

**BY ORDER OF THE COMMANDER
SHAW AFB**



AIR FORCE INSTRUCTION 13-213

SHAW AIR FORCE BASE

Supplement

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

AIRFIELD DRIVING

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This supplement implements AFI 13-213, *Airfield Driving*. The contents of this instruction apply to all military and civilian personnel conducting ground vehicular operations on the airfield at Shaw Air Force Base, South Carolina. Refer recommended changes and questions about this supplement 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. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

1.1.3. All personnel operating a vehicle on Shaw's airfield must be familiar with local airfield driving procedures as outlined in AFI 13-213 and must have a valid AF Form 483, *Certificate of Competency*, endorsed for Shaw AFB.

2.5.12. **(Added)** Provide justification to the Airfield Manager or Deputy Airfield Manager for issuance of Privately Owned Vehicle (POV) passes for their unit personnel, and mission impact if disapproved.

2.6.3. All materials will be provided electronically via Airfield Driving Program Manager SharePoint located at: <https://org2.eis.af.mil/sites/13437/osaa/ADPM/ADPM>

2.6.5.2. Airfield Management personnel have the authority to conduct random spot checks to ensure personnel driving on the airfield are in compliance with current directives.

2.6.5.2.1. Use Attachment 9, of this supplement, to report violations.

2.6.5.3. The Wing ADPM or Airfield Manager (AFM) may delegate a knowledgeable Airfield Management (AM) representative to conduct unit ADP inspections in their absence.

2.6.7. An electronic equivalent will be maintained on the Airfield Driving Program Manager SharePoint.

2.6.9. Unit lesson plans and tests must show a "Current as of" date and OPR. The Wing ADPM will document the date of coordination and sign each lesson plan and test.

2.6.14. **(Added)** Control POV/Government Leased Vehicles (GLV) access to the airfield by issuing an Airfield POV pass (see Attachment 12 of this supplement). **NOTE:** Pass colors will be renewed/changed annually each calendar year.

2.7.1. Must be appointed in writing by Unit Commander and be trained/certified by the Wing ADPM or designated AM representative to perform unit ADPM duties. (See AFI 13-213, Attachment 2 and the Shaw AFB Form 53, *Unit ADPM Training Checklist*). Schedule ADPM training for replacement ADPM at least 30 days prior to relinquishing duties. Ensure replacement ADPM has a valid AF Form 483 and is appointed in writing prior to scheduling training with the Wing ADPM.

2.7.10. Unit ADPM will maintain the Shaw AFB Form 51, *Airfield Driving Training Documentation and Certification Record*, Shaw AFB Form 52, *Airfield Driving Qualification Training Checklist (Curriculum)*, and Airfield Driving Computer Based Training (CBT) certificate, associated forms, and listing of unit personnel authorized to drive on the airfield electronically on the Airfield Driving Program Manager SharePoint.

2.7.13. See AFI 13-213, paragraph 3.2.7.18. for minimum refresher training requirements.

2.7.14. All electronic equivalents will be maintained in the respective unit's folder on the ADPM SharePoint.

2.7.17. Unit ADPMs that have personnel assigned TDY or hosted/sponsored by their unit must ensure TDY personnel are either escorted on the airfield or possesses a valid AF Form 483 from their home station and are trained on local airfield driving procedures. TDY personnel must bring their AF Form 483 and TDY airfield driving training checklist (see AFI 13-213, Attachment 7) to AM for local endorsement/or issuance of AF Form 483 until TDY expiration.

2.7.18. Conduct and document the self-inspection using the Shaw AFB Form 50, *Unit Airfield Driving Program Self Inspection Checklist*, at least annually and within 30 days of a change of ADPM. Results may be sent electronically by uploading to the Airfield Driving Program Manager SharePoint.

2.7.26. **(Added)** Return all training documentation/forms to individual upon their PCS, retirement, or separation. If PCA or returning to Shaw AFB (i.e. civilian employment) with a unit that maintains a continuing need to drive on the airfield, the individual's Unit ADPM will transfer the training documentation to the gaining unit ADPM who will verify training and currency and update the unit airfield driver listing.

3.2.1. Responsibilities are outlined in AFI 13-213 Chapter 2, and Chapter 2 of this supplement.

3.2.2.4. **(Added)** Personnel will bring completed Shaw AFB Form 51, Shaw AFB Form 52, and USAF Airfield Driving CBT certificate to the Unit ADPM for final testing. The Unit ADPM will review all paperwork for accuracy and completeness prior to issuing final test.

3.2.2.5. **(Added)** Individuals that lose/misplace their AF Form 483 may get a replacement issued by having the Unit ADPM email the request to the 20 OSS/OSAA ADPM org box. The Unit ADPM must first validate that the member's Shaw AFB Form 51 is on file as proof of certification. If the Unit ADPM cannot locate the original Shaw AFB Form 51 then the individual must re-accomplish all items on the Shaw AFB Form 51.

3.2.2.6. **(Added)** After passing all final testing requirements, the AFM, Wing ADPM or other designated AM representatives will electronically complete Section VII of Shaw AFB Form 51, Shaw AFB Form 52, assign an AF Form 483 certificate number and sign the AF Form 483 electronically via SharePoint. Signing of the AF Form 483 will not be delegated outside of the AM. Once signed, the Unit ADPM will issue the AF Form 483 to the member.

3.2.2.7. **(Added)** The Shaw AFB Form 51, Shaw AFB Form 52, and Airfield Driving CBT certificate will be filed/maintained electronically on the ADPM SharePoint by the Unit ADPM. For personnel that do not pass final testing see paragraph 3.2.4.4. of this supplement.

