

**BY ORDER OF THE COMMANDER
THULE AIR BASE**

**THULE AIR BASE OPERATING
INSTRUCTION 13-213**



25 JUNE 2021

Nuclear, Space Operations Command
AIRFIELD DRIVING INSTRUCTION

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This instruction implements Air Force Instruction (AFI) 13-213, Airfield Driving, Air Force Joint Manual (AFJMAN) 24-306, Manual for the Wheel Vehicle Operator. This directive is required in accordance with AFI 13-213, Airfield Driving, and provides guidance for vehicle and personnel operations at Thule Air Base (TAB). Procedures established in this instruction apply to assigned and attached units, and personnel who transit Thule Air Base in a temporary duty, including Air Force Reserve Command (AFRC) and Air National Guard (ANG) members and contractors who must operate a government owned vehicle (GOV), government leased vehicle (GLV) or commercial/private owned vehicle (POV) on the airfield. Group/Squadron commanders and Site Managers will ensure vehicles operators under their operational control comply with this publication. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Instruction (AFI) 33-322, Records Management and Information Governance Program, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional's chain of command. This instruction requires the collection and maintenance of information protected by the Privacy Act (PA) of 1974. The authority to collect and maintain records prescribed in the instruction is Title 10, United States Code, Section 8013. Privacy Act System of Records Notice F035 AFPC applies. See ([Attachment 1](#)) for Glossary of References and Supporting Information. This publication may not be supplemented or further implemented/extended.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include updating airfield driving operating procedures, training standards, and tier waiver authority.

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1. Overview.

1.1. Scope and Purpose.

1.1.1. This installation instruction provides guidance for developing an airfield driving program to provide safe ground vehicle operations and pedestrian control on Thule AB airfield. It outlines training requirements for all personnel, who as a part of their job, are required to drive on the airfield.

1.1.2. Personnel who operate a vehicle on the airfield must be knowledgeable of and comply with the procedures outlined in this Airfield Driving Instruction (ADI). Only properly trained and certified personnel will drive on the Thule Air Base airfield. This requirement applies to all military and civilians who are assigned to or are visiting Thule AB, and applies to drivers of government owned vehicles (GOV), government leased vehicles (vehicles rented while on Thule) and commercial/private owned vehicles (POV). Therefore strict adherence to the procedures in this instruction is essential to preventing aircraft-vehicle mishaps and personnel injury on the airfield.

1.1.3. In today's complex airfield environment, there are incidents involving aircraft, pedestrians and ground vehicles at airfields that lead to property damage and personnel injury. Therefore, strict adherence to the procedures in this instruction is essential to prevent aircraft-vehicle mishap and personnel injury on the airfield. Motor vehicles operating on the airfield are essential to normal operations and maintenance. However they present a possible danger to both aircraft and ground personnel. Vehicle movement will be held to the absolute minimum consistent with mission requirements.

1.1.4. Airfield Management Operations (AMO) Airfield Driving Program. Airfield Management develops the training program, utilizes the program when training personnel, as well as trains and certifies all personnel required to operate a vehicle on the airfield to fulfill mission requirement.

1.1.5. Airfield Management will provide guidance and training for TDY military and civilian personnel performing airfield specific duties. OPR's will designate a point of contact or project officer responsible for members driving on the airfield.

1.1.6. The Air Traffic Control Tower (ATCT) at Thule AB is referred to as the TRACAB throughout this instruction, because it is a combination of a Radar Approach Control and a VFR tower. The VFR Tower portion is the primary controlling agency for the Controlled Movement Area when the airfield is operational and all radio communications will be addressed to "Thule Tower".

1.1.7. Any Air Force member or employee may report errors, suggest revisions, and recommend corrective action by submitting an AF Form 847 to Airfield Management. AF Form 847 is prescribed in AFI 11-215, USAF Flight Manuals Program (FMP).

2. Responsibilities.

2.1. 821st Air Base Group Commander (ABG/CC)

2.1.1. Ensures base/tenant agencies support the Airfield Driving Program (ADP)

2.1.2. Designates personnel and agencies via contract to support the airfield driving program.

2.1.3. May reinstate/amend the suspension/revocation to allow the individual to drive on the airfield to perform mission essential duties

2.2. Unit Commander.

2.2.1. Ensures unit assigned personnel complete the required training and testing requirements outlined in AFI 13-213, Airfield Driving and this ADI prior to requesting an AF IMT 483, Certificate of Competency to operate a vehicle on the airfield.

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

2.2.3. Limits vehicle runway access to only those vehicles required to perform mission essential airfield duties.

2.2.4. Suspends a unit member's airfield driving authorization upon suspension or revocation of their civilian driver's license, and or base driving privileges. Notify AMO of the individual's suspension/revocation.

2.2.5. Ensures unit airfield drivers limit their access to the airfield or across the runway to mission essential duties only.

2.2.6. Operations Support Flight Commander OSF/CC

2.2.6.1. Revokes/suspends airfield driving privileges as necessary.

2.2.6.2. Validates airfield access requirements for base and non-base assigned individuals.

2.2.6.3. Conducts spot checks to monitor compliance with airfield procedures.

2.2.6.4. Concurs or non-concurs with safety investigation of Controlled Movement Area Violations and Runway Incursions in accordance with Air Force Manual 91-223, Aviation Safety Investigation and Reports.

2.2.6.5. Notifies Major Command of Controlled Movement Area Violations and Runway Incursions the first available duty day following the incident.

2.2.6.6. Participates in the RIPWG

2.3. Airfield Management Operations (AMO)/Airfield Manager (AFM)/Assistant Airfield Manager (AAFM)

2.3.1. Serves as the Office of Primary Responsibility (OPR) for the ADP and the AFM serves as the Thule AB Airfield Driving Program Manager (ADPM).

2.3.2. Develops an Airfield Driving Instruction to establish the base Airfield Driving Program.

2.3.3. Conducts an annual review of this instruction and all supporting information for currency and accuracy IAW AFI 13-213, Airfield Driving. Maintain documentation for one year.

2.3.4. Conduct an annual self-assessment of the Airfield Driving program using the Self-Assessment checklist.

2.3.5. Develops a local airfield driver's familiarization program.

- 2.3.6. Retains a copy of the Airfield Driving computer based training (CBT).
- 2.3.7. Revokes/suspends airfield driving privileges as necessary.
- 2.3.8. Validates the need for airfield access of non-base assigned individuals.
- 2.3.9. Conducts spot checks to monitor compliance with airfield procedures.
- 2.3.10. Ensures personnel have a valid license to operate vehicle.
- 2.3.11. Reviews documentation of Airfield Driver's Training and Certification Letter (**Attachment 2**), TDY Personnel/Non-base Assigned Contractors Training Checklist (**Attachment 3**), and sign the AF Form 483 as necessary. This authority is also designated to AMOPS.
- 2.3.12. In the event of a runway incursion/intrusion or Controlled Movement Area (CMA) violation:
 - 2.3.12.1. Revokes the member's airfield driving privileges.
 - 2.3.12.2. Submits an AF Form 651, Hazardous Air Traffic Report (HATR) to Safety (SE) if a runway incursion has had an adverse impact on flight operations.
 - 2.3.12.3. Completes and submits an AF Form 457, USAF Hazard Report, for specific incidents of runway intrusion and other CMA violations that did not impact aircraft operations. Hazards will be reported to Wing Safety within 24 hours.
- 2.3.13. Randomly monitors radio for proper radio terminology/phraseology and discipline
- 2.3.14. Imposes and publishes restricted driving routes as required.
- 2.3.15. Responds to reported or suspected airfield driving violations. At a minimum AMO personnel will:
 - 2.3.15.1. Escort individuals off of the airfield.
 - 2.3.15.2. Confiscate individuals AF IMT 483.
 - 2.3.15.3. Request a statement from individual(s) suspected of committing an airfield driving violation(s).
 - 2.3.15.4. Document and report the incident to the AOF/CC
- 2.3.16. Issue and maintain control/security of Privately Owned Vehicle (POV) and Government Leased Vehicle Passes/Decals. Annually validate and issue passes/decals.
- 2.3.17. Develop proactive approaches utilizing local resources, such as base newspaper, TV, to educate, inform and update personnel on airfield changes, trends, and special events.
- 2.4. Unit ADPM
 - 2.4.1. Unit ADPM duties listed in AFI 13-213, para 2.7. will be conducted by the Thule AB ADPM. There are no Unit ADPMs on Thule AB.
- 2.5. 821st Security Forces Squadron
 - 2.5.1. Monitors airfield vehicle operations for compliance with this instruction and informs AMO of any observed or cited violations.

- 2.5.2. Responds to the airfield to assist Airfield Management when violations occur.
 - 2.5.3. Ensures safe vehicle operation on the airfield by monitoring traffic and issue citations for unsafe vehicle operations (speeding, reckless driving, and other dangerous or improper acts).
 - 2.5.4. Enforces all traffic rules and directives on the airfield.
 - 2.5.5. Complies with all procedures outlined for entry into the CMA.
 - 2.5.6. Coordinates with AMO and Fire Department to establish a designated response location in support of in-flight/Ground emergencies and or other emergency situations.
 - 2.5.7. Assists in escorting violators (as needed) off the airfield and to Airfield Management Operations.
 - 2.5.8. Conducts practical airfield driving training for newly arrived personnel
 - 2.5.9. Administers Airfield Driving CBT training/test to newly arrived personnel.
- 2.6. 821st SPTS OS TRACAB/Controlling Agency
- 2.6.1. Controls all aircraft, vehicle, and approved pedestrian traffic on/into the CMA by two- way radio communication.
 - 2.6.2. Controls traffic by light gun signals in the event of lost communications. If use of light gun signals is unsuccessful when controlling vehicles or pedestrian traffic, contact AMO to have a vehicle and or pedestrian traffic escorted off the CMA.
 - 2.6.3. Monitors the CMA/airfield and immediately report violations of this instruction to Airfield Management. Complete an AF Form 457, USAF Hazard Report, or AF Form 651, Hazardous Air Traffic Report, as required and provide a copy to 821st Air Base Group (ABG) Safety and Airfield Management.
 - 2.6.4. Notifies Airfield Management when improper radio use occurs.
 - 2.6.5. Activates the light gun for airfield driver's training and testing with coordination from Airfield Management.
- 2.7. 821st ABG Safety
- 2.7.1. May conduct periodic spot inspections of airfield drivers to ensure compliance with this instruction.
 - 2.7.2. Coordinates on lesson plan and tests for vehicles operations on the airfield.
 - 2.7.3. Reviews CMA violations for trends.
 - 2.7.4. Participates in investigating airfield driving incidents, HATR's CMA violation. Provide a copy of all Class E CMA violations report submittals to AOF/CC for review/concurrence as outlined in AFMAN 91-223, Aviation Safety Investigation and Reports.
- 2.8. Hospital/Medical Treatment Facility
- 2.8.1. The Hospital staff will train AMO personnel to properly conduct color vision screening.

