effective. The parking brake must be set at all times when the vehicle is parked.

2.9.3. Extreme caution must be used during reverse operations around aircraft. In these cases, place pre-positioned wheel chocks between the aircraft and the approaching vehicle to keep vehicles from striking the aircraft. Post guides as a required safety measure. Keep chocks in position until vehicles leave from within 10 ft safety distance.

2.9.4. Do not point vehicles directly toward an aircraft when parked on the airfield.

2.9.4.1. All vehicles must approach parked aircraft with the vehicle operator's side of the vehicle toward the aircraft.

2.9.5. Chock, all powered vehicles and all equipment that does not have an integral braking system when parked within 25 ft of any aircraft and when left unattended on the airfield.

2.9.6. Aircraft servicing support vehicles that require the vehicle engine to operate as the power source for auxiliary components may be left unattended while the engine is running. When the vehicle operator's seat is not occupied, set the parking brake, place the transmission in neutral or park, and chock the rear wheels.

2.9.7. 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. Emergency vehicles that must remain in operation at the scene of an emergency may be parked with the engine running, the parking brake set, the transmission in neutral, or park and the rear wheels chocked when the vehicle operators seat is not occupied. **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.

2.9.8. Vehicle Parking Areas. Vehicles may park in one of the two designated areas only.

2.9.8.1. Hangar 1 has seven parking spaces located on the airfield side.

2.9.8.2. Hangar 3 has two parking spaces available for distinguished visitors (DV).

2.10. Lateral Distance Requirements for Mobile Obstacles.

2.10.1. All vehicles operating in/or around the airfield are considered mobile obstacles. Maintenance vehicles and emergency vehicles operating on ramps/aprons and in the CMA have special separation standards and are not addressed in this section. Other vehicles operating on an airfield must comply with the following:

2.10.1.1. The lateral clearance distance from taxiway centerline to parked or moving vehicles is 200 ft. When operating off the edges of a taxiway do not park or operate a vehicle within 200 ft of the taxiway centerline. No vehicle will be parked and left unattended within 200 ft of the taxiway centerline without an AMC MAJCOM approved waiver.

2.10.1.2. The lateral clearance distance from the edge of all ramps and aprons to a mobile obstacle is 50 ft from the wingtip of any aircraft. The lateral clearance from the 126 ARW apron edge is 77.9 ft (1/2 wingspan +50). When operating off the edges of a ramp or apron do not park or operate a vehicle within 50 ft of a moving aircraft. To ensure separation from any aircraft in the Air Force inventory, vehicles should park a minimum of 125 ft from edge of pavement.

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

2.11. Foreign Object Damage (FOD) Control/Prevention.

2.11.1. Vehicle operators must make every attempt to stay on paved surfaces and avoid driving on unimproved surfaces (e.g., dirt or grass). If driving on unimproved surfaces is required, conduct a FOD check upon exit of these areas or returning to paved surfaces.

2.11.1.1. Vehicles, with exception of emergency vehicles responding to emergencies, will not enter the ramp from an unpaved area.

2.11.1.2. After removing FOD, slowly drive along the extreme shoulder until all loose FOD has been removed from vehicle and tires.

2.11.1.3. If significant FOD exists on the flight line, exit the airfield via the shortest authorized route then follow procedures in [Paragraph 2.11.2.4](#)

2.11.2. At a minimum, a FOD check will consist of:

2.11.2.1. Vehicles entering the airfield via the airfield entry control point (ECP) will pull over to the right to perform a thorough walk around of the vehicle. Vehicle operators will:

2.11.2.2. Inspect the vehicle tires for loose stones, grass, and other potentially damaging FOD items, and then return to the vehicle and pull forward enough to check the rest of the tire that was in contact with the pavement. Remove all FOD and deposit in a suitable container for FOD disposal.

2.11.2.3. Visually check to ensure all external vehicle components are secured. Secure any/all items loaded on payload vehicle, including all tie down device loose ends such as chains, ropes, packaging or other item that may become dislodged during movement while on the airfield.

2.11.2.4. Immediately, report FOD to AMOPS via radio or (618) 256-1861/DSN 576-1861. AMOPS will inspect the area for FOD and contact a sweeper if necessary. **Exception:** Personnel operating vehicles on the 126 ARW Ramp are responsible for knowing and adhering to 126 ARWI 21-3, *Foreign Object Prevention Program*.

2.12. Restricted Visibility or Night Operations.

2.12.1. If visibility is less than 100 ft, POVs, and airfield vehicles (except emergency vehicles) will not be operated on the airfield. All vehicle operators on the flightline are required to call their sections for weather updates.

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

2.12.2. Vehicle operators will yield right of way to all taxiing or towing aircraft.

2.12.3. During night operations, vehicles facing a taxiing aircraft must turn off vehicle headlights and turn on hazard lights until the aircraft passes.

2.12.3.1. Vehicles with daytime running lights will park in a safe location with ignition off, parking brake set and emergency flashers on until the aircraft passes.

2.12.4. Flashing hazard lights or parking lights will be used during the hours of darkness or inclement weather when vehicles are temporarily parked on any part of the ramp. This does not apply if vehicles are parked in designated areas.

2.12.5. Instrument Hold Position Marking. When operating during the conditions listed below, vehicle drivers will be instructed to hold at the instrument hold line located on taxiway Alpha, south side of taxiway Golf. The area is indicated by an Instrument Landing System (ILS) sign and an instrument hold position marking. ([Figure 2.6](#))

2.12.5.1. Reported ceiling below 800.

2.12.5.2. Visibility is less than 2 miles.

2.12.5.3. An aircraft on final approach is within two miles of the RWY threshold.

2.13. Restriction for Operating Motorcycles, Mopeds, Scooters, Bicycles, and Other Vehicles.

2.13.1. Privately owned bicycles, mopeds, motorcycles, three-wheeled vehicles and motor homes are not authorized on the CMA.

2.13.2. Government owned bicycles and four-wheelers used in the course of official government business may only operate on the ramp excluding taxiways and runways, provided all safety requirements are met (i.e., reflectors worn, helmet, etc.) and certified to drive on the airfield.

2.13.3. Government owned electric or gas powered golf carts are authorized on the ramps, but not on the CMA. Operators of these vehicles must be certified to drive on the airfield. These vehicles still require hazard lights and rotating beacons.