3.2.3.1. Use the Shaw AFB Form 51, (available for download on the Shaw ADPM SharePoint website) to document airfield drivers' training and certification. The Unit ADPM is responsible for completing trainee information in Section I of the Shaw AFB Form 51 and annotating any restrictions imposed on a civilian license in Section II. Any restriction imposed on a civilian license must be complied with while operating on the airfield. Procedures for completing Section III, color vision, are outlined in AFI 13-213, para 3.2.5. and para 3.2.5. of this supplement. The qualified/appointed unit trainer is responsible for completing Section II with the trainee. When training is complete, the trainee will endorse the Shaw AFB Form 52 and Section V of the Shaw AFB Form 51. The Unit ADPM will ensure Sections I, II, IV, and V of the Shaw AFB Form 51 are completed before certifying (if delegated by unit commander) Section VI of the Shaw AFB Form 51 and the Shaw AFB Form 52 Section III.

3.2.3.2. Use the Shaw AFB Form 52 which is available for download on the Shaw Airfield Driving SharePoint website.

3.2.3.5. Use the Shaw AFB Form 51 to document completion of training.

3.2.3.6. **(Added)** Daytime Airfield Orientation Training (Practical). As a minimum, daytime orientation training must include practical driving on the airfield. In addition to general procedures in this instruction, emphasis should be placed on vehicle operating procedures in the vicinity of aircraft and airfield layout. Ensure the markings and signs used to define the boundaries of the Controlled Movement Area (CMA) are emphasized. For those requiring CMA access, ensure proper radio phraseology is used.

3.2.3.7. **(Added)** Night-time Airfield Orientation Training (Practical). As a minimum, night orientation training must include practical driving on the airfield during the hours of darkness. In addition to general procedures in this instruction, emphasis will be placed on airfield lighting and signs used to augment daytime airfield markings especially those areas defining the CMA boundary. For those requiring CMA access, continue to emphasize proper radio phraseology.

3.2.3.8. **(Added)** Airfield Driving Test (Practical). Regardless of the hours trained during the day and night during practical training, an airfield driving test check ride should not be accomplished until the trainee is confident in their airfield driving abilities. Trainees must be able to demonstrate proper driving techniques and answer verbal questions regarding general airfield driving procedures prescribed in the AFI 13-213 and this supplement. Airfield drivers that require CMA access must demonstrate the ability to enter and exit the CMA using proper phraseology with Air Traffic Control Tower (ATCT).

3.2.4.2. The authority to administer the final written test at Shaw AFB is delegated to the Unit ADPM. To ensure quality control and integrity of the overall airfield driving program, the Wing ADPM may implement additional testing requirements for personnel at any time.

3.2.4.4. **First time test failures** , Unit ADPMS will check the required block on the Form 51 for test failure and annotate test scores. Trainees must receive additional training by their Unit ADPM before re-testing. The Unit ADPM must document this additional training on a memorandum for record and file the memorandum with the trainee's Shaw AFB Form 51. Trainees can be rescheduled for final testing after completion of additional training but no earlier than 7 calendar days from the date of failure. **Second time failures** will follow all requirements above, with the following additional requirements: Memorandum must be endorsed by unit commander (instead of Unit ADPM) and re-testing no earlier than 14 calendar days from the date of second test failure. **Third time failures** will not be granted airfield driving privileges.

3.2.5. This item requires medical personnel verification. Due to updates in the Air Force Officer and Enlisted Classification Directory, previous practices of annotating "AFSC Exempt" can no longer be used. This item is only to be endorsed by Hospital/Medical Treatment Facility Optometrist or off-base equivalent.

3.2.5.3. Along with color vision, for CMA access, personnel must possess the ability to hear. This ability is critical for using and monitoring radio phraseology while in the CMA.

3.2.6. See Attachment 8 of this supplement for Shaw AFB Airfield Diagram.

3.2.6.1. The CMA is any portion of the airfield requiring aircraft, vehicles, and pedestrians to obtain specific ATCT approval for access via two-way radio contact with the ATCT. Shaw AFB CMA includes the runways and overruns, the instrument landing system (ILS) critical areas, the infield between the runways and 100 feet adjacent to the runway and overrun edges (See Attachment 8). Runway hold lines indicate the boundary of the CMA and are located on all taxiways that lead to the runway. Vehicle operators and personnel working in the grassy areas of the airfield will use the runway hold lines as a visual reference to determine the edge of the CMA boundary. Access to the CMA is limited to mission essential operations only. If an access road on the perimeter of the airfield is available and supports the requirement, the CMA will not be accessed or used as a shortcut. Only vehicles/pedestrians possessing two-way radio contact with the control tower are permitted in the CMA. Ground vehicle operators and pedestrians must first get permission from the tower prior to entering/crossing the CMA and must maintain radio contact with ATCT at all times while in the CMA. (See AFI 13-213 Chapter 4 and Chapter 4 of this supplement for radio communications phraseology, and discipline techniques.) During airfield opening hours ATCT (via Ramp Net) is the only agency that authorizes vehicles/pedestrians into/across the CMA. Three-way relayed messages to the ATCT are prohibited. In certain situations, ATCT may grant access to the CMA but limit the areas that may be accessed. For example, grass mowing equipment may receive approval within the CMA

but instructed to hold short of the runway, often referred to as "...approved up to but not on the runway..." Barrier Maintenance personnel may be approved in barrier pits but told to hold short of the runway. In these situations, it is imperative that drivers fully understand and acknowledge (read back) the towers instructions verbatim. ATCT will not issue or use unconditional instructions (blanket approval) when authorizing vehicles to enter the runway for the purpose of an airfield inspection/check or other airfield operation.

3.2.6.1.1. **(Added)** Any personnel that will need access in/across the CMA after normal airfield operating hours should pre-coordinate with AM Ops (895-2356/7) to ensure airfield closure times as there may be extended opening airfield hours on occasion. During airfield closure the CMA becomes uncontrolled. "Uncontrolled" in this paragraph this means authorization from ATCT via two-way radio is not required to enter the CMA.