- 2.8.1.1. Will provide additional color vision testing or referral testing as necessary when an individual fails the Dvorine Pseudo-Isochromatic Plates Color Vision test.
- 2.8.2. Coordinate with the ADPM to establish a designated response location in support of In- flight/ground emergencies and/or other emergency situations.
- 2.9. Airfield Management Operations (AMO)/ Thule AB Airfield Driving Program Manager (ADPM)
- 2.9.1. Will be trained and certified to drive on the airfield.
- 2.9.2. Administers the airfield driver's training program IAW AFI 13-213, Airfield Driving and this instruction.
- 2.9.3. Ensures personnel complete all required training prior to signing the AF IMT 483
- 2.9.4. Ensures all trainees are qualified to drive the vehicles they will be operating on the airfield.
- 2.9.5. Ensures all trainees are licensed or certified to operate a private, government, contractor owned or leased vehicle.
- 2.9.6. Ensures individuals selected to drive on the airfield do not have a vision impairment which would preclude safe vehicle operations. It is the AMO, AFM and/or AAFM responsibility to check individual drivers license for vision restriction/impairments and annotate on documentation of Airfield Driver Training and Certification Checklist ([Attachment 2](#)).
- 2.9.7. Ensures personnel have taken a color vision test.
- 2.9.8. Administers airfield orientation ride. Due to 24 hour sun light and 24 hour darkness the night ride requirement is omitted.
- 2.9.9. Develop and administers the 25 question airfield driving written and airfield orientation test. Passing grade is 80 percent corrected to 100 percent. AMSL is responsible for protecting the integrity of the test and safeguarding against compromise.
- 2.9.10. Develops and administers individual communications and phraseology test simulating radio contact with the TRACAB for individuals needing access into the Control Movement Area (CMA).
- 2.9.11. Ensures AF Form 483's, Certificate of Competency, are properly completed before obtaining VS/AMO or designated representative signature.
- 2.9.12. Maintains a list of all personnel authorized to drive on the airfield. This list shall include each individual's name, grade, and date of issue. Reviews and updates the listing of all personnel authorized to drive on the airfield at least monthly.
- 2.9.13. Prepares runway incursion violation letters with a detailed description of each incident (include who, what, when, where, and how, the type of vehicle/aircraft involved and the action taken to prevent a reoccurrence). Submits an AF Form 457, USAF Hazard Report or AF Form 651, Hazardous Air Traffic Report (HATR), when applicable to 821st ABG/SE for coordination and dissemination.

2.9.14. Revokes airfield driving privileges as necessary; notifies unit commander/section supervisor after revoking an individual's driving privileges.

2.9.15. Conducts an annual document review.

2.9.16. Conducts annual refresher training for all airfield drivers.

2.9.17. When sponsoring a contractor on the airfield, ensures member is provided an escort by an authorized/certified driver.

2.9.18. Maintains an ADP Continuity Binder in the following manner:

2.9.18.1. Tab A: Appointment letters

2.9.18.2. Tab B: Airfield Driving Program

2.9.18.3. Tab C: Airfield Driving Program Self-inspection Checklist/Annual Inspection Results

2.9.18.4. Tab D: Airfield Driving Training and Certification Letters

2.9.18.5. Tab E: Airfield Violations/corrective action

2.9.18.6. Tab F: Miscellaneous Information

2.10. Airfield Drivers Must:

2.10.1. Possess a valid AF Form 483 or be escorted by a vehicle operator that possess a valid AF Form 483. Note: A valid AF Form 483 must be in the driver's possession when operating a vehicle and /or non-vehicle equipment on the airfield.

2.10.2. Comply with all governing directives and safety practices while on the Air Force owned/operated airfield.

2.10.3. Review and understand airfield signage and markings.

2.10.4. Maintain situational awareness when driving on the airfield, especially in areas Air Traffic control Tower has visual blind spots. It is the personal responsibility of every vehicle operator or pedestrian operating on the airfield to check for approaching aircraft, visually observe the Air Traffic Control Tower and recognize the location of runways, taxiway, and aprons.

2.10.5. Review current airfield information for any closures, construction activity, or other airfield hazards. Use correct terminology during radio transmissions. Use service roads whenever possible to minimize time spent on taxiways and runways.

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

3. Training Criteria/Local Training Curriculum.

3.1. Training Criteria

3.1.1. Base assigned personnel (i.e. military, DoD civilian or contractor) required to operate a vehicle on the airfield must be licensed or certified either to operate a GOV, GLV or POV and complete the airfield driver's training course and pass all required tests prior to issuance of an AF Form 483, prior to operating the vehicle on the airfield. Applicants must be very familiar with (Attachments 4, 5, 6, 7, 9, 10, 11) prior to reporting to AMO for local classroom training, written and practical testing and color vision testing.

3.1.1.1. Only AMO will administer written and practical tests, this authority will not be delegated outside the AM function.

3.1.1.1.1. Candidates who fail to achieve the minimum passing score required for each written test or the airfield layout/diagram test shall:

3.1.1.1.1.1. Receive additional training and retest no earlier than 24 hours after the first test failure.

3.1.1.1.1.2. Receive additional training and retest no earlier than seven days after the second test failure and will have his or her Unit Commander or Section Manager complete a re-test request letter prior to taking the third test.

3.1.1.1.1.3. Receive additional training and retest no earlier than one month after the third test failure and will have the ABG/CC or Site Manager complete a re-test request letter prior to taking the fourth test.

3.1.1.1.1.4. Not be allowed to retest or drive on the airfield and/or within the Controlled Movement Area after a fourth failure.

3.1.1.2. USAF Airfield Driving Computer Based Training (given via classroom if unable to access the Air Force Distant Learning (ADLS) web site); OPR AMO.

3.1.1.3. If necessary the training can be provided in Danish.

3.2. Color Vision Testing

3.2.1. All base personnel who will operate a vehicle on the airfield must take the Dvorine Pseudo-Isochromatic Plates Color Vision test prior to receiving authorization to drive on the airfield. Individuals must meet normal color vision requirements to operate a vehicle within the CMA. The base hospital/medical facility will assist in training AM personnel in administering the Dvorine Pseudo-Isochromatic Plates Color Vision test. **NOTE:** Individuals that are required to have normal color vision as part of their AFSC, as identified in the Officer and Enlisted Classification Directory, can satisfy the requirement of this paragraph by providing proof of successfully completing a color vision test by a Hospital/Medical Treatment Facility Optometrist or off-base equivalent.

3.2.2. AMOPS, AFM, and/or AAFM will administer the Dvorine Pseudo-Isochromatic Plates Color Vision test. Applicants must meet the passing standards as prescribed in the Dvorine Pseudo-Isochromatic Plates Color Vision test book (listed below).

3.2.2.1. Dvorine Pseudo-Isochromatic Plates Color Vision test minimum passing requirements:

3.2.2.1.1. If 10 or more responses to the 14 test plates are correct the applicant shall be considered as "Color Vision Normal".

3.2.2.1.2. If 5 or more incorrect responses are given, including failures to make responses, the applicant will be considered “Color Vision Deficient” and the applicant will not be allowed access to the CMA and will only be granted a “Limited Access” AF IMT 483. The applicant may also be referred to the hospital for further testing if necessary.

3.3. Orientation Training (Practical)

3.3.1. The sponsor is required to take personnel with a requirement to drive on the airfield on several orientation rides to explain the Thule airfield environment. The candidate must demonstrate the ability to operate a vehicle in all areas required for the duty position and/or work area without assistance. Once the candidate has demonstrated thorough knowledge of the airfield they will report to AMO.

3.3.2. AMO will provide an orientation ride (check ride) where the candidate will demonstrate his/her knowledge of the airfield and review Thule specific procedures and conditions. Attachments **2 and/or 3** will be used to document the training as necessary.

3.3.3. The candidate will take the orientation written test to show knowledge of particular areas within the airfield.

3.4. Airfield Driving CBT

3.4.1. A copy of the Airfield Driving CBT will be maintained at AMOPS. Airfield Driving CBT will be administered at AMO. Completion of the Airfield Driving CBT is required for all assigned personnel who will operate a vehicle on the airfield.

3.4.2. The candidate will review the airfield driving movie and then complete the CBT.

3.4.3. Once review of the CBT has been completed the candidate will take the End of Course exam.

3.4.4. Candidate must pass with an 80 percent.

3.4.5. Candidate will present AMO with CBT printout.

3.5. Local/General Knowledge Test

3.5.1. A minimum passing score of 80 percent is required on the Local/General Knowledge test, corrected to 100 percent is required.

3.6. Airfield Layout/Diagram (Attachments **5, 6, 10, 11**)

3.6.1. AMO will administer the Airfield Layout/Diagram test. A passing score of 100 percent is required.

3.6.2. Include identifying the location and description of holding position signs and markings, runway(s) and taxiway(s) on the airfield.

3.6.3. Requires minimum passing score is a percent.

3.7. Phraseology Test/Communication Test

3.7.1. Personnel requiring access to the CMA/runway will be administered a phraseology test. A passing score of 100 percent is required.

3.7.2. See **Attachment 4** for sample phraseology.

3.8. Runway Incursion Prevention Test

3.8.1. Personnel requiring access to the CMA/runway will be administered a “Runway Incursion Prevention Test”. A passing score of 100 percent is required for access to the CMA.

3.8.2. The Runway Incursion Prevention Test must be at least 5 questions with a minimum passing score of 100%.

3.9. Refresher Training

3.9.1. Personnel that are permanently stationed at Thule AB are required to recertify annually. VS/AMO will send out monthly notifications to each section identifying personnel who require recertification.

3.9.2. Individuals will report to AMO to complete the required testing and review the following items in the airfield driver’s familiarization program:

3.9.2.1. The USAF Airfield Driving Computer Based Training (given via classroom if unable to access the Air Force Distant Learning (ADLS) web site); OPR AMO.

3.9.2.2. Take the Runway Incursion Prevention Test IAW [para. 4.8](#) of this instruction.

3.9.2.3. The Thule Airfield Driving Instruction.

3.9.2.4. Airfield rules and regulations pertaining to vehicle operations.

3.9.2.5. Airfield layout including designation of runways and taxiways.

3.9.2.6. Boundaries of aircraft movement areas and CMA.

3.9.2.7. Meaning and color of airfield signs, markings and lights.

3.9.2.8. Location of critical areas.

3.9.2.9. Proper terminology (including phonetic alphabet) and procedures for radio communications.

3.9.2.10. Dangers associated with jet blast.

3.9.2.11. Speed limits during periods of snow, ice and low visibility.

3.9.2.12. Only mission essential vehicles are authorized on the airfield.

3.9.2.13. Yield right of way.

3.9.3. Failure to complete annual refresher training will result in loss of driving privileges. Drivers that do not complete the annual recertification within the recertification month will be required to complete the entire certification process before reinstatement of their driving privileges.

3.9.4. The AOF/CC will ensure that all military emergency response personnel exhibit proper use of terminology and procedures for radio communication and understand boundaries of the aircraft movement area and CMA.