2.14. Procedures for Use of Perimeter Roads, in field, Intermediate, Perpendicular, or Other Roads. Vehicle traffic lane (Frontage Road) is considered part of the airfield. Normal vehicular traffic on the main ramp will use the Frontage Road. Enter and exit the controlled area only through authorized ECPs. This is a two-lane road with traffic flowing in both directions.

2.15. Limit Vehicle Traffic Crossing Runways.

2.15.1. Runways and taxiways **will not** be used as a throughway, as a short cut, and/or for convenience to get from one side of the airfield to another. Vehicles will use Golf Course Road or South Drive to get from one side of the airfield to another. Any vehicle that is not currently responding to an emergency or being escorted by an authorized crossing vehicle, will use the perimeter road to the maximum extent. Escort by authorized vehicles strictly for convenience or to avoid using perimeter road is not authorized. **Exceptions:** Aircraft Rescue Fire Fighting vehicles not designed to be operated on normal roadways, and other vehicles performing mission essential duties. See [Attachment 8](#) for vehicle call signs that are designated for CMA/Non-CMA access.

2.15.2. Vehicles requiring access to only MidAmerica Airport Authority (MAA) CMA will gain access via the ATCT/fire department access road and the intersection of Taxiway Golf at the base of the ATCT. All vehicle operators will contact ATCT via radio for permission prior to entering Taxiway Golf. MAA service vehicles serving aircraft on the military side of the airfield may cross-runways and taxiways via the most direct route; trips must be kept to absolute minimum. **Note:** Procedures are authorized to prevent aircraft servicing delays

resulting from excessive travel distances and lengthy commercial vehicle inspection procedures.

2.15.3. Hot Spots.

2.15.3.1. There are currently two areas on the airfield designated as “Hot Spots” based on historical runway incursions/CMAV. These are the intersections of Taxiway Golf and Runway 14L/32R and the intersection of Taxiway Golf and Runway 14R/32L. Driver awareness should be increased. Drivers should exercise extreme caution and vigilance in these areas. (See [Attachment 2](#))

2.16. Vehicle Traffic Control Devices/Lights for crossing Active Runways/Taxiways. There are no traffic lights controlling vehicular movement across runways/taxiways at SAFB.

2.17. Control Tower or Vehicle Radio Problems and Blind Spots. There is one radio blind area and two visual blind spots. Exercise extreme caution in both of these areas.

2.17.1. Radio blind area. Located on TWY K, between TWY K4 and TWY K5.

2.17.2. Visual blind spots:

2.17.2.1. The first is located on the Northwest side of RWY 14L/32R.

2.17.2.2. The second is located on the Southeast side of RWY 14R/32L and is inclusive of the South Access Rd.

2.17.3. If any additional radio problems occur, exit the CMA and contact ATCT via (618) 256-9611/DSN 576-9611 or AM Ops via (618) 256-1861/DSN 576-9611.

2.18. Emergency Vehicle Operations.

2.18.1. Emergency vehicles responding to an emergency will request ATCT approval before entering the CMA. The speed limit for the runways and taxiways must be consistent with conditions and equipment being operated.

2.18.2. Emergency response vehicle lights (red or blue) will not be operated while on the airfield unless required for emergency response duties.

2.18.3. Follow/on, support response agencies are required to standby until called forward by the fire chief or incident/on-scene commander.

2.19. Procedures for vehicles equipped with tire chains/studded tires. Vehicles equipped with tire chains are not authorized on the SAFB CMA or parking ramps due to the potential for FOD and pavement damage. In the event that mission dictates the need to use tire chains, coordination with AM is required to inspect the operation. Vehicles with studded tires are not authorized on SAFB airfield. The 126 ARW (ANG) Ramp may use tire chains IAW their local directives.

2.20. Procedures for driving during blackout conditions. Driving with Night Vision Devices (NVD) is not authorized on the SAFB side of the airfield.

2.21. Driving across DV/Red Carpet area. When driving across the red carpet located in front of Hangar 1, never turn while crossing the painted surface. Always proceed past the painted area and turn around, while observing vehicle clearances for aircraft.

2.22. Airfield driving restriction codes. SAFB has six restrictions which may be placed on an individual's airfield driver's license.

- 2.22.1. A = 126 Ramp only.
- 2.22.2. C = CMA Access.
- 2.22.3. D = Daytime operations only.
- 2.22.4. F = Full access on both SAFB and 126 Ramps.
- 2.22.5. G = 126 Ramp and crossing Golf Taxiway Only.
- 2.22.6. R = 375 Ramp only access

2.23. In-ground fuel pits. Vehicles will not drive over in-ground fuel pits located on aircraft parking spots. The only fuel pits on SAFB are located on the 126 ARW Ramp located at spots A 1-8.

2.24. Jet Blast areas. All areas within the airfield environment pose some form of a jet blast hazard (taxiways, runway ends, parking spots, etc.). Additionally, the entire aircraft-parking apron (excluding spots 1 and 7) can be used for maintenance power runs. Drivers shall avoid driving behind aircraft on the main apron anytime aircraft engines are started (see [Paragraph 2.8.6](#)). Aircraft operators, transient alert, and aircraft maintenance personnel will have spotters in place ensuring proper clearance IAW their respective technical orders. (See SCOTTAFBI 13-204, *Airfield Operations*, for more detailed instructions). The 126 ARW will follow 126 MOI 21-2, *Authorized Aircraft Run-Up Areas*, for Engine Run Procedures.

2.25. Smoking areas.

- 2.25.1. Smoking is prohibited in all government owned or leased vehicles.
- 2.25.2. Smoking is prohibited in all areas of the airfield except for the designated smoking area, the gazebo south of Building 450.

2.26. Disabled Vehicles on the airfield.

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

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

2.26.1.2. If the vehicle has two-way radio capability, make the following transmission: "All parties BREAK, BREAK-This is (call sign) for AM, Tower, and Maintenance Operations Center." State the nature of the problem and report your position on the airfield.

2.26.2. Operators of other radio-equipped vehicles (e.g., security forces, civil engineer, transportation, etc.) must make every effort to assist getting the disabled vehicle off of the airfield, especially if the vehicle is located on parking aprons, taxiways, or runway.

2.26.3. 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.

2.26.4. In the event of a disabled vehicle on the CMA, the vehicle operator will immediately notify ATCT and AM by any means possible to coordinate expeditious removal of the disabled vehicle from the CMA.