3.2.7.2.1. Personnel providing vehicle escort must maintain positive control of all vehicles/pedestrians. (See para 3.8.40 thru 3.8.42 and para 4.3 of this supplement for escort procedures.) When ATCT directs operators or personnel to exit the CMA, they will immediately depart by the most direct route and fall back to a position outside of the CMA boundary.

3.2.7.2.3. The appropriate radio frequency at Shaw AFB for CMA access is the "Ramp Net."

3.2.7.2.6.1. See Attachment 10 of this supplement for a list of authorized call signs for Shaw AFB.

3.2.7.3. The proper term after exiting the CMA is "off" or "out of CMA" See AFI 13-21 Chapter 4 and Chapter 4 of this supplement for additional information.

3.2.7.4.4. See Attachment 8 of this supplement or ADPM SharePoint.

3.2.7.5.1. Mandatory signs provide instructions that must be followed by aircraft, vehicle operators, and pedestrians. These signs have a red background with white inscriptions, and denote an entrance to a runway or instrument critical area, or other situation such as a no-entry location. Aircraft, vehicle operators, and pedestrians are required to hold unless approved by ATCT. Sample signs are located on the AFVA 11-240, *USAF Airport Signs and Markings*. See Figure A13.8 of this supplement. Informational signs include taxiway guidance signs, directional signs, destination signs, or other informational signs and have a yellow background with black inscription. Location signs are a type of informational sign that have black background with yellow inscription. Location signs denote the location of an aircraft, vehicle operator or pedestrian. Sample signs are located on the AFVA 11- 240. See Figure A13.7. of this supplement. FOD Check Points Signs. All access roads to the airfield have FOD check requirements before entering the airfield. Rollover checks are required prior to entering the airfield environment, from unpaved airfield surfaces and at other designated locations. See Figure A13.9 and A13.10. of this supplement.

3.2.7.5.2.1. **(Added)** Runway Markings. The runway side stripes are marked with solid white lines running the length of the runway. These markings delineate the lateral limits for aircraft arrivals and departure and do not necessarily denote the edges of the runway. The runway centerline is marked with a dashed white line running down the middle of the runway. White numerals and letters (04 and 22 and L and R) are at the ends of each runway and denote each runways designation. See Figure A13.4. of this supplement.

3.2.7.5.2.2. **(Added)** Runway Visual Flight Rules (VFR) Hold Position Markings: VFR hold lines (also known as runway hold lines) are four parallel yellow stripes that extend across the entire width of a taxiway, located at least 100 feet from the edge of the runway. The two lines closest to the runway are dashed and the other two are solid. This marking identified the boundary of the CMA. ALL aircraft, ground vehicles, and personnel must stop at the hold lines, have direct two-way radio contact with, and receive approval from ATCT prior to crossing this line to enter the runway. Runway hold position markings are located on Taxiways B, C, D, E, F and G (including all taxiways B, D, F, G center taxiways, and eastern portion of taxiway Foxtrot). See Figure A13.1. and A13.2. of this supplement.

3.2.7.5.2.3. **(Added)** Taxiway and Apron Markings. Taxiway centerlines are marked with a single continuous yellow line. Taxiway edges and Aprons are marked with continuous double yellow lines. Taxiway edge markings and Apron edge markings indicate the edge of useable surface from other surfaces not intended for use by aircraft. See Figure A13.3. of this supplement.

3.2.7.5.2.4. **(Added)** Closed Pavement Markings. Airfield pavements closed to aircraft traffic are marked with yellow X's. These areas are either temporarily or permanently closed. Vehicles may use these paved areas but must conduct a FOD check prior to re-entering the operational airfield.

3.2.7.5.2.5. **(Added)** Vehicle Lane Markings. Some areas of the airfield have vehicle lanes marked with solid white boundary lines and a dashed white divider in the center. Drivers will drive on the right hand side of the driving lane.

3.2.7.5.2.6. **(Added)** FOD Stop Bars. Airfield access roads within the airfield interior and barrier access roads leading to the runway have white stop-bar markings. These markings indicate FOD check points and a FOD check including a roll over FOD check is required. See Figure A13.10.

3.2.7.5.2.7. **(Added)** Restricted Areas (RAs) and Entry Control Points (ECPs). RA markings consist of a solid red line around the perimeter of the RA. These areas are active when aircraft are present and require entry through Entry Control Points (ECPs). ECPs are marked with alternating red and white stripes. To enter through the ECP, vehicle operators/personnel must follow rules established by security regulations and have a valid United States Air Force (USAF) RA badge with the appropriate area designated, be on an Entry Authorization Listing (EAL), or be escorted by someone escort qualified. RAs and ECPs are designated on the Airfield Diagram (see attachment 8 of this supplement).

3.2.7.5.3.1. **(Added)** Runway Edge Lights. These lights identify the lateral and longitudinal limits of the useable surface of the runway. The runway edge is marked with white and amber lights. See Figure A13.6. of this supplement.

3.2.7.5.3.2. **(Added)** Taxiway Edge Lights. These lights define the limits and direction of a taxi route. Taxiway edge lights are blue in color and are found within 10 feet of the taxiway edge. See Figure A13.5. of this supplement.

3.2.7.6.1. 5 MPH.

3.2.7.6.2. 15 MPH. (Exception: within 25 feet of aircraft: 5 MPH).

3.2.7.6.3. Fire Lane Road: 15 MPH. Centerline Road, Munitions Road, and East Perimeter Road: 20 MPH.

3.2.7.6.4. 15 MPH.

3.2.7.6.5. 40 MPH (exception: If at any time ATCT instructs the driver to “expedite,” drivers may exceed 40 MPH using sound judgement.)

3.2.7.6.6. 25 MPH. See para 3.2.7.7. of this supplement for more information.

3.2.7.6.7.1. **(Added)** Towing one maintenance stand: 10 MPH.

3.2.7.6.7.2. **(Added)** Towing two or more maintenance stands: 5 MPH.