3.10. Test Requirements

3.10.1. All tests will be coordinated with 821st ABG Safety prior to implementation.

3.10.2. Each test shall include the OPR and currency date.

4. Operating Procedures and Standards.

4.1. Procedures and Standards for operating a vehicle on the airfield

4.1.1. All personnel operating a vehicle on the airfield must complete airfield driver's training and have a valid AF IMT 483 prior to entry on to the airfield or be escorted by a vehicle driver possessing a valid AF Form 483.

4.1.2. TDY personnel and Non-base assigned contractors must receive training or be escorted while operating in the airfield environment IAW [Chapter 7](#) of this AFI. If escorts are required, they will be provided by the sponsoring agency.

4.1.3. All vehicles operating on the airfield must contain a current airfield diagram ([attachment 10](#)), AFVA 11-240, and AFVA 13-222. All personnel must be familiar with the airfield layout/diagram (Attachments [5](#), [6](#), [10](#), [11](#)), paying increased attention to the following areas:

4.1.3.1. Operating a Vehicle in the CMA.

4.1.3.1.1. No vehicle or pedestrian may enter the CMA without specific approval from the controlling authority.

4.1.3.2. Locations of Visual Flight Rules (VFR) and instrument (INST) holding position signs and marking.

4.1.3.3. Airfield access points.

4.1.3.4. Critical areas.

4.2. Controlled Movement Area (CMA) access and emergency removal procedures

4.2.1. The Control Movement Area is:

4.2.1.1. That area within 150 feet of the runway (See [attachment 6](#)).

4.2.1.2. The Precision Obstacle Free Zone (See [attachment 11](#)).

4.2.2. The TRACAB during normal duty hours and Base Operations/Service Call after normal operating hours are the authorities for granting access to the CMA. No vehicle or person may enter or cross the CMA without approval from the controlling agency via two-way radio.

4.2.3. Vehicle(s) must be radio equipped. **NOTE:** Operator will conduct an operational test of the radio before entering the airfield.

4.2.4. A radio-equipped vehicle may provide escort.

4.2.5. Thule TRACAB will be responsible for controlling all traffic on/or crossing the runway when the tower is operational. During other periods, Airfield Management Operation/Service Call is the controlling agency.

4.2.5.1. Unconditional instructions (blanket approval) will not be issued when authorizing vehicles to enter the CMA.

4.2.6. All radio-equipped vehicles operating in the CMA will monitor the controlling agency frequency AT ALL TIMES. Radio-equipped vehicles will contact the controlling agency to request permission to enter or cross the runway. English will be the only language used on the tower net. Maintain visual contact with the tower and remain alert to light gun signals. All vehicles will activate LED/rotating beacon lights or hazard/warning flashers while operating in the CMA. Vehicle operators operating on the CMA must use a distinct approved call sign to avoid confusion. Distinct Call Signs are located in [Attachment 8](#).

4.2.7. Changing radio channels from the controlling agency frequency to another agency channel while in the CMA is prohibited. If a vehicle operator must talk with another agency and does not have a second radio, then the vehicle operator shall exit the CMA prior to switching radio frequencies.

4.2.8. Vehicle(s) operating on ramp and taxiways are not monitored by the controlling agency. However, it is the vehicle operator's responsibility to maintain safe clearance/distance from aircraft and other vehicles.

4.2.9. Vehicles requesting to cross the runway may do so after receiving approval from the controlling agency.

4.2.10. All vehicles will come to a full stop at the runway hold line and the operator shall determine visually that the runway is free of aircraft and other vehicle traffic before requesting permission to cross or enter the runway.

4.2.11. Vehicle operator will contact the controlling agency with request. Once instructions have been received from the controlling agency, read/repeat instructions verbatim back to confirm accuracy and acknowledgment. Before proceeding, the operator will determine visually that the way ahead continues to be clear. It is the vehicle operator's responsibility to remain vigilant to situations that may cause damage, delay or hazard to flying or ground operations. Report adverse conditions to the controlling agency for corrective action immediately.

4.2.12. Procedures for Emergency Recall of Vehicle(s) from the Controlled Movement Area:

4.2.12.1. When directed by the tower to exit the runway/controlled movement area, personnel will immediately exit via the closest available taxiway and remain at least 150' from the runway edge.

4.2.13. In the event it becomes necessary to recall personnel from the controlled movement area and radio contact cannot be established, TRACAB shall use the following methods to re-establish contact:

4.2.13.1. Use the appropriate light gun signals.

4.2.13.2. Cycle the runway lights alternately from the highest intensity to the lowest, repeating as necessary, until all personnel and equipment are removed from the runway environment.

4.2.13.3. As a last resort contact Airfield Management Operations to dispatch a radio-equipped vehicle to establish contact and escort the vehicle out of the CMA.

- 4.2.13.4. Once off the runway vehicle operators will contact ATCT immediately and advise off the runway. If unable to communicate with ATCT or AM via radio contact via other means of communication.
- 4.2.14. If the vehicle is disabled in the CMA, taxiways, or ramp the driver will:
- 4.2.14.1. Turn on the parking lights or emergency flashers and immediately inform the controlling agency.
 - 4.2.14.2. If the disabled vehicle has two-way radio capability, the driver will make the following radio transmission on the controlling agency frequency: “All parties BREAK, BREAK-This is (call sign) with an emergency for Airfield Management, Tower, and Service Call”. State the nature of the problem and report your position on the airfield (use Distance Remaining Markers when able)”.
 - 4.2.14.3. The vehicle operator will contact the controlling agency and request the Runner/Snowbird’s assistance for removal of the vehicle. The disabled vehicle will be removed using any method in the quickest and safest way possible. **NOTE:** The inclusion of the word “emergency” does not require the TRACAB or AMO to activate the primary or secondary crash nets.
 - 4.2.14.4. Use universal disabled vehicle signal by raising the vehicles front hood and do not leave vehicle unattended.
 - 4.2.14.5. Once repaired check for FOD and exit CMA immediately.
 - 4.2.14.6. Call off the runway when vehicle has been removed.
 - 4.2.14.7. Report to AMO and provide statement of events.
- 4.2.15. 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.

4.3. Restricted/Control Areas

- 4.3.1. There are no permanent restricted area on the airfield. **NOTE:** Security Forces may establish a temporary restricted area to protect transient PL1 and PL2 aircraft.
- 4.3.2. The entire airfield is considered a controlled area. Access to the flight line is not controlled due extreme weather conditions, arctic terrain and low threat level. Only personnel whose duties require them to operating on the airfield are authorized access. Airfield access, restrictions and controls are enforced through educating the base population. Education takes place during initial entry to the installation, during flight line drivers training, airfield orientation, and television information channels. The entire airfield is considered a controlled area. Only personnel whose duties that require them to be operating on the airfield are authorized. Airfield access points are depicted in ([Attachment 6](#)).
- 4.3.3. Airfield Vehicle entry/Access Points
- 4.3.3.1. Vehicle Entry Points (VEP) are depicted in ([Attachment 6](#) and are as follows:
 - 4.3.3.1.1. VEP 1 access road located west of Building 605

- 4.3.3.1.2. VEP 2 access road located between Building 605 and 606
- 4.3.3.1.3. VEP 3 access road located on the east side of Building 610
- 4.3.3.1.4. VEP 4 access road located on the west side of Building 619.
- 4.3.3.1.5. VEP 5 access road located on the east side of Building 619.
- 4.3.3.1.6. VEP 6 access road located between Building 622 and Building 623
- 4.3.3.1.7. VEP 7 access road located between Building 628 and Building 629
- 4.3.3.1.8. VEP 8 access road located on the west side of Build 630
- 4.3.3.1.9. VEP 9 access road located off Crescent Rd. leading to Cluster Pit 1
- 4.3.3.1.10. VEP 10 access road located off Crescent Rd. leading to Cluster Pit 6
- 4.3.3.1.11. VEP 11 access road located Southside perimeter road
- 4.3.3.1.12. VEP 12 access point off Southside perimeter road towards Taxiway Delta
- 4.3.3.1.13. VEP 13 access point on the Southside perimeter road towards access towards Taxiway Bravo extended
- 4.3.3.1.14. VEP 14 access point off Southside perimeter road towards Taxiway Alpha-08 extended. **NOTE:** In order to protect the Glideslope Critical Area, vehicles west of hangar 6 (building 610) shall not enter the airfield while red ILS critical area lights are on/rotating. There are 4 ILS critical area lights, they are located on the west side of Hangar 3 (building 603) on the east side of hangar 3, the west side of hangar 4 (building 605) and on the east side of hangar 6. When the red lights are flashing all vehicles north of the airfield are required to hold short of the airfield along the building restriction line until the red critical lights are turned off. Vehicle operating on the airfield, Transient Alert/Cargo/Fuel are authorized to exit their building and travel east to the operational aircraft parking areas. (See [Attachment 11](#))

4.4. Vehicle Parking and Chocking

- 4.4.1. There are no established vehicle parking areas on the airfield. Operators will comply with parking requirements regardless of airfield area.
- 4.4.2. Vehicles left unattended/parked will:
 - 4.4.2.1. Not park pointing/facing towards an aircraft.
 - 4.4.2.2. Not park in a position to block, impede or conflict with the movement of any aircraft.
 - 4.4.2.3. Be turned off.
 - 4.4.2.4. Be chocked.
 - 4.4.2.5. Have transmission in park; if manual, the lowest gear or in reverse of the direction of travel.
 - 4.4.2.6. Have keys left in the vehicle and unlocked.

4.4.2.7. Vehicles will not park or be left unattended under any portion of an aircraft. Unless specified by instruction, regulation, or technical order.

4.4.2.8. Vehicle(s) required by governing directives, to operate in close proximity to an aircraft, will:

4.4.2.8.1. Stop before approaching the aircraft.

4.4.2.8.2. Ensure clearance.

4.4.2.8.3. Preposition chocks.

4.4.2.8.4. Use a safety observer (spotter).

4.4.2.8.5. Use pre-coordinated hand signals.

4.4.2.8.6. Only cargo handling equipment, transient alert, maintenance, re-fueling, and emergency response vehicle(s) may back up to an aircraft in the performance of duty.

4.5. Vehicle Speed Limits

4.5.1. The Speed Limits for Airfield Vehicle(s):

4.5.1.1. Fifteen (15) miles per hour (mph)/Twenty-four (24) kilometers per hour (km/h) for general-purpose vehicles operating on ramps and taxiways and within 200 feet of aircraft parking areas.

4.5.1.2. Ten (10) mph / Sixteen (16) km/h for special purpose vehicles operating on ramps and taxiways.

4.5.1.3. Five (5) mph / Eight (8) km/h for all vehicles within 50 feet of an aircraft.

4.5.1.4. Vehicles towing aircraft, equipment, and trailers: Five (5) mph / Eight (8) km/h.

4.5.1.5. Parking ramp and taxiways during periods of snow and ice: Ten (10) mph / Sixteen (16) km/h.

4.5.1.6. Parking ramp and taxiways during periods of low visibility: Ten (10) mph / Sixteen (16) km/h.

4.5.1.7. Vehicle(s) entering the airfield from access roads: Fifteen (15) mph / Twenty-four (24) km/h. Vehicles will stop prior to entering the airfield, check for FOD, and then proceed following the guidance outline above.