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

2.26.4.2. The disabled vehicle will be removed using any method in the quickest and safest way possible.

2.27. Pedestrian Movement.

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

2.27.2. Pedestrians will walk facing oncoming traffic.

2.27.3. Do not sit or recline on the ramp in such a manner that interferes with normal ground vehicle and aircraft operations.

2.27.4. Do not enter the CMA without two-way radio contact and approval from the Scott ATCT.

2.28. Unique Unit Requirements/Operations and Local Restrictions.

2.28.1. POFZ is located at the end of each runway. The dimensions are 800 ft (400 ft on each side of the runway centerline) and extended 200 ft beyond the end of the runway. The POFZ is depicted on the airfield by the instrument hold marking on the south end of TWY A. The POFZ is in effect, and vehicles should hold short of the runway at the instrument hold markings when the three following conditions apply:

2.28.1.1. Reported ceiling is below 300 ft AGL.

2.28.1.2. Visibility is less than 3/4 statute miles.

2.28.1.3. An aircraft on a vertically guided final approach is within two miles of the RWY hold line.

Chapter 3

TRAINING AND QUALITY ASSURANCE

3.1. General.

3.1.1. All personnel with a requirement to drive a vehicle on the airfield must complete airfield-driving training. All personnel must have an AF Form 483 issued by AMOPS to operate a vehicle on the airfield, or be escorted.

3.1.2. Vehicle operators must possess an AF Form 1199 with open area “4” and/or “5” for the 375 AMW or “9” for the 126 ARW ramp and a “CC” for the CMA displayed.

3.1.3. AM is the only agency authorized to issue/sign AF Forms 483 on SAFB. Authority for issuing/signing AF Form 483 will not be delegated outside AM.

3.1.4. The 126 ARW assigned personnel authorized to operate motor vehicles on the 126 ARW ramp must have a restriction of “A” on an AF Form 483. This restriction indicates authorization to drive a vehicle on the 126 ARW ramp. The restriction “G” authorizes 126 ARW personnel to operate on the 126 ARW ramp and to cross Golf taxiway from the 126 ARW ramp to the petroleum, oil, and lubricants (POL) yard directly across from the ramp. Prior to crossing the red restricted line, individuals must contact 375 SFS at (618) 256-2223/DSN 576-2223.

3.1.5. SAFB personnel not assigned to the 126 ARW, who are required to operate a vehicle on the 126 ARW ramp, must contact the 126 ARW OG/OSF at (618) 222-4275/DSN 760-4275 for training and have a restriction “F” placed on AF Form 483.

3.2. Training for Issuance of AF Form 483 for airfield driving.

3.2.1. Base assigned personnel.

3.2.1.1. All base assigned (military, DoD Civilian, contractor, etc.) personnel required to operate a vehicle on the airfield must complete all airfield drivers training and testing requirements listed in the ADTP website under Step 2. Training is also identified in **Paragraph 3.2.1.2.1** The wing ADPM reserves the right to add additional training for safety purposes as needed.

3.2.1.2. To begin the training process, unit ADPMs will have their personnel log onto the ADTP website at <https://webapp.amc.af.mil/ADTP/Pages/System/Login.aspx>.

3.2.1.2.1. As a minimum, training/certification (Step 2) will consist of the following:

3.2.1.2.1.1. Unit ADPM will ensure trainee has a valid government and state driver’s license.

3.2.1.2.1.2. Review of this instruction, AFMAN 24-306, Chapter 12, and AFMAN 91-203.

3.2.1.2.1.3. Completion of the USAF Airfield Driving Computer Based Training (CBT) (accessible on the Advanced Distributed Learning Service (ADLS) Website, <https://golearn.adls.af.mil/login.aspx>). Once completed ensure the unit ADPM receives a copy.

3.2.1.2.1.4. Classroom Training consisting of the unit ADPM or trainer completing the Airfield Driving Qualification Training, **Attachment 6** located within Step 2 with trainee. **Note:** **Attachment 6** is documented and maintained in Step 2 of AMC website.

3.2.1.2.1.5. A day and night airfield familiarization, to include showing the trainee how to get to and from their work areas, the runway hold lines, runway/taxiway access and designations, traffic flow procedures, ECP locations, entry/exit procedures and light gun signals as necessary etc.

3.2.1.2.1.6. Practical Driving test. At a minimum:

3.2.1.2.1.6.1. Drive the vehicle during the test under the supervision of a licensed trainer. **Note:** Vehicle operators performing on-the-job training for airfield duties will not operate a vehicle within 50 ft of an aircraft.

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

3.2.1.2.1.6.3. Identify the location of runways and other CMAs.

3.2.1.2.1.6.4. **(Runway/CMA drivers only)** . Demonstrate the ability to contact ATCT prior to entry on the runway and other CMAs.

3.2.1.2.1.7. **(Runway/CMA drivers only)** . Color Vision test.

3.2.1.2.1.7.1. Personnel requiring CMA access must have a color vision test completed by their unit's Medical Clinic Optometry Flight. Individuals that are required to have normal color vision as part of their AFSC only require verification that they successfully completed a color vision test by a Medical treatment facility or off-base equivalent.

3.2.1.2.1.7.2. Personnel who fail the color vision test will only be issued an AF Form 483 with restrictions "D" and "R" for Daylight operations and Ramp only, and **will not** be authorized to operate a vehicle on the CMA.

3.2.1.2.1.7.3. Refer to the Officer and Enlisted Classification Directory for AFSCs that have a mandatory requirement for normal color vision in their AFSC. Both products are available for viewing and download on the AF Portal. **Note:** Unit ADPM must still validate individual has normal color vision and/or no waiver to the classification directory standards.

3.2.1.2.1.7.4. For civilian employees, a color vision test will be listed as a requirement for employment. The color vision exam will be accomplished in the pre-employment exam. If the member fails the color vision test, he/she will be referred to optometry to determine the level of deficiency.

3.2.1.3. Unit ADPMs or designated trainers will certify personnel in Step 2 as training is completed. Once all training and certification is completed in Step 2, the trainee will automatically be moved to Step 3.