3.2.7.6.7.3. **(Added)** Towing AGE (i.e. compressors, ground power carts, oxygen carts, etc.): 15 MPH.

3.2.7.6.7.4. **(Added)** While declaration of an aircraft emergency is sometimes sudden, the emergency may be declared several minutes before the aircraft arrives. Other than the Fire Department, emergency response vehicles may only exceed airfield speed limits when absolutely mission essential. All vehicles will ensure emergency response speeds do not create a hazardous condition.

3.2.7.7. Vehicles will not be backed toward or parked in the immediate vicinity (25 feet to front and sides, 200 feet to rear) of any aircraft except as authorized for operations such as loading, unloading, servicing or towing. A spotter will be posed when a vehicle is backed towards and aircraft. Pre-positioned wheel chocks must also be used to prevent vehicles from being backed into aircraft. When aircraft engines are running vehicles will not be driven closer than 25 feet to the front, sides or 200 feet to the rear of any aircraft. Vehicles must never be driven under any part of the aircraft, especially the wings (except as authorized for munitions, fuel tank loading/unloading, etc.)

3.2.7.7.1. **(Added)** Drivers will yield to taxiing and towed aircraft. Drivers will not cross a taxiway or in front of an approaching aircraft that is within 200 feet and will wait until the aircraft has passed by at least 200 feet. (Exception: Transient alert follow-me vehicles). Drivers will remain at least 100 feet away from any helicopter with rotors in motion.

3.2.7.7.2. **(Added)** Vehicles will not be operated within 50 feet of fueling/defueling operations unless allowed by applicable aircraft Technical Order (T.O.).

3.2.7.7.3. **(Added)** Do not drive vehicles within 10 feet (circle of safety) of a parked aircraft, except when the aircraft is being serviced, loaded, or unloaded. When driving in the circle of safety, a spotter must be used. Anytime a vehicle is driven towards an aircraft, place pre-positioned wheel chocks between the aircraft and vehicle to prevent accidentally hitting the aircraft.

3.2.7.7.4. **(Added)** Drivers will yield to emergency response and alert vehicles with rotating lights on. Drivers should yield to other vehicles already operating on a taxiway they wish to enter or cross.

3.2.7.8. Unattended vehicles will be parked so they don't interfere with aircraft being towed or taxied. Ignition should be turned off, keys left in the ignition and the gear put in “reverse” for vehicles with manual transmissions or “park” for vehicles with automatic transmission. All vehicles parked and left unattended will have parking brakes set or have wheel chocks placed in

front of and behind one of the rear wheels. One chock will be placed between the tandem wheels of dual (tandem) axle vehicles. Vehicles should be turned off to prevent possible gear-jump and movement while the operator is not inside the vehicle (i.e. during rollover FOD checks).

3.2.7.8.1. **(Added)** All wheeled AGE and maintenance equipment will be braked, or if not equipped with brakes, chocked.

3.2.7.8.2. **(Added)** Vehicles should be parked so that the direction of vehicle travel, either forward or backward, will not be toward any part of an aircraft. The driver's side of the vehicle should be visible by the pilot. Due to pilots' limited view from the cockpit, drivers should never assume pilots can see them.

3.2.7.9.1. **(Added)** Mobile obstacles such as vehicles and ground support equipment must not be placed within 200 feet either side of taxiway centerlines. Mobile ground support equipment is exempt from clearance distance criteria when in use. Examples of mobile ground support equipment include aerospace ground equipment, electrical carts, fire extinguisher carts, and portable floodlights. When equipment is NOT in use, it must be removed from the taxiways and apron edges, and stored in areas that do not violate aircraft clearance requirements for normal operating routes. For the purpose of this instruction, equipment is defined as support equipment in place not more than three hours before aircraft arrival or three hours after aircraft departure.

3.2.7.9.2. **(Added)** Construction activity setback lines must be located at a distance to provide the minimum wingtip clearance required in UFC 3-260-01, *Airfield and Heliport Planning and Design*, Table 6-1 item 5 or 6, as appropriate, for the largest aircraft that will use the taxiway or taxilane. No obstacle is allowed within 25 feet of a taxiing aircraft without wing walkers monitoring the clearance between the aircraft and the obstruction. See AFI 11-218, *Aircraft Operations and Movement On The Ground*, paragraph 1.16. for more details.

3.2.7.9.3. **(Added)** No obstacle may be within the runway primary surface (1,000 feet either side of centerline) except for permissible deviations listed in UFC 3-260-01. Mobile obstacles include parked aircraft, parked and moving vehicles and similar equipment. Taxiing aircraft, emergency/maintenance vehicles are exempt from this restriction. See UFC 3-260-01 for more details.

3.2.7.11. All airfield personnel have a responsibility in the FOD control program to remove FOD from the airfield when it is observed. AM is the focal point for notifying the airfield sweeper for sweeping requests on the airfield and aircraft operating areas. Facility parking lot sweeping requests are relayed to CE through the owning building/facility manager. Vehicles entering the airfield or crossing an airfield surface must stop and perform a roll over FOD check. Vehicles equipped with towable magnets will be checked and all debris removed from the magnets. FOD checks during hours of darkness should be performed with a flashlight.

3.2.7.11.4. **(Added)** Vehicles operating on the airfield will have FOD containers and operators must ensure all equipment transported in/on a vehicle is properly stored and secured.

3.2.7.11.5. **(Added)** Vehicle operators encountering small amounts of FOD will stop and secure the FOD. Large amounts of FOD will immediately be reported to the Maintenance Operations Control Center (MOCC) or AM to have a sweeper sent to the area.

3.2.7.11.6. **(Added)** Hats and Other Items. Hats (excluding cold weather gear authorized by AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, and safety hard hats

authorized as PPE, will not be worn on the airfield. If a hat is carried on the airfield, it must be properly secured. Individuals (e.g., contractors) not working near aircraft operating areas may wear hats when approved by the AFM. Metal insignias/badges will not be worn on the airfield. Wigs, hairpieces, metal hair fasteners, earrings, or any other jewelry that may fall off without notice are not authorized on the airfield. Restricted Area Badges must be properly secured while working on the airfield.