4.5.1.8. Thirty-five (35) mph / Fifty-six (56) km/h for non-emergency vehicles operating on the runway. Vehicles operating on the runway will use a speed safe and prudent to related work activity.

4.5.2. Emergency Response/Special Use Vehicles:

4.5.2.1. Speeds are restricted to that manner which is safe and prudent and not excessive to existing ramp or runway conditions. **NOTE:** The airfield does not have designated traffic lanes on the aprons, ramp or taxiways.

- 4.5.2.2. Fire, Medical, Security and other emergency related vehicles may exceed mandatory speed limits when responding to an actual emergency (exercises are not actual emergencies).
- 4.5.2.3. Vehicle(s) performing duties as directed by T.O., regulation, AF Instruction or to comply with manufacturer's operating instructions may exceed mandatory speed limits in the performance of that specific duty. Including but not limited to:
- 4.5.2.3.1. Airfield Management vehicle in the performance of Runway Condition Readings (RCR's).
 - 4.5.2.3.2. Transient Alert - "Follow Me" vehicle to accommodate the optimum safe taxiing speed for aircraft. The "Follow Me" vehicle when leading an aircraft is considered part of the aircraft. **NOTE:** Do not cross in front of or in between this element.
 - 4.5.2.3.3. Snow removal vehicles may operate at optimum speed (35-40 mph / 56-64 km/h) consistent with safety while removing snow and ice from taxiways, ramp, and the runway. Snow Removal vehicles will not exceed five (5) mph / Eight (8) km/h when in the immediate vicinity (50') of an aircraft.
- 4.5.3. Speed limits established by this instruction do not relieve the individual operator from the responsibility of operating a vehicle at a safe and reasonable speed and keeping a vehicle under control at all times
- 4.6. Jet Blast
- 4.6.1. Vehicles operating behind an aircraft taxiing or with engines running shall maintain appropriate distances. Vehicles will not park or drive closer than 200' behind or 25' in front of any aircraft with its engines running (500' for C-5 or E-4 type aircraft).
 - 4.6.2. Vehicles parked at the side of the aircraft will ensure wing tips clearance.
 - 4.6.3. During engine start:
 - 4.6.3.1. Remain clearly visible to personnel in the cockpit.
 - 4.6.3.2. Approach parked aircraft with the driver's side towards the aircraft.
 - 4.6.3.3. Remain visible to the pilot in the cockpit.
- 4.7. Safety and Security
- 4.7.1. In view of safety and security requirements, it is necessary to limit the number of vehicles operating within the airfield environment. Military and civilian personnel and their vehicles are authorized on the ramp only for the performance of airfield related duties. Spectator vehicles are not authorized on the airfield at any time.
 - 4.7.2. All vehicles will yield to taxiing aircraft. Responding emergency vehicles such as the fire department have right away over aircraft.
 - 4.7.3. No vehicle shall pass closer than 25 feet in front of or to either side of an aircraft taxiing or with engines running.

4.7.4. Only cargo handling vehicles, Transient Alert, aircraft maintenance vehicles, POL vehicles, emergency response vehicles, AFM and 821 SPTS/OS vehicles, snow removal vehicles, and vehicles transporting Distinguish Visitors will be operated within the 50' safety zone around a parked aircraft.

4.7.5. Construction/Maintenance personnel may be present within the airfield environment only if work requires. Pedestrian presence on the taxiways or the runway must be coordinated with Airfield Management. Vehicles will exercise caution when pedestrians are on the airfield.

4.8. Driving Procedures:

4.8.1. All vehicles will yield the right-of-way to moving aircraft.

4.8.2. Yield the right-of-way to emergency response vehicle(s).

4.8.3. Yield the right-of-way to slower moving vehicle(s).

4.8.4. Yield the right-of-way to all articulated vehicle(s).

4.8.5. Yield the right-of-way to all snow removal or heavy equipment and maintenance vehicle(s) when displaying a yellow flashing light.

4.8.6. All vehicles will remain to the far right, to the direction of travel, when driving on the runway, taxiways, and ramp areas. (NOTE: Airfield Management vehicles are exempt due to the nature of their responsibilities with regard to RCR, RSC, FOD checks, etc.).

4.8.7. Vehicle operators will drive on the paved shoulders of the taxiway and runway whenever possible. Vehicles not equipped with spark arresters will not operate within 50 feet of an aircraft being refueled.

4.8.8. Vehicle operators will avoid driving over in-ground fuel pit covers.

4.9. Towing Operations

4.9.1. All towing operations will be conducted by or under the supervision of Transient Alert (Call Sign; Alert 1 or Alert 2)

4.9.2. Transient Alert will:

4.9.2.1. Contact Airfield Management and notify AMOPS of aircraft towing operation, providing type of aircraft, location of aircraft and aircraft destination.

4.9.2.2. Contact TRACAB to request clearance to tow aircraft, provide type of aircraft, location of aircraft and aircraft destination.

4.9.2.3. Contact TRACAB to notify towing operation is complete.

4.9.2.4. Contact Airfield Management to notify towing operation is complete.

4.10. Emergency Vehicles Operations

4.10.1. Emergency vehicles responding to emergencies shall proceed at a safe speed consistent with ramp conditions, traffic and the situation. Speeds shall not exceed the driver's ability to control the vehicle or stop safely. Vehicles will have headlights, emergency flasher and beacons operating.

4.10.2. Emergency response vehicles have the right of way. During all emergencies, vehicle operators will:

4.10.2.1. Remain conscious and alert for other vehicles and aircraft.

4.10.2.2. Pull over to the extreme right.

4.10.2.3. Allow emergency vehicles to pass.

4.10.2.4. During hours of darkness turn off headlights and turn on parking light.

4.10.3. Primary/Secondary response agencies:

4.10.3.1. The Fire Department and Ambulance are primary response agencies. They must have Thule TRACAB permission prior to entering the CMA.

4.10.3.2. Security Forces and Airfield Management are secondary response agencies. They will standby on the ramp or taxiway until called forward by the Fire Chief or incident/on-scene commander. They must have Thule TRACAB permission prior to entering the CMA.

4.11. Aircraft Ground Equipment (AGE) Operations

4.11.1. AGE equipment will not be left unattended on the airfield.

4.11.2. AGE will be deployed to the aircraft parking spot approximately 15 minutes prior to arrival and removed immediately after departure.

4.11.3. AGE tow vehicles may be placed in neutral and left running while the driver completes hookup operations. Operators will shut off the vehicle, set the parking brake, and place the vehicle in park or reverse if they do not drive off with the AGE equipment immediately following hookup.

4.12. Restricted Visibility or Night Operations

4.12.1. All vehicles will use emergency flasher when parked on the airfield during night operations or inclement weather.

4.12.2. Headlights of a stopped vehicle facing towards a moving aircraft will be turned off. Flasher/parking lights will remain on until the aircraft has passed the vehicle.

4.12.3. Flashing lights or parking lights will be used at night when vehicles are temporarily parked on any part of the aircraft parking ramp. This does not apply if vehicles are parked in a designated area.

4.12.4. When visibility is less than 300 feet, refueling and explosive loaded (laden) vehicles will not be operated unless directed by the installation commander.

4.12.5. When visibility is less than 100 feet, POVs and airfield vehicles (except emergency and alert vehicles) will not be operated on the airfield. Flashing lights will be used on all vehicles temporarily parked on the aircraft parking ramps during the periods of lowered visibility.

4.12.6. When visibility is less than 50 feet, it is recommended that a walking guide equipped with a flashing or luminescent wand be used during emergency movement of alert vehicles.

4.12.7. Vehicle operators will exercise caution to ensure headlights do not point toward taxiing aircraft or towing operations, so aircraft or tow vehicle operators are not blinded.

4.13. Daytime running lights

4.13.1. Vehicle(s) with daytime running lights, facing towards an aircraft, will park in a safe location turn off ignition, set the parking brakes and activate emergency flashers.

4.13.2. Vehicles equipped with daytime running light switch may turn off the daytime running lights and need not turn off the ignition.

4.14. Terminal Radar Approach Control in Cab (TRACAB) Light Gun Signals

4.14.1. All vehicles that operate on the airfield will have AFVA 11-240, AIRPORT SIGNS AND MARKINGS signal decal (available for order at e-Publishing website).

4.14.1.1. The decal 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. A version of AFVA 11-240 is affixed to the back of the AF IMT Form 483.

4.14.1.2. All airfield vehicle operators must know and comply with all airfield signs, markings and TRACAB signals.

4.14.2. All vehicle operators will know and comply with light gun signals in accordance with ([Attachment 9](#)).

4.14.2.1. Steady Green – Cleared to cross. Proceed or Go.

4.14.2.2. Steady Red – Stop.

4.14.2.3. Flashing Red – Clear the Runway/Taxiway.

4.14.2.4. Flashing White – Return to starting point.

4.14.2.5. Alternating Red and Green –Exercise extreme caution.

4.14.2.6. Runway edge lights will be raised to step #5 and reduced to step #1 repeatedly during vehicle non-radio (NORDO) conditions, to indicate vehicles must exit the runway immediately.

4.15. Description and Location of Runway/Taxiway lighting, Markings and Signs

4.15.1. Signs and Markings ([Attachment 7](#)).

4.15.1.1. Signs are divided into Informational and Mandatory signs; both are provided to ensure the safe movement of aircraft and vehicles.

4.15.1.2. Mandatory signs and associated pavements marking are provided when instruction or procedures must be followed. They denote an entrance to a runway or critical area, or other situation such as a no-entry location. At controlled airfields (with active tower); aircraft and vehicles are required to hold unless cleared by air traffic control. Signs are red with white lettering.

4.15.1.3. Informational signs are yellow with black lettering and indicate direction, destination, runway exit, or other information to safely negotiate the airfield.

