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OF THE AIR FORCE**



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**SPANGDAHLEM AIR BASE**

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

**AIRFIELD DRIVING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*. It applies to all Air Force, Air National Guard (ANG), and Air Force Reserve Command (AFRC) organizations (to include contracted locations) that administer an Airfield Driving Program. At joint, shared-use, and overseas airfields, this instruction applies to the facilities that are controlled and used exclusively by the Department of the Air Force, as outlined in real estate documents or letters of agreement. This Air Force Instruction (AFI) may be supplemented at any level, however MAJCOM supplements to include interim changes to previously approved supplements must be routed to Headquarters (HQ) Air Force Flight Standards Agency, Director of Airfield Operations (HQ AFFSA/XA) for coordination prior to certification and approval. Unit (wing or base) level supplements to this AFI must be routed to the responsible MAJCOM Office of Primary Responsibility for Airfield Operations for coordination prior to certification and approval. 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 Form 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974, authorized by 10 U.S.C. 8013, Secretary of the Air Force. 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 Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. The reporting requirements in this AFI are exempt from licensing with a report control symbol (RCS) according to AFI 33-324, *The Air Force Information Collections and Reports Management Program*. See [Attachment 1](#) for a glossary of references and supporting information used in this instruction.

**(SPANGDAHLEMA)** This instruction establishes policies, procedures and responsibility for control of vehicle and pedestrian operations on Spangdahlem Air Base. Regardless of past airfield driving experience, the contents apply to all personnel who must operate government owned or leased vehicles on the airfield. This instruction augments AFI 31-524, *Air Force Motor Vehicle Traffic Supervision*; AFI 13-213, *Airfield Driving*; AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*, Ch. 25; AFOSHSTD 91-100, *Aircraft Airfield – Ground Operations and Activities*, Ch. 6; AFI 21-101, *Aircraft and Equipment Maintenance and Management*; and AFI 31-101, *The Air Force Installation Security Program (FOUO)*. TDY personnel operating on the airfield are subject to the provisions of this instruction. Deviations are authorized in the interest of safety or in an emergency; however, full details and justification concerning deviations from these procedures will be briefed to 52 OSS/OSA. Waiver authority for this instruction is the 52 FW/CC.

### **SUMMARY OF CHANGES**

This document is substantially revised and must be completely reviewed. AFI 13-213, *Airfield Management*, 29 Jan 2008; [Chapters 1, 2, 3, 5 thru 7](#) were rescinded and incorporated into AFI 13-204, *Airfield Operations Volumes 1 and 3*, dated 1 Sep 2010. Major changes include changing the AFI title from *Airfield Management* to *Airfield Driving*, updating airfield driving procedures, training standards and program management. This AFI also incorporates runway incursion prevention methods outlined in the USAF/A/3/5 message Date Time Group: 062240 Zulu Feb 2009. A number of editorial/reference corrections were also made.

**(SPANGDAHLEMA)** This document has been substantially revised and must be completely reviewed. The standards and directives on the following pages have been established for the control of all motor vehicles on Spangdahlem AB airfield.

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## Chapter 1

### GENERAL INFORMATION

#### 1.1. Scope and Purpose.

1.1.1. This AFI provides guidance for developing an Airfield Driving Program (ADP) to provide safe ground vehicle operations and pedestrian control on USAF owned and/or operated airfields. It outlines training requirements for all personnel (e.g. military, DoD Civilians, Contractors, etc.) who, as a part of their job, are required to drive unescorted on an airfield.

1.1.2. Personnel required to drive on the airfield must be knowledgeable of and comply with the procedures outlined in this AFI and locally developed Airfield Driving Instruction (ADI). For the purpose of this AFI, the ADI is a wing or base level instruction. (T-1)

1.1.3. In today's complex airfield environment, there are incidents involving aircraft, pedestrians, and ground vehicles at USAF airfields that lead to property damage and personnel injury. One of the most hazardous incidents for an airfield driver to be involved with is a runway incursion. A runway incursion occurs when an aircraft, vehicle or person enters the protected area of a surface designated for the landing and take-off of aircraft without approval from Air Traffic Control Tower (ATCT). Runway incursions have the potential to result in aircraft endangerment and loss of life. While there are several factors involved in a runway incursion, the leading causes of these incidents result from a failure to follow procedures, inadequate vehicle operator training, and loss of situational awareness. Therefore, strict adherence to the procedures in this AFI is essential to preventing aircraft-vehicle mishaps and personnel injury on the airfield.

1.1.4. Shared-Use Airfields. Airfield Management (AM) personnel at shared-use airfields (e.g. Air National Guard, Air Force Reserve units) must work with the civil airport manager to develop and implement local airfield driving procedures where applicable. (T-1)

1.1.5. Contingency Locations. At contingency locations, the Senior Airfield Authority (SAA) or equivalent may authorize deviations to airfield driving procedures outlined in this AFI to support tactical or combat operations/situations. Authority must not be delegated. (T-1)

1.1.5.1. In the interest of safety to airfield and flight operations, deviations to this AFI should be by exception only and include a Risk Management assessment. Factors to consider for deviations include but are not limited to the length of time the operation has been in place and available resources.

1.1.5.2. If time permits, or at the discretion of the SAA or equivalent, forward proposed deviations to the MAJCOM OPR for AO, or equivalent, for an operational review.

1.1.5.3. Provide the MAJCOM OPR for AO, or equivalent, an informational copy of approved deviations to assist with establishing compliance priorities, providing oversight, and developing area of responsibility execution activities.

## 1.2. Waivers, Recommended Changes and Issuing New Airfield Driving Policy or Procedures.

### 1.2.1. Waiver Authority.

1.2.1.1. Waiver authority for Tier 0: Non-AF authority (e.g. Federal Aviation Administration).

1.2.1.2. Waiver authority for Tier 1: MAJCOM/CC (delegable no lower than the MAJCOM/A3, with the concurrence of HAF/A3).

1.2.1.2.1. DELETED

1.2.1.2.2. DELETED

1.2.1.2.3. DELETED

1.2.1.3. Waiver authority for Tier 2: MAJCOM/CC (delegable no lower than MAJCOM/A3).

1.2.1.4. Waiver authority for Tier 3: Wing/CC (delegable no lower than Group/CC or equivalent).

1.2.1.5. Waiver authority for Non-tiered compliance items targeted for functions above the wing or equivalent is AFFSA/XA.

### 1.2.2. Waiver Process.

1.2.2.1. Process waiver requests IAW AFI 33-360, paragraph 1.9.5. (T-1) Units may use the AF Form 4058, *Airfield Operations Policy Waiver* to process waivers to this instruction. **Note:** All waiver requests to this instruction must be reviewed and coordinated on by the Wing Airfield Driving Program Manager (Wing ADPM), Airfield Operations Flight Commander (AOF/CC) or civilian equivalent and Wing Safety. (T-1)

1.2.2.2. If deemed necessary, submit additional data (e.g., Letters of Procedure (LOP), airspace maps, traffic patterns, airfield diagrams, etc.) to substantiate the waiver request.

1.2.2.3. AOF/CC or civilian equivalent will forward a copy of the approved waiver to AFFSA/XA ([hgaaffsa.a3a@us.af.mil](mailto:hgaaffsa.a3a@us.af.mil)) for publication OPR's situational awareness, consolidation/filing into the master waiver file, and to identify/track possible trends. (T-1)

1.2.2.4. Tier 0 waiver: Following a MAJCOM/CC (delegable no lower than MAJCOM Director) request, the appropriate MAJCOM functional OPR will submit the package to AFFSA/XA. AFFSA/XA will submit the package to the publication OPR (i.e. external agency/Non-AF authority) for concurrence/approval. Package results will be provided to the appropriate MAJCOM functional OPR. **EXCEPTION:** Waivers to FAA publications must be coordinated with the MAJCOM OPR for Airfield Operations (AO) and the appropriate Air Force Representative (AFREP). (T-0) Submit the waiver package and Safety Risk Management Document (SRMD) through the MAJCOM OPR for AO to AFFSA/XA. (T-0) Upon AFFSA/XA concurrence to proceed, the AFREP will forward the waiver package and SRMD to FAA for processing. The AFREP will monitor the waiver process and inform the requesting unit, MAJCOM OPR for AO, and AFFSA/XA of FAA's determination. (T-0)

1.2.2.5. Tier 1 waiver: Following a MAJCOM/CC (delegable no lower than MAJCOM Director) request, the appropriate MAJCOM functional OPR will submit the package to AFFSA/XA. AFFSA/XA will submit the package to HAF/A3 (certifying official) for concurrence. Package results will be provided to the appropriate MAJCOM functional OPR.

1.2.2.6. Tier 2 waiver: Staff waiver requests in accordance with MAJCOM guidance. (T-2)

1.2.2.7. Tier 3 waiver: Staff waiver requests in accordance with Wing guidance. (T-3)

1.2.3. Issuing New Airfield Driving Policy or Procedures. In accordance with AFI 33-360, *Publications Management Program*, a Guidance Memorandum (GM) or Interim Change (IC) will be used to prescribe procedures and guidance pending revision of this AFI. New USAF procedures/guidance will be distributed through the MAJCOM OPR for AO. GMs and ICs will be posted on the AFDPO website until formalized in this publication.

1.2.4. **Recommended Changes.** Use the AF Form 847, *Recommendation for Change of Publication* to submit recommended changes to this AFI. Recommended changes must be coordinated on by the Wing ADPM, AOF/CC and host Wing/CC or equivalent then forwarded to the MAJCOM OPR for AO. The MAJCOM OPR for AO will review/coordinate on proposed changes prior to forwarding to HQ AFFSA/XA for final disposition.

**1.3. Supplements.** This AFI may be supplemented at any level. Supplements must be routed through the MAJCOM OPR for AO technical/functional coordination and HQ AFFSA/CC for mandatory coordination prior to certification and approval. Base level ADIs are considered a supplement to this AFI. (T-1)

## Chapter 2

### RESPONSIBILITIES

#### 2.1. HQ AFFSA.

- 2.1.1. Develops USAF airfield driving operations, procedures, and training standards.
- 2.1.2. Utilizes the Air Force Safety Automated System (AFSAS) to monitor and track airfield driving related Hazardous Air Traffic Report (HATRs) and Controlled Movement Area Violations (CMAVs).
- 2.1.3. Approves MAJCOM supplement(s), or equivalent, guidance to this AFI.
- 2.1.4. Reviews and provides final disposition on waiver request(s) to this AFI.
- 2.1.5. Supports AF Runway Safety Action Team (AFRSAT) programs, in accordance with AFI 13-204 Volume 2, *Airfield Operations Standardization and Evaluations*.
- 2.1.6. Develops mandatory briefing/training items to provide education, training, and awareness on airfield driving and to enhance flight safety.

#### 2.2. MAJCOM OPR for AO.

- 2.2.1. Supplements USAF airfield driving guidance as needed. **Note:** All supplements or equivalent guidance, to include interim changes to previously approved supplements, must be routed to HQ AFFSA/A3A for coordination prior to obtaining certification and approval to publish.
- 2.2.2. Reviews and coordinates on the ADI prior to implementation and compliance.
- 2.2.3. Reviews and evaluates airfield driving incidents, causes, observations and recommendations.
- 2.2.4. Conducts AFRSAT programs, in accordance with AFI 13-204 Volume 2.
- 2.2.5. Reviews and coordinates on wing/base level supplements to this AFI prior to certification and approval for implementation.
- 2.2.6. Reviews and provides endorsing comments on all AF IMT 4058s and AF IMT 847s.

#### 2.3. Host Wing Commander or equivalent.

##### 2.3. (SPANGDAHLEMA) 52d Fighter Wing Commander.

- 2.3.1. Designates personnel and agencies to support the ADP. (T-3)
- 2.3.2. May reinstate airfield driving privileges in writing to perform mission essential duties following suspension or revocation of an individual's civilian driver's license and/or base driving privileges. See AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, [Chapter 2](#) for additional information. Authority must not be delegated. (T-3)
- 2.3.3. Approves publication of the ADI. (T-3)
- 2.3.4. Requests an AFRSAT through the MAJCOM OPR for AO if there are recurring problems with runway incursions. (T-3) See AFI 13-204, Volume 2, for additional information.

2.3.5. Reviews runway incursion and CMAV incidents and corrective actions taken. (T-3)

## **2.4. Operations Group Commander or equivalent.**

### **2.4. (SPANGDAHLEMA) 52d Operations Group Commander or equivalent.**

2.4.1. Reviews CMAVs and corrective actions taken. (T-3)

2.4.2. Convenes a Runway Incursion Prevention Working Group (RIPWG) no later than 30 days following the occurrence of a third runway incursion (within a six month period). (T-3)

2.4.2.1. The RIPWG will include OSS/CC, AOF/CC, Airfield Manager (AFM), Wing ADPM, Tower Chief Controller, Wing Safety, Unit Commanders and/or unit ADPMs, and other organizational leadership as determined locally. (T-3) RIPWG shall take the following actions:

2.4.2.1.1. Analyze each runway incursion and corrective actions taken. (T-3)

2.4.2.1.2. Evaluate the airfield driving operating procedures/standards and airfield configuration (to include signs/markings/lighting) to determine if corrective actions are needed. (T-3)

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

2.4.2.1.3.1. Increase or improve local training or testing materials.

2.4.2.1.3.2. Implement mandatory briefings to all airfield drivers, aircrew and ATC personnel, as applicable.

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

2.4.2.1.3.4. Increase penalty for CMAVs.

2.4.2.1.3.5. Alter the shape and/or increase the size of the Controlled Movement Area (CMA).

2.4.2.1.3.6. Determine if additional signage, markings, and lighting are needed in high-risk areas. Examples of additional signs, markings, and lighting include the following:

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

2.4.2.1.3.6.2. Increasing visibility of runway hold position markings by increasing the width of the yellow stripes from six to 12 inches. **Note:** This option requires coordination with Civil Engineer and Wing Safety and a work order request to change is implemented uniformly over the entire airfield.

2.4.2.1.3.6.3. Painting runway hold position signs on pavement prior to the runway hold position markings. (See FAA AC 150/5340-1, *Standards for Airport Markings*) **Note:** This option requires coordination with Civil Engineer and Wing Safety and a work order request to change is implemented uniformly over the entire airfield.

2.4.2.1.3.6.4. Painting FAA enhanced taxiway centerline marking prior to the runway hold position markings. **Note:** This option requires coordination with Civil Engineer and Wing Safety and a work order request to change is implemented uniformly over the entire airfield.

2.4.2.1.3.6.5. Installing runway guard lights (RGL), if applicable.

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

2.4.2.1.3.6.7. Procuring vehicle-tracking devices to include Global Position System, ground radar, or video surveillance. **Note:** Coordinate with MAJCOM OPR for AO prior to the procurement and/or use of new systems/technology.

2.4.2.1.3.6.8. Installing additional FM radio repeaters for Air Traffic Control and the base station/ramp net.

2.4.2.1.3.6.9. Installing Location Signs.

2.4.2.1.3.7. Coordinate with MAJCOM OPR for AO prior to implementing new procedures and /or purchasing airfield support systems such as signs, marking and lighting.

2.4.2.1.3.8. When required, ensure an airfield waiver is processed and approved.

2.4.2.2. Provide a summary of the RIPWG's analysis and recommendations during the next Airfield Operations Board (AOB). (T-3)

2.4.2.3. Publish minutes of the RIPWG and provide an informational copy to the MAJCOM OPR for AO within 30 calendar days. (T-3)

## 2.5. Unit Commander or equivalent.

2.5.1. Appoints a primary and alternate unit ADPM in writing (*normally the Vehicle Control Officer or Vehicle Control Noncommissioned Officer*) to manage training and testing requirements of unit personnel who are required to operate a vehicle on the airfield. Forward a copy of the appointment letter to the Wing ADPM. (T-3)

2.5.1.1. Unit ADPMs must be at least SSgt/7-level or above, or civilian equivalent unless manning constraints absolutely prohibit; then use most qualified SSgt/5-level or civilian equivalent available. (T-3) Unit ADPMs must possess an AF Form 483 with the same level of access as the personnel he/she is training (i.e. Unit ADPMs with members who require CMA access, must also have CMA access). (T-2) Forward a copy of the waiver to the Wing ADPM. (T-3)

2.5.1.2. Ensures a replacement unit ADPM is appointed in writing and trained by the Wing ADPM at least 30 days prior to releasing the current unit ADPM. (T-3)

2.5.2. Certifies personnel are qualified to drive on the airfield. Authority may be delegated in writing to unit ADPMs. (T-3)

2.5.3. Ensures unit personnel complete the required training and testing requirements outlined in this instruction and ADI prior to obtaining an AF Form 483, *Certificate of Competency* to operate a vehicle on the airfield. (T-3)

- 2.5.3.1. **(Added-SPANGDAHLEMA)** Signs a Memorandum for Record (MFR) following third-time wing test failures for members that have received remedial training from their unit ADPM. This memorandum must be presented to the Wing ADPM prior to a member attempting the wing test for a fourth time. **Note:** Responsibility may not be delegated.
- 2.5.4. Limits the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission. (T-3)
- 2.5.5. Suspends a unit member's airfield driving authorization upon suspension or revocation of their civilian driver's license, and/or base driving privileges. Notify the Wing ADPM and unit ADPM of the individuals' suspension/revocation. **Note:** Process request for reinstatement of airfield driving authorization according to paragraph [2.3.2](#) (T-3)
- 2.5.6. Ensures unit ADPMs can satisfactorily manage the number of airfield drivers within their organization. Large organizations (e.g. consists of two or more flights) should consider having more than one unit ADPM to provide effective program management and quality training, thus reducing the potential for airfield driving violations and runway incursions. Conversely, small organizations (e.g. normally a flight level or smaller) can combine and or consolidate their ADP with a unit. (T-3)
- 2.5.7. Appoints unit airfield driving trainers in writing to conduct and document practical day and night (as applicable) airfield familiarization training and the practical driving test as outlined in this AFI and ADI. Trainers must have completed the AF Training Course or civilian/other DoD service equivalent (Contractors are exempt from this requirement). Forward a copy of the appointment letter to the Wing ADPM. (T-3) **Note:** This letter may be consolidated with the unit ADPM appointment letter. See [Attachment 2](#) for an example appointment letter.
- 2.5.8. Ensures review of individual's Driving Record via Security Forces Management Information System (SFMIS) or AF Form 1313 (located at Security Forces) to determine their qualifications before permitting them to operate a vehicle and or equipment on the airfield. (T-3)
- 2.5.9. Ensures unit ADPMs and designated trainers give a practical day and night (as applicable) airfield familiarization training and practical driving test to all new vehicle operators before they are allowed to drive vehicles on the airfield. (T-3)
- 2.5.10. Ensures unit airfield drivers limit their access on or across the runway to mission essential duties only. (T-3)
- 2.5.11. Participates in the RIPWG. (T-3)
- 2.5.12. **(Added-SPANGDAHLEMA)** Comply with requirements outlined in AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, para 24.13.2.5.
- 2.5.13. **(Added-SPANGDAHLEMA)** Serves as sponsoring unit for TDY personnel whose mission requires driving on Spangdahlem AB airfield. The Wing ADPM will work with unit ADPMs, TDY personnel and other base organizations (i.e., 52 FW/XP) to facilitate unit alignment.

2.5.14. (Added-SPANGDAHLEMA) Signs a MFR requesting reinstatement of airfield driving privileges for personnel following completion of suspension/revocation period and completion of airfield driving refresher training. Note: Responsibility may not be delegated.

**2.6. Wing ADPM.** The Deputy Airfield Manager (or civilian equivalent) serves as the Wing ADPM to provide overall ADP management and oversight. The preferred grade of the Wing ADPM is MSgt/E-7 or civilian equivalent. (T-3)

**2.6. (SPANGDAHLEMA) 52d Fighter Wing ADPM.**

2.6.1. Develops an ADI to establish the Wing ADP. (T-3)

2.6.1.1. The ADI must be a stand-alone publication to this instruction that is coordinated and approved by the MAJCOM OPR for AO prior to final publication and implementation. **Note:** AFRC and ANG locations at shared-use airfields shall coordinate their ADI's with the civil airport manager prior to MAJCOM OPR for AO review. (T-1)

2.6.1.1.1. For standardization, use 13-213 as the publication series and Airfield Driving as the title for ADI. (T-3)

2.6.1.1.2. Refer to [Chapter 3](#) for items that must be included in the ADI. (T-1)

2.6.1.2. The wing may develop a supplement to this AFI. Refer to paragraph 1.2. for staffing guidance. (T-1)

2.6.2. Uses [Attachment 3](#) or electronic equivalent to conduct and document training on a unit ADPM. (T-3)

2.6.3. Provides unit ADPMs a copy of the ADI, training curriculum, and testing materials to manage unit ADP. (T-3)

2.6.4. Conducts a review of the ADI to include procedural guidance, training/testing materials, diagrams, figures, and any other supportive information for currency and accuracy at least annually. Use a Memorandum for Record (MFR), log, or electronic equivalent to document ADI program reviews and maintain a file copy in accordance with Air Force RDS, Table 13-06, Rule 4.00. (T-3)

2.6.5. Conducts quality control measures to monitor the effectiveness of unit airfield driver training programs. (T-3) At a minimum, the Wing ADPM will:

2.6.5.1. Routinely monitor ramp net radio for proper terminology/phraseology and discipline. (T-3)

2.6.5.2. Conduct random spot checks for enforcement and compliance with the ADI. At a minimum, a spot check will include a check of the driver's AF Form 483 for accuracy/currency, the availability/currency of AF Visual Aids (e.g., AFVA 11-240, *Airports Signs and Markings*, AFVA 13-221, *Control Tower Light Signals*, AFVA 13-222, *Runway/Controlled Movement Area Procedures*) and the availability/currency of the local airfield diagram. (T-3)

2.6.5.2.1. Report violations detected during spot checks to the AFM, AOF/CC, individual's Unit Commander and ADPM. (T-3)

- 2.6.5.2.2. Report and document results of spot checks in the "status of airfield driving" section of AOB. (T-3)
- 2.6.5.3. Inspect each unit ADP at least annually (every 12 months) for program integrity and compliance with the ADI. (T-3)
  - 2.6.5.3.1. Use **Attachment 4** (available for download at the HQ AFFSA Airfield Operations SharePoint website) or electronic equivalent to conduct and document the inspection of the unit ADP. (T-3)
  - 2.6.5.3.2. Provide inspection results to the unit's commander via MFR or electronic equivalent and brief at the next quarterly AOB. (T-3)
- 2.6.6. Develop proactive approaches utilizing local resources, such as base paper, commander's access channel (TV), e-mail advisories, unit briefings, etc. to educate, inform and update personnel on airfield changes, trends and special events. (T-3) Examples include but are not limited to exercises, air shows, static displays, driving violations, runway/taxiway closures and inclement weather driving conditions.
- 2.6.7. Maintain a Wing ADPM Continuity Binder or electronic equivalent in the TAB format below. (T-3)
  - 2.6.7.1. TAB A: Unit ADPM appointment letter(s).
  - 2.6.7.2. TAB B: Airfield Driving Instruction (ADI).
  - 2.6.7.3. TAB C: Annual Program Inspection Results.
  - 2.6.7.4. TAB D: Unit ADPM Training Documentation.
  - 2.6.7.5. TAB E: Current list of unit assigned airfield drivers.
  - 2.6.7.6. TAB F: USAF Airfield Driving CBT, Training Curriculum, Test/Answer Key.
  - 2.6.7.7. TAB G: Unit airfield driving requirements as applicable (e.g. Fire Trucks, Fuel Trucks, K-loaders, etc.).
  - 2.6.7.8. TAB H: Airfield Violations/Corrective actions.
  - 2.6.7.9. TAB I: References (e.g., AFMAN 24-306, *Manual for Wheeled Vehicle Operator*, **Chapter 20**, AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, **Chapter 24**, AFI 21-101, *Aircraft and Equipment Maintenance Management*, etc.) **Note:** References may be a paper or electronic copy.
  - 2.6.7.10. TAB J: Miscellaneous information (e.g. Meeting Minutes, Digest Articles, RIPWG, etc.).
- 2.6.8. Conducts semi-annual meetings with unit ADPMs to provide training, brief CMAVs, trends, etc. (T-3)
  - 2.6.8.1. This meeting may be done in-conjunction with the base Vehicle Control Officer/Vehicle Control Non-Commissioned Officer meeting.
  - 2.6.8.2. Use a MFR or electronic equivalent to document semi-annual meeting minutes. Maintain a file copy of the current calendar year in Tab J of the Wing ADPM Continuity Binder or electronic equivalent. (T-3)

2.6.9. Coordinates on unit airfield driving lesson plans and tests. (T-3)

2.6.10. Ensures unit ADPMs provide appropriate training to TDY personnel and Non-base assigned contractors based on type, location, time and duration of work. See paragraph 3.2.9 for additional information. (T-3)

2.6.11. Provides classroom training as determined locally.

2.6.12. Participates in the RIPWG. (T-3)

2.6.13. Provides unit ADPM a standardize spreadsheet or electronic equivalent to monitor and track unit personnel authorized to drive on the airfield. At a minimum, the list of airfield drivers will include the individual's full name, rank, unit, AF Form 483 certificate number, restrictions (e.g. daytime or ramp only) and refresher training due date. (T-3) **Note:** A sample spreadsheet is available for download at the HQ AFFSA Airfield Operations SharePoint website.