3.2.7.12. Cell phone use while driving on the airfield is strictly prohibited. Additionally, the use of personal electronic devices such as Personal Digital Assistants (PDAs), iPod, Gameboys, Play Station Portable (PSPs), MP3 players, etc. are also prohibited while driving on the airfield.

3.2.7.13.1. **(Added)** Headlights will be turned on from sunset to sunrise, and during periods of inclement weather/reduced visibility. Flashing lights or parking lights will also be used at night when vehicles are temporarily parked on any part of the aircraft apron. This does not apply if a vehicle is parked in clearly marked, designated area.

3.2.7.13.2. **(Added)** When visibility is less than 300 feet refueling and explosive loaded (laden) vehicles will not be operated unless directed by the 20 FW/CC. When visibility is less than 100 feet, only emergency response and alert vehicles will be operated on the airfield. Flashing/hazard lights must be on while on the aircraft parking apron and operators will use a walking guide equipped with a flashlight if required. When visibility is less than 50 feet it is recommended that a walking guide equipped with a flashing or luminescent wand be used during emergency movement of alert vehicles.

3.2.7.13.3. **(Added)** Vehicle operators will exercise caution and ensure headlights do not point toward taxiing aircraft in order to preserve the pilot's night vision capability. If a taxiing aircraft is encountered, the vehicle will give way, turn off headlights but ensure parking lights or emergency flashers are on (annotates vehicle position to the pilot). Headlights will remain off until the aircraft has cleared and turned back on before the vehicle is put in motion.

3.2.7.14.1. **(Added)** Vehicles with Daytime Running Lights (DRLs) must ensure proper operating procedures. DRLs cannot be turned off by simply switching the headlights off. They must be turned off by stopping the vehicle, shifting to the park position and applying the brake. This action will turn the DRLs off and the rest of the lights will function as normal. Ground vehicle operators are encouraged to and should review the vehicle operating manual.

3.2.7.15.1. **(Added)** The operation of privately owned two- or three-wheeled motorized or non-motorized vehicles such as motorcycles, mopeds, scooters, bicycles, tricycles, and segways is prohibited on the airfield.

3.2.7.15.2. **(Added)** Unit owned golf carts or similar utility vehicles are authorized along Fire-lane Road and parking aprons only, and operators must be airfield driving qualified and possess AF Form 483.

3.2.7.16. Shaw AFB does not have any additional/operational restrictions for local units. Any unit specific operational restrictions will be maintained in Tab G of the Unit ADPM files.

3.2.7.17. Using the airfield as a shortcut and for convenience is prohibited. The perimeter road (Patrol Road) is designated as the primary means for all traffic to gain access to areas east and west of the airfield. Authorized airfield drivers may request access on to Centerline Road to gain access to airfield equipment located between the runways and along the runway edge. Operators

must obtain approval and maintain two-way radio contact with ATCT while operating in this area (CMA).

3.2.7.17.1. **(Added)** Use of Munitions Road is controlled by Munitions Control. When Munitions Control is closed, the road is controlled by the MOCC. Vehicles will contact Munitions Control, either directly or through a controlling agency (i.e., MOCC, AM Ops, etc.) and receive permission before using the road. Munitions Control will only restrict use of the road during munitions hauling operations. Drivers will notify Munitions Control when use of the road is complete.

3.2.7.18.1. A review of the AFI 13-213 and this supplement.

3.2.7.18.4. **(Added)** Once all of the annual refresher training items have been completed, the Unit ADPM will document refresher training on the reverse side of the individual's AF Form 483 and update the unit airfield driver listing.

3.2.7.19. There are no locations on the Shaw AFB airfield known for communication/signal problems.

3.2.7.20. Vehicle operators not in direct support of the emergency will remain clear of taxiways, CMA and airfield access points until the emergency is terminated. During emergency conditions, ATCT will advise aircraft to hold their positions so they won't interfere with responding emergency vehicles. At ATCT's discretion, aircraft may be taxied to a more suitable parking place or holding area that is clear of ground vehicles.

3.2.7.20.1. First responders to aircraft emergencies are normally Airfield Management, Fire Department, Medical and Security Forces. Secondary or support response agencies are those that normally respond to an aircraft emergency and include, but not limited to Explosive Ordnance Disposal (EOD), Aircraft Maintenance, Rescue and Recovery, and Wing Safety. These agencies stand-by on the parking apron until called forward by the Fire Chief or on-scene commander. When called forward, the vehicle operator must establish and maintain radio contact with tower (if entering any portion of the CMA). It is essential these secondary agencies have the ramp and crash net frequencies on their LMRs to receive guidance and obtain permission to enter the CMA if required.

3.2.7.21. Shaw AFB airfield does not have any vehicle traffic control devices/lights.

3.2.7.22. Night Vision Device (NVD) driving during blackout conditions are not conducted at Shaw AFB. Exceptions to this policy must be outlined in a Letter of Procedure (LOP), approved through 20 OSS/OSA.

3.2.7.23. The number of vehicles being escorted must be limited to the minimum required to accomplish the mission. Vehicles must maintain close intervals when crossing or operating in the CMA. The escort will be in the lead and is responsible for all communications with ATCT. It is highly recommended that no more than four vehicles be escorted on the airfield at any given time.

3.2.7.23.1. **(Added)** AM does not provide escorts for personnel or agencies requiring access to the airfield. If escorts are required, the agency sponsoring the event is required to provide qualified escorts and maintain positive control of all escorted personnel and vehicles working on or near the airfield at all times. When escorting other vehicles, the lead operator will adhere to phraseology requirements outlined in Chapter 4 of this instruction.