3.2.1.4. Step 3 consists of a general knowledge (practice) test with questions from all applicable test question databases (unit, wing, MAJCOM, or USAF). A Step 3 tests purpose is to gauge the member's knowledge level and help pinpoint deficient areas prior

to taking the Step 4 wing test. Unit ADPMs shall work with the wing ADPM in development of unit tests to ensure sufficient coverage of all knowledge areas. Unit ADPMs will set the passing score on the unit test to 100% to allow the unit ADPM and trainee to review any missed questions. Once the test has been reviewed and the trainee has scored at least an 80% the trainee will then be sent to Step 4.

3.2.1.5. Step 4 wing test is a closed book test developed by the wing ADPM through the ADTP website. IAW AFI 13-213 the test covers four areas (General Knowledge 80%, Communication 100%, Runway Incursion Prevention 100%, Airfield Diagram Layout test 100%). A score of 80% or higher is required to pass the test, however, if any of the questions that are missed fall under the communication, runway incursion prevention, or are an Airfield Diagram Layout question, an automatic failure will occur. Additionally, all members will visit the wing ADPM for a face to face to be certified to drive on the airfield. Personnel requesting CMA access will drive on the airfield with the wing ADPM to be certified during this visit.

3.2.1.6. Test Failures.

3.2.1.6.1. First time failure. Individuals who fail the wing test will be returned to Step 3 for further training with their respective unit ADPM. Unit ADPMs will conduct additional training and when trainee is ready, enable their unit test for practice. Once this remedial training is accomplished, and no sooner than 24 hours, the unit ADPM will request the wing ADPM to enable the wing test.

3.2.1.6.2. Second time failure. Individuals who fail the wing test a second time will be returned to Step 3 for further training with their respective unit ADPM. Unit ADPMs will conduct additional training and when trainee is ready, enable their unit test for practice. Once this remedial training is accomplished, and no sooner than 7 days, the unit ADPM will request the wing ADPM to enable the wing test.

3.2.1.6.3. Third time failure. Individuals will only be tested with their squadron CC written approval.

3.2.2. **TDY Personnel.** TDY personnel must possess an AF Form 483 from SAFB to operate a vehicle on the airfield without an escort or complete entire training process IAW [Paragraph 3.2.1.2.1](#)

3.2.2.1. TDY personnel training requirements if already has AF Form 483 for airfield driving:

3.2.2.1.1. Unit ADPM verifies their home station AF Form 483 is current and in possession of trainee.

3.2.2.1.2. Unit ADPM provides a local power point briefing. **Note:** A local briefing/training does not permit access on or across the CMA. If CMA access is required, personnel will have to complete training IAW [Paragraph 3.2.1.2.1](#) or be escorted.

3.2.2.1.2.1. After completing briefing, the unit ADPM will enter personnel into ADTP website utilizing Create TDY function under Applications. Once entered, a new AF Form 483 can be printed off for SAFB.

3.2.3. Non-base assigned contractors. Non-base assigned contractors must possess an AF Form 483 from SAFB to operate a vehicle on the airfield without an escort or complete entire training process IAW **Paragraph 3.2.1.2.1**

3.2.3.1. Normally non-base assigned contractors will not have CAC cards and will not be able to access the ADTP website for training. Training will be conducted by the unit ADPMs or wing ADPM via paper products located in the Airfield Driving SharePoint TAB F. Once all training is completed, the unit ADPM will enter personnel into the ADTP website utilizing Create TDY/Create Miscellaneous functions under Applications.

3.2.3.2. Non-base assigned contractor-training requirements:

3.2.3.2.1. Local power point briefing. **Note:** A local briefing/training does not permit access on or across the CMA. If CMA access is required, non-base assigned contractor personnel without CAC access will be trained by the wing ADPM or AM only.

3.2.4. Annual Refresher Training Requirements.

3.2.4.1. Review this ADI.

3.2.4.2. Completion of the USAF Airfield Driving CBT (accessible on the ADLS website, (<https://golearn.adls.af.mil/login.aspx>)). Once completed ensure the unit ADPM receives a copy.

3.2.4.3. Refresher test developed by the wing ADPM through the ADTP web site. IAW AFI 13-213, the test covers four areas (General Knowledge 80%, Communication 100%, Runway Incursion Prevention 100%, and Airfield Diagram 100%). A score of 80% or higher is required to pass test with automatic failure questions imbedded in the test.

3.2.4.4. After all training and testing is complete the driver can print the license through the ADTP web site with the refresher date printed on the back of the license. Dispose of the previous license immediately to avoid confusion.

3.2.4.5. The ADPM or Unit ADPM may add more requirements for specialized or additional unit training at any time; the requirements listed here are the minimum training requirements. If the unit ADPM chooses to incorporate specialized questions for their unit, the additional questions must be reviewed and approved by the wing ADPM.

3.2.4.6. Individuals who do not complete annual refresher training on the 1st day of the preceding month after the refresher training is due will have their license suspended and will be required to complete training under Step 2 in ADTP website. **Note:** Personnel that were not able to complete refresher training (e.g., deployed, TDY, etc.) must complete it prior to driving on the airfield.

3.2.5. Reporting, Enforcement and Violation Consequences.

3.2.5.1. CMA Violation (CMAV). A CMAV event is an airfield violation caused by aircraft, vehicles, or pedestrians entering the CMA without specific ATCT approval.

3.2.5.2. Runway Incursions. A runway incursion is a CMAV event that involves 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.

3.2.5.3. Unit commanders and above, unit ADPMs, SFS, and AM personnel observing airfield drivers violating the rules of this directive (e.g., exceeding speed limit or conducting unsafe operations) have the authority to intercept the individual and temporarily revoke his/her airfield driving privileges pending an investigation by the wing ADPM.

3.2.5.4. The wing ADPM will notify the violator's unit commander, unit ADPM, wing safety, and AMC OPR for AO immediately following a CMAV, no more than 24 hours. A written follow-up will be sent out with further details within 72 hours.

3.2.5.5. For an actual or suspected runway incursion, the violator's AF Form 483 will be surrendered to AM and airfield-driving privileges temporarily suspended until an investigation and retraining is completed. The violator's profile within ADTP website will be suspended by wing ADPM and can only be reinstated by the wing ADPM after retraining and suspension times served IAW **Paragraph 3.2.6**

3.2.5.6. The AOF/CC, wing safety and, wing ADPM will work as a team to assign all runway incursions an operational category (e.g., Operational Error, Pilot Deviation, and Vehicle/Pedestrian) for trend analysis. The AOF/CC will ensure these classifications are annotated in the recommendation section of the AF Form 457, *USAF Hazard Report*, or narrative section of the AF Form 651, *Hazardous Air Traffic Report (HATR)*.