## 2.7. Unit ADPM.

2.7.1. Must be trained and certified to drive on the airfield. (T-1)

2.7.1. (SPANGDAHLEMA) Contact the Wing ADPM at DSN 452-6633/6048 to schedule training. Unit ADPMs must provide the Wing ADPM an appointment letter prior to initial training session.

2.7.2. Administers the unit airfield driver's training program according to this AFI and ADI. (T-1)

2.7.3. Validates unit personnel complete airfield driver training and certification prior to issuance of an AF Form 483. (T-1) (See [Attachment 5](#))

2.7.4. Identifies, documents, and tracks personnel requiring access to the CMA, non-CMA, or restricted airfield driving as applicable (e.g. Ramp only, Daylight Hours only, etc). (T-3)

2.7.5. Ensures unit personnel who are not trained and certified to drive at night AF Form 483 indicates restricted access (e.g. "AUTHORIZED DAYLIGHT HOURS ONLY"). If the individual later requires driving on the airfield at night, ensure the practical airfield familiarization training and practical driving test is conducted and documented prior to updating the AF Form 483. (T-1)

2.7.5. (SPANGDAHLEMA) Personnel not trained and certified to drive at night shall have the letter "D" annotated on their AF IMT 483, indicating "Daylight Driver Only."

2.7.6. Ensures designated airfield driving trainers conduct and document practical day and night (as applicable) airfield familiarization training and practical driving test on unit personnel prior to issuance of an AF Form 483. (T-1)

2.7.7. Ensures unit personnel authorized to drive on the CMA have completed all the required training and AF Form 483 is annotated "CMA Access" by AM. (T-1)

2.7.7. (SPANGDAHLEMA) Unit personnel authorized to drive on the CMA shall have the letter "C" annotated on their AF IMT 483, indicating CMA access. Personnel not trained to operate on the CMA shall have the letter "N" annotated on their AF IMT 483, indicating non-CMA access.

2.7.8. Ensures unit personnel have a valid state or country driver's license to operate privately owned, government (may also require a government driver license), or contractor owned/leased vehicles on the airfield. At overseas locations, refer to MAJCOM directives for additional guidance. **Note:** Unless otherwise directed, personnel operating non-vehicular/equipment (e.g. Segway, bicycle, tricycle, golf cart, all-terrain vehicle, mower, aerospace ground equipment, etc.) are exempt from state and/or country driver's licensing requirements. (T-3)

2.7.9. Ensures unit personnel are qualified to drive the vehicle(s) they will be operating on the airfield. This includes any other additional training required to operate vehicles in various field conditions (e.g. blackout or Night Vision Devices (NVD), Mission Oriented Protective Posture (MOPP) gear, etc.). (T-3)

2.7.10. Maintains current and accurate airfield driving training records, associated forms and listing of unit personnel authorized to drive on the airfield. (T-2) **Note:** This data may be maintained electronically.

2.7.10. (SPANGDAHLEMA) Shall monitor and track personnel authorized to drive on the airfield via Airfield Drivers Training Program (ADTP) at <https://webapp.amc.af.mil/ADTP/Pages/System/Login.aspx?ReturnUrl=%2fADTP%2fPages%2fLicensed%2fHome.aspx>

2.7.11. Ensures personnel that 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. (T-1)

2.7.12. Schedules personnel that will drive on the CMA for color vision testing according to the ADI. (T-1)

2.7.13. Conducts and documents annual refresher training on unit airfield drivers. **Note:** Document completion of refresher training on the reverse side of the individual's AF Form 483. Maintain a copy of the most current refresher training completion date on file in the unit. (T-2)

2.7.13.1. (Added-SPANGDAHLEMA) Individuals that fail to complete annual refresher training by the last day of the month training was due, will have their airfield driving privileges suspended in ADTP and their AF IMT 483 confiscated. Personnel that were not able to complete refresher training (e.g. deployed, TDY, etc.) must complete refresher training prior to driving on the airfield.

2.7.14. Maintains an ADP Continuity Binder (or electronic equivalent) in the TAB format outlined in paragraph 2.6.7. (T-3)

2.7.15. Trains unit airfield driver trainers on how to conduct and document training for newly assigned unit airfield drivers. (T-2)

2.7.16. Attends Wing ADPM semi-annual meeting and/or briefing regarding airfield driving. (T-3)

2.7.17. Ensures TDY personnel that are hosted by the unit receive local airfield driving training as outlined in this AFI and ADI. (T-2)

2.7.18. Use **Attachment 4** or electronic equivalent to conduct and document a self-inspection of unit's ADP at least annually. Forward a copy of the inspection results to the Wing ADPM. (T-3)

2.7.19. Develops procedures to disseminate airfield driving related information (e.g. articles, training, etc.) to unit airfield drivers. (T-3)

2.7.20. Conducts random spot checks for enforcement and compliance with the ADI. Correct all discrepancies noted. (T-3)

2.7.20. **(SPANGDAHLEMA)** At a minimum, a spot check will include the validation of AF IMT 483, current AF Visual Aids (e.g., AFVA 11-240, AFVA 13-221, AFVA 13-222) and a current local airfield diagram. Correct all discrepancies noted.

2.7.21. Provides classroom training as determine locally.

2.7.22. Maintains current and accurate training and testing materials. (T-3)

2.7.23. Notifies Unit Commander and Wing ADPM in writing after suspending an individual's airfield driving privileges. (T-3)

2.7.24. Participates in the RIPWG. (T-3)

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. (T-2)

2.7.26. **(Added-SPANGDAHLEMA)** Reviews ADTP monthly to determine progress of unit personnel in airfield driver training. Personnel who fail to complete training and certification requirements within 60 calendar days of commencement shall be disenrolled.

2.7.27. **(Added-SPANGDAHLEMA)** Enables the unit airfield driver test on ADTP for unit personnel upon successful completion of all training requirements outlined in paragraph 3.2.3.

2.7.28. **(Added-SPANGDAHLEMA)** Trains sponsored TDY personnel on local airfield driving procedures.

## **2.8. Airfield Management (AM).**

### **2.8. (SPANGDAHLEMA) 2d Operations Support Squadron AM (52 OSS/OSAM).**

2.8.1. Serves as the OPR for the ADP. **Note:** At contract locations, the AOF/CC shall be designated as the OPR for the ADI. The AOF/CC shall designate the AM Quality Assurance individual (military or DoD Civilian) as the point of contact for the ADI. The contract AM office retains responsibility for development of the ADI and management oversight of the ADP. (T-1)

2.8.2. Conducts random spot checks for enforcement and compliance with the ADI in conjunction with periodic airfield checks. (T-3)

2.8.3. Routinely monitors radios for proper radio terminology/phraseology and discipline. Immediately respond to and correct improper radio usage when notified by the Air Traffic Control Tower (ATCT) or through the monitoring of radio frequencies. Document corrective

actions on an AF Form 3616, *Daily Record of Facility Operation* or electronic equivalent. (T-3)

2.8.4. The AFM, Wing ADPM, or NCOIC, Airfield Management Operations will sign off the airfield driving requirement on pre-deployment checklists to ensure deploying personnel are fully trained and possess a valid AF Form 483 for airfield driving. (T-3)

2.8.5. Imposes and publishes restricted driving routes as required. (T-2)

2.8.6. Responds to reported or suspected airfield driving violations. (T-3) At a minimum, AM personnel will:

2.8.6.1. Escort individuals off of the airfield. (T-3)

2.8.6.2. Confiscate individuals AF Form 483. (T-3)

2.8.6.3. Request a statement from individual(s) suspected of committing an airfield driving violation(s). (T-3)

2.8.6.4. Document and report the incident to the Wing ADPM, AFM and AOF/CC. (T-3)

2.8.7. Participates in the RIPWG. (T-3)

## **2.9. Air Traffic Control Tower (ATCT).**

### **2.9. (SPANGDAHLEMA) 52d Operations Support Squadron, Air Traffic Control Tower (52 OSS/OSAT).**

2.9.1. 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. (T-1)

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

2.9.2. Reports known airfield/CMA violations and problems with vehicle operator radio communications to AM. Assists AM in identifying and locating violators or any unauthorized personnel and vehicles. (T-3)

2.9.3. Participates in the RIPWG. (T-3)

2.9.4. **(Added-SPANGDAHLEMA)** Vehicles are authorized to use both the Ramp Net and the Crash Net for access into the CMA. To reduce background noise ATCT will not constantly monitor the Crash Net except during aircraft and airfield emergencies. Crash vehicles requiring communication with the ATCT via the Crash Net shall notify Fire Control Center and request the ATCT monitor the Crash Net. When the operation is complete ATCT will terminate monitoring.

## **2.10. Wing Safety.**

### **2.10. (SPANGDAHLEMA) 52d Fighter Wing Safety Office (52 FW/SE).**

2.10.1. Coordinates on local directives and/or operating instructions that establish vehicle traffic flow patterns and vehicle parking plans on the airfield. (T-2)

2.10.2. Coordinates on lesson plans and tests for vehicle operations on the airfield. (Reference AFI 91-203, [Chapter 24](#)) (T-3)

2.10.3. Participates with the Wing ADPM in investigating airfield driving incidents, HATRs, CMA violations. Provide a copy of all Class E CMA violation report submittals (initial, status, final) to AOF/CC for review/concurrence as outlined in AFMAN 91-223, *Aviation Safety Investigations and Reports*. (T-1)

2.10.4. Participates in the RIPWG. (T-3)

2.10.5. Reviews CMA violations for trends. (T-3)

## **2.11. Security Forces Squadron (SFS).**

### **2.11. (SPANGDAHLEMA) 52d Security Forces Squadron (52 SFS).**

2.11.1. Monitors airfield vehicle operations for ADI compliance. (T-3)

2.11.2. Enforces all traffic rules and directives on the airfield. (T-3)

2.11.3. Ensures unauthorized vehicles are prohibited from operating on the airfield and informs AM of violations. (T-3)

2.11.4. Detains all unauthorized Privately Owned Vehicles (POVs) driving on the airfield and notifies AM. (T-3)

2.11.5. Assists in escorting violators (as needed) to AM and issues appropriate citations for violations. (T-3)

2.11.6. Provides assistance when requested by AM or the ATCT to apprehend airfield driving violators and remove unauthorized personnel from the airfield. (T-3)

2.11.7. Complies with all procedures outlined for entry into the CMA. (T-3)

2.11.8. Participates in the RIPWG. (T-3)

2.11.9. Coordinate with the Wing ADPM to establish a designated response location in support of In-flight/Ground emergencies and or other emergency situations. (T-3)

## **2.12. Hospital/Medical Treatment Facility.**

### **2.12. (SPANGDAHLEMA) 52 Medical Group (52 MDG).**

2.12.1. Administers color vision screening as determined in the ADI. (T-3)

2.12.1. (SPANGDAHLEMA) Color vision tests are required for personnel requiring CMA access only.

2.12.2. Documents color vision test results as determined in the ADI. (T-3)

2.12.2. (SPANGDAHLEMA) Color vision test results will be annotated on [Attachment 5](#) for personnel requiring CMA access only.

2.12.3. Coordinate with the Wing ADPM to establish a designated response location in support of In-flight/Ground emergencies and or other emergency situations. (T-3)

**2.13. (Added-SPANGDAHLEMA) 52d Operations Support Squadron, Airfield Operation Flight Commander (AOF/CC)**

2.13.1. **(Added-SPANGDAHLEMA)** Member of the RIPWG

2.13.2. **(Added-SPANGDAHLEMA)** Coordinates with Wing Safety and Wing ADPM 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 IMT 457, USAF Hazard Report or the narrative section of the AF IMT 651, Hazardous Air Traffic Report (HATR).

2.13.3. **(Added-SPANGDAHLEMA)** Ensures CMAV events are briefed at the AOB. Highlight any trends (e.g. annual/biannual chart showing upward or downward incident rate).

2.13.4. **(Added-SPANGDAHLEMA)** Ensures AF IMT 457 and AF IMT 651 are completed IAW AFI 13-213, para 3.2.8.3.2.6 following a runway incursion or CMAV.

**2.14. (Added-SPANGDAHLEMA) 52d Civil Engineer Squadron (52 CES)**

2.14.1. **(Added-SPANGDAHLEMA)** Informs Airfield Management of all contracts within 1,000 feet of the airfield. Ensures routes to and from the airfield construction sites are approved by the AFM and published in the contract.

2.14.2. **(Added-SPANGDAHLEMA)** Informs the AFM of all pre-construction meetings involving contracts that will require driving within or near the airfield environment.

2.14.3. **(Added-SPANGDAHLEMA)** Ensures all contracts requiring access to the airfield state contractors must receive an orientation briefing from 52 CES and must have a qualified airfield driver as an escort.

2.14.4. **(Added-SPANGDAHLEMA)** Coordinates with both Airfield Management and 52 SFS in advance for contractors requiring access to the airfield.

2.14.5. **(Added-SPANGDAHLEMA)** Ensures contractors entering the CMA have an escort with two-way radio contact with the ATCT.

2.14.6. **(Added-SPANGDAHLEMA)** Coordinates site release dates, work schedules for airfield contractors and estimated start/completion dates with the AFM.

2.14.7. **(Added-SPANGDAHLEMA)** Ensures airfield contractors/escorts contact Airfield Management prior to initiating work each day. Airfield Management will deconflict with mission operations and mitigate general operational impact.

## Chapter 3

### AIRFIELD DRIVING INSTRUCTION (ADI)

**3.1. General.** This chapter provides specific requirements for developing and implementing an ADI to control ground vehicles and equipment operating on the airfield.

**3.2. ADI.** The ADI must contain the following:

**3.2.1. Responsibilities.** Outline wing and/or base level responsibilities of the key personnel involved in the ADP (e.g. Wing/CC, OG/CC, Unit/CC, Wing ADPM, unit ADPMs, AM, SF, ATCT, Wing Safety, Hospital/Medical Treatment Facility). (T-3)

3.2.1. (SPANGDAHLEMA) Responsibilities outlined in [Chapter 2](#).

**3.2.2. AF Form 483 Issuance.** Outline wing and/or base level procedures for issuing an AF Form 483 to base assigned personnel, TDY personnel and Non-base assigned contractors requiring airfield driving privileges. Include requirements for issuance of an AF Form 483 to individuals requiring Non-CMA, CMA, Runway and restrictions as applicable (e.g. Ramp only, Daylight Hours only, etc.) (T-1)

3.2.2.1. The AFM, Wing ADPM, and other designated AM representatives are responsible for signing AF Form 483s. (T-1)

3.2.2.2. Authority for signing AF Form 483 must not be delegated outside AM. (T-1)

3.2.2.3. All base assigned personnel (e.g. military, DoD civilian, Contractor, etc.) required to operate a vehicle or non-vehicular/equipment (e.g. Segway, bicycle, tricycle, golf cart, all-terrain vehicle, mower, aerospace ground equipment, etc.) on the airfield, must complete all airfield drivers' training and testing requirements outlined in this AFI and the ADI prior to issuance of an AF Form 483. **Note:** An AFSC or career field training (e.g. aircraft maintenance, aircrew, fire and emergency services, security forces, transportation, etc.) is not a substitute for completion of airfield driving training and testing requirements outlined in this AFI. **Note:** Section II, item 1 on Attachment 5 is not applicable for non-vehicular/equipment. (T-1)

**3.2.3. Training criteria.** Outline wing and/or base level airfield driving training requirements. All locally developed training curriculum and training materials, to include PowerPoint slides, videos, Computer Based Training (CBT), checklist(s), and lesson plan(s) used in training airfield drivers will be prescribed by the ADI. Include an OPR and currency date on training materials. (T-3)

3.2.3. (SPANGDAHLEMA) Airfield driver training and certification will be accomplished utilizing ADTP located at <https://private.amc.af.mil/adtp>. All instructional training documents required for airfield driver training and certification may be accessed via ADTP.

3.2.3.1. Use [Attachment 5](#) (available for download at the HQ AFFSA Airfield Operations SharePoint website) or electronic equivalent to document airfield drivers' training and certification on all newly assigned or employed/hired personnel. Units may incorporate local requirements to Airfield Driving Training Documentation and Certification Checklist. (T-2)

3.2.3.1.1. **(Added-SPANGDAHLEMAbsup)** Annotate completion on the ADTP website. When AF IMT 483 is issued, **Attachment 5** will be kept on file with each unit's ADPM.

3.2.3.2. Use **Attachment 6** (available for download at the HQ AFFSA Airfield Operations SharePoint website) or electronic equivalent as an on-the-job training checklist/curriculum to conduct and document airfield drivers' qualification training on all newly assigned/hired personnel. Units may incorporate local requirements to Airfield Driving Qualification Training Checklist (Curriculum) Checklist. (T-2)

3.2.3.2.1. **(Added-SPANGDAHLEMAbsup)** Annotate completion on the ADTP website. When AF IMT 483 is issued, **Attachment 6** will be kept on file with each unit's ADPM.

3.2.3.3. Completion of the USAF Airfield Driving CBT (accessible on the Advanced Distributed Learning Website, <https://golearn.csd.disa.mil/kc/login/login.asp>) is required for all wing and/or base assigned airfield drivers prior to issuance of an AF Form 483. **Note:** Newly assigned or hired individuals may use a prior USAF Airfield Driving CBT completion date to fulfill this requirement if date completed is within the last 12 months. (T-1)

3.2.3.3.1. **(Added-SPANGDAHLEMAbsup)** The USAF Airfield Driving CBT must be valid within 30 days of passing the Wing Test.

3.2.3.3.2. **(Added-SPANGDAHLEMAbsup)** Individuals not in possession of a Common Access Card (CAC) issued by the Department of Defense, shall accomplish the USAF Airfield Driving CBT utilizing the Adobe Acrobat™ version 1.3. **Note:** Unit ADPM shall safeguard material as it is a controlled item.

3.2.3.4. Classroom training as determined locally.

3.2.3.5. Practical Day and Night (as applicable) Airfield Familiarization Training. At a minimum, the practical airfield drivers training involves taking the individual out on the airfield to show them how to get to and from their work areas. Use the Airfield Driving Training Documentation and Certification Checklist to document completion of training. (T-1) (See **Attachment 5**)

3.2.3.6. **(Added-SPANGDAHLEMAbsup)** Practical Airfield Familiarization Training shall include at a minimum, the following items.

3.2.3.6.1. **(Added-SPANGDAHLEMAbsup)** Practical Day and Night Airfield Familiarization Training must be conducted to ensure trainees can maintain situational awareness during day and night. The practical day familiarization training must take place during daylight hours. The practical night familiarization must take place during the hours of darkness.

3.2.3.6.2. **(Added-SPANGDAHLEMAbsup)** Trainees must demonstrate the ability to utilize proper phraseology to coordinate with ATCT and request approval to enter the CMA and report outside the CMA, **Note:** Not applicable to non-CMA licensed airfield drivers.

3.2.3.6.3. **(Added-SPANGDAHLEMA)** Trainees must demonstrate the ability to locate the ATCT cab and distinguish between green, red and white light gun signals.

3.2.3.6.4. **(Added-SPANGDAHLEMA)** Trainees must demonstrate the ability to locate and properly identify a VFR and Instrument hold lines on at least two taxiways; describe actions required of an airfield driver upon reaching each of the holding positions.

3.2.4. **Testing requirements.** Outline procedures and responsibilities for administering test(s). **Note:** All base assigned personnel (e.g. military, DoD Civilian, Contractor, etc.) required to operate a vehicle on the airfield must pass all required test(s) prior to issuance of an AF Form 483. Training and testing material should be made available in the predominant host nation language as applicable. All tests will be administered closed book. **Note:** Written tests may be consolidated as long as the minimum test questions are covered and clearly defined by sections (e.g. General Knowledge, Communication, Runway Incursion Prevention, etc.). (T-1)

3.2.4. **(SPANGDAHLEMA)** Testing requirements. Testing is accomplished in two phases. Phase 1 consists of completion of Unit Test located in Step 3, of the ADTP, and completion of all training requirements outlined in paragraph 3.2.3. Phase 2 consists of completion of the Wing Test, located in Step 4, of the ADTP. Exception: Individuals not having access to the ADTP due to Common Access Card (CAC) requirements, etc. will have the step 3 (unit test) & step 4 (wing test) administered via paper copy by their Unit ADPM.

3.2.4.1. Coordinate tests with Wing Safety prior to implementation. Each test must include the OPR and currency date. (T-3)

3.2.4.2. Authority to administer tests may be delegated to the unit ADPMs in the ADI.

3.2.4.2.1. **(Added-SPANGDAHLEMA)** The 52 FW ADPM has delegated the authority to the unit ADPMs to administer a written version of the Wing Test for personnel with no access to ADTP.