3.2.7.23.2. **(Added)** Escorts must be authorized and certified (possess an AF Form 483) to drive on the airfield and be fully aware of associated responsibilities. Escorts must brief all drivers on route, speed, and procedures.

3.2.7.25. An aircraft that has its position lights operating indicates it is about to start engines or has engines running and is about to taxi. Operators must ensure vehicles are not operated within 25 feet to the front or 200 feet to the rear of any aircraft with engines operating or being started. Do not operate vehicles within 300 feet to the rear of large/heavy aircraft such as B-747, C-5, KC-10, C-17, C-135, etc., when the engines are running at low power settings. When operating at above idle settings, increase distance to at least 800 feet or wait for aircraft to taxi. The North Trim Pad is used for fighter aircraft engine runs at high and maximum power. Vehicle operators and personnel will ensure they are not located behind aircraft while engine tests are being performed.

3.2.7.26. Smoking is prohibited on the airfield except for in designated smoking areas along Fire Lane Road. Smoking areas must be located away from the aircraft parking ramp and flammable storage areas. The use of appropriate flame resistant containers to extinguish and contain smoking material is required in all smoking areas.

3.2.8.1. Unit commanders and Unit ADPMs may suspend airfield driving privileges for personnel assigned to their unit only. AM and Security Forces (SFS) personnel may suspend airfield driving privileges of any individual violating the provisions of this instruction or performing unsafe acts on the airfield. Common reasons for suspension include speeding, reckless driving, failure to conduct FOD checks, misuse/abuse of the vehicle, physical/mental impairment, display of poor judgment or behavior, unsafe acts, driving with an expired Privately Owned Vehicle (POV) pass or without a POV pass. Drivers that exceed the date of last annual refresher training are automatically suspended until refresher training requirements are met. Unit commanders and Unit ADPMs have discretion for any additional requirements of those exceeding annual refresher training dates.

3.2.8.1.1. **(Added)** For all airfield driving suspensions (except for exceeding annual refresher training dates), an airfield driving violation notification MFR (see attachment 9 of this supplement) will be completed and sent to the following personnel: Offender's unit commander, Unit ADPM, and Wing ADPM. If offender is a non-base assigned contractor, the worksheet will be sent to the 20 FW ADPM, 20 FW/SE, the company foreman, and assigned QA/Contracting Inspector for the project and/or the base services contract office. If the violation involves a Controlled Movement Area Violation (CMAV) or runway incursion the 20 OSS/CC and AOF/CC will also be notified.

3.2.8.1.2. **(Added)** Personnel witnessing violations, to include CMAVs, should immediately notify AM and give a brief description and location of the event. AM will respond and escort the individual(s) to AM Ops. (AM may request the assistance of SFS in apprehending offenders.) Depending on the severity, AM may revoke the individual's AF IMT 483 and have the violator provide a written statement. All paperwork concerning the event will be submitted to the Wing ADPM for review and/or further investigation.

3.2.8.1.3. **(Added)** Infractions/violations of this instruction will carry the following penalties:

3.2.8.1.3.1. **(Added)** FIRST VIOLATION: 30 to 45-day suspension of airfield driving privileges. Determination will be made by the Wing ADPM and will be based on severity of infraction.

3.2.8.1.3.2. **(Added)** SECOND VIOLATION: Six month suspension of airfield driving privileges.

3.2.8.1.3.3. **(Added)** THIRD VIOLATION: Permanent suspension of airfield driving privileges.

3.2.8.2. All suspended or revoked airfield driving competency cards require a written MFR from the unit commander to the Wing ADPM requesting reinstatement. Along with written request for reinstatement, individuals must re-accomplish all initial training requirements to include final testing before a new AF Form 483 will be issued. For those with civilian driver's license and/or base driving privileges suspension seeking airfield driving privileges reinstatement for mission essential duties, refer to AFI 13-213 para 2.3.2.

3.2.8.4. For this item see para 3.2.8.1. of this supplement.

3.2.8.5. For this item see para 3.2.8.1.2. of this supplement.

3.2.9.1. The hosting Unit ADPM will be responsible for providing the local briefing/training required. After all training requirements are complete, personnel will bring their home station AF Form 483 and TDY/local training checklist (see AFI 13-213, Attachment 7) to AM Ops. AM personnel will verify accuracy and completeness of documentation and hosting unit certification and endorse the driver's home station AF Form 483 and Training checklist.

3.2.9.6. After endorsement by AM on the TDY/Non-base Assigned Contractor checklist and home station/temporarily issued AF Form 483, the hosting Unit ADPM will file the training documentation in their unit ADPM records.

3.2.10. For personnel TDY, all requirements outlined in AFI 13-213 paragraph 3.2.9. and paragraph 3.2.9.1. of this supplement must be met prior to seeking any POV/GLV pass.

3.2.10.1. For Sample POV Pass request letter, see Attachment 11 of this supplement.

3.2.10.1.1. POV/GLV Passes will either be Temporary or Permanent. Permanent passes will only be issued to those base assigned civilian/contractor personnel with a long term mission need to access the airfield that do not have a unit GOV assigned or available for use. Temporary passes will be issued to those personnel whose access to the airfield is temporary in nature, (i.e. construction project, TDY mission, etc.) All items under AFI 13-213 paragraph 3.2.10.1.1 will be shown on the POV/GLV passes and each pass must be endorsed by the AFM or Wing ADPM. To assist in preserving authenticity, colors of passes will change annually and will be pre-coordinated between the Wing ADPM and SFS.

3.2.10.1.1.6. This item will be identified as "RAMP ONLY" or "CMA".

3.2.10.1.3. POV passes will be issued to non-government leased vehicles. GLV passes will be issued to government leased vehicles with non-government plates. The process to request a pass, as well as the pass issued and displayed in the vehicle, will be the same for both POVs and GLVS.

3.2.10.1.4.1. **(Added)** Personnel requiring a pass to perform work within the airfield environment or within a restricted area must provide an escort or coordinate the establishment of

a "free zone" IAW installation security criteria or obtain authorization on an Entry Authorization Listing (EAL).