3.2.5.7. The wing ADPM will take immediate actions to correct any identified systematic problems and ensure interim control measures are applied until permanent corrections are made.

3.2.5.8. The wing ADPM and wing safety must inspect the unit ADP of personnel that commit a runway incursion as a part of the investigation. Emphasis will be placed on how the unit trained the individual and their compliance with the ADI. The results will be reported to the unit commander.

3.2.6. Violation Consequences.

3.2.6.1. Minor violations including speeding, expired POC, no AF Form 483 etc.:

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

3.2.6.1.2. Second offense. Loss of airfield driving privileges for a period of 60 days.

3.2.6.1.3. Third offense. Loss of airfield driving privileges for a period of 6 months.

3.2.6.2. Major violations including runway incursions or CMAVs:

3.2.6.2.1. First offense. Incur loss of airfield driving privileges for a minimum of 30 days.

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

3.2.6.2.3. Third offense. Loss of airfield driving privileges for 1 year or permanent revocation.

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

3.3.1. The availability/currency of the local airfield diagram.

3.3.2. A check of the driver's AF Form 483 for accuracy/currency.

3.3.3. The availability/currency of Air Force Visual Aids (i.e., AFVA11-240, AFVA 13-221, AFVA 13-222).

Chapter 4

PRIVATELY OWNED VEHICLE (POV)

4.1. Procedures for Issuing POV pass.

4.1.1. POVs on the airfield are highly discouraged and are restricted to an absolute minimum. POVs are prohibited to operate in the CMA.

4.1.2. The 126 ARW does not issue POV passes. In the event the 126 ARW would need to have a POV enter (i.e., airfield maintenance) their ramp, the POV will be under constant surveillance/escort by the sponsoring unit.

4.1.3. The AFM, wing ADPM, or designated AM representatives are responsible for issuing POV passes. **Note:** Authority will not be delegated outside of AM.

4.1.4. Personnel requesting a POV pass for SAFB airfield must be trained/certified and have in possession an AF Form 483 prior to issuance of a POV pass. See [Attachment 5](#) for POV justification MFR.

4.2. AM will:

4.2.1. Ensure the requestor has a current AF Form 483 for SAFB and in the ADTP or is provided the local briefing and put into the ADTP website.

4.2.2. Log onto ADTP, select personnel list and search for personnel requesting the POV pass. Click on the individuals name and then scroll to personal options and click Grant POV pass. Fill out all information for the POV pass and click Submit.

4.2.3. Print the POV pass from the ADTP.

4.2.4. POV passes are only valid for the current calendar year and must be revalidated every year.

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

4.2.5.1. Owner/User.

4.2.5.2. Organization/Company.

4.2.5.3. Duty Phone.

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

4.2.5.5. Pass/Permit number.

4.2.5.6. Area of Operation(s)/location.

4.2.5.7. Justification.

4.2.5.8. Effective period/dates.

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

4.2.7. Maintain proof of insurance for the length of the pass.

4.2.8. POVs are prohibited from driving or parking in restricted areas containing PL-1, 2 and 3 resources. **Exception:** Rental vehicles used for official military duties in lieu of government vehicles, and contractor/delivery company vehicles, whom the installation commander has authorized entry through established procedures may drive or park in restricted areas. Owner/users, in conjunction with the AFM, will monitor and enforce local airfield driving pass/decal procedures.

JEREMIAH S. HEATHMAN, Colonel, USAF
Commander

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

AFI 13-213, *Airfield Driving*, 4 February 2020

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

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

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

AFVA 11-240, *USAF Airport Signs and Markings*, 15 April 2017

AFVA 13-221, *Control Tower Light Signals*, 1 November 2001

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

FAA JO 7110.65, *Air Traffic Control*, 15 August 2019

SCOTTAFBI 13-204, *Airfield Operations*, 24 October 2018

SCOTTAFBMOI 21-2, *Authorized Aircraft Run-Up Areas*, 18 November 2019

Adopted Forms

AF Form 457, *USAF Hazard Report*

AF Form 483, *Certificate of Competency*

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

AF Form 1199, *Air Force Entry Control Card*

AF Form 1313, *Driving Record*

AF Form 3616, *Daily Record of Facility Operation*

FAA Form 5280-7, *Ground Vehicle Guide to Airport Signs & Markings*

Abbreviations and Acronyms

ADI—Airfield Driving Instruction

ADLS—Advanced Distributed Learning Service

ADP—Airfield Driving Program

ADPM—Airfield Driving Program Manager

ADTP—Airfield Driving Training Program

AFM—Airfield Manager

AFRSAT—AF Runway Safety Action Team

AFSC—Air Force Specialty Code

AM—Airfield Management

AMOPS—Airfield Management Operations
AMW—Air Mobility Wing
AO—Air Operations
AOA—Operating Area
AOB—Airfield Operations Board
AOF—Airfield Operations Flight
ARW—Air Refueling Wing
ATCT—Air Traffic Control Tower
AW—Airlift Wing
CAC—Common Access Card
CBT—Computer Based Training
CMA—Controlled Movement Area
CMAV—Controlled Movement Area Violation
DAFM—Deputy, Airfield Manager
DV—Distinguished Visitor
ECP—Entry Control Point
EIM—Enterprise Information Management
FAA—Federal Aviation Administration
FOD—Foreign Object Damage
FT—foot/feet
GOV—Government Owned Vehicle
ILS—Instrument Landing System
HIRL—High Intensity Runway Lights
ILANG—Illinois Air National Guard
LED—Light Emitting Diode
MAA—Mid America Airport
NVD—Night Vision Devices
OG—Operations Group
OSS—Operations Support Squadron
PA—Privacy Act
POFZ—Precision Obstacle Free Zone
POL—Petroleum, Oil, and Lubricants

POV—Privately Owned Vehicle

QRC—Quick Reaction Checklist

RI—Runway Incursion

RIPWG—Runway Incursion Prevention Working Group

RWY—Runway

SAFB—Scott AFB

SE—Safety

SFS—Security Forces Squadron

TDY—Temporary Duty

VFR—Visual Flight Rules

Terms

Acknowledge—Let me know that you have received my message.