3.2.4.2.2. **(Added-SPANGDAHLEMA)** Individuals receiving a passing score on the 52 FW Airfield Drivers test, shall have their **Attachment 5** signed by the Wing ADPM or designated AMOPS representative, the attachment will be returned to the member's Unit ADPM.

3.2.4.3. At a minimum, testing requirements must include the following:

3.2.4.3.1. Airfield Diagram/Layout Test. Develop an airfield diagram/layout test to ensure individuals know the location of runways, taxiways, aprons, perimeter road, airfield access points, etc. The airfield diagram/layout test must also include identifying the location and description of Visual Flight Rules (VFR) and instrument (INST) holding position signs and markings. Individuals must achieve a minimum passing score of 100%. Use the Airfield Driving Training Documentation and Certification Checklist to document test results. (T-1) (See **Attachment 5**)

3.2.4.3.2. Communications Test (*required for access onto the CMA*). Communication test must be at least 5 questions with a minimum passing score of 100%. Use the

Airfield Driving Training Documentation and Certification Checklist to document test results. (T-2) (See [Attachment 5](#)) At a minimum, include the following areas on the communication test:

3.2.4.3.2.1. Basic communication principles. (T-3)

3.2.4.3.2.2. Phonetic Alphabet. (T-3)

3.2.4.3.2.3. Standard aviation phraseology. (T-3)

3.2.4.3.2.4. Escort phraseology/rules. (T-3)

3.2.4.3.2.5. A simulation of radio communications between a vehicle operator and ATCT. For example, initial radio contact, crossing active runway, hold short instructions, etc. (T-3)

3.2.4.3.3. General Knowledge Test. Develop a written general knowledge test on the ADI with at least 10 questions and a passing score of 80% (corrected to 100%). Use the Airfield Driving Training Documentation and Certification Checklist to document test results. (T-2) (See [Attachment 5](#))

3.2.4.3.4. Practical Driving Test. At a minimum, the individual must:

3.2.4.3.4.1. Drive the vehicle during the check-ride. (T-3)

3.2.4.3.4.2. Demonstrate the ability to operate a vehicle in all areas required for the duty position and/or work areas without assistance. (T-3)

3.2.4.3.4.3. Identify the location of runway hold lines, runways and other CMAs. (T-1)

3.2.4.3.4.4. Demonstrate the ability to contact ATCT prior to entering the runways and other CMAs (*for Runway/CMA drivers only*). (T-1)

3.2.4.3.4.5. Use the Airfield Driving Training Documentation and Certification Checklist to document test results. (T-2) (See [Attachment 5](#))

3.2.4.3.5. Runway Incursion Prevention Test. Runway Incursion Prevention Test must be at least 5 questions with a minimum passing score of 100%. (T-1)

3.2.4.4. Test Failure. Include wing and/or base procedures for test failures (e.g. First, Second or Third time) such as additional time before retest or remedial training endorsed by the Unit/CC. (T-3)

3.2.4.4. **(SPANGDAHLEMA)** Test Failures (written and/or through ADTP). Trainees who fail the Unit Test or Wing Test will remain in that step in ADTP and comply with the requirements outlined in 3.2.4.4.1 thru 3.2.4.4.3.

3.2.4.4.1. **(Added-SPANGDAHLEMA)** First time test failures. Unit ADPMs shall conduct remedial training with trainees before a retest is permitted. Unit ADPMs will schedule trainees for retesting according to procedures outlined in 3.2.4.2.1, but not earlier than 48 hours following initial test failure.

3.2.4.4.2. **(Added-SPANGDAHLEMA)** Second time test failures. Unit ADPMs shall conduct remedial training with trainees. Unit ADPMs will schedule trainees for retesting according to procedures outlined in 3.2.4.2.1, but not earlier than 7 days following subsequent test failure.

3.2.4.4.3. **(Added-SPANGDAHLEMA)** Third time test failures. Subsequent testing will not be authorized unless approved by the trainee's Unit Commander. The Unit ADPM must forward approval from the Unit Commander to the Wing ADPM. See 2.5.3.1.

3.2.5. **Color Vision Requirements** . Outline wing and/or base procedures to ensure individuals that have a requirement to drive a vehicle on the CMA are administered a color vision test. **Note:** Individuals that are required to have normal color vision as a part of their AFSC only require verification that they successfully completed a color vision test by a Hospital/Medical Treatment Facility Optometrist or off-base equivalent. (T-1) See AFI 48-123, *Medical Examinations and Standards* for additional information.

3.2.5. **(SPANGDAHLEMA)** Individuals requiring access to the CMA must complete color vision screening and provide documentation to Unit ADPM for validation.

3.2.5.1. Contact the base hospital/medical treatment facility Optometrist for assistance in determining the best process for administering the color vision test to drivers that operate a vehicle on the CMA. (T-3)

3.2.5.2. Individuals that fail to pass the color vision test can be issued a "Limited Access" AF IMT 483. **Note:** Access to the CMA must not be granted.

3.2.5.2. **(SPANGDAHLEMA)** Individuals who fail the color vision test shall have the letter "N" annotated on their AF IMT 483, indicating "Non-CMA" access only.

3.2.5.3. Refer to the Officer and Enlisted Classification Directory for AFSCs that have a mandatory requirement for normal color vision in their Air Force Specialty Code (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. (T-3)

3.2.6. **Airfield Diagram.** Develop a local airfield diagram for the ADI and keep current with updates as required. (T-3) Depict the following items as a minimum:

3.2.6. **(SPANGDAHLEMA)** Local airfield diagrams are depicted in [Attachments 8-10](#)

3.2.6.1. CMA for vehicles/pedestrians as defined in the Airfield Operations Instruction (AOI). CMAs located outside of the runway hold lines on taxiways and aprons will be marked using the FAA Non-Movement Area markings and signs. (T-3) See FAA Advisory Circular 150/5340-1, *Standards for Airport Markings* for an example of a Non Movement Area marking. (T-0)

3.2.6.1. **(SPANGDAHLEMA)** The CMA, see [Attachment 8](#), as defined in SABI 13-201, *Airfield Operations*, is delineated as follows.

3.2.6.1.1. **(Added-SPANGDAHLEMA)** The CMA boundary is defined by the instrument, VFR and CMA hold lines, see [Attachment 10](#), surrounding the runway environment. It consists of a large semi-rectangular area surrounding the runway. West of the runway, the area spans from approximately 100ft west of TWY P. East of the runway, the area is defined by the CAT II instrument hold line adjacent to the northeast corner of Ramp 5 and the runway hold lines at TWY A, B and C. To the north and south, the CMA extends 100ft beyond each overrun. There are a total of three CMA hold lines: TWY C (west side), Bravo Arm/De-arm Pad and Delta Arm/De-arm Pad.

3.2.6.2. Location and a detailed description of runways, taxiways, ramp/aprons, VFR, and INST holding position signs and markings. (T-3)

3.2.6.2.1. **(Added-SPANGDAHLEMA)** Runways: The airfield is comprised of one runway and is labeled as Runway 05/23.

3.2.6.2.2. **(Added-SPANGDAHLEMA)** Taxiways. The airfield is comprised of 9 taxiways, taxilanes, and a taxitrack which support ground movement of fixed and rotary-wing aircraft, as well as vehicle and pedestrian traffic.

3.2.6.2.3. **(Added-SPANGDAHLEMA)** Ramps/Aprons. The airfield is comprised of six aircraft parking, transient parking and hangar access aprons, as well as a hazardous cargo pad and numerous Hardened Aircraft Shelters (HAS).

3.2.6.3. Airfield access points. (T-3)

3.2.6.4. Restricted area boundaries/entry control points. (T-3)

3.2.6.5. Control area boundary. (T-3)

3.2.6.6. Vehicle traffic lanes and traffic flow. (T-3)

3.2.6.7. Critical area boundaries for precision navigational aids (e.g. ILS, PAR, Localizer, Precision Obstacle Free Zone, etc.) if applicable. (T-3)

3.2.6.8. Location of Airfield Management (normally inside the Base Operations Bldg) and the ATCT. (T-3)

3.2.6.8. **(SPANGDAHLEMA)** Airfield Management and Fire Department, reside in Bldg. 47. The ATCT is located in Bldg. 77.

3.2.6.9. Hot Spots (as determined locally). **Note:** A different diagram may be used to depict hot spots.

3.2.6.9. **(SPANGDAHLEMA)** CMA crossing Hot Spots are depicted on [Attachment 8](#).

3.2.6.10. Limited or no visibility with the ATCT blind spots (as applicable). (T-3)

3.2.6.11. Communication —dead spots. (T-3)

3.2.6.11. **(SPANGDAHLEMA)** Communication “dead spots” are depicted on [Attachment 8](#).

3.2.6.12. Complex runway/taxiway intersections. (T-3)

3.2.6.12. **(SPANGDAHLEMA)** Heightened awareness by airfield drivers is required when entering and exiting the CMA at Taxiways Charlie (West side) due to the absence of a CMA hold sign at the location of the CMA hold line.

3.2.6.13. Other confusing or ambiguous areas identified on airfield. (T-3)

3.2.6.14. Include a legend on the airfield diagram to illustrate symbols used. (T-3)

3.2.6.15. Jet Blast Hazard areas. (T-3)

3.2.6.15. **(SPANGDAHLEMA)** There are nine Jet Blast Hazard areas located on the airfield, they are depicted on [Attachment 8](#).

3.2.6.16. Other areas that pose a hazard to vehicle operators (as determined locally).

3.2.6.16.1. **(Added-SPANGDAHLEMA)** Pedestrians and vehicle operators who have received no formal training on airfield driving procedures may cross active taxiways and/or aprons at the following locations without a POV pass.

3.2.6.16.1.1. **(Added-SPANGDAHLEMA)** The Barksdale Avenue and Alpha Taxitrack intersection as well as the access road between FD (Bldg. 47) and POL (Bldg. 158) that crosses taxiway Charlie.

3.2.7. **Operating Procedures and Standards.** At a minimum, include the following:

3.2.7.1. Procedures and standards for operating a vehicle on the airfield. (T-3)

3.2.7.1.1. Personnel driving on the airfield must complete airfield driver's training or be escorted by a vehicle operator possessing a valid AF Form 483 prior to entry to the airfield. (T-1)

3.2.7.1.2. Units sponsoring TDY personnel or Non-base assigned contractors are responsible for providing training or an escort that possesses a valid AF Form 483. (T-3)

3.2.7.1.3. **(Added-SPANGDAHLEMA)** All persons shall comply with posted signs and traffic control devices when approaching and/or crossing active aircraft movement areas. Note: Vehicle operators and pedestrians shall yield the right-of-way to aircraft and vehicles on active movement areas regardless of posted signs and traffic control devices. See paragraph 3.2.6.16.1 for a listing of crossing points approved for use by persons who have received no formal training on airfield driving.

3.2.7.1.3.1. **(Added-SPANGDAHLEMA)** Visual Traffic Signals. The perimeter road (Langley Rd.) on the North end of the airfield has visual traffic signals ([Attachment 10](#)). A steady red light, appears when activated. This alerts drivers/pedestrians to the presence of an approaching aircraft. ATCT will activate the signals when an aircraft is approaching a guarded intersection; signals will remain activated until the vehicle will be clear of any jet blast effects. When activated, drivers and pedestrians alike will come to a stop at their present position until the signal is deactivated.

3.2.7.1.3.2. **(Added-SPANGDAHLEMA)** Road Surface Markings. Road surface markings are white in color and provide guidance to/control of drivers. Where the inscription “STOP, FOD CHECK” is present, drivers shall comply with posted FOD check procedures. **Note:** Drivers exempt from FOD check procedures where posted, will NOT pass vehicles/drivers that are conducting FOD checks.

3.2.7.1.4. **(Added-SPANGDAHLEMA)** Hot-Pit Refueling Area. There are three hot-pit refueling areas located along the Alpha Taxitrack (upper, middle and lower pits). It is imperative all vehicles and personnel follow the directions of posted signs and hot-pit refueling supervisors while operations are taking place.

3.2.7.1.4.1. **(Added-SPANGDAHLEMA)** When the lower pits are in use, personnel are not allowed to enter Ramp 3 via the FOD checkpoint by building 101 or the road next to building 203.

3.2.7.1.4.2. **(Added-SPANGDAHLEMA)** When the upper, middle and lower pits are in use, vehicles should not enter the area within the red circle. Hot-pit crews will direct vehicles away from the area. No vehicle should be driven in front of or behind any aircraft that is being refueled.

### 3.2.7.2. Procedures and standards for operating a vehicle on the CMA. (T-3)

3.2.7.2. **(SPANGDAHLEMA)** Personnel requiring access to the CMA shall complete airfield driver's training for Spangdahlem AB and have the airfield driving restriction code “C” annotated on their AF IMT 483, indicating CMA access. Personnel not trained and certified to operate in the CMA are prohibited from entering, unless escorted by a qualified airfield driver having “Spangdahlem AB” and “C” annotated on their AF IMT 483.

3.2.7.2.1. No vehicle operator or pedestrian may enter the CMA without specific approval from the ATCT. (T-1) **Exception:** Vehicles and/or pedestrians may be escorted into the CMA by another vehicle and/or pedestrian that has two-way radio contact with the ATCT.

3.2.7.2.1. **(SPANGDAHLEMA)** Approval to enter the CMA shall be obtained from ATCT via the appropriate Land Mobile Radio (LMR) network (RAMP NET or CRASH NET).

3.2.7.2.1.1. **(Added-SPANGDAHLEMA)** CMA access during airfield closures. Ensure the airfield is closed by attempting to call ATCT three times. If contact is unsuccessful contact the Command Post via the ramp net or telephone to verify the airfield status. Once it is verified that the airfield is closed drivers must make the following announcement on the RAMP NET, prior to entering the CMA and/or runway: “ATTENTION ON THE NET, ATTENTION ON THE NET, YOUR CALLSIGN, and IS ENTERING THE CMA AND/OR RUNWAY VIA TAXIWAY”. Look both ways and proceed with caution. Drivers must make a similar announcement when you exit the CMA and/or runway. For further clarification of the airfield hours contact AMOPS 452-6633/6048 or Command Post 452-8930/6141.

3.2.7.2.2. Vehicle operators and/or pedestrians must read back all ATC instructions verbatim. (T-1)

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

3.2.7.2.3. (SPANGDAHLEMA) Personnel monitoring communications with ATCT are prohibited from wearing hearing protection while operating in the CMA, unless utilizing earmuff-style hearing protection with ear buds or built-in speakers capable of monitoring the appropriate LMR network.

3.2.7.2.4. Vehicle operators must use LED/rotating beacon lights and/or emergency flashers when driving in the CMA. (T-1)

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

3.2.7.2.6. Vehicle operators and/or pedestrians operating on the CMA must use a distinct approved call sign (e.g. Airfield 1, Chief 1, Sweeper 1, TA 1, etc.) coordinated 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". (T-3)

3.2.7.2.6.1. Include vehicle and/or pedestrian call signs in the ADI. (T-3)

3.2.7.2.6.1. (SPANGDAHLEMA) Vehicle and/or pedestrian callsigns are listed in [Attachment 9](#).

3.2.7.2.6.2. For standardization, AM personnel will use the radio call signs listed below. **Note:** AM personnel at Joint/Shared-Use and host nation airfields may use different vehicle call signs to prevent duplication/similar call signs with local civilian airport operations personnel. (T-3)

3.2.7.2.6.2.1. Airfield Manager (Airfield – 1). (T-3)

3.2.7.2.6.2.2. Deputy/Assistant Airfield Manager (Airfield – 2). (T-3)

3.2.7.2.6.2.3. NCOIC, Airfield Management, NCOIC, Airfield Management Operations, NCOIC, Airfield Management Training and Airfield Management Operations Personnel or civilian equivalents (Airfield 3, 4, 5, etc.) (T-3)

3.2.7.2.7. Do 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. (T-1) See FAA JO 7110.65, *Air Traffic Control* for additional information. (T-0)

3.2.7.2.8. Limit crossing the runway to vehicle operators/traffic performing mission essential duties and then only to an absolute minimum. (T-1) **Note:** When crossing a runway is required during flying operations, the preferred crossing point is the departure end.

3.2.7.2.8. **(SPANGDAHLEMA)** Unless approved otherwise by the AFM or Deputy Airfield Manager (DAFM), access to the opposing side of the airfield shall be achieved by utilizing the perimeter roads.

3.2.7.2.9. Identify procedures for emergency removal or exit of vehicles and/or pedestrians in the event of vehicle/ATCT radio failure. (T-3) At a minimum, procedures will include the following:

3.2.7.2.9.1. ATCT will flash the runway edge lights on and off to alert vehicle operators/pedestrians on the runway that there is a problem and/or emergency that requires them to immediately exit the runway. (T-1)

3.2.7.2.9.2. All vehicle operators/pedestrians must exit the runway immediately. Contact ATCT or AM immediately and advise off the runway and include any pertinent information that might affect safe runway operations. If not able to communicate with ATCT or AM via radio, use other means of communication such as a cellular phone (when available). Report incident to AM immediately. (T-1)

3.2.7.2.9.2.1. **(Added-SPANGDAHLEMA)** Contact AMOPS at DSN 452-6633/6048 or commercial 06565-61-6633/6048.

3.2.7.3. Procedures and standards to use proper radio communications phraseology, discipline, and techniques. The words "clear" or "clearance" must not be used in communication with ATCT. (T-1) **Exception:** Vehicle operators may reply "Loud and Clear" in response to an ATCT request for radio transmission quality or clarity. See [Chapter 4](#) for additional information.

3.2.7.4. Procedures and standards to use and maintain airfield driving visual aids/decals. At a minimum, all vehicles that operate on the airfield will contain the following AFVA/decals and diagrams: (T-1) **Note:** Decals may be permanently affixed in plain view of the driver or clipped to the inside of the sun visor on the driver's side of the vehicle so it can be flipped down for ready reference.

3.2.7.4.1. AFVA 11-240. **Note:** The FAA Form 5280-7, *Airfield Visual Aid Safety Placard* is the FAA equivalent to AFVA 11-240 and may be used by units located at shared-use airfields.

3.2.7.4.2. AFVA 13-221 (optional if vehicle has an AFVA 11-240).

3.2.7.4.3. AFVA 13-222.

3.2.7.4.4. A current locally developed airfield diagram (provided by Wing ADPM). (T-3)

3.2.7.4.4. **(SPANGDAHLEMA)** See [Attachment 8](#), Airfield Diagram.

3.2.7.4.5. Hot Spots (as determined locally) when depicted on a different airfield diagram.

3.2.7.4.5. **(SPANGDAHLEMA)** See [Attachment 8](#), Airfield Diagram.

3.2.7.5. Procedures and standards to comply with airfield signs, marking and ATCT light gun signals. (T-3) **Note:** Provide a detailed description and an example of the following:

### 3.2.7.5.1. Airfield signs (e.g. mandatory and informational). (T-3)

3.2.7.5.1.1. **(Added-SPANGDAHLEMA)** Mandatory Instruction Signs. Mandatory instruction signs denote an entrance to a runway, critical area or prohibited area. These signs have a red background with white inscription. See [Attachment 10](#). Depicts a mandatory sign and location sign in array.

3.2.7.5.1.1.1. **(Added-SPANGDAHLEMA)** Runway Holding Position Signs. Runway holding position signs denote where personnel are required to stop when approaching a runway. After receiving approval from ATCT, personnel proceed beyond the markings. Runway holding position signs are located on Taxiways Alpha, Bravo, Charlie, Delta, Echo, and Golf. See [Attachment 10](#).

3.2.7.5.1.1.2. **(Added-SPANGDAHLEMA)** Instrument Landing System (ILS) Critical Area Holding Position Signs. The area beyond the instrument holding position marking is deemed a critical area, which is required to be free of personnel in order to protect an ILS approach. Entry into/through the instrument landing system (ILS) CAT I/II critical areas, see [Attachment 10](#), requires additional approval from the ATCT. Approval from the ATCT for entry onto the CMA does not automatically include approval for the ILS critical areas or runway. A separate request must be made to the ATCT for entry onto/through each ILS critical area and runway. Vehicle operators leaving an ILS critical area or runway will notify the ATCT once they have exited.

3.2.7.5.1.2. **(Added-SPANGDAHLEMA)** Location and Destinations/Direction Signs. Location and Destinations/Direction signs denote the surface area of the taxiway or runway on which the individual is operating. These signs have a black background with yellow inscription and border. See [Attachment 10](#), Sign array depicts both location sign and destination sign.

3.2.7.5.1.3. **(Added-SPANGDAHLEMA)** Information Signs. Information signs provide information such as clear of boundary, runway exit, navigation aid information, etc.. Similar to location and destination/direction signs, these signs also have a yellow background with black inscription. See [Attachment 10](#)

### 3.2.7.5.2. Airfield markings (e.g. runway, taxiway, apron/ramp, instrument, etc.). (T-3)

3.2.7.5.2.1. **(Added-SPANGDAHLEMA)** Runway Markings. Runway markings are white in color and include runway threshold, designation numbers (e.g. 23/05), centerline, touchdown, and side stripe markings. Solid white lines running the length of the runway denote the runway edge. Dashed white lines running down the middle of the runway denote the runway centerline. White numbers at the ends of each runway mark the designation. Refer to AFI 11-218, *Aircraft Operations and Movement on the Ground*, paragraph 3.5., for additional information. **NOTE:** Runway deceptive

shoulder markings and chevron markings in the overruns are yellow in color to identify areas along the edge of the runway and overruns not intended for use by aircraft.

3.2.7.5.2.2. **(Added-SPANGDAHLEMA)** Instrument (INST) Hold Position. Lines. INST hold lines are normally placed farther from the runway than the VFR hold position. These markings consist of two solid yellow lines extending across the width of the taxiway, connected by pairs of solid yellow lines on a black background. INST Hold positions will be used during IFR conditions or instrument approach procedures. These hold positions will be used any time the weather falls below a ceiling of 1,000 feet above ground level (AGL) and/or visibility decreases to three statute miles or less.

3.2.7.5.2.3. **(Added-SPANGDAHLEMA)** VFR Hold Position. VFR hold positions are located at least 100 feet from the edge of the runway on all taxiways leading to the runway and consist of four parallel yellow stripes perpendicular to the taxiway centerline, extending across taxiway. The two stripes closest to the runway are dashed lines and the other two are solid lines. These lines mark the boundary of the CMA. Vehicles will not cross the runway hold position or proceed onto the runway without first obtaining permission from the ATCT.

3.2.7.5.2.4. **(Added-SPANGDAHLEMA)** Taxiway and Apron Markings. Taxiway and apron markings are made up of centerline, shoulder and edge markings. Taxiway and taxiway centerline markings consist of a single continuous yellow line to identify the designated path of travel on taxiways, through parking ramps, and to aircraft parking locations. Taxiway shoulder markings identify pavements that are not intended for use by aircraft. Taxiway and apron edge markings consist of a continuous double yellow line to define the taxiway and apron boundaries from the shoulder. Refer to AFI 11-218, paragraph 3.6., for additional information. To the maximum extent possible, vehicle operators will not drive on centerlines for the purpose of reducing FOD hazards and snow compaction, when present. Instead, vehicles shall be driven at least 30 feet left/right of a centerline. Exceptions: Airfield management, transient alert, emergency response vehicles, and those vehicles conducting aircraft tow operations.