3.2.10.1.4.2. **(Added)** Passes will be issued to each individual vehicle, if there will be more than 1 driver per vehicle a list of drivers will be annotated on the POV pass. Drivers must meet requirements of para 3.2.10.1.4.1 of this supplement. Passes will be prominently displayed on the front dashboard in clear view of the front window of the vehicle and should be secured when not in use.

3.2.10.1.4.3. **(Added)** POV/GLV passes can be suspended/revoked by Airfield Management (AM) for violations to driving procedures or misuse of vehicle pass. **NOTE:** 20 OSS is not liable for any damages incurred, directly or indirectly to POVs or drivers/passengers, operated on the airfield.

3.2.10.1.4.4. **(Added)** Disposition of POV/GLV Passes. All passes should be destroyed by user when no longer needed. All issued POV/GLV passes will have an expiration date and should be shredded/destroyed when no longer valid. If users require an extension of expiration date on their pass, users must bring the current pass to the Wing ADPM or AFM with justification for an extension. If a previously issued pass is lost or stolen, users must notify AM immediately for coordination with SFS. **NOTE:** For individuals on an EAL, airfield vehicle pass expiration date will be the same expiration date annotated on the EAL.

3.2.10.2. The Wing ADPM (or AFM during Wing ADPM absence) will maintain all supportive information for vehicle passes.

3.2.11.4. If a cell phone is available, call Airfield Management at 895-2356/7 and give location and type vehicle.

3.2.11.4.2. A disabled vehicle will not be allowed to remain on the airfield overnight without AOF/CC approval.

4.2.5. To contact ATCT on Shaw AFB airfield, users must utilize the "RAMP Net" frequency on a two-way radio.

4.2.6. There are no known radio blind spots on Shaw AFB airfield.

4.2.8. **(Added)** Know and use proper phraseology (refer to the Aviation Phraseology and Aviation Alphabet). Do not use Citizen's Band (CB) lingo or law enforcement "ten" codes. To eliminate miscommunication and possibly compromising safety, it is imperative that proper phraseology be adhered to. Radio transmissions are monitored and recorded at all times. Violating radio phraseology requirements may result in temporary loss or suspension of airfield driving privileges.

4.2.9. **(Added)** The only words that authorize access into the CMA are “proceed” or “approved”. The term “hold short” means disapproval of the request to enter the CMA. The term “cross” authorizes personnel and vehicle operators to cross the CMA. If approved to cross, do not linger/stop in the CMA without ATCT permission.

4.3. When escorting other vehicles, used the word “plus #” to include the additional vehicle. For example, “Tower, Airfield-1 plus 2” would indicate Airfield-1 is attempting to contact the tower with two other additional vehicles in tow.

DANIEL T. LASICA, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References (Added)***

AFI 11-218, *Aircraft Operations and Movement On The Ground*, 28 October 2011

AFI 13-213, *Airfield Driving*, 1 June 2011

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011

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

UFC 3-260-01, *Airfield and Heliport Planning and Design*, 17 November 2008

Prescribed Forms (Added)

SHAWAFB FORM 50, *Unit Airfield Driver Program Self Inspection Checklist*

SHAWAFB FORM 51, *Airfield Driving Training Documentation and Certification Record*

SHAWAFB FORM 52, *Airfield Driving Qualification Training Checklist (Curriculum)*

SHAWAFB FORM 53, *Unit ADPM Training Checklist*

Adopted Forms (Added)

AF Form 847, *Recommendation for Change of Publication*

Acronyms (Added)

20 OSS —20th Operations Support Squadron

AFRIMS —Air Force Records Information Management System

DRL —Daytime Running Lights

EAL —Entry Authorization Listing

ECP —Entry Control Point

EOD —Explosive Ordnance Disposal

GLV —Government Leased Vehicles

IAW —In Accordance With

LOP —Letter of Procedure

MOCC —Maintenance Operations Control Center

PPE —Personal Protective Equipment

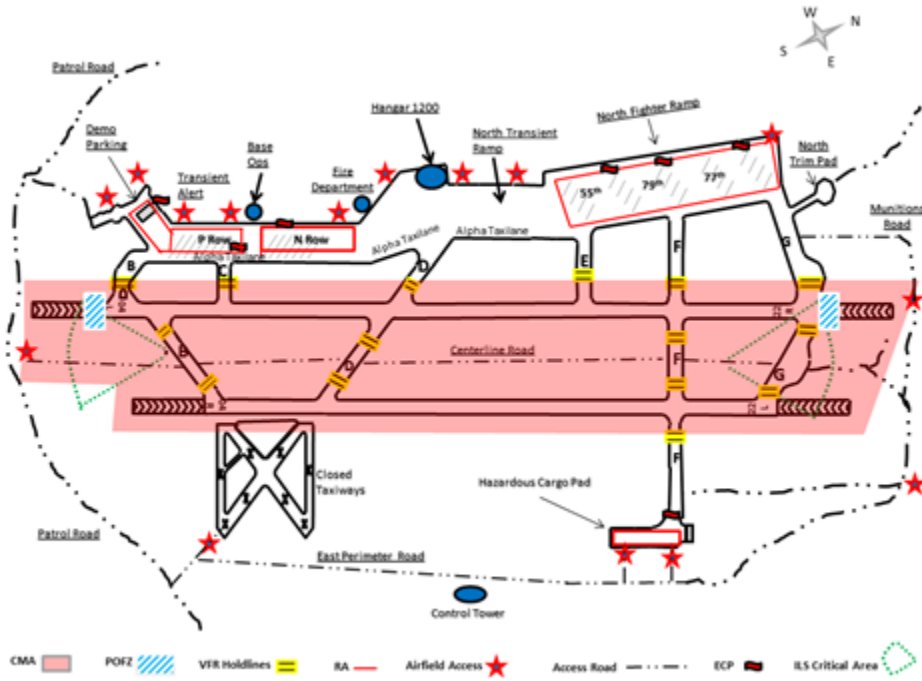
RA —Restricted Area

RDS —Records Disposition Schedule

USAF —United States Air Force

Attachment 8 (ADDED)
AIRFIELD DIAGRAM

Figure A8.1. Airfield Diagram.