Advise Intentions—Tell me what you plan to do.

Airfield—The portion of the airfield that includes the runway, taxiways, aircraft parking ramps, hangars and associated servicing areas, imaginary surfaces and lateral clearance zones, where aircraft may be encountered.

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

Authorized Personnel—Personnel who are required to be on the airfield by the nature of their job and have the permission of their squadron commander.

Clear—ATC term, not authorized for use by personnel operating motor vehicles on the airfield.
Exception: Vehicle operators may reply “Loud and Clear” in response to an ATCT request for radio transmission quality or clarity.

Controlled Area—Any area marked with controlled area signs, usually monitored at controlled entry points with monitors and indicating official use only.

Controlled Movement Area—The controlled movement area is defined as the area which requires specific ATCT approval to enter and continuous two-way radio communications. See **Attachment 2**.

Expedite/Immediately—Used by ATC when such action is required to avoid an imminent situation.

Foreign Object Debris (FOD)—FOD is any object, such as rocks, aircraft parts, tools, metal, etc., could be ingested by an aircraft engine and thus cause internal damage. Also referred to as Foreign Object Damage.

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

Negative—No, or permission not granted, or that is not correct.

Out—The conversation is ended and no response is expected.

Over—My transmission is ended; I expect a response.

Proceed—Authorization to begin/continue on approved routes.

Precision Obstacle Freezone (POFZ)—An 800 ft wide by 200 ft long area centered on the runway centerline adjacent to the threshold designed to protect aircraft flying precision approaches from ground vehicles and other aircraft when ceiling is less than 300 ft or visibility is less than 3/4 statute mile.

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

Read Back—Repeat my message back to me.

Restricted Area—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. There are a few agencies authorized to break red in the capacity of official duties.

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

Runway—A paved surface used by aircraft to land and take off.

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

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

Stand By—To pause while other duties of a higher priority are attended to.

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.

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

Wilco—Will comply.

Figure A2.2. Airfield Diagram, MidAmerica Airport.

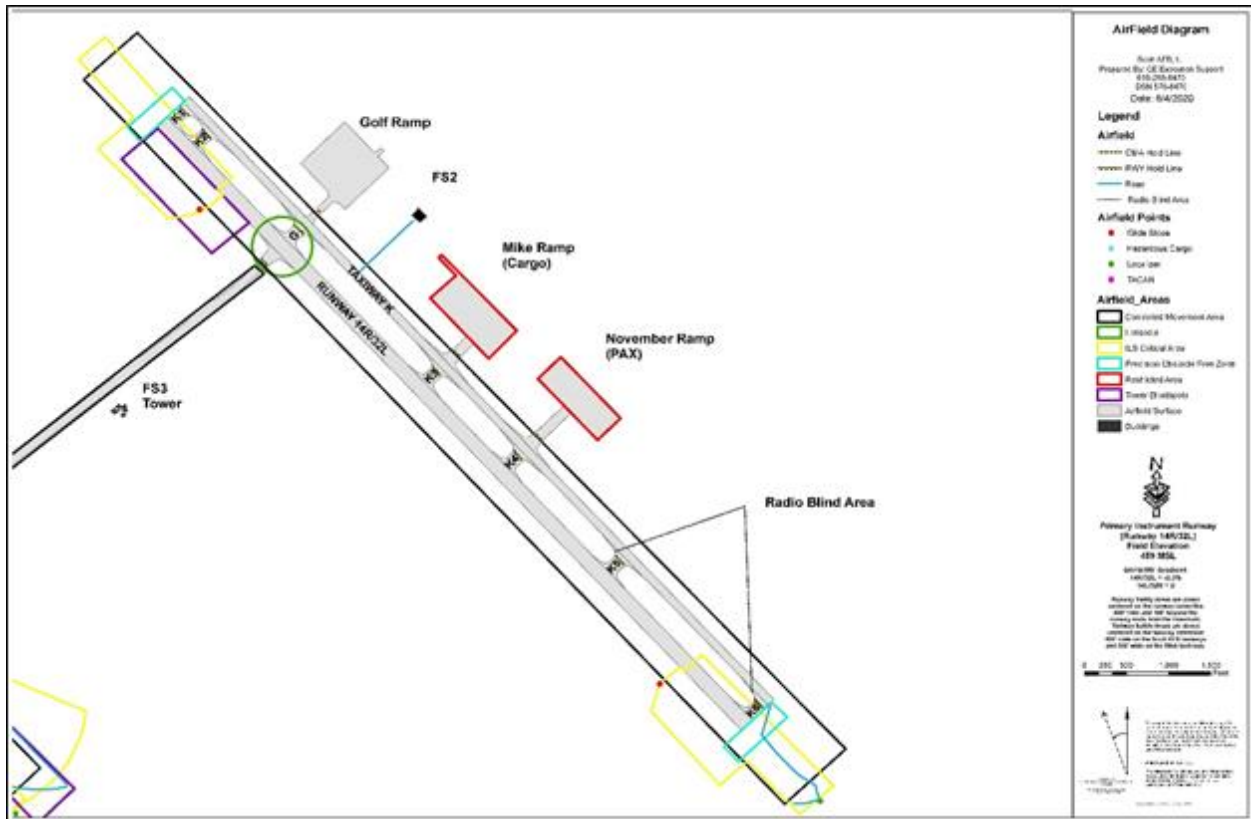


Figure A2.3. SAFB Aircraft Parking.



Attachment 3

AIRFIELD SIGNS, MARKING, AND LIGHTING

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









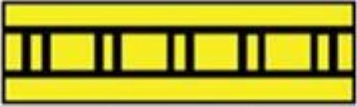




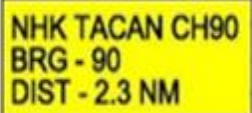







EXAMPLE	TYPE OF SIGN
	Mandatory: Hold position for taxiway/ runway intersection
	Mandatory: Holding position for runway/runway intersection
	Mandatory: Holding position for runway approach area
	Mandatory: Holding position for ILS critical area/precision obstacle free zone
	Mandatory: No entry
	Taxiway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

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

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

Attachment 4


UNIT AIRFIELD DRIVING PROGRAM MANAGER TRAINING CHECKLIST

Figure A4.1. Unit Airfield Driving Program Manager Training Checklist.