3.2.7.5.2.5. **(Added-SPANGDAHLEMA)** Apron Safety Lines. Consist of a white, 6 inch wide line. Such lines are categorized as either wingtip clearance lines or equipment limit lines.

3.2.7.5.2.5.1. **(Added-SPANGDAHLEMA)** Wingtip Clearance Lines ([Attachment 10](#)). Located at the mouth of each taxiway leg, access road or Protective Aircraft Shelter (PAS) leading up to Alpha Taxiway and ramp 6. Delineate the set-back clearance required to ensure an obstacle-free path for aircraft permitted to utilize a specific taxi route. All personnel/objects must remain positioned behind such lines.

3.2.7.5.2.5.2. **(Added-SPANGDAHLEMA)** Equipment Limit Lines. Define the limits of areas which are intended for parking vehicles and aircraft servicing equipment when they are not in use. Most personnel refer to these as Aerospace Ground Equipment (AGE) storage boxes. All objects must remain within/behind equipment limit lines.

3.2.7.5.2.6. **(Added-SPANGDAHLEMA)** Surface Painted Direction/Location Signs. These markings have a yellow rectangular background with a black inscription and are located adjacent to the centerline. The inscription denotes the name of the upcoming taxiway, while the arrow located above the marking indicates the direction of turn required.

3.2.7.5.3. Airfield lighting (e.g. runway, taxiway, etc.). (T-3)

3.2.7.5.3.1. **(Added-SPANGDAHLEMA)** Runway Lighting. Spangdahlem AB runway lighting consists of runway edge lights, runway threshold and centerline lights. Runway edge lights are white in color and define the edge of the runway. Runway threshold lights are green in color to provide positive identification of the beginning of the operational runway surface. Runway centerline lights are white until the last 3,000 feet of the runway where they will change to alternate red/white and towards the end of runway turn red. The centerline lights are located down the middle of the runway. Refer to AFI 11-218, paragraphs 3.9.1. – 3.9.3., for additional information on these runway lighting systems.

3.2.7.5.3.2. **(Added-SPANGDAHLEMA)** Taxiway Edge Lights. Taxiway edge lights are blue in color and define the lateral limits and direction of a taxiing route. Some lights will be above ground and some will be flush mount.

3.2.7.5.3.3. **(Added-SPANGDAHLEMA)** Apron lighting.

3.2.7.5.3.3.1. **(Added-SPANGDAHLEMA)** Apron Edge Lights. Apron edge lights are blue in color and are used to outline the edges of aprons during periods of darkness or restricted visibility conditions.

3.2.7.6. Procedures and standards to comply with vehicle speed limits on the airfield. (T-3) Identify vehicle speed limits for the following:

3.2.7.6. **(SPANGDAHLEMA)** Vehicle operators shall comply with speed limits outlined in AFI 91-203, paragraph 24.13.3.1, AFMAN 24-306, paragraphs 20-7, 20-24, and 20-26, and this supplement.

3.2.7.6.1. Vehicle parking areas. (T-3)

3.2.7.6.1. **(SPANGDAHLEMA)** Vehicle parking areas speed limit is 5 MPH/8 KPH.

3.2.7.6.2. Aircraft parking ramps. (T-3)

3.2.7.6.2. **(SPANGDAHLEMA)** Speed limit on aircraft parking ramps is 15 MPH/24KPH.

3.2.7.6.2.1. **(Added-SPANGDAHLEMA)** Speed limit within 50 ft of a parked aircraft is 5 MPH/8 KPH.

3.2.7.6.3. Airfield access or bypass road. (T-3)

3.2.7.6.3. **(SPANGDAHLEMA)** (Speed limit on access roads is 15 MPH/24 KPH. Perimeter Road has various speed limits; signs are posted.

3.2.7.6.4. Taxiways. (T-3)

3.2.7.6.4. **(SPANGDAHLEMA)** Speed limit on taxiways is 15 MPH/24 KPH.

**Exception:** Vehicles on taxiways may exceed speed limits when directed to expedite by ATCT or when responding to actual emergencies.

3.2.7.6.5. Runways. (T-3)

3.2.7.6.5. **(SPANGDAHLEMA)** Runway speed limit is 45 MPH/72 KPH. Use caution crossing arresting gear cable. Slow to 10 MPH/16 KPH and avoid hitting donuts or tie-downs.

3.2.7.6.6. Designated traffic lanes on the ramp or taxiway in congested areas or within 200 feet of aircraft parking areas. (T-3)

3.2.7.6.6. **(SPANGDAHLEMA)** The speed limit for all vehicles is 15 MPH/24KPH when in a designated traffic lane on a ramp or taxiway in congested areas, within 200 feet of aircraft parking areas. See [Attachment 10](#).

3.2.7.6.7. Aircraft, equipment, and trailer towing. (T-3)

3.2.7.6.7.1. **(Added-SPANGDAHLEMA)** Speed limit when towing powered AGE is 15 MPH/24 KPH.

3.2.7.6.7.2. **(Added-SPANGDAHLEMA)** Speed limit when towing non-powered AGE is 10 MPH/16 KPH.

3.2.7.6.7.3. **(Added-SPANGDAHLEMA)** Speed limit when towing an aircraft and two or more maintenance stands is 5 MPH/8 KPH. **Note:** Large pieces of AGE, when towed in tandem, will not block the driver's vision of the last item being towed.

3.2.7.6.8. **(Added-SPANGDAHLEMA)** Emergency response vehicles responding to an emergency may exceed the speed limit, however, drivers will exercise extreme caution and will not automatically assume they have the right-of-way.

3.2.7.6.9. **(Added-SPANGDAHLEMA)** Speed limits during inclement weather conditions.

3.2.7.6.9.1. **(Added-SPANGDAHLEMA)** During reduced visibility or when snow and ice are present on paved surfaces, reduce speed to 10 MPH/16 KPH. Defer vehicle operation when possible and limit to mission essential.

3.2.7.6.9.2. **(Added-SPANGDAHLEMA)** Snow and ice control operations on runways and taxiways may exceed 15 MPH/24 KPH IAW SABI 32-1003, *Snow And Ice Control*. However, speeds will not exceed 15 MPH/24 KPH when operating on aprons in close proximity of aircraft.

3.2.7.6.9.3. **(Added-SPANGDAHLEMA)** AMOPS personnel obtaining runway condition readings on aprons and taxiways are authorized to operate at 20 MPH/32 KPH IAW TO 33-1-23, Equipment And Procedures For Obtaining Runway Condition Readings. Speeds may be increased to 30 MPH/48 KPH on taxiways/taxilanes IAW TO 33-1-23, when not operating in close proximity of aircraft and other vehicle operators.

3.2.7.7. Procedures and standards for vehicles operating in the immediate vicinity of an aircraft. (T-3)

3.2.7.7. **(SPANGDAHLEMA)** (See AFI 91-203, paragraph 24.13.3, Operating Standards and AFMAN 24-306, **Chapter 20**, *Operation of Motor Vehicles on Military Flight Lines*).

3.2.7.7.1. **(Added-SPANGDAHLEMA)** Vehicles will not be driven closer than 25 feet in front of or 200 feet to the rear of any aircraft when aircraft engines are running, unless prescribed in applicable aircraft handbooks.

3.2.7.7.2. **(Added-SPANGDAHLEMA)** Vehicles will not be operated within 50 feet of any fueling operations unless specifically authorized.

3.2.7.8. Procedures and standards for parking and chocking vehicles on the airfield. (T-3)

3.2.7.8.1. **(Added-SPANGDAHLEMA)** Vehicles will not be left unattended on runways or taxiways. (Added)

3.2.7.8.2. **(Added-SPANGDAHLEMA)** Vehicles may be left unattended on aircraft parking ramps under the following conditions:

3.2.7.8.2.1. **(Added-SPANGDAHLEMA)** Vehicle is located beyond the wing tip clearance line toward the service apron, hardstand or ramp.

3.2.7.8.2.2. **(Added-SPANGDAHLEMA)** Vehicle is turned off, but keys remain in ignition and the doors remain unlocked. The transmission is placed in park (automatic transmission) or the reverse gear (manual transmission) and the parking brake will be set. Vehicles not equipped with an integral braking system will have chocks placed both in front and behind one of the rear wheels. One chock will be placed between the tandem wheels of dual (tandem) axle vehicles.

3.2.7.8.2.3. **(Added-SPANGDAHLEMA)** At night, when parked unattended, a vehicle's parking lights and/or emergency flashers shall be turned on.

3.2.7.8.3. **(Added-SPANGDAHLEMA)** Aircraft servicing support vehicles, which require the vehicle engine to operate as a power source for auxiliary components may may operate without the driver inside the vehicle while the engine is running. However, the driver must remain in the vicinity of the vehicle. The vehicle parking brake will be set, transmission placed in neutral (manual transmission) or park (automatic transmission) and the wheels will be chocked.

3.2.7.8.4. **(Added-SPANGDAHLEMA)** Emergency response vehicles are permitted to remain in operation at the scene of the emergency. Emergency response vehicles will have the parking brake set, with the transmission placed in neutral (manual transmission) or park (automatic transmission) and the rear wheels chocked when the driver's seat is not occupied. **Note:** AGE towing vehicles may be placed in neutral or park with the parking brake set and left running during equipment hitching and unhitching operations. AGE towing vehicles must be turned off when the driver seat is vacated for any other purpose.

3.2.7.8.5. **(Added-SPANGDAHLEMA)** Vehicles shall not be backed or parked within 25 feet of any aircraft, unless authorized for operations such as loading or unloading, servicing or towing. A spotter shall be posted when backing a vehicle towards an aircraft. The spotter will pre-brief the operator on standard signals to be used. Prepositioned wheel chocks shall be used to prevent vehicles backing into aircraft.

3.2.7.8.6. **(Added-SPANGDAHLEMA)** Added) Park vehicles with the driver's side toward the aircraft. Vehicles parked at the side of an aircraft will be located clear of the aircraft's wing tips, clearly visible to personnel in the aircraft cockpit.

3.2.7.8.7. **(Added-SPANGDAHLEMA)** Vehicles will not be parked/stopped directly in front of or behind an aircraft loaded with forward firing ordnance.

3.2.7.9. Procedures and standards to comply with fixed and mobile obstacle distance requirements. (T-3) Identify and define the minimum clearance requirements for fixed and mobile obstacles in relation to the runway, taxiway, taxilane, and aircraft parking apron based on the most demanding aircraft using the facilities. (T-3)

3.2.7.9. **(SPANGDAHLEMA)** All vehicles operating in/or around the airfield are considered mobile obstacles. All vehicles operating on an airfield must comply with the following.

3.2.7.9.1. **(Added-SPANGDAHLEMA)** The lateral clearance distance from the runway centerline to parked or moving vehicle is 492 feet/149.9 meters. When operating within this area, do not park and leave a vehicle or equipment unattended.

3.2.7.9.2. **(Added-SPANGDAHLEMA)** The lateral clearance distance from taxiway centerline to parked or moving vehicles is 164 feet/50 meters. The lateral clearance from taxilane centerline to parked or moving vehicle on Alpha Taxitrack is 55 feet/17 meters.

3.2.7.9.3. **(Added-SPANGDAHLEMA)** The lateral clearance distance from the edge of all ramps and aprons to a mobile obstacle is 55 – 115 feet/17-35 meters based on the type of aircraft utilizing the ramp. When operating off the edges of a ramp, do not park or operate a vehicle within 50 feet of a moving aircraft. To ensure separation from any aircraft, vehicles should park a minimum of 125 feet from edge of pavement.

3.2.7.9.4. **(Added-SPANGDAHLEMA)** Mobile ground support equipment must be placed in a manner that will not interfere with aircraft movement. Equipment will be placed on the airfield (taxiways, aprons, etc.) no sooner than three hours before an arrival and must be moved no later than three hours after a departure. When such equipment is not in use, it shall be removed and stored in areas that do not violate aircraft clearance requirements.

3.2.7.10. Procedures and standards to comply with control tower light gun signals. Air traffic controllers use a light gun as a backup system for communicating with aircraft or ground vehicles if their radios stop working. When a vehicle operator experiences a radio failure on a runway or taxiway, they must vacate the runway 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, should turn the vehicle toward the tower and start flashing the vehicle headlights and wait for the controller to signal with the light gun. (T-3) All vehicle operators are required to know and comply with the following signals:

3.2.7.10.1. Steady Green Light: “Cleared to cross”, ”Proceed”, “Go”. (T-1)

3.2.7.10.2. Steady Red Light: ”STOP! Vehicle will not be moved”. (T-1)

3.2.7.10.3. Flashing Red Light: “Clear taxiway/runway”. (T-1)

3.2.7.10.4. Flashing White Light: “Return to starting point”. (T-1)

3.2.7.10.5. Red and Green Light: “General warning. Exercise extreme caution”. During alerts and emergency conditions all non-essential personnel will withdraw to AM or their work control center until the emergency is terminated. The withdrawal of contractors will be at the discretion of AM. (T-1)

3.2.7.10.6. **(Added-SPANGDAHLEMA)** The ATCT will raise and lower the intensity of the runway lights as an alternate emergency exit signal during radio or light gun failure.

3.2.7.10.7. **(Added-SPANGDAHLEMA)** The ATCT will turn the taxiway lights on and off to remove vehicles from the taxiways when vehicles fail to acknowledge them via radio or respond to light gun signals.

3.2.7.11. Procedures and standards for Foreign Object Damage (FOD) Prevention. **Note:** 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. (T-3)

3.2.7.11.1. At a minimum, a FOD check will consist of the following:

3.2.7.11.1.1. Inspection of vehicle tires (pull forward to check tire in contact with pavement). Remove foreign materials (e.g. rocks, gravel, etc.) as applicable. (T-3)

3.2.7.11.1.1.1. **(Added-SPANGDAHLEMA)** FOD checkpoints are located throughout the airfield. They are identified by the word FOD or words STOP FOD CHECK painted in white on the pavement, or painted red/black on signs with a white background. Prior to crossing one of these checkpoints and proceeding onto the airfield, vehicle operators must stop, check tires and undercarriage of vehicle for rocks or other objects. This includes conducting a roll over FOD check as well. Roll-over FOD checks consist of an initial FOD check, then moving the vehicle forward enough to examine the remaining tire tread. A flashlight will be used at night.

3.2.7.11.1.2. A visual 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. (T-3)

3.2.7.11.1.3. A thorough walk around of the vehicle to check for damaged, loose, or worn parts.

3.2.7.11.1.4. **(Added-SPANGDAHLEMA)** During the winter, ice and snow chunks must be removed from the wheel wells, bumpers and vehicle body before entering the airfield.

3.2.7.11.1.5. **(Added-SPANGDAHLEMA)** Hats will not be worn on the airfield. Exception: cold weather gear as authorized by 52 FW policy.

3.2.7.11.1.6. **(Added-SPANGDAHLEMA)** Personnel will only carry items essential to mission and job accomplishment and will abide by established tool inventory procedures.

3.2.7.11.1.7. **(Added-SPANGDAHLEMA)** If significant FOD is found on the airfield, notify Airfield Management via radio or DSN at 452-6633/6048 to coordinate inspection of the area and contact a sweeper.

3.2.7.11.2. See AFI 21-101, **Chapter 14** and AFMAN 24-306, **Chapter 20** for additional information. (T-3)

3.2.7.11.2. **(SPANGDAHLEMA)** See AFI 91-203, paragraph 24.13.6. Entering or Leaving Flight Line Driving Areas for additional information.

3.2.7.11.3. A thorough walk around of the vehicle to check for damaged, loose, or worn parts. (T-3)

3.2.7.12. Procedures and standards for using cellular/mobile phones on the airfield.  
**Note:** Cellular/mobile phones must not be used while driving on the airfield. (T-2)

3.2.7.12. **(SPANGDAHLEMA)** Cellular/mobile phones may be used only when the vehicle is parked.

3.2.7.13. Procedures and standards for driving during restricted visibility or night operations. Poor weather conditions (e.g. snow, fog, rain, etc.) might obscure visual cues, roadway markings, and airfield signs. Vehicle operators must remain vigilant of their surroundings and operating boundaries. Watch out for snow removal equipment and aircraft operating in the vicinity under low-visibility conditions. There are additional risks present under these conditions. Include procedures to stop and hold at an "INST" marking/sign when conditions are less than a reported ceiling of 800 feet or 2 miles visibility. (T-3)

3.2.7.13.1. **(Added-SPANGDAHLEMAbsup)** Should taxiing or towed aircraft be encountered at night, proceed to the nearest taxiway intersection, ramp, or access road to allow the aircraft to pass. Headlights of vehicles on the airfield will be operated on low beam and will not be aimed directly at moving aircraft.

3.2.7.13.1.1. **(Added-SPANGDAHLEMAbsup)** Position vehicle to ensure headlights do not blind the pilot or aircraft tow vehicle operator. Turn headlights off and leave parking lights on until aircraft passes.

3.2.7.13.2. **(Added-SPANGDAHLEMAbsup)** During low visibility, vehicle movement should be limited to the absolute minimum necessary to conduct the mission.

3.2.7.13.3. **(Added-SPANGDAHLEMAbsup)** During periods of low visibility or darkness, flashing/hazard lights will be used on all vehicles temporarily parked on the aircraft parking ramps. Vehicles not equipped with flashing lights and low profile vehicles must be escorted by a vehicle equipped with flashing lights or by personnel with flashing or luminescent wands.

3.2.7.13.4. **(Added-SPANGDAHLEMAbsup)** Vehicles/personnel must cont at all times

3.2.7.14. Procedures and standards for driving with daytime running lights. (T-3)

3.2.7.14. **(SPANGDAHLEMAbsup)** Vehicles with daytime running lights will stop and park in a safe location, turn off the ignition, set the parking brake and activate emergency flashers.

3.2.7.15. Procedures and/or restrictions for operating non-vehicular/equipment (e.g. Segway, bicycle, tricycle, golf cart, all-terrain vehicle, mower, aerospace ground equipment, etc.). (T-3)

3.2.7.15. **(SPANGDAHLEMAbsup)** Bicycles may be ridden on the airfield directly to and from duty sections. Bicycles are not permitted within the CMA. Bicycle operators will abide by all other provisions of this instruction. A POV pass is not required for bicycles. Recreational cycling and use of skateboards, roller skates/blades and scooters are prohibited on the airfield.

3.2.7.15.1. **(Added-SPANGDAHLEMAbsup)** Bicycle riders do require airfield drivers training, certification and an AF Form 483. Bicycle riders will also abide by wing safety standards for reflective vests and equipment and security standards for entry into the restricted area.

3.2.7.15.2. **(Added-SPANGDAHLEMA)** Bicycle riders shall inspect their bicycle to ensure all items are secured and do not pose a safety or debris risk to personnel or aircraft.

3.2.7.15.3. **(Added-SPANGDAHLEMA)** Two Wheeled Motorized Vehicles such as scooters and mopeds are not authorized on any portion of the airfield. Motorcycles are authorized, provided the driver possesses a POV pass. At no time will these vehicles be operated in the CMA.

3.2.7.15.4. **(Added-SPANGDAHLEMA)** Government owned All Terrain Vehicles (ATV), Golf Carts, and Mules are authorized on the airfield and must comply with the requirements set forth in this instruction. Operators will also abide by wing safety standards for reflective vests and equipment and security standards for entry into restricted areas.

3.2.7.16. Procedures and/or operational restrictions for local units, as required. (T-3)

3.2.7.17. Procedures on use of perimeter, in-field or other airfield roads to reduce non-essential vehicle traffic on the airfield. (T-3)

3.2.7.17. **(SPANGDAHLEMA)** See paragraphs 3.2.6.16.1 and 3.2.7.2.8 regarding procedures associated with perimeter, in-field and other airfield roads.

3.2.7.18. Procedures to conduct and document refresher training requirements on an annual basis. (T-3) Wing ADPMs may require vehicle operators to complete refresher training more frequently (e.g. twice a year) due to their limited or infrequent (e.g. once a week or month, emergency only, etc.) presence on the airfield. At a minimum, annual refresher training will include:

3.2.7.18. **(SPANGDAHLEMA)** Refresher training shall be accomplished on a 12-month reoccurring basis. Completion of annual refresher training shall be documented IAW paragraph 2.8.13 of this supplement.

3.2.7.18.1. A review of the ADI. (T-2)

3.2.7.18.2. Completion of the USAF Airfield Driving CBT, *Airfield Driving*. (T-2)

3.2.7.18.3. Runway incursion prevention test (at least 5 questions with a minimum passing score of 100%). (T-2)

3.2.7.18.3. **(SPANGDAHLEMA)** All personnel will complete the “refresher” test on ADTP, which incorporates the runway incursion prevention test.

3.2.7.19. Procedures to restrict runway crossing at locations known for communication/signal problems between ATCT and a vehicle operator/pedestrian as applicable. Also, include procedures to restrict runway crossing at ATCT visual blind spots as applicable. (T-3)

3.2.7.19. **(SPANGDAHLEMA)** There are no known areas on the airfield where communication/signal problems between ATCT and vehicle operators exist.

3.2.7.20. Procedures for emergency responses on or near the active runway(s). At a minimum, clearly define the primary (initial)/secondary (follow-on/support) response agencies and procedures to minimize unauthorized access on or across the runway. (T-3)

3.2.7.20. (SPANGDAHLEMA) For the purpose of this supplement, aircraft crash/recovery, fire department, medical, safety, AMOPS, and SFS vehicles responding to in-flight/ground emergencies are categorized as primary (initial) response agencies. Other organizations (e.g. civil engineers, maintenance, transportation, etc.), as determined by the Fire Chief or incident commander, are categorized as secondary (follow-on/support) response agencies.

3.2.7.20.1. Follow-on/support response agencies are required to standby in a designated area (e.g. ramp, taxiway, etc.) until called forward by the Fire Chief or incident/on-scene commander. (T-3)

3.2.7.20.2. All emergency response vehicles must have approval from the ATCT or authorized vehicle escort to enter the CMA. (T-1)

3.2.7.21. Procedures for vehicle traffic control devices/lights located on taxiways/runways (if applicable). (T-3)

3.2.7.21. (SPANGDAHLEMA) Barksdale Ave crosses over the Alpha Taxitrack and a roadway crosses Taxiway Charlie on the west side of the airfield. Vehicles will come to a complete stop and look for taxiing aircraft and/or vehicles in the immediate area before crossing or accessing these areas. Vehicle drivers must comply with all posted warnings and FOD check procedures.