4.15.2. Pavement Markings ([Attachment 7](#)).

- 4.15.2.1. Pavement markings are normally associated with signs and give a second indication of the movement requirement.
- 4.15.3. Runway/Taxiway Lighting.
 - 4.15.3.1. Runway lighting consists of white runway edge lights.
 - 4.15.3.2. Taxiway lighting consists of blue taxiway edge lights.
- 4.16. TRACAB and/or vehicle radio problem areas and visual blind spots
 - 4.16.1. There are no visibility blind spots or radio problem areas within the airfield environment. If contact is lost with a vehicle on the airfield the TRACAB will dispatch an Airfield Management vehicle to establish contact with the vehicle or alternate the intensity of the runway lights between step 1 and step 5.
 - 4.16.1.1. There are no Hot Spots located on the airfield.
- 4.17. Foreign Object Damage (FOD) Control and Prevention
 - 4.17.1. Before entering the airfield from any access point, vehicle operators are required to stop and inspect vehicle cab interior, and all external vehicle components to include, cargo bed area and tires for loose/foreign objects (to include damaged, loose, or worn parts) that could inadvertently fall on the ramp and create a FOD hazard. Refer to AFI 21-101, Chapter 14 and AFMAN 24-306, Chapter 20 for additional information. **NOTE:** Emergency response vehicle operators do not need to complete a FOD check when responding to real world emergencies, but will complete a FOD check of all vehicles during normal operations to ensure the vehicle is FOD free and ready for an emergency response on the airfield.
 - 4.17.2. Vehicle Operators will:
 - 4.17.2.1. Ensure all tools and equipment are properly stowed and secured when entering the airfield area. Personnel will not use or possess personal tools in any aircraft maintenance area or on the airfield.
 - 4.17.2.2. Conduct a Roll-Over FOD Check prior to entering the airfield from any airfield access point or unpaved surface. Vehicles will be checked by the driver and/or vehicle occupants for foreign objects in the tire treads. For a roll-over FOD Check, all portions of vehicle tires must be carefully inspected by pulling forward (approx. ½ tire rotation) after initial check of visible tire area to inspect remaining tire area.
 - 4.17.2.3. Periodically check to ensure tires and treads are free of foreign objects when operating on the airfield.
 - 4.17.2.4. Secure all foreign objects within the vehicle and disposed of it at a trash receptacle or remove it from the airfield in a manner that will not cause a FOD risk to aircraft at the end of each shift.
 - 4.17.3. Remain on the paved surfaces to the maximum extent possible. If required to drive off the paved surface, they will do so by the shortest route possible and shall perform a complete FOD check upon re-entry to the paved surface.

4.17.4. Take an active part in daily foreign object policing to effectively reduce the FOD potential to engines and tires. Special attention shall be given to removing FOD from cracks and expansion seams in hard surfaced areas where engines will be operated. If a driver observes debris on the airfield, the driver will immediately secure the debris within the vehicle and dispose of it at a trash receptacle or remove it from the airfield in a manner that will not cause a FOD risk to aircraft.

4.18. Lateral Distance Requirement for Mobile Obstacles on Taxiways and Apron

4.18.1. An obstacle is anything that poses a threat to aircraft movement. Obstacles will remain at least 1,000 feet from the runway centerline and 200 feet from the taxiway centerline.

4.18.2. All vehicle and mobile ground support equipment are considered obstacles but are exempt from clearance distance requirements when directly supporting aircraft operations. All vehicles and mobile ground equipment will be removed from the airfield when not in use.

4.19. Procedures and or Restriction for operating Motorcycles and other Vehicles

4.19.1. Motorcycles, mopeds, scooters, and bicycles are not authorized on the airfield.

4.20. Procedures for Vehicle Traffic Control Devices and Lights

4.20.1. Thule does not have vehicle traffic control devices or lights installed on the airfield for access control to runways or taxiways. All operators will contact the controlling agency when requesting access to the CMA.

4.21. Procedure for Vehicles Supplemental Traction Control Devices (e.g., Snow Chains, Studded Tires)

4.21.1. To reduce spark producing potential, only non-sparking material shall be used.

4.21.2. Except for buses, vehicles equipped with studded tires will not be driven on any portion of the airfield.

4.21.2.1. Only Transportation buses equipped with studded tires are allowed to operate on that portion of the ramp necessary to pick up and discharge passengers. Busses will seek approval from AFM prior to entering the airfield.

4.21.3. Snow chains are only authorized on AGE equipment during the storm season (15 September – 15 May). These dates may vary slightly due to the early/late arrival of snow/icing conditions. Aircraft routinely require towing into/out of hangers during extreme weather (icing and high winds) and there is minimal room for error. The loss of traction by towing equipment would put the aircraft and hangar at risk for damage and personnel at risk for injury. The safe towing of aircraft and safety of personnel outweigh the low risk of foreign object or pavement damage.

4.21.4. Agencies requiring use of snow chains on vehicles or equipment on the airfield not addressed in this ADI must coordinate and obtain approval from AFM, ABG Safety, and the BMC Civil Engineer. The requesting agency will conduct a risk assessment with the listed agencies when evaluating the need to use them.

4.21.5. Agencies requiring use of studded tires on vehicles or equipment on the airfield not addressed in this ADI must coordinate and obtain approval from AFM, ABG Safety, and the BMC Civil Engineer, BMC Transportation and ABG/CC. Approved agencies shall be added to the ADI.

4.22. Call Signs for vehicles that operate in the CMA

4.22.1. Approved call signs are provided in **Attachment 8**.

4.23. Procedures to Use Perimeter, Infield and/or Other Airfield Routes

4.23.1. Vehicle operators shall not use the airfield as a shortcut to any point accessible by perimeter or access roads.

4.23.2. Only mission essential vehicles are authorized access to the airfield area. Perimeter of access roads should be used to the maximum extent possible. Vehicles will use the airfield access point located closest to their operation.

4.23.3. Procedures to Limit Vehicle Traffic Crossing the Runway.

4.23.3.1. Runway crossing for convenience or to save time is prohibited.

4.23.3.2. The following vehicles are permitted to cross the runway for mission requirements with approval from the TRACAB:

4.23.3.2.1. Fire Department.

4.23.3.2.2. Security Police.

4.23.3.2.3. Ambulance.

4.23.3.2.4. NAVAID Maintenance.

4.23.3.2.5. Airfield Management.

4.23.3.2.6. Transient Alert.

4.23.3.2.7. Fuels.

4.23.3.2.8. CE vehicles performing airfield operations.

4.24. Night Vision Device use and Airfield Driving

4.24.1. The use of night vision devices on the airfield is not authorized while driving on the airfield.

4.25. Smoking Areas and Cellular/Mobile Phones

4.25.1. The Thule Airfield and surrounding area is designated as a non-smoking area.

4.25.2. Use of cellular/mobile phones are not authorized within the airfield environment.

5. Reporting, Enforcement and Violation Consequence.

5.1. Revoking and Re-issuing AF IMT 483:

5.1.1. The AOF/CC, AFM and AAFM have the authority to suspend or decertify airfield driving privileges. Unit Commanders, and Security Forces personnel may temporarily suspend airfield driving privileges and shall inform the AFM or AAFM immediately of actions taken.

5.1.2. When an accident or airfield driving incident occurs, the operator and the unit supervisor should ensure that all appropriate actions have been taken to resolve the situation.

5.1.3. Immediately notify the AFM to determine further requirements (do this in addition to other notification criteria that may be required; Security Forces, etc.). The AFM and/or Security Forces, depending upon the situation will determine if the vehicle(s) and its owner(s) will be allowed to move or stay in place.

5.1.4. The vehicle operator will report immediately to the Airfield Management. If possible the operator's immediate supervisor will attend this interview. Written statements from all involved parties will be obtained. Based upon the findings, the AFM or designated representative will take appropriate corrective actions deemed necessary.

5.1.5. If suspended, the operator will be immediately entered into remedial training. The operator's AF Form 483, Certificate of Competency will be surrendered to the AFM. Airfield Management personnel will confiscate Competency Cards on the spot.

5.1.6. Upon completion of remedial training, the operator will hand carry a newly accomplished Airfield Certification letter to the AFM and provide a completed MFR from his/her Unit Commander or Site Manager.

5.1.7. Airfield Management is the revocation authority for any violation committed within the airfield environment. Length of revocation will be based on the violation:

5.1.7.1. Speeding or minor driving infraction

5.1.7.1.1. First infraction: warning.

5.1.7.1.2. Second infraction: suspension for one week.

5.1.7.1.3. Third infraction: one month suspension and a meeting between the AFM and the individual's supervisor must occur before reinstatement of driving privileges. Training will be required before the individual is allowed to drive on the airfield again.

5.1.7.2. Runway Incursion (RI)/Controlled Movement Area Violations (CMAV):

5.1.7.2.1. First infraction: one-month suspension and re-training required.

5.1.7.2.2. Second infraction: six months suspension, re-training required, and a meeting between the AFM, AOF/CC, and individual's immediate supervisor must occur before reinstatement of driving privileges.

5.1.7.2.3. Third infraction: permanent revocation of driving privileges.

5.1.7.3. Accident involving aircraft/vehicle:

5.1.7.3.1. Immediate suspension of driving privileges until investigation has been conducted. Results of the investigation will determine if driving privileges are reinstated. **NOTE:** For RI/CMAVs that had an adverse impact on flight operations an AF Form 651 Hazardous Air Traffic Report must be filed and submitted to wing safety. AFM will notify MAJCOM OPR within 24 hours of a CMAV/HATR incident.

5.2. Procedures for Runway Incursions (RI)/Controlled Movement Area Violations (CMAV)

5.2.1. All airfield drivers are required to comply with the rules outlined in this program. It is also their responsibility to report any violation to the appropriate authority.

5.2.1.1. During flying operations, the TRACAB will monitor activity on the airfield. All runway intrusions will be reported to AMOPS so that the AFM and/or AAFM may respond to the situation.

5.2.1.2. All violations will be entered into the events log to maintain a permanent record. The AMSL will record:

5.2.1.2.1. Call sign of vehicle.

5.2.1.2.2. Violation.

5.2.1.2.3. Time violation took place.

5.2.1.2.4. Parties involved.

5.2.2. AFM or AOF/CC will notify the MAJCOM OPR, 821 ABG/SE, and the unit commander of the individual who committed the alleged RI/CMAV within 24 hours, or the next duty day of the alleged event in the event of a weekend or holiday.

5.2.3. The AOF/CC, 821 ABG/SE, and AFM will work as a team to assign all RIs an operational category (e.g. Operational Error, Pilot Deviation and Vehicle/Pedestrian) for trend analysis. The AOF/CC will ensure these classifications are annotated in the recommendation section of the AF Form 457 USAF Hazard Report or narrative section of the AF Form 651 Hazardous Air Traffic Report.

5.3. RI/CMAV Events

5.3.1. Summary of events.

5.3.2. Airfield Management or Designated Representative will:

5.3.2.1. Respond and interview the individual.

5.3.2.2. Revoke/Suspend the individuals AF Form 483 and airfield driving privileges.

5.3.2.3. Have the individual report (or escort them) to Airfield Management Operations.

5.3.2.4. Have the individual prepare a statement of events. For specific incidents of runway intrusions and other CMA violations that did not impact aircraft operations, the AF Form 457, USAF Hazard Report, will be used and reported to the AFM to take immediate action to correct the problem or apply interim control measures.

5.3.2.5. Inform the individual's supervisor of suspension and requirements for re-training/re-issue.

5.3.2.6. File suspended AF Form 483 with all documentation in the Airfield Driving Book for a minimum of one year to track trends. Trend data will be reported at the AOB.

5.3.2.7. All CMA violations, including HATRs, regardless of impact on flight safety, must be documented and reported in the AOB.

5.3.2.8. The AFM and 821 ABG/SE will inspect the training program as part of the investigation, with emphasis on how the individual was trained and their compliance with the ADI. The results will be reported to the Unit Commander.

5.4. Procedures For Reporting and Documenting Other Airfield Driving Incidents/Violations. For all other violations, not involving RI/CMAV (e.g. speeding, expired or no POV pass, etc.) AFM, AAFM, AOF/CC, 821 ABG/SE, 821 SFS obtain name/rank of the individual, unit, duty phone, Unit Commander, details of the incident/violation (including date, time, location, nature, other pertinent facts, etc.) and relay information to AOF/CC who will report incident to the Unit Commander, AFM, and include a summary roll-up of violations at the AOB.