UNIT AIRFIELD DRIVING PROGRAM MANAGER CHECKLIST			
SECTION I TRAINEE INFORMATION (Completed by the wing Airfield Driving Program Manager)			
Name: (Last, First, MI)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II QUALIFICATION TRAINING (Completed by Trainee and wing Airfield Driving Program Manager)			
	Date	Trainee Initials	WG ADPM Initials
1. Unit Airfield Driving Program Manager (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> , Chapters 18 and 20.			
4.2. AFMAN 91-203, <i>Air Force Occupational Safety and Health Standards</i> , Chapter 24			
4.3. AFI 21-101, <i>Aircraft and Equipment Maintenance Management</i> .			
5. Testing requirements to include testing 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 Violations Consequences.			
10. Vehicle Passes (Privately Owned/Government Leased).			
11. Controlled Movement Area (CMA) procedures and training for unit personnel.			
12. Temporarily assigned personnel/Non-based assigned contractors briefing and/or training requirements.			
13. Escort procedures.			
14. Procedures for issuing, revoking, and reissuing an AF Form 483, <i>Certificate of Competency</i> .			
15. Participate with the unit ADPM on an actual training session and practical check ride.			
16. AF Form 483 CERTIFICATE #:			
SECTION III TRAINING CERTIFICATION (Completed by the unit Airfield Driving Program Manager and wing Airfield Driving Program Manager or designated representative)			
Unit Airfield Driving Program Manager			
I have received and completed all of the above training requirements and will comply with AFI 13-213 and wing/base supplement.			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
Wing Airfield Driving Program Manager			
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 5
POV PASS LETTER

Figure A5.1. Example POV Letter.



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 375TH AIR MOBILITY WING (AMC)**

Date _____

MEMORANDUM FOR 375 OSS/OSAA

FROM: (Unit Commander Org/Office Symbol)

SUBJECT: Airfield Authorization For POV

1. The following information pertains to the use and control of airfield POV passes on Scott AFB. I understand this control cap is valid on the main aircraft parking ramp and is not valid for accessing taxiways, runways, or the 126 ARW ramp.

a. Owner/User: _____ Organization: _____ Duty Phone: _____

b. Vehicle Make/Model: _____ Color: _____ License/State: _____

c. POV Control Cap #: _____

d. Areas of Operation: _____

e. Justification: _____

f. Additional Vehicles: _____

2. This airfield POV control cap is effective from _____ to _____

3. Operator's AF Form 483, *Certification of Comptency* # _____

FIRST NAME MI. LAST NAME, Rank, USAF
Commander

EXCUTING RAPID GLOBAL MOBILITY

Attachment 6

AIRFIELD DRIVING TRAINING (FROM ADTP)

Figure A6.1. Airfield Driving Qualification Training Checklist (Curriculum) Part 1

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	Trainer's Initials
1. Trainee possesses a valid (List State of Issue) Driver's License (List restrictions).			
2. Trainee possesses a valid Government Driver's License.			
3. Airfield Driver Classroom Training (as determined locally)			
4. Airfield Driving Qualification Training Checklist/Curriculum. (Completion of this checklist).			
5. Local Airfield Familiarization. Training Outcome(s): Trainee must be familiar with knowledge of the local airfield environment.	Date Completed	Trainee's Initials	Trainer's Initials
5.1. Non-Movement Area Boundary Marking as applicable.			
5.2. Non-Standard Airfield Markings as applicable.			
5.3. Aircraft Arresting Gear Markings as applicable.			
5.4. Locations of airfield Navigational Aids and Visual Approach Aids.			
5.5. Location of Restricted Area and Entry Control Points.			
5.6. Location of Free Zones as applicable.			
5.7. Location of the fire department, Air Traffic Control Tower (ATCT) and airfield management.			
5.8. Location/use of traffic control device as applicable.			
5.9. Hazardous Jet Blast locations on the airfield.			
5.10. Runway(s) configuration (e.g., dimensions, location, designation). Also, explain and define runway approach end and departure end.			
5.11. Taxiway configuration (e.g., dimensions, location, designation).			
5.12. Controlled Movement Area Boundaries.			
5.13. Congested Areas.			
5.14. Hot Spots as required locally.			
5.15. ATCT and vehicle blind spots.			
6. Local Vehicle Operator Requirements. Training Outcome(s): Trainee must be knowledgeable on local procedures and requirement for operating a vehicle on the airfield.	Date Completed	Trainee's Initials	Trainer's Initials
6.1. Use of perimeter and infield roadways.			
6.2. Lateral distance requirements for mobile obstacles on an apron/ramp and taxiway.			
6.3. Speed limits for vehicles operating on an apron/ramp and taxiway.			
6.4. Procedures for reporting and removing FOD.			
6.5. Restricted visibility and/or night driving.			
6.6. Procedures for operating bicycles, tricycles, etc. on			
6.7. Use of traction control devices as applicable.			
6.8. Emergency Response Vehicle requirements.			
6.9. Vehicle Escort/Convoy driving procedures as applicable.			
7. Practical Day Airfield Familiarization Training. Training Outcome(s): Trainee must be knowledgeable of the airfield environment. At a minimum, the trainee must demonstrate the ability to operate a vehicle to and from their designated work areas.			


Figure A6.2. Airfield Driving Qualification Training Checklist (Curriculum) Part 2

7.1. Practical Day Driving Check-ride.			
8. Practical Night (as applicable) Airfield Familiarization Training. Training Outcome(s): Trainee must be knowledgeable of the airfield environment. At a minimum, the trainee must demonstrate the ability to operate a vehicle to and from their designated work areas.			
8.1. Practical Night Driving Check-ride (as applicable).			
9. Review Local SCOTTAFBI 13-213.			
10. USAF Airfield Driving CBT (Date Completed).			
11. Runway Incurion Prevention Training.			
12. Airfield Diagram/Layout Test [Score:]			
13. General Knowledge Test (written) [Score:]			
14. Runway Incurion 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 training requirements and will comply with my local base's Airfield Driving SCOTTAFBI 13-213. I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement area without approval from the Air Traffic Control Tower (ATCT).			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
SECTION VI - UNIT CERTIFICATION (Completed by unit commander or unit ADPM)			
I certify that the above trainee has successfully completed all training requirements to operate a vehicle on _____ airfield.			
Check all applicable restrictions and/or special access.			
Ramp Only	Daylight Only	CMA Authorized	Other (Specify):
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
SECTION VII - AIRFIELD DRIVING AUTHORIZATION (Completed by the wing ADPM or designated representative)			
Approved	Disapproved	AF Form 4836:	
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 7

AIRFIELD DRIVING MANAGER APPOINTMENT LETTER

Figure A7.1. Sample Airfield Driving Manager Appointment Letter.