3.2.7.22. Procedures for airfield driving during blackout conditions (as applicable). (T-3) At a minimum, Night Vision Device (NVD) procedures will be IAW AFMAN 24-306, **Chapter 18** and include the following:

3.2.7.22. (SPANGDAHLEMA) NVDs are not authorized for use in the airfield environment. Any units required to operate under black out conditions must process a letter of procedure with the 52 OSS/OSA prior to start of operations.

3.2.7.22.1. Vehicle speed limits. (T-3)

3.2.7.22.2. Driver and assistant driver responsibilities. (T-3)

3.2.7.22.3. NVD-related accident reporting procedures. (T-3)

3.2.7.22.4. Airfield driving/NVD licensing procedures. Annotate "NVD Qualified" on the AF Form 483. (T-3)

3.2.7.22.5. Qualification/Annual refresher training requirements. (T-3)

3.2.7.22.6. NVD instructor qualification requirements. (T-3)

3.2.7.22.7. Vehicles operating with lights-out during periods of reduced airfield lighting must use hazard warning flashers or mount an Infrared Red (IR) strobe on the vehicle's roof so the ATCT and aircrew can observe the vehicle on the airfield. **Note:** Vehicle operators must still maintain two-way radio communications with the ATCT while operating on the CMA. (T-3)

3.2.7.22.8. Vehicle routes must be designated. Non-participating vehicles will not mix with participating NVD vehicles on any CMA. (T-3) **Note:** Vehicle operations should be kept to a minimum during periods of reduced airfield lighting configurations.

3.2.7.23. Procedures for vehicle escorts and convoys on the CMA and non-CMA. (T-3)

3.2.7.23.1. **(Added-SPANGDAHLEMA)** Organizations that initiate contractor work on the airfield are responsible for providing a qualified airfield driver to serve as an escort. Exception: AMOPS will not provide escorts for activities generated via submission of AF IMT 332, *Base Civil Engineer Work Request*, customer service calls, etc.

3.2.7.23.2. **(Added-SPANGDAHLEMA)** Escorts shall be trained/certified IAW with this instruction. Escorts required to perform duties within the CMA shall have the letter "C" annotated on their AF IMT 483. Escorts having the letter "C" or "N" annotated on their AF IMT 483 may perform escort duties outside the CMA.

3.2.7.23.2.1. **(Added-SPANGDAHLEMA)** Wing Construction Escort Program personnel will be briefed by Airfield Management prior to escorting contractors on the airfield. Escort personnel selected as CMA escorts will receive CMA orientation training from Airfield Management.

3.2.7.23.2.2. **(Added-SPANGDAHLEMA)** Escorts and the escorted contractor will report to Airfield Management daily prior to beginning and after work is completed on the airfield.

3.2.7.23.3. **(Added-SPANGDAHLEMA)** Escorts will remain with their respective party at all times while on the airfield.

3.2.7.24. Procedures for vehicles equipped with supplemental traction devices. **Note:** To reduce spark producing potential, only non-sparking material can be used. (T-3)

3.2.7.24.1. Tire chains may only be used on airfield pavements after obtaining coordination/approval from Airfield Manager, Wing Safety, and Civil Engineer. The requesting agency will conduct a risk assessment with the above agencies when evaluating the need for tire chains to minimize pavement damage and FOD. (T-3)

3.2.7.24.2. Vehicles equipped with studded tires are not permitted to operate on the airfield without prior coordination with the Airfield Manager, Wing Safety, Civil Engineer, Transportation, and installation commander approval. Publish the list of approved units/vehicles and areas authorized to use studded tires in the ADI. (T-3)

3.2.7.24.2. **(SPANGDAHLEMA)** Vehicles equipped with studded tires are not authorized to operate on the airfield due to the potential for FOD and pavement damage.

3.2.7.25. Procedures to avoid and/or use caution in jet blast hazard areas. (T-3)

3.2.7.26. Procedures to prohibit or restrict smoking on the airfield. (T-3)

3.2.7.26. **(SPANGDAHLEMA)** Smoking is prohibited on the airfield, except in designated smoking areas, approved IAW AFI 91-203, *Air Force Consolidated Occupational Safety Instruction* and local directives. Areas approved for smoking will be clearly marked and have non-combustible ashtrays present.

3.2.7.27. Procedures to avoid and/or use caution in jet blast hazard areas.

3.2.7.27. **(SPANGDAHLEMA)** Personnel shall comply with procedures outlined in AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, paragraph 24.10.4, AFMAN 24-306(I), paragraph 20-7 and this supplement.

3.2.7.27.1. **(Added-SPANGDAHLEMA)** There is a potential jet blast hazard any time an aircraft engine is running. Always use extreme caution when operating around running aircraft especially in the Alpha Taxitrack and PAS/hardstand areas. Pay particular attention to the areas listed below.

3.2.7.27.1.1. **(Added-SPANGDAHLEMA)** Ramp 5 engine run area. Never proceed between the aircraft and the blast fence during an engine run. Follow the direction of the maintenance personnel doing the engine run.

3.2.7.27.1.2. **(Added-SPANGDAHLEMA)** Hot Pit Fueling Areas. Follow the directions of the fuel pit crew.

3.2.7.27.1.3. **(Added-SPANGDAHLEMA)** Arm/DeArm Pads. Do not drive behind running aircraft on the arm/dearm pads unless necessary. Always drive to the easternmost edge of Taxiway Papa if proceeding by running aircraft.

3.2.7.27.1.4. **(Added-SPANGDAHLEMA)** Ramp 4. Drivers are not permitted to drive on the Alpha Taxitrack when aircraft are parked on the front row (west side of the ramp) with the exhaust facing Alpha Taxitrack.

3.2.7.27.1.5. **(Added-SPANGDAHLEMA)** Ramp 1/2. Do not proceed behind running aircraft when parked on Ramp 1 and 2.

3.2.7.28. **(Added-SPANGDAHLEMA)** Vehicles are prohibited from stopping, parking or driving over any portion of the in-ground fuel pit covers.

3.2.8. **Reporting, Enforcement and Violation Consequences.** At a minimum, include the following:

3.2.8.1. Delegation of authority for to ADP enforcement. At a minimum, include the authority for Unit Commanders, ADPMs (for unit assigned personnel), AM and SF personnel to temporarily suspend airfield driving privileges. (T-3)

3.2.8.1. **(SPANGDAHLEMA)** Unit commanders, unit ADPMs, SF personnel and AMOPS personnel have the authority to revoke airfield driving privileges. ADPMs and Unit Commanders may only revoke airfield driving privileges for personnel assigned to their unit. Individuals who violate the requirements in this instruction may lose their airfield driving privileges and/or subject themselves to administrative or disciplinary action.

3.2.8.1.1. **(Added-SPANGDAHLEMA)** Reporting Violations. Any person who observes or suspects an airfield driving violation should immediately notify AMOPS at DSN 452-6633/6048 or COMM 06565-61-6633/6048; or via the *RAMP NET* on the LMR (Callsign: *Airfield Ops*).

3.2.8.1.1.1. **(Added-SPANGDAHLEMA)** Personnel violating the provisions of this instruction may be removed from the airfield and/or detained by Security Forces or Airfield Management. If unable to detain the individual, obtain a description of the vehicle, to include make, model, color, license plate number, registration number, etc. **Note:** Do not commit an airfield driving violation when attempting to acquire such information.

3.2.8.1.1.2. **(Added-SPANGDAHLEMA)** Airfield Management will investigate and report the infraction in writing to the unit ADPM, and Unit Commander. Depending on the severity of the infraction, Airfield Management may revoke the individual's airfield driving privileges.

3.2.8.1.1.2.1. **(Added-SPANGDAHLEMA)** When notified of an airfield driving violation, Airfield Management will respond and escort the violator to Building 47. Airfield Management will obtain the individual's AF IMT 483. The individual who committed the violation will complete a statement with the following information; name/rank, unit, duty phone, Unit Commander or unit ADPM, and details of incident/violation (including date time, location, nature, other pertinent facts, etc.). The unit ADPM and immediate supervisor will be contacted.

3.2.8.1.1.2.2. **(Added-SPANGDAHLEMA)** 52 SFS personnel are authorized to issue a DD Form 1408, Armed Forces Traffic Ticket, to personnel who violate airfield driving procedures outlined in this instruction. 52 SFS personnel will notify the Airfield Manager of all violations or citations issued within the airfield environment.

3.2.8.1.2. **(Added-SPANGDAHLEMA)** Violation Consequences. Consequences for airfield driving violations may vary based on the nature or circumstances of the violation. The DAFM and AFM have final authority to determine consequence actions other than those mandated below. The following are consequences for a Non-CMA violation.

3.2.8.1.2.1. **(Added-SPANGDAHLEMA)** First Offense. Loss of airfield driving privileges for a period of seven calendar days.

3.2.8.1.2.2. **(Added-SPANGDAHLEMA)** (Second Offense. Loss of airfield driving privileges for a period of 30 calendar days.

3.2.8.1.2.3. **(Added-SPANGDAHLEMA)** Third Offense. Loss of airfield driving privileges for a period of six months.

3.2.8.1.3. **(Added-SPANGDAHLEMA)** For CMAVs and Runway Incursion CMAVs consequences see 3.2.8.3.2.

3.2.8.2. Procedures for reissuance of an AF Form 483 after a suspension (e.g. re-training, Unit/CC recommendation in writing, limited access, etc.). Include sample MFRs for suspension, revocation, and reinstatement of airfield driving privileges. (T-3)

3.2.8.2.1. **(Added-SPANGDAHLEMA)** Prior to reinstatement of airfield driving privileges, individuals shall complete all provisions of airfield driver refresher training outlined in paragraph 3.2.7.18 of this supplement.

3.2.8.2.2. (Added-SPANGDAHLEMA) Unit ADPMs shall annotate completion of airfield driver refresher training IAW paragraph 2.8.13 of this supplement.

3.2.8.2.3. (Added-SPANGDAHLEMA) Upon completion of airfield driver refresher training, Unit Commanders shall request reinstatement of airfield driving privileges in writing IAW paragraph 2.5.14. See [Attachment 17](#).

3.2.8.3. Procedures to report and document CMAV events. A CMAV event is an airfield violation caused by aircraft, vehicles, or pedestrians entering the CMA without specific ATCT approval. (T-3) This definition also includes 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. For the purpose of this instruction, the protected area is the same as the CMA. Runway Incursions are further classified into three operational categories (Operational Error, Pilot Deviation, and Vehicle/Pedestrian). (See [Attachment 1](#))

3.2.8.3.1. Unit Commander, Unit ADPM and AM must be notified immediately of any CMAV event. AM will notify MAJCOM OPR for AO within 24 hours of a CMAV/HATR incident. (T-3)

3.2.8.3.2. For an actual or suspected runway incursion, the individual's AF Form 483 must be surrendered to AM and airfield driving privileges temporarily suspended until an investigation and retraining is completed. (T-3)

3.2.8.3.2.1. The Unit Commander of the individual who committed a runway incursion will be notified that one of their unit personnel was involved in a CMAV and the incident is under investigation. This notification will be made within 24 hours or the next duty day of the alleged incident, whichever occurs first. (T-3)

3.2.8.3.2.2. Runway Incursions and CMAV events must be reported to Wing Safety as outlined in AFI 91-223, *Aviation Safety Investigations and Reports*, [Chapter 6](#). (T-3)

3.2.8.3.2.3. 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) defined in [Attachment 1](#) 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)*. (T-3)

3.2.8.3.2.4. The Wing ADPM is responsible for taking immediate actions to correct any identified systematic problems and ensuring interim control measures are applied until permanent corrections are made. (T-3)

3.2.8.3.2.5. 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. (T-3)

3.2.8.3.2.6. The AF IMT 651 and/or AF IMT 457 must include the following information in the narrative section:

3.2.8.3.2.6.1. Individual's information (e.g. rank, job title, organization, TDY, or base assigned). (T-3)

3.2.8.3.2.6.2. Individual's experience working on or near the airfield and date trained. (T-3)

3.2.8.3.2.6.3. If individual was authorized on the airfield and/or CMA. (T-3)

3.2.8.3.2.6.4. If individual completed all training required to operate a vehicle on the airfield. (T-3)

3.2.8.3.2.6.5. Approximate location where the CMAV occurred (e.g. runway/taxiway intersection, distance from threshold or overrun etc.). (T-3)

3.2.8.3.3. CMAV events must be briefed at the AOB. (T-3)

3.2.8.3.3.1. Provide a detailed description of each incident to include (What, When, Where, How, type vehicle/aircraft involved and action taken to prevent a reoccurrence). (T-3)

3.2.8.3.3.2. Highlight any trends (e.g. annual/biannual chart showing upward or downward incident rate as applicable). (T-3)

3.2.8.3.4. The Wing ADPM must maintain a copy of the AF Form 651s/457s, actions taken, results and supporting documentation in accordance with Air Force RDS, Table 13-06, Rule 15.00 (see AFI 91-202, *The US Air Force Mishap Program* and AFMAN 91-223, *Aviation Safety Investigations and Reports*). A copy of the final runway incursion AFSAS report may be obtained from Wing Safety and/or MAJCOM OPR for AO. (T-3)

3.2.8.4. Procedures to ensure airfield driving privileges are suspended for individuals who do not complete annual refresher training on the first day of the preceding month after the refresher training is due. **Note:** Personnel that were not able to complete refresher training (e.g. deployed, TDY, etc.) must complete it prior to driving on the airfield. (T-3)

3.2.8.4. (SPANGDAHLEMA) Personnel who fail to complete annual airfield driver training as required shall have their airfield driving privileges suspended until refresher training has been accomplished.

3.2.8.4.1. (Added-SPANGDAHLEMA) Unit ADPMs shall suspend a member's airfield driving privileges in ADTP and confiscate a member's AF IMT 483 until refresher training has been accomplished. Exception: Member is outside local area.

3.2.8.5. Procedures to report and document other airfield driving incidents/violations (e.g. speeding, expired or no POV pass, etc.). (T-3) At a minimum, obtain the following information:

3.2.8.5. (SPANGDAHLEMA) The Wing ADPM will notify Unit Commanders and their ADPMs in writing, of all airfield driving incidents/violations within three duty days of their occurrence.

3.2.8.5.1. Name/Rank of the individual, unit, duty phone, Unit Commander or unit ADPM. (T-3)

3.2.8.5.2. Details of incident/violation (including date, time, location, nature, other pertinent facts, etc.). (T-3)

3.2.9. **TDY Personnel, Inspection/Survey Teams and Non-base Assigned Contractors.** Outline procedures and standards for TDY and non-base assigned contractors that need to drive on the airfield. (T-3)

3.2.9.1. TDY personnel, Inspection/Survey Teams and non-base assigned contractors must possess an AF Form 483 and be trained on local airfield driving procedures to operate a vehicle on the airfield without an escort. (T-1) **Exception:** The Wing ADPM or as delegated in the ADI to the unit ADPM may provide a local briefing/training when TDY personnel, Inspection/Survey Teams and non-base assigned contractors driving route(s) do not permit access on or across the CMA. In this case, the Wing ADPM or designated representative will issue a temporary AF Form 483 with the restriction “*Ramp Access Only*” or “*Non CMA Only*” and expiration date. (T-3)

3.2.9.1. (SPANGDAHLEMA) Host unit ADPMs will provide local training to TDY personnel and non-base assigned contractors. If there is no sponsoring organization, the briefing will be given (in mass) by the Wing ADPM. Non-unit sponsored TDY personnel shall contact the Wing ADPM two weeks in advance to schedule the briefing. **NOTE:** A host nation briefing is available.

3.2.9.1.1. (Added-SPANGDAHLEMA) The individual providing the TDY briefing will then provide a practical airfield orientation for the duty use areas. The TDY personnel will not operate any vehicle outside the duty use areas without an airfield escort.

3.2.9.1.2. (Added-SPANGDAHLEMA) Non-base assigned personnel not in possession of a valid AF 483 must complete training IAW this instruction before being allowed to drive on the airfield. Once all required training is completed, Airfield Management will issue a temporary AF IMT 483.

3.2.9.1.3. (Added-SPANGDAHLEMA) North Atlantic Treaty Organization (NATO) units TDY to Spangdahlem will be evaluated by the DAFM and/or AFM to determine what type of training is required.

3.2.9.2. TDY personnel, Inspection/Survey Teams and non-base assigned contractors will not be granted access to the CMA unless they have completed all training and testing requirements outlined in this AFI and ADI. (T-1)

3.2.9.2. (SPANGDAHLEMA) TDY personnel/non-base assigned contractors will not be granted access to the CMA unless they have completed all training and testing requirements required for home station licensees.

3.2.9.3. Use [Attachment 7](#) or electronic equivalent to document the name/unit of the individual that received the local briefing/training. (T-3)

3.2.9.4. If a sponsoring unit ADPM accomplishes the local training/briefing, forward an information copy to the Wing ADPM.

3.2.9.5. The local briefing and/or training materials should be made available in host nation language where applicable. (T-3)

3.2.9.6. Maintain a file copy of this training in accordance with Air Force RDS, Table 33-42, Rule 04.00. (T-3)

**3.2.10. Privately Owned and Government Leased Vehicle Passes.** Outline procedures and standards for personnel that need to drive a POV or Government Leased Vehicle on the airfield. At a minimum, drivers must be trained and certified to drive on the airfield. (T-3)

3.2.10. **(SPANGDAHLEMA)** POVs, Government Leased Vehicle (GLV)s, Government Owned Vehicles (GOVs), and contractor owned/operated vehicles not displaying U.S. Government issued license plates or an associated military branch's stenciled registration markings are subject to vehicle pass procedures. GLV/GOVs outfitted with host nation/local municipality license plates (e.g. "BIT" for Bitburg) shall have their POV Pass displayed in the lower left-hand corner of the windshield while operating on the airfield. **Note:** Vehicles acquired through rental car agencies during the course of TDY are categorized as POVs for the purpose of this supplement.

3.2.10.1. Develop procedures for issuing, and maintaining control/security (e.g. expiration, disposition, changing colors, numbers, etc.) of POV and Government Leased Vehicle Passes/Decals. **Note:** POVs on the airfield are discouraged and must be restricted to an absolute minimum. Include a sample MFR or local form/electronic equivalent for requesting a POV/Government Leased Vehicle pass. (T-3)

3.2.10.1.1. Request for a vehicle pass/decal must be endorsed by the individual's Unit Commander or Company/Contractor representative. (T-3) At a minimum, the MFR or local form/electronic equivalent will contain the following information:

3.2.10.1.1.1. **(SPANGDAHLEMA)** Prior to requesting issuance of a vehicle pass, Unit Commanders and/or host Unit Commanders will ensure all means of obtaining a GOV have been exhausted. This includes, but is not limited to borrowing a GOV from another base organization, signing-out a GOV from 52 LRS/LGRVO for one-time use, etc. Company/contractor representative shall limit vehicle pass requests to those necessary to fulfill contractual obligations. To the maximum extent possible, requests for vehicle passes by TDY personnel will be facilitated via the host ADPM. See [Attachment 14](#) for sample MFR requesting issuance of a vehicle pass.

3.2.10.1.1.1.1. Owner/User. (T-3)

3.2.10.1.1.1.1. **(SPANGDAHLEMA)** Each POV Owner/User/Operator must possess a valid driver's license or host nation driver's license and current AF IMT 483.

3.2.10.1.1.1.2. Organization/Company. (T-3)

3.2.10.1.1.1.3. Duty Phone. (T-3)

3.2.10.1.1.1.4. Vehicle Make, Model, Year, Color, and License/State. (T-3)

3.2.10.1.1.5. Pass/Permit number. (T-3)

3.2.10.1.1.6. Area of Operation(s)/location. (T-3)

3.2.10.1.1.7. Justification. (T-3)

3.2.10.1.1.8. Effective period/dates. (T-3)

3.2.10.1.1.8. **(SPANGDAHLEMA)** Effective period/dates shall not extend beyond that which is required to perform “official business” or the current calendar year, whichever occurs first.

3.2.10.1.2. Vehicle passes/decals must be validated at least annually. (T-3)

3.2.10.1.2. **(SPANGDAHLEMA)** Unit ADPMs shall contact the Wing ADPM NLT December 10th of each calendar year to schedule issuance of vehicle passes for the next calendar year.

3.2.10.1.2.1. **(Added-SPANGDAHLEMA)** Unit ADPMs must have in their possession the previous year’s vehicle pass.

3.2.10.1.3. POV and Government Leased vehicles passes/decals must be differentiated in the ADI. (T-3)

3.2.10.1.3. **(SPANGDAHLEMA)** To alleviate confusion and aid in detecting the presence of unauthorized vehicles on the airfield, vehicle passes for POVs, GLVs, etc. retain the same color-coded scheme for the respective calendar year.

3.2.10.1.4. The AFM, Wing ADPM or designated AM representatives are responsible for issuing vehicle passes/decals. **Note:** Authority must not be delegated outside of AM. (T-1)

3.2.10.1.5. **(Added-SPANGDAHLEMA)** Vehicle operators shall display vehicle passes in the lower left-hand corner of the windshield while operating on the airfield. **Note:** Upon exiting the airfield, vehicle passes shall be secured in such a manner, that they are out of sight and their access cannot be gained by unauthorized personnel.

3.2.10.1.5.1. **(Added-SPANGDAHLEMA)** Vehicle passes are issued for a specific vehicle and are not interchangeable with other vehicles. Vehicle passes are required to be legible and recognizable when on the airfield. Contact the Wing ADPM to replace lost or faded passes.

3.2.10.1.5.2. **(Added-SPANGDAHLEMA)** Lost or stolen vehicle passes must be reported to the Wing ADPM immediately. The Unit Commander, host Unit Commander, or company/contractor representative must request re-issuance of a vehicle pass in writing. Requests must include reason for re-issuance and procedures taken to safeguard vehicle passes in the future. **Note:** The loss of a subsequently issued vehicle pass shall result in the denial of future vehicle pass requests.

3.2.10.1.5.3. **(Added-SPANGDAHLEMA)** Vehicle passes shall be returned to the Wing ADPM when no longer required or upon expiration, whichever occurs first.

3.2.10.2. Maintain vehicle passes/decals supportive information in accordance with Air Force RDS, Table 13-01, Rule 01.00. (T-3)

**3.2.11. Disabled Vehicles.** Outline procedures for a disabled vehicle on the airfield. (T-3)

3.2.11.1. 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. (T-3) At a minimum, the ground vehicle operator will:

3.2.11.1.1. Leave the vehicle parking lights or emergency flashers on. (T-3)

3.2.11.1.2. If the vehicle has two-way radio capability, make the following transmission: *“All parties BREAK, BREAK-This is (call sign) with an emergency for Airfield Management, Tower, and Maintenance Operations Center”*. State the nature of the problem and report your position on the airfield. (T-3)

3.2.11.1.2. **(SPANGDAHLEMA)** Utilize the “RAMP NET” on the LMR network to make transmissions to AMOPS (Callsign: Airfield Operations), Tower (Callsign: Tower) and if applicable, the vehicle operator’s respective Maintenance Operations Center or Law Enforcement Desk regarding the presence of a disabled vehicle on the airfield environment.