6. TDY and Non-Base Assigned Contract Personnel.

6.1. TDY and Non-base Assigned Contractor Personnel. TDY personnel and non-base assigned contractors must possess an AF IMT 483 and be trained on local airfield driving procedures to operate a vehicle on the airfield without an escort.

6.1.1. Once a requirement is identified to drive on the airfield, TDY and Non-base Assigned Contractor Personnel will contact Airfield Management for training. Airfield Management will:

6.1.1.1. Provide training and ensure the TDY and Non-base Assigned Contractor Personnel training checklist is completed ([Attachment 3](#)).

6.1.1.2. Provide a familiarization tour.

6.1.1.3. Provide an airfield briefing.

6.1.1.4. Provide an airfield test.

6.1.1.5. Provide a confined working area on the airfield.

6.1.1.6. Provide a specific route to and from the work area.

6.1.1.7. Issue a temporary AF IMT 483 with an expiration date not to exceed the lesser of the individuals TDY dates, the contract project dates or 1-year.

6.1.2. The AOF/CC, AFM or AAFM may tailor training requirements when TDY/Contractor(s) routes to/from work site do not cross active taxiways or runways and shall provide a local briefing and training when TDY personnel or non-base assigned contractors are driving specific routes and do not have access to the CMA.

6.1.2.1. The AFM or AAFM will issue a temporary AF IMT 483 with the restriction “Ramp Access Only” or “Non CMA Only” and an expiration date not to exceed the lesser of the individuals TDY dates, the contract project dates or 1-year.

7. Privately Owned (POV) and Government Leased Vehicle (GLV) Passes.

7.1. Procedures for the Issue of POV/GLV Passes

7.1.1. POV/GLV's on the airfield are discouraged and shall be restricted to the absolute minimum.

7.1.2. Applicant must identify a requirement to drive within the Thule airfield area.

7.1.3. Applicant must submit request for POV/GLV pass request endorsed by the unit commander/Site Manager to AMO for review and approval. AMO is the sole issuing authority for POV/GLV passes.

7.1.4. Vehicle use will be limited to requirements identified.

7.1.5. Drivers must have a valid AF Form 483.

7.2. Procedures for Maintaining Security of POV/GLV Leased Passes

7.2.1. POV/GLV passes will be reviewed during the first quarter of each calendar year.

7.2.2. POV/GLV passes will be maintained in the AMO computer and assigned to vehicle registration. Disposition of documentation will be IAW AF RDS, Table 13-01, Rule 01.00.

7.2.3. POV/GLV passes will be attached to the front windshield on the drivers' side.

7.2.4. POV/GLV pass colors will be changed annually.

7.2.5. POV and GLV passes will be issues in different colors annually. The different color passes will aid in distinguishing ownership of the vehicle.

7.3. Procedures for the Disposition of POV/GLV Passes

7.3.1. A letter will be sent out requiring justification for revalidation of POV/GLV pass endorsed by the unit commander.

7.3.2. The old POV/GLV pass will be returned with the letter of justification.

7.3.3. AMO will destroy the old POV pass.

7.3.4. POV/GLV passes are not transferable and will be destroyed when vehicle access is no longer required.

8. Quality Control.

8.1. Spot Checks

8.1.1. AMO or Designated Representative will conduct random spot checks monthly. Checks will be annotated in the event log and results reported at the AOB.

8.1.2. An annual review of this program will be conducted in conjunction with review of the Base Flying Regulation

9. Procedures for Issuing AF IMT 483.

9.1. Procedures

9.1.1. Airfield Management is the sole authority for signing and issuing the AF IMT 483 for airfield driving and will not be delegated outside AM. Each AF IMT 483 will be labeled with a certificate number for tracking purposes. Attachments **2**, or **3** will be used to track airfield driver training and certification as required.

9.1.2. Applicant must have a requirement to perform specific duties on a recurring basis within the airfield environment. All base assigned personnel (e.g. military, DoD civilian, contractor, etc.) required to operate a vehicle or non-vehicle equipment on the airfield must complete all airfield drivers training and testing requirements as outlined in this ADI prior to issuance of an AF Form 483. Only those duty sections approved by the AOF/CC and/or the AFM shall have access to the airfield and airfield driving permits (AF IMT Form 483).

9.1.3. Unit Sponsors of applicants requiring airfield drivers training shall coordinate with AMO to ensure the training is received prior to operating a vehicle on the airfield. No more than two applicants will be trained per day by AMO without special coordination with the AFM. Unit Sponsors will coordinate with AMO in advance prior to sending applicants to Airfield Management for training.

9.1.4. Applicant must submit the Airfield Driver Training and Certification Letter (**Attachment 2**), requesting airfield driving privileges.

9.1.5. Applicant must successfully complete requirements identified on (**Attachments 2 or 3**), as required.

9.1.6. Complete testing requirement as outlined in this TABI.

9.1.7. The request for Airfield Driver Training and Certification Checklist will be signed by all required representatives.

9.1.8. Trainees will bring a hard copy of the Airfield Driver Training Certification Checklist to AMO for testing and certification.

10. Miscellaneous.

10.1. Vehicle operators will ensure:

10.1.1. During temperatures below freezing: Do not apply parking brakes, leave vehicle idling while servicing aircraft, idling vehicle(s) will not park facing any aircraft.

10.2. Vehicles carrying passengers to and from an aircraft will:

10.2.1. Approach and depart the aircraft at 90-degree angles from the front (nose) or rear (tail).

10.2.2. Stop at the side of the aircraft well clear of wing and tail assemblies.

10.2.3. Ensure all passengers remain seated and all extremities will remain inside the moving vehicle.

10.3. Pedestrian Movement

10.3.1. Pedestrian traffic is not normally authorized on the airfield. However pedestrian traffic to conduct official Air Force business may be authorized by the AOF/CC or AFM.

10.3.2. Pedestrian traffic will walk facing oncoming traffic.

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

10.3.4. Do not enter the CMA without two-way radio contact and approval from the controlling agency.

10.4. Airfield Construction/Work Crews/Maintenance Restrictions.

10.4.1. Maintenance Crews will report to Airfield Management to receive a briefing on flight operations, airfield driving and FOD prevention.

10.4.2. Crane operations within the airfield environment will be coordinated and approved by HQ AFSPC/A3RA (TERPS) by way of the 821st SPTS/OS prior to the start of the operation. Once approved, the crane operator will report to Airfield Management Operations prior to operating equipment within the airfield complex. Operator will provide start time and location of the operation.

10.4.3. When operating inside of the airfield complex, crane operators will report to Airfield Management Operations prior to extending the boom higher than 100 feet or extending higher than the controlling obstruction.

10.4.4. Airfield Management Operations will post slides on the Airport Channel to educate and inform the base populations on activities occurring within the airfield environment.

10.5. Radio Communication Phraseology, Discipline and Techniques

10.5.1. Radio communications are a critical link to ATC. It is important to acknowledge each radio communication with controllers by using the appropriate call sign.

10.5.2. Brevity is important, therefore, radio transmission must be kept as brief as possible.

10.5.3. Vehicle operators must maintain vigilance in monitoring air traffic control radio communication for situational awareness.

10.5.4. Radio Techniques.

10.5.4.1. Listen before transmitting. Ensure the channel is clear.

10.5.4.2. Keep microphone close to your lips.

10.5.4.3. Be alert to the sounds or lack of sounds.

10.5.4.4. Use caution when using a vehicle mounted or handheld radio while operating a vehicle on the airfield.

10.5.4.5. The words "clear" or "clearance" must not be used in communication with Thule TRACAB. Exception: Vehicle operators may reply "Loud and Clear" in response to a Thule TRACAB request for radio transmission quality or clarity.

10.6. Phraseology ([Attachment 4](#))

10.6.1. When operating a radio within the airfield environment always state:

10.6.1.1. Who you are (Call sign).

10.6.1.2. Where you are.

10.6.1.3. What your intentions are.

10.7. Procedures for vehicle escort and convoys on the CMA and Non CMA areas

10.7.1. Only personnel with a valid AF IMT 483 may provide escort within the CMA.

10.7.2. Personnel providing the escort will contact the controlling agency:

10.7.2.1. Request permission for their vehicle plus escorted vehicles to enter the CMA.

10.7.2.2. Provide controlling agency with intentions.

10.7.2.3. Remain with the personnel/vehicles until mission completion.

10.7.3. Airfield Snow Removal Operations.

10.7.3.1. During snow removal operations at least one snow removal vehicle (normally Snow Bird 4) shall be in radio contact with TRACAB and shall control snow removal vehicles operating on or near the runway.

10.7.3.2. TRACAB's (Airfield Management Operation's or service call's) authorization for the controlling snow removal vehicle to enter the runway is also authorization for the controlling vehicle to bring other snow removal vehicles on and off the runway as needed. When instructed to depart the runway, the controlling vehicle shall be responsible for ensuring that all snow removal vehicles are off the runway. The controlling vehicle shall report off the runway, and state "ALL snow removal vehicles are off the runway." **NOTE:** If vehicles are entering the runway for reasons other than snow removal (i.e., crossing the runway to transport equipment), the lead vehicle in contact with the TRACAB, must request permission for his vehicle and all vehicles traveling with him/her. The trailing vehicles will follow the lead vehicle across the runway. **EXAMPLE:** If Snowbird 4 was escorting two vehicles across, transmit: "Thule Tower, Snowbird 4 request to cross runway 26 at taxiway bravo with 2 vehicles."

10.7.3.3. When instructed to depart the runway, the controlling vehicle shall be responsible for ensuring that all vehicles under his/her control are off the runway. The controlling vehicle shall report off the runway. **EXAMPLE:** "Thule Tower, Snowbird 4 and all snow removal vehicles are off the runway."