	DEPARTMENT OF THE AIR FORCE HEADQUARTERS 375TH AIR MOBILITY WING (AMC)	Date	
MEMORANDUM FOR 375 OSS/OSAA			
FROM: (Unit Commander Org/Office Symbol)			
SUBJECT: Appointment of Unit Airfield Driving Program Managers And Trainers			
<p>1. The following individuals are appointed as Unit ADPMs (primary/alternate) and trainers. Individuals have received training in accordance with AFI 13-213 and SCOTTAFBI 13-213. Both ADPM and Alt ADPM have the authority to certify personnel are qualified to drive on the airfield and will ensure completion and tracking of all airfield drivers training for unit assigned and temporarily assigned personnel.</p>			
NAME/RANK	OFFICE SYMBOL	PHONE	483#
PRIMARY:			
ALTERNATE:			
2. The following individuals are appointed as Airfield Driving Program Trainers:			
NAME/RANK	OFFICE SYMBOL	PHONE	483#
3. This letter supersedes all previous letters,, same subject.			
FIRST NAME MI. LAST NAME, Rank, USAF Commander			
EXECUTING RAPID GLOBAL MOBILITY			

Attachment 8
VEHICULAR CALL SIGNS

Table A8.1. Vehicle Call Signs Part 1

Note: Tango at the end of a call sign designates drivers in training.		
Unit / Section	Call Sign	Duty Position
375 OSS/OSAA	Airfield 1	AFM
	Airfield 2	DAFM
	Airfield 3&4	AM Ops
375 OSS	Ops 3	OSS/CC
	Ops 4	OSS/DO
	Ops 5	AOF/CC
	Mercury 6A	RAWS
	Mercury 6B	RAWS
	Mercury 6C	RAWS
Transient Alert	TA 1-5	
375 OG	Ops 1	OG
	Ops 2	OG/CD
375 AMW	Showcase 1	Wing/CC
	Showcase 2	Wing/CV
375 AMW/SE	Safety 1-8	Wing Safety
458 AS	Lear & number assigned	
375 AES	AE-1	
375 SFS	Police 1-4	Installation patrols
	Sierra 1-2 (Non-CMA))	Internal security response team
	Note: SFS may use more Mobile patrols as FPCON increases.	
375 AMDS	AMBUS 58, 57, 59, 60	
	Mobile 1	
	High Deck 1	
932 MXS	Raven	Production Super
	Angel	Expediter
	Deice	Deice Team
	Recovery	Crash Recovery
375 LRS	LRS 1	
	Vehicle Ops 2-3	
LGRF	POL & number assigned	
MIDAMERICA	MidAmerica 1	Airport Director
	MidAmerica 2	Director of Operations
	MA Chief 1 (MABAS 3790)	Chief of Public Safety
	MA Crash 2 & 3 (MABAS 3761/3762)	ARFF
	Shield5 & 39 (MABAS 3791), Shield 15 (MABAS 3792)	Security
	MidAmerica 4, 16, 29, 30, 84, 85, 93 & 96	Maintenance Truck/Snow Removal
	MidAmerica 50 & 80	Transport Van
	MidAmerica 12, 21, 28, 37, 63 & 64	Maintenance Van
	MidAmerica 6, 18, 38 & 92	Refuelers
	MidAmerica 90	Sweeper
	MidAmerica 14, 36, 37, 40, 46 & 47	Tractor, Mowing Equipment
	MidAmerica 24 & 65	Heavy Equipment Loader
	MidAmerica 9 & 10	Snow Removal Plow
MidAmerica 19	Snow Removal Loader	
MidAmerica 8 & 42	Snow Removal Broom	
MidAmerica 52 & 53	Utility Kubota/Bobcat	

Table A8.2. Vehicle Call Signs Part 2

	MidAmerica 51	Lavatory Truck
	MidAmerica 20, 26, 60 & 94	Aircraft Pushback Tug
	Boeing 1	Utility Tow Vehicle
375 CES	CE & number assigned	
	Sweeper 1 & 2	
	Snow West	
	Bug 1 & 2	
	Electric 1	
	Tractor 1-4	Batwing Mowers
	Mower 1-4	Zero-turn Mowers
	Broom 1-5	Snow Brooms
	Plow 1-5	Snow Plows
	Ice Eagle	Runway Deicer Truck
375 CEF (Personnel)	Chief One (MABAS #4600)	Fire Chief
	Deputy (MABAS #4601)	Deputy Fire Chief
	Chief Two (MABAS #4602)	Asst Chief of Ops
	Training (MABAS #4603)	Asst Chief of Training
	Prevention (MABAS #4604)	Asst Chief of Fire Prevention
	Health and Safety (MABAS #4605)	Asst Chief of Health and Safety
(Vehicles)	Chief One (MABAS #4690)	Command Vehicle-Chief
	Chief Two (MABAS #4691)	Command Vehicle-Asst Chief
	Rescue 15 (MABAS #4615)	Rescue
	Ladder 19 (MABAS #4619)	Ladder/Aerial
	Crash 61 (MABAS #4661)	Crash/ARFF
	Crash 62 (MABAS #4662)	Crash/ARFF
	Crash 63 (MABAS #4663)	Crash/ARFF
	Crash 64 (MABAS #4664)	Crash/ARFF
	Tanker 37 (MABAS #4637)	Tanker
	Engine 11 (MABAS #4611)	Engine/Pumper
	Engine 22 (MABAS #4622)	Engine/Pumper
	Maintenance 92 (MABAS #4692)	Service Vehicle
	Maintenance 93 (MABAS #4693)	Service Vehicle
	HazMat 95 (MABAS #4695)	HazMat
126 ARW	Delta 2 & 3	126 SFS
	ANG POL 1-8	
	Tanker 1	Maint Pro Super
	Guard 1	126 AM Ops
126 ARW (CEF)	Crash 8 & 9	Crash/ARFF