3.2.11.1.3. **(Added-SPANGDAHLEMA)** Raise the hood of the vehicle to indicate mechanical problems and/or the presence of a disabled vehicle.

3.2.11.2. 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. (T-3)

3.2.11.3. 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. (T-3)

3.2.11.4. 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. (T-1)

3.2.11.4.1. The vehicle operator will ensure the disabled vehicle is not left unattended in the CMA. (T-3)

3.2.11.4.2. The disabled vehicle will be removed using any method in the quickest and safest way possible. (T-3)

**3.2.12. Pedestrian Movement.** Outline procedures for pedestrian movement on the airfield. (T-3) At a minimum, pedestrians on the airfield must adhere to the following procedures:

3.2.12. **(SPANGDAHLEMA)** Pedestrians shall comply with procedures outlined in DoDI 6055.4, AFI 91-203, **Chapter 24**, AFI 91-207, paragraph 3.6, *Installation Pedestrian and Bicycle Safety*, local directives, and this supplement.

3.2.12.1. Pedestrians are authorized on the airfield for official business in support of the flying mission. (T-3)

3.2.12.2. Walk facing oncoming traffic. (T-3)

3.2.12.3. Do not sit or recline on the ramp in such a manner that interferes with normal ground vehicle and aircraft operations. (T-3)

3.2.12.4. Do not enter the CMA without two-way radio contact and approval from the ATCT. (T-1)

3.2.12.5. **(Added-SPANGDAHLEMA)** Comply with all posted signs and markings.

3.2.12.6. **(Added-SPANGDAHLEMA)** Do not enter or traverse through construction areas denoted by warning signs, barricades, lights, etc. or any combination thereof.

3.2.12.7. **(Added-SPANGDAHLEMA)** Ensure all security gates or similar mechanisms are immediately closed upon entering/departing the airfield environment. **Note:** If subsequent pedestrians will be entering/departing, ensure they have assumed responsibility for securing the airfield access point.

3.2.12.8. **(Added-SPANGDAHLEMA)** Unless approved by the AFM, jogging on the airfield, to include the runways, taxiways and parking ramps, is strictly prohibited.

## Chapter 4

### RADIO COMMUNICATIONS PHRASEOLOGY, DISCIPLINE AND TECHNIQUES

#### 4.1. General.

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

4.1.2. Brevity is important, therefore, radio transmissions must be kept as brief as possible. However, controllers must know what you want to do before they can properly carry out their control duties. Conversely, the vehicle operator, must know exactly what the controller wants them to do. (T-3)

4.1.3. Vehicle operators must maintain vigilance in monitoring air traffic control radio communications frequencies for situational awareness, especially when operating on an active runway. (T-3)

#### 4.2. Radio Techniques.

4.2.1. Listen before transmitting. If someone else is talking, the keying of another transmitter will be ineffective and will probably override/block out the other receiver causing the other vehicle operator to repeat his or her call.

4.2.2. Think before keying the transmitter. You must know exactly what you need to say before you say it. (T-3)

4.2.3. The microphone should be very close to your lips and, after pressing the “microphone button”, a slight pause may be necessary to be sure, the first word is transmitted clearly. Speak in a normal, conversational tone.

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

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

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

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

**4.3. Phraseology.** Vehicle operators must contact the ATCT controller each and every time they proceed onto or leave the CMA. When proceeding onto a CMA, vehicle operators must advise the controller of three things: **WHO** you are, **WHERE** you are, and **WHAT** your intentions are. Vehicle operators must always acknowledge all communications so ground control and other persons know that the message was received. Vehicle operators must always give aircraft and ground control transmissions priority unless an emergency exists. VHF/UHF transmissions are reserved for the primary use of aircraft and ATCT personnel. (T-1)

4.3.1. A typical runway crossing transmission sequence is as follows:

**Table 4.1. Sample Runway Crossing Phraseology.**

<b>VEHICLE OPERATOR:</b>	<i>"JACKSONVILLE TOWER AIRFIELD ONE."</i>
<b>ATCT:</b>	<i>"AIRFIELD ONE, JACKSONVILLE TOWER."</i>
<b>VEHICLE OPERATOR:</b>	<i>"JACKSONVILLE TOWER, AIRFIELD ONE REQUEST TO CROSS (runway) AT (point/intersection)."</i>
<b>ATCT:</b>	<i>"AIRFIELD ONE, CROSS (runway) AT (point/intersection). or "AIRFIELD ONE, HOLD SHORT OF (runway)."</i>

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

**Table 4.2. Sample Read back Instructions.**

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

4.3.3. If vehicle operators are issued hold short instructions, they are required to provide a read back to the ATCT.

**Table 4.3. Sample Hold Short Instructions.**

<b>ATCT:</b>	<i>“AIRFIELD THREE PROCEED VIA TAXIWAY CHARLIE, HOLD SHORT OF RUNWAY TWO SEVEN.” or “AIRFIELD THREE PROCEED VIA CHARLIE, HOLD SHORT OF RUNWAY TWO SEVEN.”</i>
<b>VEHICLE OPERATOR:</b>	<i>“AIRFIELD THREE, ROGER.”</i>
<b>ATCT:</b>	<i>“AIRFIELD THREE, READ BACK HOLD INSTRUCTIONS.”</i>
<b>VEHICLE OPERATOR:</b>	<i>“AIRFIELD THREE, PROCEEDING VIA CHARLIE, WILL HOLD SHORT OF RUNWAY TWO SEVEN.”</i>

**4.4. Common Use Phrases.**

**Table 4.4. Common Use Phrases.**

<b>What Is Said:</b>	<b>What It Means:</b>
Acknowledge	Let me know you have received and understand this message.
Advise Intentions	Let me know what you plan to do.
Affirmative	Yes.
Correction	An error has been made in the transmission, and the correct version follows.
Go Ahead	Proceed with your message only. <b>Note:</b> Use of this phrase does not authorize requestor to "Go Ahead" with, or carry out, their request.
Hold/Hold Short	Phrase used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point while awaiting further clearance from air traffic control.
How do you hear me?	Question relating to the quality of the transmission or to determine how well the transmission is being received.
Immediately or without delay, Expedite	Phrase used by ATC when such action compliance is required to avoid an imminent situation.
Negative	"No" or "permission not granted" or "that is not correct."
Out	The radio conversation is ended, and no response is expected.
Over	My radio transmission is ended, and I expect a response.
Read Back	Repeat my message to me.
Roger	I have received all of your last transmission.
Stand By	Means the controller or pilot must pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in "stand by for clearance." The caller should reestablish contact if a delay is lengthy.
Unable	Indicates inability to comply with a specific instruction, request, or

	clearance.
Verify	Request confirmation of information.
Wilco	I have received your message, understand it, and will comply with it.

**4.5. Phonetic Aviation Alphabet.** Because some letters have similar sounds, like B and P, the international aviation industry uses the following words to reduce confusion. For example, Taxiway B would be referred to as Taxiway Bravo on the radio. Vehicle operators must know and use the following Phonetic Aviation Alphabet: (T-1)

**Table 4.5. Phonetic Aviation Alphabet.**

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

#### **4.6. DELETED**

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Asst DCS, Operations, Plans, and Requirements

**(SPANGDAHLEMA)**

JOSEPH D. MCFALL, Colonel, USAF  
Commander

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

**AFPD 13-2**, *Air Traffic Control, Airspace, Airfield, and Range Management*, 7 August 2007

**AFI 13-204 Volume 2**, *Airfield Operations Standardization and Evaluations*, 1 September 2010

**AFI 21-101**, *Aircraft and Equipment Maintenance Management*, 26 July 2010

**AFMAN 24-306\_IP**, *Manual for Wheeled Vehicle Operator*, 1 July 2009

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**AFI 33-360**, *Publications and Forms Management*, 25 September 2013

**AFMAN 33-363**, *Management of Records*, 1 March 2008

**AFI 91-203**, *Air Force Consolidated Occupational Safety Instruction*, 15 June 12

**AFI 91-202**, *The US Air Force Mishap Program*, 5 August 2011

**AFMAN 91-223**, *Aviation Safety Investigations and Reports*, 16 May 2013

**AFI 48-123**, *Medical Examinations and Standards*, 24 September 2009

Air Force Enlisted Classification Directory (AFECD), 1 August 2009

Air Force Officer Classification Directory (AFOCD), 31 October 2009

**FAA Advisory Circular 150/5340-1L**, *Standards for Airport Markings*, 27 September 2013

**FAA Joint Order 7 110.65U**, *Air Traffic Control*, 9 February 2012

***Prescribed Forms***

**AF Form 483**, *Certificate of Competency*

***Adopted Forms***

**AF Form 457**, *USAF Hazard Report*

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

**AF Form 3616**, *Daily Record of Facility Operation*

**AF Form 4058**, *Airfield Operations Policy Waiver*

**FAA Form 5280-7**, *Airfield Visual Aid Safety Placard*

***Abbreviations and Acronyms***

**ADI**—Airfield Driving Instruction

**ADP**—Airfield Driving Program

**ADPM**—Airfield Driving Program Manager

**(Added-SPANGDAHLEMA) ADTP**—Airfield Drivers Training Program

**AF**—Air Force

**AFFSA**—Air Force Flight Standards Agency  
**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFM**—Airfield Manager  
**AFRSAT**—AF Runway Safety Action Team  
**AFSC**—Air Force Specialty Code  
**AM**—Airfield Management  
**(Added-SPANGDAHLEMAbsup) ANG**—Air National Guard  
**AO**—Airfield Operations  
**AOB**—Airfield Operations Board  
**AOF/CC**—Airfield Operations Flight Commander  
**AOI**—Airfield Operations Instruction  
**ATC**—Air Traffic Control  
**ATCT**—Air Traffic Control Tower  
**CBT**—Computer Based Training  
**CMA**—Controlled Movement Area  
**CMAV**—Controlled Movement Area Violation  
**DOD**—Department of Defense  
**FAA**—Federal Aviation Administration  
**FOD**—Foreign Object Damage  
**(Added-SPANGDAHLEMAbsup) GLV**—Government Leased Vehicle  
**GM**—Guidance Memorandum  
**HATR**—Hazardous Air Traffic Report  
**IC**—Interim Change  
**ILS**—Instrument Landing System  
**INST**—Instrument  
**IR**—Infrared Red  
**MAJCOM**—Major Command  
**MFR**—Memorandum for Record  
**MOPP**—Mission Oriented Protective Posture  
**OG**—Operations Group  
**OPR**—Office of Primary Responsibility

**NVD**—Night Vision Device

**(Added-SPANGDAHLEMA) PAS**—Protective Aircraft Shelter

**POFZ**—Precision Obstacle Free Zone

**POV**—Privately Owned Vehicle

**(Added-SPANGDAHLEMA) RDS**—Records Disposition Schedule

**RIPWG**—Runway Incursion Prevention Working Group

**RGL**—Runway Guard Light

**RWY**—Runway

**SF**—Security Forces

**SFMIS**—Security Forces Management Information System

**TDY**—Temporary Duty

**VCNCO**—Vehicle Control Noncommissioned Officer

**VCO**—Vehicle Control Officer

**VFR**—Visual Flight Rule

### *Terms*

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

**Advise Intentions**—Tell me what you plan to do.

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

**AF Runway Safety Action Team**—AFRSAT teams are composed of AFFSA and/or MAJCOM OPR for AO functional experts used to analyze, report and determine corrective actions required to reduce the number of Controlled Movement Area Violations on the airfield. AFRSAT functional experts will evaluate all pertinent areas that are a part of, or affect, the negative trend or unsafe condition.

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

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

**Airfield Driving Instruction (ADI)**—Formerly known as the flight line driving instruction. Establishes local operations, procedures and training standards for driving a vehicle on the airfield. Also called ADI.

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

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

**Airfield Management**—A function that conducts airfield inspections and checks for safety and compliance with planning and design criteria. Plans, organizes and directs airfield activities to include airfield construction/repairs, airfield driving program, ice/snow removal operations, Bird/Wildlife control, etc. Procures, maintains, and produces information on safe operation of aircraft through the national and international airspace system such as Flight Information Publications, aeronautical charts and maps, Notice to Airmen (NOTAM), local airfield and navigational aid status, and weather information. Process domestic and international flight plans.

**Airfield Management Operations (AMOPS)**—A facility located near the airfield that provides aircrews with flight plan processing and planning services.

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

**Airfield Operations Flight Commander (AOF/CC)**—Responsible for the overall operation/services provided by the airfield operations flight in support of the wing flying mission and in compliance with USAF and FAA guidelines.

**Clear**—ATC term used between pilots and air traffic controllers, not authorized for use by personnel operating motor vehicles on the airfield.

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

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

**Controlled Movement Area (CMA)**—As defined in Airfield Operation Instructions, any portion of the airfield requiring aircraft, vehicles and pedestrians to obtain specific Air Traffic Control Tower (ATCT) approval for (normally via two-way radio contact with the ATCT). Controlled Movement Areas include but are not limited to areas used for takeoff, landing and as required taxiing of aircraft. **Note:** This definition is used in lieu of "movement area" as defined in the FAA Pilot Controller Glossary. Also called CMA.

**Controlled Movement Area Violation (CMAV) Event**—An airfield infraction caused by aircraft, vehicles, or pedestrians entering the control movement area without specific ATCT approval. This definition includes runway incursions and infractions caused by communication errors. Refer to AFI 91-223 paragraphs 1.3.1.8. for reportable HATR reporting procedures and \*1.3.1.9. for reportable CMAV events.

**Expedite**—Used by ATC when prompt compliance is required to avoid the development of an imminent situation.

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

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

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

**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.

**Host Wing Commander**—The individual with ultimate responsibility for operating the airfield.

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

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

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

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

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

**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.

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

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

**Precision Obstacle Free Zone**—An 800 foot wide by 200 foot 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 250 feet or visibility is less than 3/4 statute mile (or runway visual range below 4,000 feet.)

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

**Proceed**—Authorization to begin/continue on approved routes.

**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 will indicate the boundaries.

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

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

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

**Runway Incursion**—Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and takeoff of aircraft. For the purpose of this instruction, the protected area is the same as the CMA. These are further classified into three operational categories:

**1)\*Operational Error (OE)**—A failure of the air traffic control system that results in loss of separation.

**2)\*Pilot Deviation (PD)**—The action of a pilot that results in the violation of ATC instructions, AFIs and/or FARs.

**3)\*Vehicle/Pedestrian Deviation(V/PD)**—Any entry or movement on the controlled movement area by a vehicle (including aircraft operated by non-pilots) or pedestrian that has not been authorized by Air Traffic Control.

**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. Also means to standby for clearance/approval.

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

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

**Unit**—For the purpose of this AFI, the term unit is equivalent to a Squadron, also known as the basic unit in the USAF organizational structure. Squadrons are usually made up of several flights (typically four), and commanded by a field grade officer.

**Wake Turbulence**—A phenomenon resulting from the passage of an aircraft through the atmosphere. The term includes vortices, thrust stream turbulence, jet blast, jet wash, propeller wash, and rotor wash both on the ground and in the air.

**Wing Commander**—The individual with ultimate responsibility for operating the airfield.

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

**Words Twice**—Communication is difficult. Please say every phrase twice.

**Wilco**—I have received your message, understand it, and will comply with it.

## Attachment 2

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

**Figure A2.1. Unit Airfield Driving Program Manager and Trainer(S) Appointment Letter.**

MEMORANDUM FOR 213 OSS/OSA

FROM: (Unit Commander Office Symbol)

SUBJECT: Appointment of Unit ADPMs and Trainers

1. The following individuals are appointed as unit Airfield Driving Program Managers (primary/alternate) and trainers. Individuals have received training IAW AFI 13-213 and the Local Driving Instruction. 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 TDY personnel.

**NAME/EmailOFFICE SYMDP 483 # \_\_\_\_\_**

**PRIMARY:**

MSgt Ann B. SmithOSAAXXX-XXXXBLK#####

Email: Ann.Smith@blank.af.mil

**ALTERNATE:**

TSgt John E. Doe OSAAXXX-XXXXBLK#####

Email: John.Doe@blank.af.mil

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

**NAME/EmailOFFICE SYMDP 483 # \_\_\_\_\_**

TSgt Jane C. Davis OSAAXXX-XXXX BLK#####

Email: Jane.Davis@blank.af.mil

SSgt Michael JohnsonOSAAXXX-XXXX BLK#####

Email: Michael.Johnson@blank.af.mil

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

XXXX X. XXXXX, Lt Col, USAF  
Commander

## Attachment 3

## UNIT ADPM TRAINING CHECKLIST

Figure A3.1. Unit ADPM Training Checklist.

UNIT ADPM TRAINING CHECKLIST			
<b>SECTION I – TRAINEE INFORMATION</b> ( <i>Completed by Wing ADPM</i> )			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
<b>SECTION II – QUALIFICATION TRAINING</b> ( <i>Completed by Trainee and Wing ADPM</i> )			
	<b>Date Completed</b>	<b>Trainee Initials</b>	<b>Wing ADPM</b>
1. Unit ADPM duties and responsibilities.			
2. Appointment of unit trainers.			
3. Runway incursion prevention.			
4. Governing Directives.			
4.1. AFMAN 24-306, <i>Manual for the Wheeled Vehicle Operator</i> .			
4.2. AFOSHSTD 91-100, <i>Aircraft Flightline – Ground Operations and Activities</i> , Chapter 6.			
4.3. AFI 21-101, <i>Aircraft and Equipment Maintenance Management</i> .			
5. Testing requirements to include test security/compromise.			
6. Color vision testing requirements. See AFI 48-123, <i>Medical Examinations and Standards</i> for additional information.			
7. Airfield Driver's training requirements.			
7.1. Local Qualification.			
7.2. Refresher.			
8. Unit ADPM Continuity Binder.			
9. Reporting, Enforcement, and Violation Consequences.			
10. Vehicle Passes (Privately Owned/Government Leased).			
11. Controlled Movement Area (CMA) procedures and training for unit personnel.			
12. TDY personnel/Non-based assigned contractors briefing and or training requirements.			
13. Escort procedures.			
14. Procedures for issuing revoking and reissuing an AF IMT 483, <i>Certificate of Competency</i> .			

15. Participate with the Unit AFPM on an actual training session and practical check ride.			
16. <b>AF IMT483 CERTIFICATE #</b>		<b>STAMP:</b>	
<b>SECTION III – TRAINING CERTIFICATION</b> <i>(Completed by the Trainee and Wing ADPM or designated representative)</i>			
<b>TRAINEE</b>			
I have received and completed all of the above training requirements and will comply with <u>Local Base</u> Airfield Driving Instruction (ADI).			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>WING ADPM or designated representative</b>			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>Note:</b> A local form or electronic equivalent may be used as long as it includes all information listed above.			

## Attachment 4

## UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST

Figure A4.1. Unit Airfield Driver Program Self Inspection Checklist.

UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST			
<b>SECTION I – GENERAL INFORMATION</b> <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
Unit	Office Symbol or Company Name	Date:	
<b>SECTION II – INSPECTION ITEMS</b> <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
	Yes	No	Not Applicable
<b>1. Unit Commander.</b>			
1.1. Has the unit commander appointed, in writing, an Airfield Driving Program Manager and alternate?			
1.2. Is a current copy of the Airfield Driving Program Manager appointment letter on file at Airfield Management?			
1.3. Does the unit commander limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission?			
1.4. Has the unit commander established procedures to limit the number of runway crossings? Is the number of unit drivers validated at least annually to include those that enter or cross the runway?			
1.5. Is the unit commander notified when individuals commit a violation?			
1.6. Does the unit commander notify the Airfield Driving Program Manager and Airfield Management when revoking an individual's driving privileges?			
1.7. Has the unit commander appointed, in writing, Airfield Driving Program Trainers? Is the list of names current and accurate?			
<b>2. Unit Airfield Driving Program (ADPM) Manager.</b>			

2.1. Is the Unit ADPM trained and certified to drive on the airfield?			
2.2. Does the Unit ADPM ensure drivers have a valid state driver's license and are qualified to operate applicable vehicles?			
2.3. Does the Unit ADPM ensure airfield drivers have their color vision tested? Is the AFSC exempt?			
2.4. Does the Unit ADPM maintain a list of all drivers authorized to drive on the airfield with at least the minimum data (Full name, rank, unit, office symbol, AF IMT 483 number, any restrictions and date refresher training is due)?			
2.5. Does the Unit ADPM have current and accurate training documentation on file for drivers that have been issued an AF IMT 483, <i>Certificate of Competency</i> , endorsed for airfield driving?			
2.6. Does the Unit ADPM maintain a properly formatted continuity binder or electronic equivalent with all required documentation?			
2.7. Are the training and testing materials current and accurate?			
<b>3. TDY personnel/Non base assigned Contractors.</b>			
3.1. Are TDY personnel/Non base assigned contractors driving credentials verified (do TDY personnel/Non base assigned contractors have a valid state/GOV driver's license and AF IMT 483 from their home base)? ADPM should question the need to issue AF IMT 483 if TDY personnel do not have an AF IMT 483 from their home station.			
3.2. Are TDY personnel being trained on driving requirements in accordance with the local driving instruction?			
<b>4. Training.</b>			
4.1. Are potential airfield drivers receiving classroom training by the ADPM ( <i>as determined locally</i> )?			
4.2. Are potential airfield drivers receiving practical day and night (as applicable) airfield familiarization training?			
4.3. Are potential airfield drivers receiving a practical day and night (as applicable) driving test?			

4.4. Does the ADPM provide unit personnel with references and materials necessary to complete training? Is this material readily available for reference in the event the program manager or alternate is not available?			
4.5. Is remedial training conducted and documented on personnel that fail a test or commit a violation?			
4.6. Are drivers receiving annual refresher training within the established time lines?			
4.7. Does the ADPM have a mechanism established to track annual refresher training requirements? Is the refresher training being documented on the back of the AF IMT 483?			
4.8. Are trainees administered a General Knowledge Test?			
4.9. Are trainees administered a Runway Incursion Prevention Test?			
4.10. Are trainees administered a Communication Test to individuals requiring CMA access?			
4.11. Are trainees instructed on proper radio terminology when communicating with the ATCT?			
4.12. Are trainees shown the actual location of Runway Hold-Lines and can they readily provide a verbal description of Runway Hold-Lines?			
4.13. Are trainees familiar with runway entry and exit procedures and radio "read back" requirement? (A random interview of unit vehicle operators may be conducted.)			
<b>5. Miscellaneous.</b>			
5.1. Is FAA Form 5280-7/AFVA 11 -240, Airfield Visual Aid Safety Placard, available for each vehicle operated on the CMA?			
5.2. Is FOD prevention and identification part of the Unit's Airfield Driving Program?			
5.3. Are vehicles used on taxiways and runways equipped with Infrared Red Lights/Roof-mounted rotating beacons?			
5.4. Is a current airfield diagram in unit assigned vehicles?			