DAVID G. HANSON, Colonel, USSF
Commander

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

AFMAN 13-204V1, *Management of Airfield Operations*, 22 July 2020
AFMAN 13-204V2, *Airfield Management*, 22 July 2020
AFMAN 91-223, *Aviation Safety Investigation Reports*
AFI 13-213, *Airfield Driving*, 4 February 2020
AFJMAN 24-306, *Operation of Air Force Government Motor Vehicles*, 09 Dec 2016
AFVA 11-240, *USAF Airport Signs and Markings*, 15 Apr 2017
AFVA 13-221, *Control Tower Light Signals*, 1 November 2001
AFVA 13-222, *Runway/Controlled Movement Area (CMA) Procedures*, 30 July 2009
AFI 21- 101, *Aircraft and Equipment Maintenance Management*, 21 May 2015
UFC 3-260-01, *Airfield and Heliport Planning and Design*, 4 February 2019
AFI 32-1042, *Standards for Airfield Markings*, 19 Oct 2016
AFI 31-101, *Integrated Defense*, 5 July 2017
AFI 91-202, *The US Air Force Mishap Program*, 24 June 2015
FAA Advisory Circular 150/5340-II, *Standards for Airport Marking*, 27 September 2013
AFI 48-203, *Medical Examinations and Standards*, 5 November 2013
AFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, 11 December 2018

Prescribe Forms

None

Adopted Forms

AF Form 457, *USAF Hazard Report*
AF Form 651, *Hazardous Air Traffic Report (HATR)*
AF IMT 483, *Certificate of Competency*
AF Form 1199, *Air Force Entry Control Card*
AF IMT 1313, *Driving Record*
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
AFFSA—Air Force Flight Standards Agency
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFM—Airfield Manager
AM—Airfield Management
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
FAA—Federal Aviation Administration
FOD—Foreign Object Damage
GM—Guidance Memorandum
HATR—Hazardous Air Traffic Report
ILS—Instrument Landing System
INST—Instrument
MFR—Memorandum for Record
OPR—Office of Primary Responsibility
POV—Privately Owned Vehicle
RIPWG—Runway Incursion Prevention Working Group
RGL—Runway Guard Light
RWY—Runway
SF—Security Forces
TDY—Temporary Duty
VCO—Vehicle Control Officer
VFR—Visual Flight Rules

Attachment 2

AIRFIELD DRIVER TRAINING AND CERTIFICATION CHECKLISTS

A2.1. Airfield Driving Training Documentation and Certification Checklist.

Table A2.1. Airfield Driving Training Documentation and Certification Checklist.

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

SECTION IV – TRAINEE ACKNOWLEDGEMENT (<i>Completed by Trainee</i>)			
I have received and completed all of the above training requirements and will comply with <i>Local Base</i> 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.			
Name (Last, First, MI):	Grade:	Signature:	Date:
SECTION V – TRAINER CERTIFICATION & AIRFIELD DRIVING AUTHORIZATION (<i>Completed by AFM or ADPM or designated representative</i>)			
I certify that the trainee has received all required qualification training requirements annotated above and the above trainee has successfully completed all training requirements to operate a vehicle at <i>Local Base</i> .			
Check all applicable restrictions and or special access. Taxiway & Ramp only		Approved Disapproved AF IMT483 CERTIFICATE #	
Name (Last, First, MI):	Grade:	Signature:	Date:

Attachment 3

TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST

A3.1. Non-Base Assigned Contractors Training Checklist.

Figure A3.1. TDY Personnel/Non-Base Assigned Contractors Training Checklist.

TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST			
SECTION I – TRAINEE INFORMATION <i>(Completed by the AFM or ADPM)</i>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II – QUALIFICATION TRAINING <i>(Completed by the Trainee and Trainer)</i>			
	Date Completed	Trainee’s Initials	Trainer’s Initials
1. Explain the difference between mandatory/informational airfield signs. (provide examples)			
2. Explain the different types of airfield markings (provide examples)			
3. Explain the different types of airfield lighting systems			
4. Identify the speed limits for general/special purpose vehicles operating on aircraft parking aprons/ramp and taxiways.			
5. Explain the requirements for parking and chocking vehicles.			
6. Identify the lateral distance requirements for mobile obstacles on taxiways and aprons.			
7. Discuss Foreign Object Damage (FOD) control/prevention.			
8. Identify methods/practices to prevent a runway incursion.			
9. Explain the different types of airfield violations and their consequences.			
10. Identify the proper radio terminology and phraseology.			
11. Identify all restricted areas and entry control points.			
12. Identify all Control Movement Area boundaries.			
13. Familiarize individual on route(s) to/from the work area.			

14. Explain procedures for Night Driving, Reduced visibility and Inclement weather, when applicable.			
15. Explain procedures for reporting an accident or vehicle maintenance problems.			
SECTION III – TRAINING CERTIFICATION (<i>Completed by Trainee and AFM or ADPM</i>)			
TRAINEE: I have received and completed all of the above training requirements and will comply with <i>Local Base</i> 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.			
Name (Last, First, MI):	Grade:	Signature:	Date:
TRAINER CERTIFICATION & AIRFIELD DRIVING AUTHORIZATION			
AFM/ADPM: I certify that the trainee has received all required qualification training requirements annotated above and the above trainee has successfully completed all training requirements to operate a vehicle at <i>Local Base</i> . Check all applicable restrictions and oTaxiway & Ramp only <i>Specify</i>)			
Name (Last, First, MI):	Grade:	Signature:	Date:

Attachment 4

PHRASEOLOGY / RADIO COMMUNICATION

A4.1. A typical runway crossing transmission sequence is as follows.

Figure A4.1. Sample Runway Crossing Phraseology.

VEHICLE OPERATOR:	<i>“THULE TOWER AIRFIELD ONE HOLDING SHORT (runway) AT (point/intersection) TO CROSS”</i>
Air Traffic Control Tower (ATCT):	<i>“AIRFIELD ONE CROSS (runway) AT (point/intersection) REPORT WHEN OFF” or “AIRFIELD ONE HOLD SHORT OF (runway)”</i>
NOTE: Always read back instructions verbatim before taking any action and allow time for correction, if misinterpreted. <i>If you are unsure what the controller has transmitted, or if you do not understand an instruction, you MUST ask the controller to repeat it.</i> Good communications only occur when each party knows and understands what the other is saying.	

Figure A4.2. Sample Read back Instructions.

VEHICLE OPERATOR: Note: Airfield 1 visually scans the runway prior to movement, 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 (runway).”</i>
VEHICLE OPERATOR:	<i>“THULE TOWER, AIRFIELD ONE CROSSING COMPLETE, OFF (runway) AT (point/intersection).”</i>
ATCT:	<i>“AIRFIELD ONE, ROGER.”</i>

A4.2. If vehicle operators are issued hold short instructions, they are required to provide a read back to the ATCT.

Figure A4.3. Sample Hold Short Instructions.

ATCT:	<i>“AIRFIELD ONE, PROCEED AS REQUESTED, HOLD SHORT RUNWAY 08”.</i>
VEHICLE OPERATOR:	<i>“AIRFIELD ONE, ROGER”.</i>
ATCT:	<i>“AIRFIELD ONE, READ BACK HOLD SHORT INSTRUCTIONS”.</i>
VEHICLE OPERATOR:	<i>“AIRFIELD ONE COPIES, PROCEEDING AS REQUESTED, WILL HOLD SHORT RUNWAY 08”</i>

Figure A4.4. Common Use Phrases.

What Is Said:	What It Means:
Acknowledge	Let me know you have received and understand this message.
Advise Intentions	Let me know what you plan to do.
Affirmative	Yes.
Correction	An error has been made in the transmission, and the correct version follows.
Go Ahead	Proceed with your message only. Note: Use of this phrase does not authorize requestor to —Go Ahead with, or carry out, their request.
Hold Your Position/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 Tower.
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."
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."
Unable	Indicates inability to comply with a specific instruction, request, or clearance.
Wilco	I received your message, understand it, and will comply.

A4.3. 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:

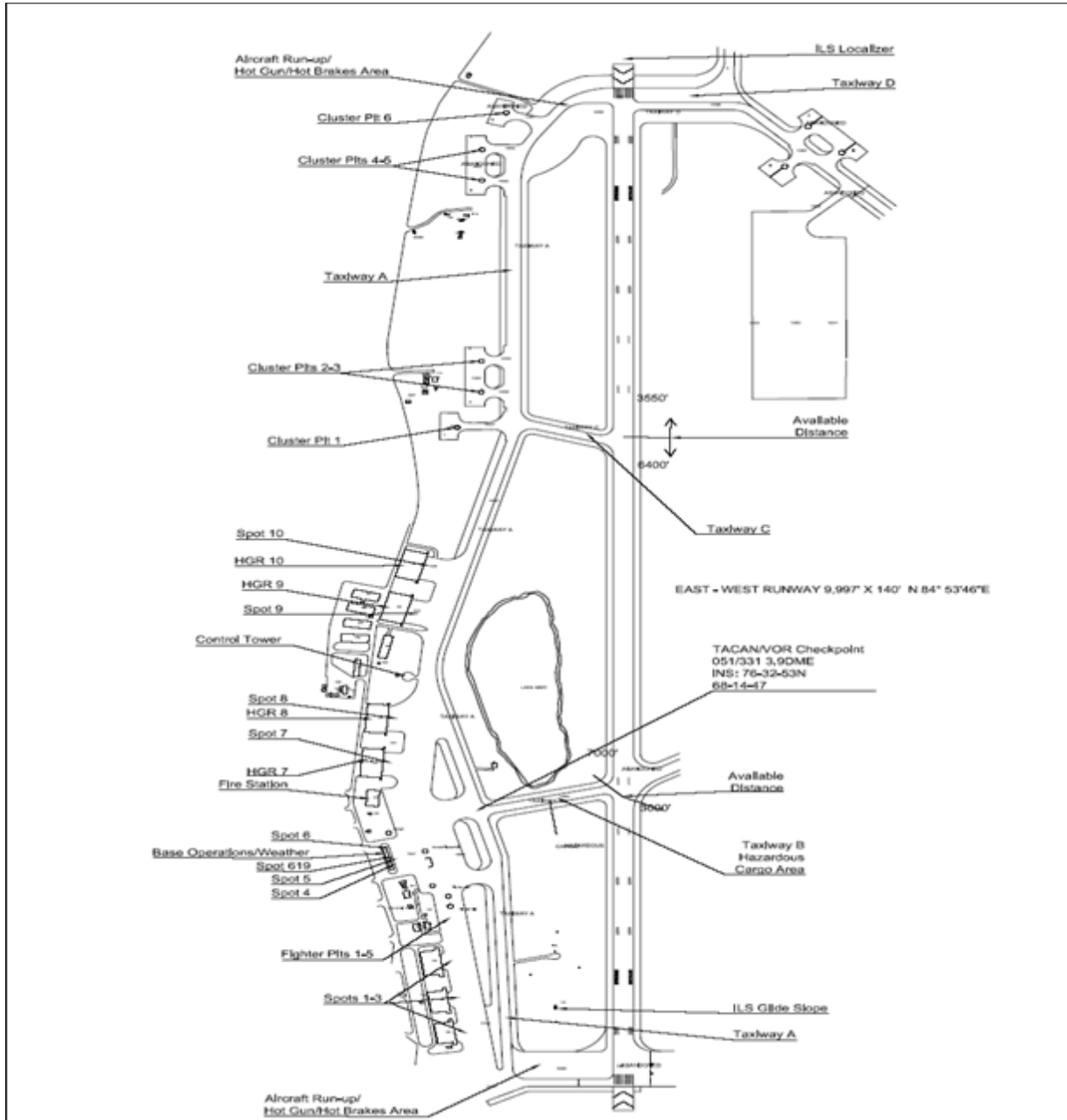
Figure A4.5. Phonetic Aviation Alphabet.

A	ALFA	N	NOVEMBER
B	BRAVO	O	OSCAR
C	CHARLIE	P	PAPA
D	DELTA	Q	QUEBEC
E	ECHO	R	ROMEO
F	FOX-TROT	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

Attachment 5 AIRFIELD LAYOUT

A5.1. This attachment is the layout of the Thule Airfield.

Figure A5.1. Thule Airfield Layout.