Attachment 9 (Added)

SUSPENSION OF AIRFIELD DRIVING PRIVILEGES

Figure A9.1. Suspension of Airfield Driving Privileges.

| |
|--|
| <p>MEMORANDUM FOR <u>20</u> XXX/CC</p> <p>FROM: (Unit/Office Symbol)</p> <p>SUBJECT: Suspension of Airfield Driving Privileges</p> <p>1. IAW AFI 13-213, <i>Airfield Driving</i>, The Unit commander, Unit ADPM, and Wing ADPM must be notified when suspending or revoking airfield driving privileges.</p> <p>2. Airfield driving privileges for <Rank & Name of individual, Unit/office symbol>, have been suspended at this time. The reason for this suspension is: (provide justification)</p> <p>3. For questions or concerns regarding this memorandum, please contact <POC> at DSN 965-XXXX or <email address>.</p> <p style="text-align: right;">FIRST M. LAST, Rank, USAF Title</p> |
|--|

Attachment 10 (Added)
VEHICLE CALL SIGN LISTING

Figure A10.1. Vehicle Call Sign Listing.

| UNIT | CALL SIGN | POSITION |
|----------|---------------------------|--------------------------------------|
| 20 OSS | Tower/Ground | Air Traffic Control Tower |
| 20 OSS | Ops- 1 | AOF/CC |
| 20 OSS | Airfield-1 | Airfield Manager |
| 20 OSS | Airfield-2 | Deputy Airfield Manager |
| 20 OSS | Airfield-3 | Other Airfield Management Personnel |
| 20 OSS | Airfield Systems | Navigational Equipment Personnel |
| 20 CES | Airfield Lighting | Lighting/Exterior Electric Personnel |
| 20 CES | Barrier Maintenance | Barrier Maintenance Personnel |
| 20 CES | Sweeper-5 | Airfield Sweeper |
| 20 CES | Chief 1 & 2 | Fire Chief and Deputy Chief |
| 20 CES | Airfield Maintenance | Horizontal Shop Personnel |
| 20 CES | Construction-# | CE Construction Management |
| 20 CES | Crash-#/Rescue-#/Engine-# | Fire Department Emergency Vehicles |
| 20 CES | Entomology-# | CE Entomology Shop |
| 20 EMS | TA-# | Transient Alert Follow-Me Personnel |
| 20 FW/SE | Safety-# | Wing Safety Personnel |
| 20 MDG | Medic-# | Medical Personnel |
| 20 SFS | Security-# | Security Forces Personnel/Patrols |

NOTE: This list is not all inclusive, and contains only those ground vehicle operators/units who normally have day-to-day mission essential requirements to drive on the airfield. It does not include those operators who occasionally communicate with tower personnel.

Attachment 11 (Added)

REQUEST FOR POV ACCESS TO SHAW AIRFIELD

Figure A11.1. Request for POV Access to Shaw Airfield.

| <p>MEMORANDUM FOR <u>20</u> OSS/OSAA</p> <p>FROM: Unit/CC or Company/Contractor Representative</p> <p>SUBJECT: Request for Privately Owned Vehicle (POV) access to Shaw Airfield.</p> <p>1. IAW AFI 13-213, <i>Airfield Driving</i>, POV pass requests must be endorsed by the individual's Unit Commander or Company/Contractor representative.</p> <p>2. The effective dates of the request are from YYYYMMDD until YYYYMMDD—not to exceed dates authorized on Entry Authorization List (EAL) if applicable. The justification for this request is in support of: <provide justification to include location of POV i.e. Project name/Number> include impact if not approved.</p> | | | | |
|---|--------------|--------------|-----------------------|---------------------|
| Owner/User | Org/Company | Duty Phone | Color/Year/Make/Model | License Plate/State |
| John P. Smith | All American | 803-123-4560 | BLK/2005/FORD/F-150 | 123ABC/SC |
| | | | | |
| | | | | |
| <p>3. For any questions contact the Requestor's Name at XXX-XXX-XXXX or e-mail address with any questions or concerns.</p> <p style="text-align: center;">FIRST L. LAST, Rank or Grade, USAF <Company Rep> or <Contractor Rep> or <Unit CC></p> | | | | |

Attachment 12 (Added)

SAMPLE POV PASS

Figure A12.1. Sample POV Pass.

| AIRFIELD POV AUTHORIZATION SHAW AFB | | | |
|--|---|--|--|
| NAME & COMPANY: <input type="text" value="Mr. First Mi. Last/Company Name"/> | | Date Issued: <input type="text" value="DD MON YR"/> | |
| VEHICLE COLOR, YEAR, MAKE & MODEL: <input type="text" value="COLOR YEAR MAKE MODEL"/> | | LICENSE PLATE #: <input type="text" value="State-#####"/> | |
| PASS #: <input type="text" value="YR-XXX"/> | DATE EXPIRES: <input type="text" value="DD MON YR"/> | AREA OF OPERATION: <input type="text" value="Specific Area(s)"/> | |
| SIGNATURE OF AIRFIELD/DEPUTY AIRFIELD MANAGER: _____ <i>(Or designated representative)</i> First Mi. Last, Rank, USAF | | | |
|  | <div style="border: 1px solid black; padding: 10px;"><p>Contact Airfield Management at 803-895-2356/7 to report on/off airfield</p></div> | |  |

Attachment 13 (Added)

EXAMPLES OF AIRFIELD MARKINGS, LIGHTS, AND SIGNS

Figure A13.1. Examples of Airfield Markings, Lights, and Signs.