<b>SECTION III – COMMENTS/NOTES</b> <i>(Completed by the Wing ADPM or Unit ADPM)</i>
<b>SECTION IV – CERTIFICATION</b> <i>(Completed by the Unit ADPM and Wing ADPM)</i>

<b>UNIT ADPM</b>			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
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<b>WING ADPM</b>			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
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<b>Note:</b> A local form or electronic equivalent may be used as long as it includes all information listed above.
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## Attachment 5

# AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST

Figure A5.1. Airfield Driving Training Documentation and Certification Checklist.

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST			
<b>SECTION I – TRAINEE INFORMATION</b> <i>(Completed by the Unit ADPM)</i>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
<b>SECTION II – QUALIFICATION TRAINING</b> <i>(Completed by the Trainee and Unit Trainer)</i>			
	<b>Date Completed</b>	<b>Trainee's Initials</b>	<b>Trainer's Initials</b>
1. Trainee possesses a valid <i>(List State of Issue)</i> Driver's License <i>(List restrictions)</i> .			
2. Trainee possesses a valid Government Driver's License.			
3. USAF Airfield Driving Computer Base Training. [Score:     ]			
4. Airfield Driver Training Classroom <i>(as determined locally)</i> .			
5. Airfield Driving Qualification Training Checklist/ Curriculum. (See Attachment 6)			
6. Practical Day Airfield Driver Familiarization Training (See Attachment 6, Item 4)			
7. Practical Night Airfield Driver Familiarization Training as applicable. (See Attachment 6, Item 4)			
8. Practical Driving Test. Includes day and night (as applicable)			
9. Communications Test. [Score:     ]			
10. Airfield Diagram/Layout Test. [Score:     ]			
11. General Knowledge Test (Written). [Score:     ]			
12. Runway Incursion Prevention Test. [Score:     ]			
<b>SECTION III – Color Vision Test for CMA drivers only.</b> <i>(Completed by Hospital/Medical Treatment Facility Optometry For)</i>			
Check applicable.			
1. Normal Color Vision.			
2. Color Blind/Deficient.			
Name (Last, First, MI):	Grade:	Signature:	Date:

<b>SECTION IV – TRAINER CERTIFICATION</b> <i>(Completed by Authorized Airfield Driving Training Instructor)</i>			
I certify that the trainee has received all required qualification training requirements annotated above.			
Name of Trainer (Last, First, MI):	Grade:	Signature:	Date:
<b>SECTION V – TRAINEE ACKNOWLEDGEMENT</b> <i>(Completed by Trainee)</i>			
I have received and completed all of the above training requirements and will comply with <u>Local Base</u> Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).			
Name of Trainee (Last, First, MI):	Grade:	Signature:	Date:
<b>SECTION VI – UNIT CERTIFICATION</b> <i>(Completed by Unit Commander or Unit ADPM)</i>			
I certify that the above trainee has successfully completed all training requirements to operate a vehicle at <u>Local Base</u> . Check all applicable restrictions and or special access. Ramp only Daylight Hours only Other ( <i>Specify</i> )			
Name (Last, First, MI):	Grade:	Signature:	Date:
<b>SECTION VII – AIRFIELD DRIVING AUTHORIZATION</b> <i>(Completed by the Wing ADPM or designated representative)</i>			
Approved    Disapproved		AF IMT483 CERTIFICATE #	
Name (Last, First, MI):	Grade:	Signature:	Date:
<b>Note:</b> A local form or electronic equivalent may be used as long as it includes all information listed above.			

## Attachment 6

**AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)****Figure A6.1. Airfield Driving Qualification Training Checklist (Curriculum).**

<b>AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)</b>				
<b>SECTION I – TRAINEE INFORMATION</b> <i>(Completed by Unit ADPM)</i>				
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone	
			<b>Date Completed</b>	<b>Trainee's Initials</b>
			<b>Trainer's Initials</b>	<b>Not Available (N/A)</b>
1. <b>Definitions and terms.</b> Training Outcome(s): Trainee must be knowledgeable of the terms used on an airfield.				
1.1. Runway				
1.2. Controlled Movement Area (CMA)				
1.3. Controlled Movement Area Violation (CMAV)				
1.4. Runway Incursion				
1.5. Taxiway				
1.6. Ramp/Apron				
1.7. Foreign Object Damage (FOD) control/prevention				
1.8. Overrun				
1.9. Taxilane				
1.10. Light Gun				
1.11. Jet Blast				
1.12. Vehicle Service Road				
1.13. Hot Cargo Area				
1.14. Arm/De-Arm Area				
1.15. Aircraft Arresting Gear				
1.16. ILS Critical Area				
1.17. Mandatory Sign				
1.18. Informational Sign				
1.19. Emergency Response Vehicle				
1.20. Circle of Safety				
1.21. Restricted Area				
1.22. Entry Control Point				
1.23. Fixed/Mobile Obstacle				
1.24. Airfield Management				

1.25. Air Traffic Control Tower (ATCT)				
<b>2. Vehicle operator requirements.</b> Training Outcome(s): Trainee must be knowledgeable on local procedures and requirements for operating a vehicle on the airfield.				
2.1. Use of vehicle lighting (e.g. Daytime Running, Rotating/IR beacons, hazard/emergency flashers).				
2.2. Procedures for reporting an accident or vehicle maintenance problems.				
2.3. Vehicle parking and chocking requirements.				
2.4. Use of perimeter and infield roadways.				
2.5. Lateral distance requirements for mobile obstacles on an apron/ramp and taxiway.				
2.6. Speed limits for vehicles operating on an apron/ramp and taxiway.				
2.7. Requirements for operating a vehicle within the immediate vicinity of aircraft.				
2.8. Procedures for reporting and removing FOD.				
2.9. Restricted visibility and/or night driving.				
2.10. Procedures for operating of bicycles, tricycles, etc. on the airfield.				
2.11. Use of traction control devices as applicable.				
2.12. Emergency Response Vehicle requirements.				
2.13. Vehicle Escort/Convoy Driving procedures as applicable.				
<b>3. Aircraft Operations.</b> Training Outcome(s): Trainee must be knowledgeable of hazards associated with aircraft.				
3.1. Right of Way.				
3.2. Taxiing.				
3.3. Jet Blast safety requirements.				
<b>4. Practical Day and Night (as applicable) Airfield Familiarization Training.</b> 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.				
<b>5. Local Airfield Basics.</b> Training				

Outcome(s): Trainee must be knowledgeable of the airfield environment.				
5.1. Familiarize trainee with the following airfield lighting.				
5.1.1. Runway.				
5.1.1.1. Edge Lights.				
5.1.1.2. Approach Lights.				
5.1.2. Taxiway.				
5.1.2.1. Edge Lights.				
5.1.2.2. Centerline Lights.				
5.1.2.3. Guard Lights (as applicable).				
5.2. Familiarize trainee with the following airfield signage.				
5.2.1. Runway Hold Sign.				
5.2.2. Taxiway Location Sign.				
5.2.3. ILS Critical Area Sign.				
5.2.4. Direction Sign.				
5.2.5. Distance Remaining Sign.				
5.3. Familiarize trainee with the following airfield markings.				
5.3.1. Runway.				
5.3.1.1. Centerline.				
5.3.1.2. Edge.				
5.3.1.3. Runway ID Numbers.				
5.3.1.4. Threshold Markings.				
5.3.1.5. VFR Hold Line.				
5.3.2. Vehicle Stop Bars.				
5.3.3. Taxiways.				
5.3.3.1. Centerline.				
5.3.3.2. Edge Markings.				
5.3.4. ILS Critical Areas.				
5.3.5. Non-Movement Area Boundary Marking as applicable.				
5.3.6. Non Standard Airfield Markings as applicable.				
5.3.7. Aircraft Arresting Gear Marking as applicable.				
5.4. Familiarize trainee with the locations or airfield Navigational Aids and Visual Approach Aid.				
5.5. Familiarize trainee with the location of Restricted Areas and Entry Control Points.				
5.6. Familiarize trainee with the location of Free Zones as applicable.				
5.7. Familiarize trainee with the reduced				

visibility/inclement weather driving techniques.				
5.8. Familiarize trainee with the location of the Fire Department, Air Traffic Control Tower and Airfield Management.				
5.9. Familiarize trainee with the location and use of traffic control devices.				
5.10. Familiarize trainee with Jet Blast hazardous locations on the airfield.				
5.11. Familiarize trainee with runway(s) configuration (e.g. dimensions, location, designation, etc.).				
5.12. Familiarize trainee with the taxiway configuration (e.g. dimensions, location, designation, etc.).				
5.13. Familiarize trainee with Controlled Movement Area Boundaries.				
5.14. Familiarize trainee with Congested Areas.				
5.15. Familiarize trainee with Hot Spots as required locally.				
5.16. Identify Smoking Areas as applicable.				
<b>6. Communications.</b> Training Outcome(s): Trainee must be knowledgeable of proper radio terminology and ATCT phraseology use on the airfield.				
6.1. Ground Vehicle Communications.				
6.2. Procedural Words and Phrases.				
6.3. Aviation Phonetic Alphabet.				
6.4. Aviation Terminology.				
6.5. Procedures for Contacting the ATCT.				
6.6. Light Gun Signals (Description of ATCT Light Gun signals).				
6.7. ATCT and or vehicle blind spots.				
<b>7. Other.</b>				
7.1. Review ADI.				
7.2. Runway Incursion Prevention Training.				
7.3. Demonstrate the ability to contact ATCT for approval to enter/exit the CMA. <b>Note:</b> Required for all personnel that require access on or across taxiways, helipads and aprons located in the CMA.				
7.4. Demonstrate the ability to contact ATCT for approval to enter/exit the runway. <b>Note:</b> Required for all personnel that require assess				

on or across the runway.				
<b>SECTION III – TRAINING CERTIFICATION</b> ( <i>Completed by the Trainee, Unit ADPM and Wing ADPM</i> )				
<b>TRAINEE</b>				
I have received and completed all of the above training requirements and will comply with <u>Local Base</u> Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).				
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:	
<b>UNIT ADPM</b>				
I certify that the above individual has completed all local training requirements outlined in <u>State Local Base</u> Airfield Driving Instruction (ADI). Check all applicable restrictions. <input type="checkbox"/> Ramp only <input type="checkbox"/> Daylight Hours only <input type="checkbox"/> Other ( <i>Specify</i> )				
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:	
<b>WING ADPM or designated representative (<i>as required</i>)</b>				
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:	
<b>Notes:</b> 1. A local form or electronic equivalent may be used as long as it includes all information listed above.  2. Electronic media such as videos, CBTs, and PowerPoint presentations may be used to provide training on all items except for the practical training requirements in items 4 and 7 above.				

## Attachment 7

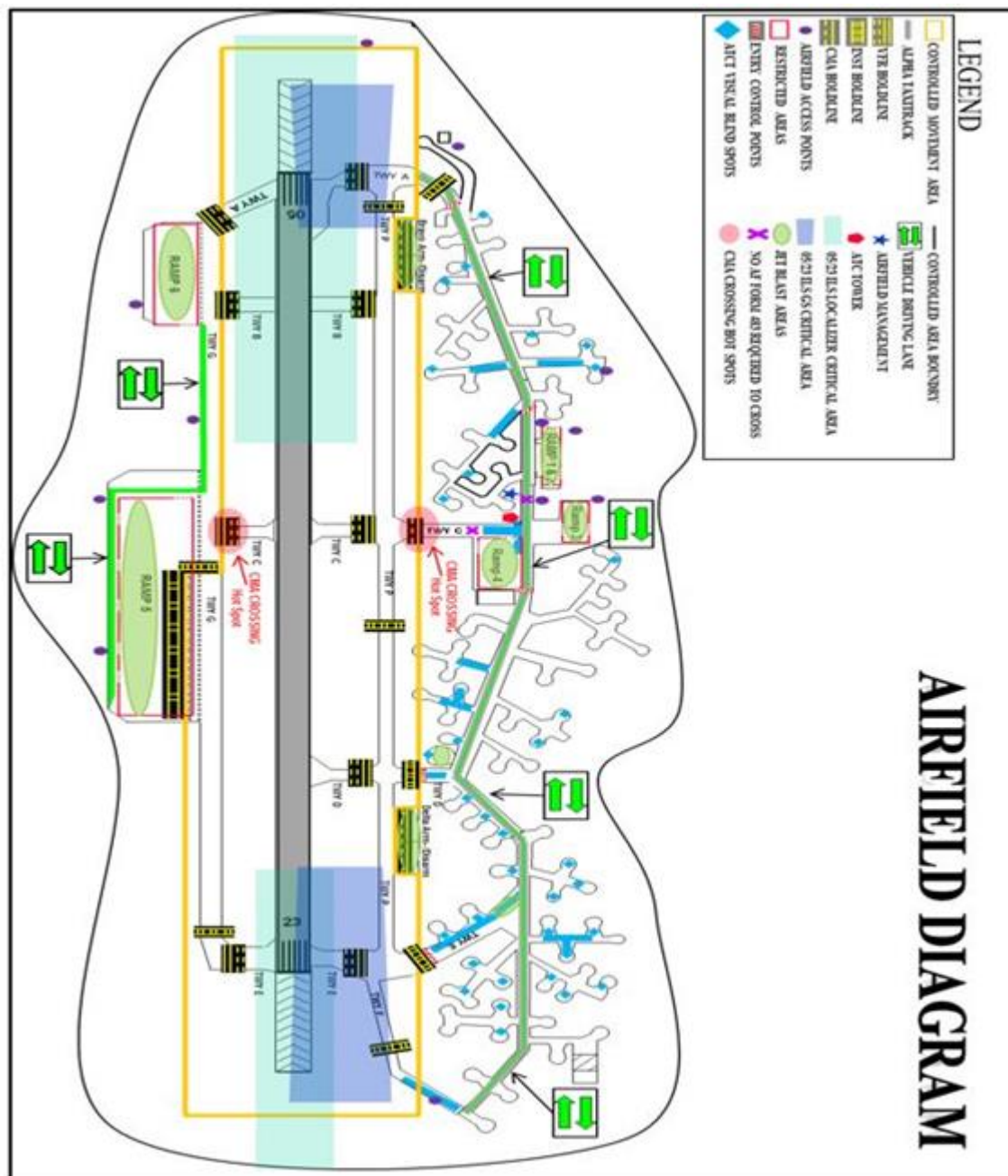
**TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST****Figure A7.1. TDY Personnel/Non-Base Assigned Contractors Training Checklist.**

<b>TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST</b>			
<b>SECTION I – TRAINEE INFORMATION</b> <i>(Completed by Unit ADPM or Wing ADPM)</i>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
<b>SECTION II – QUALIFICATION TRAINING</b> <i>(Completed by the Trainee, Unit ADPM or designated Trainer)</i>			
	<b>Date Completed</b>	<b>Trainee's Initials</b>	<b>Trainer's Initials</b>
1. Explain the difference between mandatory/informational airfield signs. Provide examples of mandatory/informational local airfield signs.			
2. Explain the different types of airfield markings (e.g. runway, taxiway, apron/ramp). Provide examples of local airfield markings.			
3. Explain the different types of airfield lighting systems (e.g. runway, taxiway, apron/ramp). Provide examples of local airfield lighting.			
4. Identify the speed limits for general/special purpose vehicles operating on aircraft parking aprons/ramp and taxiways.			
5. Identify the procedures for vehicle operating in the immediate vicinity of base assigned and transient (if applicable) aircraft.			
6. Explain the requirements for parking and chocking vehicles and/or equipment on the airfield.			
7. Identify the lateral distance requirements for mobile obstacles on taxiways and aprons.			
8. Discuss Foreign Object Damage (FOD) control/prevention measures for the airfield.			
9. Identify methods/practices to prevent a runway incursion.			
10. Explain the different types of airfield violations and their consequences.			
11. Identify the proper radio terminology and phraseology.			
12. Provide a local Airfield Diagram.			

13. Identify all restricted areas and entry control points.			
14. Identify all Control Movement Area boundaries.			
15. Identify Free zones, when applicable.			
16. Practical airfield familiarization training. At a minimum, familiarize individual on route(s) to and from the designated work area.			
17. Explain procedures for Night Driving, Reduced visibility and Inclement weather, when applicable.			
18. Explain procedures for reporting an accident or vehicle maintenance problems.			
<b>SECTION III – TRAINING CERTIFICATION</b> ( <i>Completed by Trainee, Unit ADPM and Wing ADPM as required</i> )			
<b>TRAINEE</b>			
I have received and completed all of the above training requirements and will comply with <u>Local Base</u> Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>UNIT ADPM</b>			
I certify that the above individual has completed all local training requirements outlined in <u>State Local Base</u> Airfield Driving Instruction (ADI). Check all applicable restrictions.			
<input type="checkbox"/> Ramp only <input type="checkbox"/> Daylight Hours only <input type="checkbox"/> Other ( <i>Specify</i> )			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>WING ADPM or designated representative (as required)</b>			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>Notes:</b> 1. A local form or electronic equivalent may be used as long as it includes all information listed above.  2. Electronic media such as videos, CBTs, and PowerPoint presentations may be used to provide training on all items except for items 12 and 16 above.			

## AIRFIELD DIAGRAM

**Figure A8.1. (SPANGDAHLEMA) Airfield Diagram.**



**Attachment 9 (Added-SPANGDAHLEMA)****AIRFIELD CALLSIGNS**

**A9.1. (SPANGDAHLEMA)** The following are vehicular callsigns that have been approved by Airfield Management for use in the controlled movement area. Normally the name is followed by a number. This avoids confusion when communicating with Control Tower. If you have a callsign that will need to operate in the controlled movement area and it is not on the approved list, please submit in writing to 52 OSS/OSAM for approval. Vehicle callsigns are indicated in parenthesis.

**Table A9.1. (SPANGDAHLEMA) Callsigns.**

52 FW/CC	(SABER1)
52 FW/CV	(SABER2)
52d Operations Group Commander (52 OG/CC)	(SABER3)
52d Maintenance Group Commander (52 MXG/CC)	(SABER4)
52d Munitions Maintenance Group Commander (52 MMG/CC)	(SABER5)
52d Mission Support Group Commander (52 MSG/CC)	(SABER6)
52d Medical Group Commander (52 MDG/CC)	(SABER7)
52 OSS/CC & DO	(GRIFFIN1 & 2)
Airfield Management	(Airfield1-4)
Airfield Operations Flight CC/DO/SO	(AOF 1-3)
Fire Department	(CHIEF1-2, CE-1, COMMAND, DEPUTY, RESCUE3, CRASH4-7, ENGINE8-10, 14, TANKER11, TRUCK 15 or 52, MEDIC 1-5, EXT MX, PREVENTION1-5)
52 SFS	(COUGAR1-4)
52 FW/SE	(SAFETY1-4)
52 FW/FOD	(FOD1)
52 FW/HC	(GRACE1-2)
52 AMXS	(RAM1-2, CHIEF)
52 MXG/MXQ	(QA1-29)
52 MDG Ambulances	(MEDIC1-4)
Spangdahlem AB Command Post	(Saber Ops)
Crash Recovery	(CRASH RECOVERY1-2)
Supervisor of Flying (SOF)	(SABER SOF)
Barrier Maintenance	(BARRIER MAINTANENCE1-2)
Airfield Lighting	(AIRFIELD LIGHTING1-2)
CES Pavements	(CE80-89)
Hydrazine Response Team	(COBRA10-11)

Explosive Ordinance Disposal	(EOD)
Mobile Command Post (CP)	(MOBILE COMMAND POST)
Sweeper	(SWEEPER 1-2)
End of Runway Crew	(EOR SUPER)
726 AMS/CC & DO	(AMC1-2)
726 Aerial Port Ops	(TR1-2, KILO1-2, OSCAR1-2, ATOC1-2, FLEET1-2, PAX1-2, SPECIAL1-2)
726 Maintenance	(MX1-2, GOLF1-8, GOLF SUPPORT, AMC MOCC)
726 MXAO/Supply Operation	(QUEBEC)
52 MXS/ Maintenance Flight	(RECOVERY BASE, RECOVERY1-4)
52 MXS/MXMF	(METALS TECH, SHEET, NDI, STRUCTURES, STRUCTURES BASE)
52 MXS/AGE Flight	(AGE1, KILO6, AGE SUPER, AGE BASE, EAGLE6)
52 MXS/MXMW Munitions Flight	(AMMO1, CHIEF, AMMO2-9, ALT AMMO, MOBILE AMMO, INSPECTION1-19, STORAGE1-43, CONVENTIONAL1-44, AMRAAM1-22, ADMIN/TRAINING1-14, C2 1-28)
52 MXS	SPARTAN 1-3, EAGLE1-3, CHIEF, SUPER, BASE, FAB SUPER, A10 PHASE, F16 PHASE, PHASE SUPPORT, ARM SUPER, ARM1-2, SHOTGUN)
52 LRS/LGRO	(TRANS1-4)
52 OSS/OSL	(GRIFFIN AFE)
52 MXS/MXMT	(TA1-2)
52 CES	(HVAC1-2, ET10, BUCKET TRUCK, STRUCTURES1, CONSTRUCTION1- 5, ESCORT1-7, SURVEY1-5, CE PLANNING1-4, WATER1-5)
52 CES/CEOH	(SNOWMAN, SNOW BOSS, SNOW1 & 2, BROOM1-8, GRADER1&2, KICKBROOM 1-5, MASEY1-3, BLOWER1, ICEMAN1&2, PLOW1-5, LOADER PLOW1-5, BOXBLADE1-5, SHOVEL CREW)

## Attachment 10 (Added-SPANGDAHLEMA)

## MARKINGS AND SIGNAGE DIAGRAMMS

Figure A10.1. (SPANGDAHLEMA) Markings and Signage Diagrams.

**Airfield Markings**

**Taxiway Centerline:** A single continuous yellow line. This provides a visual cue to permit taxiing along a designated path. Airfield Drivers will drive on the right side of the centerline.



**Taxiway Centerline with Runway Hold Line –** **Contact Tower to proceed across hold line.**



**Runway Hold/VFR Line:** Two solid and two dashed yellow lines, which designate a boundary intended to protect the runway environment. Found at the point where a taxiway and runway intersect. **Must contact Tower to proceed across.**



**Instrument Hold Line:** Two solid, vertical yellow lines spaced two feet apart connected by pairs of solid vertical yellow lines, which designates instrument hold positions. This prevents interference with signals being transmitted during Instrument Meteorological Conditions. **Must contact Tower to proceed across.**



**Controlled Movement Area (CMA) Hold Line:** One solid and one dashed yellow line. Any portion of the airfield requiring aircraft, vehicles and pedestrians to obtain specific Tower approval. Found on TWY Charlie (west), Bravo Arm/De-arm Pad and Delta Arm/De-arm Pad. **Must contact Tower to proceed across.**



**Vehicle Traffic Lane:** Is a white driving lane on both sides of the TWY centerline. Will be utilized by all vehicles, unless towing an aircraft.

**Alpha Taxitrack (ATT) Wingtip Clearance Line:** The ATT wingtip clearance lines are solid white lines located 55ft from the taxitrack centerline. All vehicles and equipment must be behind these lines off the taxitrack to ensure proper wingtip clearance.