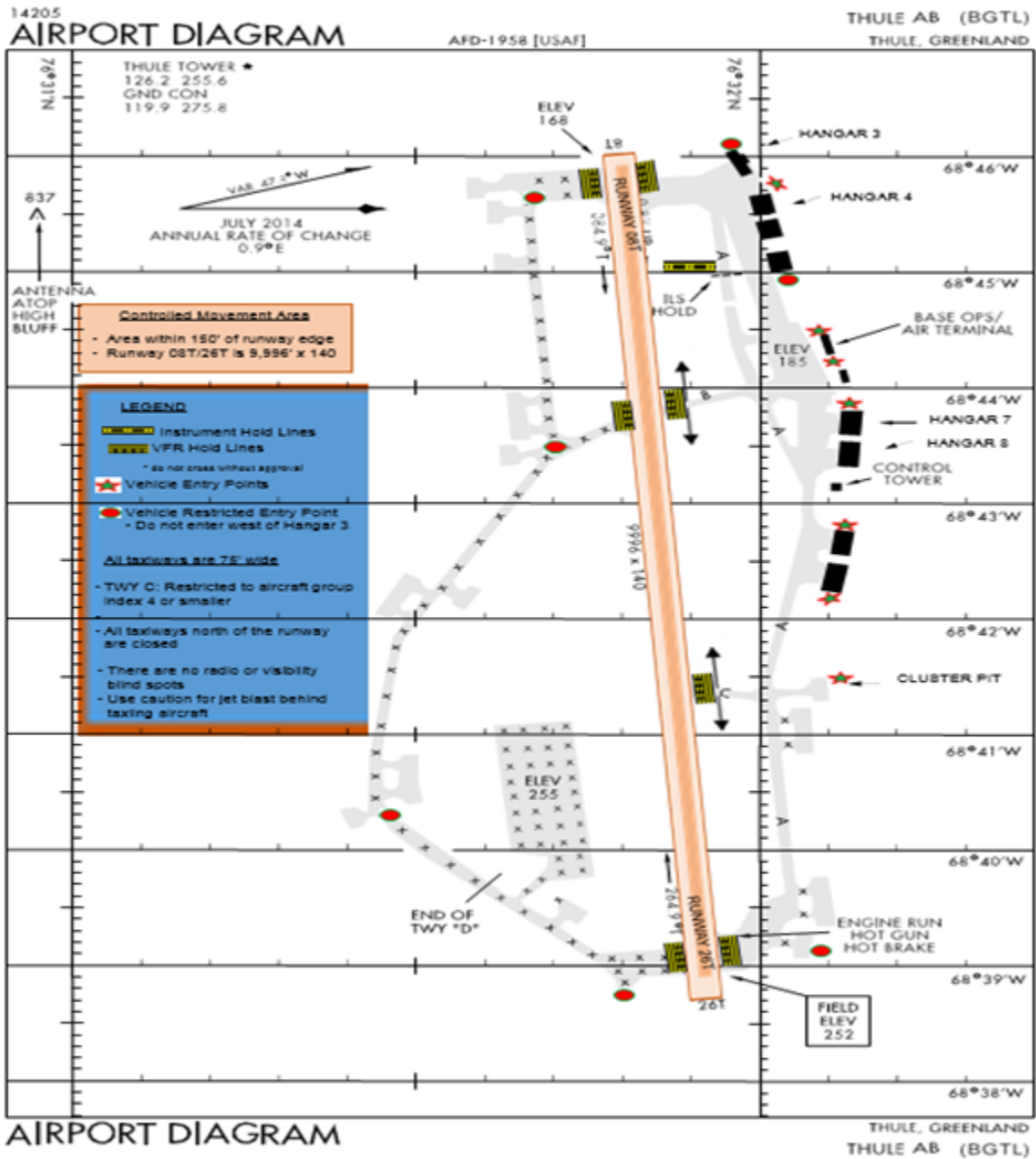


Attachment 6

LOCAL AIRPORT DIAGRAM

A6.1. This attachment depicts the Airport diagram.

Figure A6.1. Airport Diagram.

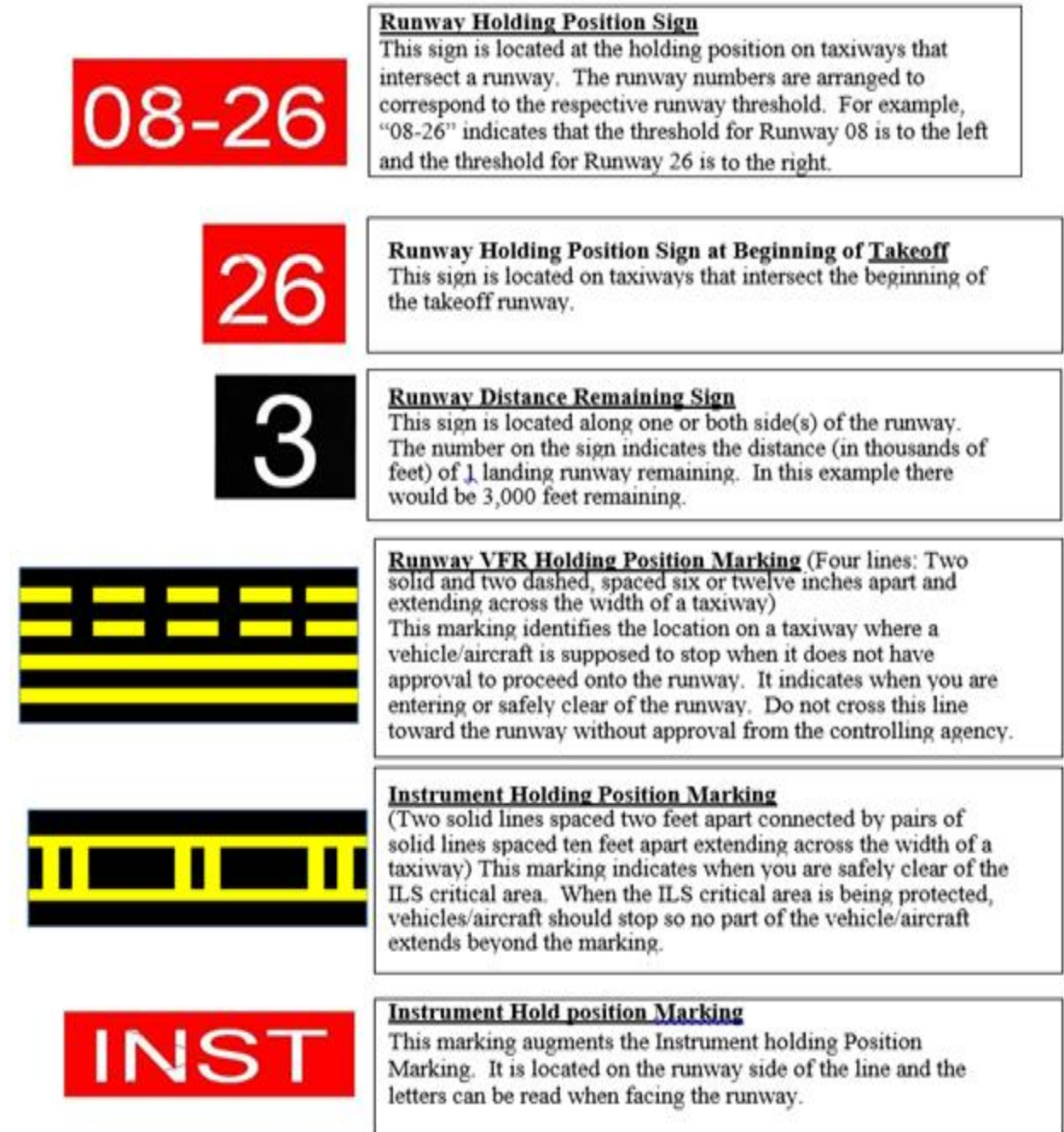


Attachment 7

SIGNS AND MARKINGS

A7.1. Common Signs and markings on Thule Airfield.

Figure A7.1. Thule Airfield Signs and Markings.



A7.2. FOD Marking and ILS Critical Area Marker.

Figure A7.2. FOD Marking and ILS Critical Area Marker.



Attachment 8
CALL SIGNS

A8.1. Thule Call Sign listing.

Figure A8.1. Thule Call Sign Listing.






CALL SIGN	OFF/SYM
THULE 1	821 ABG/CC
THULE 2	821 ABG/CD
SAFETY	821 ABG/SE
RAVEN 1	821 SPTS/CC
RAVEN 2	821 SPTS/DO
OPS 1	821 SPTS/OS
TRACAB 1	Air Traffic Control
LOG 1	821 SPTS/LG
ENGINEER 1	821 SPTS/CE
ENGINEER 2	821 SPTS/CER
ENGINEER 3	821 SPTS/CEO
ENGINEER 4	821 SPTS/CEN
FIRE 1	821 SPTS/CEF
READY 1	821 SPTS/CEX
DEFENDER 1	821 SFS/CC
DEFENDER 2	821 SFS/SFM
DEFENDER 3	821 SFS/S3O
SIERRA 5A	821 SFS/S5I
SIERRA 5B	821 SFS/S5S
POLICE 1	821 SFS /Main Base ESRT
POLICE 1A	821 SFS /Main Base ESRT
POLICE 1B	821 SFS /Main Base ESRT
POLICE 2	821 SFS /Main Base Patrol
POLICE 2A	821 SFS /Main Base Patrol
POLICE 2B	821 SFS /Main Base Patrol
DPI	DPI
DLO	DLO
AIRPORT 1	BMC/AFM
AIRFIELD 1	BMC/AFM
AIRFIELD 2	BMC/AAM
CHIEF 1	BMC/Fire Chief
CHIEF 2	BMC/Asst. Fire Chief
SNOWBIRD 4	BMC/LGTT
SNOWBIRD 8	BMC/LGTT
MACH 1	BMC/AMOT

MACM 2	BMC/AMOT
ALERT 1	BMC/AMOR
ALERT 2	BMC/AMOR

Attachment 9
LIGHTGUN SIGNALS

A9.1. Light Gun Signals.

Table A9.1. Light Gun Signals.

TOWER LIGHT GUN SIGNALS FOR CONTROL OF AIRDROME TRAFFIC	
<p>STEADY GREEN</p> 	<p>CLEARED TO CROSS</p>
<p>STEADY RED</p> 	<p>STOP</p>
<p>FLASHING RED</p> 	<p>CLEAR ACTIVE RUNWAY</p>
<p>FLASHING WHITE</p> 	<p>RETURN TO STARTING POINT</p>
<p>ALTERNATING RED & GREEN</p> 	<p>GENERAL WARNING EXERCISE EXTREME CAUTION</p>

Attachment 10

AIRFIELD DRIVING DIAGRAM

A10.1. Airfield Driving Diagram.

Figure A10.1. Airfield Driving Diagram.



Attachment 11

AIRFIELD DRIVING DIAGRAM

A11.1. Airfield Driving Diagram - Precision Obstacle Free Zone.

Figure A11.1. Precision Obstacle Free Zone (POFZ).