**Figure A10.2. (SPANGDAHLEMA) Alpha Taxitrack Wingtip Clearance Line.**



Figure A10.3. (SPANGDAHLEMA) Airfield Signs.

**Airfield Signs**

**Mandatory Signs:** Red sign with white legend, indicating mandatory holding positions for runways and instrument critical areas. **Must contact Tower to proceed across.**



**Location Signs:** Yellow legend and border on black background, indicating the surface on which the aircraft is operating. While primarily indicating taxiway location, these also may be used to indicate runway location at potentially confusing areas.



**Directional Signs:** Yellow sign with black legend, indicating direction or runway exit. All signs include arrows that point in the direction of the turn. A direction sign is installed prior to an intersection.



**Visual Traffic Signal:** The Perimeter Road, on the North end of the airfield, has a visual traffic signal. This is to alert drivers/pedestrians to the presence of an approaching aircraft.

Figure A10.4. (SPANGDAHLEMA) Required Vehicle Documents.

## Required Vehicle Documents

**Required in Vehicles:** Vehicles must have AFVA 11-240, AFVA 13-222 and a local airfield diagram at all times when operating on the airfield.

Airport Signs – Action and/or Purpose	ATCT LIGHT GUN SIGNALS	Airport Markings
<b>15-33</b> RUNWAY HOLD SIGN Hold short of intersecting runway  <b>5</b> RUNWAY HOLD SIGN Hold short of runway on taxiway  <b>S-APCH</b> APPROACH HOLD SIGN Hold short for aircraft on approach or departure  <b>ILS</b> ILS HOLD SIGN Hold short of ILS/PQZ Critical Area  <b>NO ENTRY</b> SIGN Entry Not Authorized  <b>A</b> TAXIWAY LOCATION SIGN Taxiway on which vehicle/aircraft is located  <b>15</b> RUNWAY LOCATION SIGN Runway on which vehicle/aircraft is located	<b>15-33</b> RUNWAY HOLD SIGN Boundary of runway protected area  <b>18-18</b> INSTRUMENT HOLD SIGN Boundary of Instrument Critical Area  <b>KE</b> DIRECTION SIGN Defines direction & designation of intersecting taxiway(s)  <b>A→</b> RUNWAY EXIT SIGN Defines direction & designation of exit taxiway from runway  <b>33→</b> OUTBOUND DESTINATION SIGN Defines direction to take-off runway  <b>MIL</b> RECHING DESTINATION SIGN Defines direction for arriving aircraft	<b>RUNWAY HOLD POSITION</b> Hold short of double solid lines until approved to proceed by ATIS  <b>INSTRUMENT HOLD POSITION</b> Hold short during Instrument Meteorological Conditions (Ceiling less than 800 Feet or Visibility less than 2 Miles)  <b>STOP</b> Hold short of runway on intersecting roads  <b>TAXIWAY/TAXIWAY HOLDING POSITION</b> Hold short of intersecting taxiway when directed by ATIS  <b>TAXIWAY EDGE</b> Defines edge of usable full strength taxiway pavement - adjoining pavement NOT usable  <b>DASHED TAXIWAY EDGE</b> Defines edge of taxiway where adjoining pavement or apron is available for aircraft use
<b>TOWER FREQUENCY</b>		<b>GROUND FREQUENCY</b>
<small>References: UIC 3-535-01, Visual Air Navigation Facilities, ETI 04-2, Standard Airfield Pavement Marking Schemes, and Aeronautical Information Manual (AIM)</small>		

**AFVA 11-240, USAF Airport Signs and Markings**

**PREVENT RUNWAY INCURSIONS - - "READ BACK" ALL TOWER INSTRUCTIONS VERBATIM!**

### AFVA 11-240, USAF Airport Signs and Markings

DRIVERS ARE NOT AUTHORIZED ON THE AIRFIELD WITHOUT CURRENT DRIVER'S TRAINING AND AF IMT 483, CERTIFICATE OF COMPETENCY.

RUNWAY/CONTROLLED MOVEMENT AREA (CMA) PROCEDURES:

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

AFVA 13-222, 30 MAR 08 - Replaces AFM 13-222, 1996 AFM 13-222. There are no restrictions on this publication.

### AFVA 13-222, Runway/CMA

## Attachment 11 (Added-SPANGDAHLEMA)

## PHRASEOLOGY TRAINING

**A11.1. (SPANGDAHLEMA)** Responsibility. It is the responsibility of all individuals who talk on the radio to ensure their transmissions are conducted in a professional manner. Slang, CB jargon and incorrect radio procedures can compromise safety. One of the most important items in radio communications is to speak in a manner that ensures others understand what you have said.

**A11.2. (SPANGDAHLEMA)** Radio Operations. Before depressing the transmission button to talk, first think of what you will say. Radio transmissions should be brief and clear. Ensure someone else is not already talking on the frequency or waiting for a response.

**A11.3. (SPANGDAHLEMA)** Phonetic Alphabet. The phonetic alphabet was developed to avoid misunderstanding of communications. Because letters such as "B," "C," "D," and "E" all have similar sounds, they can easily be mistaken for one another, especially during radio transmissions. The following is the phonetic alphabet:

**Table A11.1. (SPANGDAHLEMA) Phraseology.**

A = Alpha	N = November
B = Bravo	O = Oscar
C = Charlie	P = Papa
D = Delta	Q = Quebec
E = Echo	R = Romeo
F = Foxtrot	S = Sierra
G = Golf	T = Tango
H = Hotel	U = Uniform
I = India	V = Victor
J = Juliet	W = Whiskey
K = Kilo	X = X-Ray
L = Lima	Y = Yankee
M = Mike	Z = Zulu

**A11.4. (SPANGDAHLEMA) Radio Phraseology.** Certain phrases are used in command and control and airfield operations. Ensure you know the following to better understand what the Control Tower is telling you. These phrases will also be used when communicating with the Control Tower.

**Table A11.2. (SPANGDAHLEMA) Radio Phraseology.**

Say again = Repeat Speak
Slower = Slow down rate of speech
Standby = Wait
Words Twice = Repeat every word again (twice)
Affirmative = Yes, or it's true
Correction = Made a mistake and will repeat the correct information
Go Ahead = Proceed with message
How Do You Hear Me? = Readability
Negative = No
Roger = Acknowledged
Wilco = Understood message and will comply with instructions

**A11.5. (SPANGDAHLEMA) Examples of Use.**

A11.5.1. **(SPANGDAHLEMA)** When requesting approval from the Tower, ensure you state the name of the agency you are calling, followed by your callsign. State your location and your request. Wait until the Tower acknowledges your transmission before proceeding. Always repeat the instructions given by Tower to ensure they were received properly.

A11.5.2. **(SPANGDAHLEMA)** If you receive instructions from the Tower and do not understand them, ask the tower to “say again” and wait for the repeated message to ensure it is understood.

A11.5.3. **(SPANGDAHLEMA)** If you are having difficulty because the individual is talking too fast, ask the individual to “speak slower” and the individual will repeat the previous transmission slowly.

A11.5.4. **(SPANGDAHLEMA)** When the Tower issues time-critical instructions such as “Exit runway immediately,” you may acknowledge by saying “Wilco” or “Negative,” as appropriate, preceded by your callsign. You will respond immediately to time-critical requests which may include the word “expedite.”

A11.5.5. **(SPANGDAHLEMA)** Example of Airfield 3 requesting permission to enter the runway from taxiway Alpha:

A11.5.5.1. **(SPANGDAHLEMA)** Airfield 3: “Tower, Airfield 3, request permission to enter Runway 05 from taxiway Alpha east side.”

A11.5.5.2. **(SPANGDAHLEMA)** Tower: “Airfield 3, Tower, proceed on Runway 05 from taxiway Alpha, report when off.”

A11.5.5.3. **(SPANGDAHLEMA)** Airfield 3: “Tower, Airfield 3 proceeding on Runway 05 from taxiway Alpha. Will report when off.”

A11.5.6. **(SPANGDAHLEMA)** Advising the Tower when you are no longer on the runway after exiting on taxiway Echo:

A11.5.6.1. **(SPANGDAHLEMA)** Airfield 3: “Tower, Airfield 3 is off Runway 05 at taxiway Echo west side.”

A11.5.6.2. **(SPANGDAHLEMA)** Control Tower: “Airfield 3, Tower, roger, off Runway 05 at taxiway Echo.”

A11.5.7. **(SPANGDAHLEMA)** Never use the words “clear” or “cleared.” These are only used between the Tower and aircraft.

**Attachment 12 (Added-SPANGDAHLEMA)****MISSION ORIENTED PROTECTIVE POSTURE 4 (MOPP 4) DRIVERS TRAINING**

**A12.1. (SPANGDAHLEMA) OBJECTIVE OF THE INSTRUCTOR:** To train and qualify each student to properly operate designated Government Owned Vehicles (GOV) and/or Special Purpose Vehicles (SP) while wearing Chemical Warfare Ground Crew Ensemble (GCE) in MOPP4. This is only a guide. It is the responsibility of the unit to ensure proper training and ensure the individual can safely operate a vehicle in MOPP4, this is very important when operating on the airfield and in the vicinity of any aircraft operation

**A12.2. (SPANGDAHLEMA) CRITERION OBJECTIVES FOR STUDENT PERFORMANCE:** Given a GOV/SP each student will show safe operation and demonstrate all vehicle capabilities while wearing the GCE in MOPP4 in accordance with prescribed publications.

**A12.3. (SPANGDAHLEMA) INSTRUCTOR'S REFERENCES:**

A12.3.1. (SPANGDAHLEMA) AFJMAN 24-306

A12.3.2. (SPANGDAHLEMA) AFI 13-213, Spangdahlem Supplement

A12.3.3. (SPANGDAHLEMA) Airman's Manual

**A12.4. (SPANGDAHLEMA) INSTRUCTIONAL AID:**

A12.4.1. (SPANGDAHLEMA) GOV or SP to be determined by requirements for each individual's wartime tasking.

A12.4.1.1. (SPANGDAHLEMA) Training on general purpose vehicles of like design will qualify trainees on all vehicles in that category such as sedans, pickups, carryalls, etc.

A12.4.1.2. (SPANGDAHLEMA) Training on special purpose vehicles will be conducted for each type of vehicle due to diversity in designs and functional purposes of the various types of special purpose vehicles.

A12.4.2. (SPANGDAHLEMA) Chemical Warfare Driving lesson plan

A12.4.3. (SPANGDAHLEMA) GCE

**A12.5. (SPANGDAHLEMA) STUDENT PREPARATION:**

A12.5.1. (SPANGDAHLEMA) Have a current AF 2293 that is valid for type of vehicle being used for training.

A12.5.2. (SPANGDAHLEMA) Bring entire GCE.

**A12.6. (SPANGDAHLEMA) PRESENTATION SEQUENCE:** Using a lecture and demonstration/performance method of instruction, the instructor will explain the importance to the mission of driving while wearing the GCE in MOPP4. The instructor will have each student operate the vehicle while wearing the GCE in MOPP4 as the instructor supervises. The instructor will ask questions and clarify points of procedure. The instructor will conclude his instructions by summarizing the desired learning outcome expected. For evaluation the instructor will have each student operate the vehicle while wearing the GCE in MOPP4.

**A12.7. (SPANGDAHLEMA) INTRODUCTION:**

A12.7.1. **(SPANGDAHLEMA)** Instructor Activities: Explain the importance of safely operating a GOV/SP while wearing the GCE (MOPP4), and how it effects mission accomplishment.

A12.7.2. **(SPANGDAHLEMA)** Student Activities: The student will listen, observe, ask and answer questions take part in the lesson so that he/she completely understands what the instructor is communicating.

A12.7.3. **(SPANGDAHLEMA)** Student Outcome: The student should understand the importance of safely operating a vehicle while wearing the GCE.

**A12.8. (SPANGDAHLEMA) DEMONSTRATION:**

A12.8.1. **(SPANGDAHLEMA)** Instructor Activities:

A12.8.1.1. **(SPANGDAHLEMA)** Give the principals and purpose of safely operating a vehicle while wearing the GCE.

A12.8.1.2. **(SPANGDAHLEMA)** Demonstrate proper vehicle entry and egress while wearing the GCE.

A12.8.1.3. **(SPANGDAHLEMA)** Demonstrate proper vehicle operations:

A12.8.1.3.1. **(SPANGDAHLEMA)** Forward driving

A12.8.1.3.2. **(SPANGDAHLEMA)** Left turn

A12.8.1.3.3. **(SPANGDAHLEMA)** Right turn

A12.8.1.3.4. **(SPANGDAHLEMA)** Full stop

A12.8.1.3.5. **(SPANGDAHLEMA)** Backup 50 feet and stop

A12.8.1.3.6. **(SPANGDAHLEMA)** Back into a designated area from the left direction

A12.8.1.3.7. **(SPANGDAHLEMA)** Back into a designated area from the right direction NOTE: Spotters must be used in all operations involving backing maneuvers.

A12.8.2. **(SPANGDAHLEMA)** Student Activities: The student will listen, observe, ask and answer questions. The student should take part in the lesson in order to understand what the instructor is communicating.

A12.8.3. **(SPANGDAHLEMA)** Student Outcome: Can state the basic rules for safe operation of the designated vehicle while wearing the GCE in MOPP4

**A12.9. (SPANGDAHLEMA) PERFORMANCE:**

A12.9.1. **(SPANGDAHLEMA)** Instructor Activities: The instructor will observe each student as he/she operates the vehicle while wearing the GCE in MOPP 4. Assistance will be provided when necessary and key safety items will be stressed. The instructor will not be dressed in the GCE while supervising the student's performance.

A12.9.2. **(SPANGDAHLEMA)** Student Activities: The student will don the GCE to MOPP4. He/she will then operate the designated vehicle and demonstrate all of the maneuvers outlined by this lesson plan. The student will also demonstrate all capabilities of any special purpose vehicle being used for training. Questions may be asked and instructor assistance may be used as required.

A12.9.3. **(SPANGDAHLEMA)** Student Outcome: The student will become proficient at driving the designated vehicle while wearing the GCE in MOPP4.

#### **A12.10. (SPANGDAHLEMA) CONCLUSION:**

A12.10.1. **(SPANGDAHLEMA)** Instructor Activities: Provide remedial training in those areas that were not performed adequately by the student. Answer all questions posed by the student and ensure the student is prepared for the final evaluation.

A12.10.2. **(SPANGDAHLEMA)** Student Activities: The student will ask and answer questions, and take notes if necessary for further study.

A12.10.3. **(SPANGDAHLEMA)** Student Outcome: Correct errors made during the performance phase of instruction. Reinforce those areas that were performed correctly, and ask questions to clarify any areas that are unclear. Must be able to safely operate the designated vehicle while wearing the GCE in MOPP4.

#### **A12.11. (SPANGDAHLEMA) EVALUATION:**

A12.11.1. **(SPANGDAHLEMA)** Instructor Activities: Have the student operate the designated vehicle while wearing the GCE in MOPP4 and evaluate the student's performance.

A12.11.2. **(SPANGDAHLEMA)** Student Activities: Don the GCE to MOPP4 and safely operate the designated vehicle.

A12.11.3. **(SPANGDAHLEMA)** Student Outcome: Is able to safely operate the designated vehicle while wearing the GCE MOPP4.

**Attachment 13 (Added-SPANGDAHLEMAB)****MOPP 4 DRIVING PROCEDURES AND KNOWLEDGE**

**A13.1. (SPANGDAHLEMAB)** General Driving in MOPP4 adds more risks than standard daily operations, and makes coordination more difficult. This attachment provides an outline of details that should be covered and items that should be displayed during training. Where applicable, Airman's Manual and local guides should be used to explain actions necessary during differing situations. This is only a guide. It is the responsibility of the unit to ensure proper training and ensure the individual can safely operate a vehicle in MOPP4, this is very important when operating on the airfield and in the vicinity of any aircraft operation.

**A13.2. (SPANGDAHLEMAB) Orientations**

A13.2.1. (SPANGDAHLEMAB) Daytime

A13.2.2. (SPANGDAHLEMAB) Darkness

A13.2.2.1. (SPANGDAHLEMAB) Glare from light sources

A13.2.2.2. (SPANGDAHLEMAB) Airfield lighting "sea of lights" effect

A13.2.3. (SPANGDAHLEMAB) Ventilation

A13.2.3.1. (SPANGDAHLEMAB) Windows rolled up

A13.2.3.2. (SPANGDAHLEMAB) Heat / air conditioner / fan – off

A13.2.4. (SPANGDAHLEMAB) Visibility

A13.2.4.1. (SPANGDAHLEMAB) Restricted peripheral vision due to mask

A13.2.4.2. (SPANGDAHLEMAB) Potential mask condensation and actions

A13.2.5. (SPANGDAHLEMAB) Situational awareness (pay extra attention to where you are and what you are doing)

**A13.3. (SPANGDAHLEMAB) Maneuvering**

A13.3.1. (SPANGDAHLEMAB) Shifting and braking

A13.3.2. (SPANGDAHLEMAB) Dexterity in hands and feet are limited due to GCE

A13.3.3. (SPANGDAHLEMAB) Restricted peripheral vision due to mask

A13.3.4. (SPANGDAHLEMAB) Parking

A13.3.4.1. (SPANGDAHLEMAB) Nose in

A13.3.4.2. (SPANGDAHLEMAB) Back in (spotter required)

A13.3.5. (SPANGDAHLEMAB) Backing (spotter required)

A13.3.6. (SPANGDAHLEMAB) Speed

A13.3.6.1. (SPANGDAHLEMAB) Drive slower than normal

A13.3.6.1.1. (SPANGDAHLEMAB) Allow extra time to arrive

A13.3.6.1.2. (SPANGDAHLEMAB) Allow extra stopping distance

- A13.3.6.1.3. (SPANGDAHLEMA) Allow more space between vehicles
- A13.3.6.2. (SPANGDAHLEMA) Double check before proceeding at intersections
- A13.3.7. (SPANGDAHLEMA) Attack response
  - A13.3.7.1. (SPANGDAHLEMA) Aircraft or ground attack
    - A13.3.7.1.1. (SPANGDAHLEMA) Move vehicle off movement area or to roadside
    - A13.3.7.1.2. (SPANGDAHLEMA) Stay on pavement
    - A13.3.7.1.3. (SPANGDAHLEMA) Ensure wing tip clearance
    - A13.3.7.1.4. (SPANGDAHLEMA) Set parking brake
    - A13.3.7.1.5. (SPANGDAHLEMA) Set 4-way/ hazard flashers (exercise only)
  - A13.3.7.2. (SPANGDAHLEMA) Scud attack
    - A13.3.7.2.1. (SPANGDAHLEMA) Stop vehicle in safe location
    - A13.3.7.2.2. (SPANGDAHLEMA) Remain inside until after attack (vehicle may be closest shelter)
    - A13.3.7.2.3. (SPANGDAHLEMA) Stay on pavement
    - A13.3.7.2.4. (SPANGDAHLEMA) Ensure wing tip clearance
    - A13.3.7.2.5. (SPANGDAHLEMA) Set parking brake
    - A13.3.7.2.6. (SPANGDAHLEMA) Set 4-way/ hazard flashers (exercise only)
- A13.3.8. (SPANGDAHLEMA) Controlled movement area
  - A13.3.8.1. (SPANGDAHLEMA) Radio protocol
  - A13.3.8.2. (SPANGDAHLEMA) Remove mask immediately for: (exercise only)
    - A13.3.8.2.1. (SPANGDAHLEMA) Emergency
    - A13.3.8.2.2. (SPANGDAHLEMA) Safety
    - A13.3.8.2.3. (SPANGDAHLEMA) Real world task
    - A13.3.8.2.4. (SPANGDAHLEMA) Disorientation
  - A13.3.8.3. (SPANGDAHLEMA) Microphone position from mask or voice amplifier (prevent feedback, remain readable)
  - A13.3.8.4. (SPANGDAHLEMA) Speak slowly and enunciate

## Attachment 14 (Added-SPANGDAHLEMA)

## REQUEST FOR PRIVATELY OWNED VEHICLE AIRFIELD PASS

Figure A14.1. (SPANGDAHLEMA) Request for Privately Owned Vehicle Airfield Pass.

## ENSURE THE LETTER IS ON THE APPROPRIATE LETTERHEAD

MEMORANDUM FOR 52 OSS/OSAM

FROM: (Unit/Organization)

SUBJECT: Request for Privately Owned Vehicle (POV)/Government Leased Vehicle (GOV)  
Airfield Pass

1. Request issuance of a POV/GLV Airfield Pass to the following individual for the purpose of performing official duties:

Owner/User Name (Last, First MI) and Rank:

Organization/Office Symbol:

Duty Phone:

Vehicle Description (Year/Make/Model/Color):

Vehicle License Plate Number:

AF IMT 483, *Certificate of Competency* (Airfield Driver's License) Number:

Area of Operation(s) Requested:

Effective Dates:

2. Justification: Provide compelling justification why issuance of POV/GLV Pass is necessary. Include number of vehicles assigned to organization; who vehicle will be utilized. **Note:** Justification deemed to be "for convenience only" will be result in disapproval.

3. The operator of this vehicle understands that he/she will only operate this POV/GLV in the areas listed on the vehicle pass. The operator further understands that he/she will have in their possession an AF IMT 483, *Certificate of Competency* (Airfield Driver's License) validated for Spangdahlem AB and will comply with all provisions outlined in AFI 13-213, *Airfield Driving*, Spangdahlem AB Supplement. The vehicle pass is a "controlled item" that shall be returned to the Wing Airfield Driving Program Manager/Deputy Airfield Manager prior to reassignment, separation, pass expiration, or when the pass is no longer needed.

4. Any questions can be directed to (Primary ADPM) at 452-4513.

Commander's Signature Block

**Attachment 15 (Added-SPANGDAHLEMAB)****REQUEST FOR REINSTATEMENT OF AIRFIELD DRIVER'S LICENSE****Figure A15.1. (SPANGDAHLEMAB) Request or Reinstatement Of Airfield Driver's License.****ENSURE THE LETTER IS ON THE APPROPRIATE LETTERHEAD**

MEMORANDUM FOR 52 OSS/OSAM

FROM: Unit/CC

SUBJECT: Reinstatement of Airfield Driving Privileges

1. Request the following individual's AF IMT 483, *Certificate of Competency* for Airfield Driving, be reinstated following (revocation/suspension) of his/her airfield driving privileges.

<u>NAME</u>	<u>RANK</u>	<u>ORGANIZATION</u>	<u>PHONE</u>
Doe, John	A1C	(your unit/section)	(duty phone)

2. The unit Airfield Driving Program Manager (ADPM) has completed all required initial/refresher training items with the named individual or IAW AFI 13-213 *Airfield Driving*, Spangdahlem AB Supplement.
3. If there are any questions, please contact (Unit ADPM name and number).

Unit/CC Signature Block

1st Ind, 52 OSS/OSAM, Wing ADPM

MEMORANDUM FOR Requesting UNIT/CC

Recommend Approval/Disapproval

Wing ADPM Signature Block