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OF THE AIR FORCE**



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Control***

AIRFIELD DRIVING

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This Department of the Air Force Instruction (DAFI) implements Air Force Policy Directive (AFPD) 13-2, *Air Traffic Control, Airfield, Airspace and Range Management*. This DAFI applies to all civilian employees and uniformed members of the United States Space Force, Regular Air Force, Air Force Reserve, and Air National Guard organizations (to include contracted locations) that administer an airfield driving program. At joint, shared-use, and overseas airfields, this DAFI applies to organizations that are operated and/or managed by the Department of the Air Force, as outlined in real estate documents or letters of agreement. It establishes responsibilities, procedures, and restrictions for the safe control and operation of vehicles and equipment on airfield ramps, aprons, taxiways, and runways. Compliance with the Attachments **2, 3, 4, 5, 6, 7, 8** and **9** in this instruction is mandatory. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information*

Governance Program, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the Air Force Form 847, *Recommendation for Change of Publication*; route Air Force Form 847 from the field through the appropriate functional chain of command. This DAFI may be supplemented at any level, however major or field command supplements to include interim changes to previously approved supplements must be routed to Headquarters Air Force Flight Standards Agency (AFFSA), Director of Airfield Operations (AO) for coordination prior to certification and approval. Unit (wing or base) supplements to this DAFI must be routed to the responsible major or field command OPR for AO for review and coordination prior to certification and approval. The authorities to waive wing or unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See DAFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command and major or field command OPR for AO prior to submission to the appropriate tier waiver approval authority. The Air Force Flight Standards, Airfield Operations Directorate (AFFSA/XA) is the tier waiver approval authority for non-tiered compliance items or requirements in this DAFI. See [paragraph 1.2](#) for additional guidance concerning waivers to this DAFI. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of the Air Force. The reporting requirements in this DAFI are exempt from licensing with a report control symbol according to Air Force Instruction 33-324, *The Air Force Information Collections and Reports Management Program*.

(WRIGHTPATTERSONAFB) This supplement implements DAFI13-213, *Airfield Driving*. DAFI 33-360 superseded by DAFI 90-160, *Publications and Forms Management*.

SUMMARY OF CHANGES

This interim change revises AFI 13-213 by changing it to a DAFI, de-conflicting guidance and tier waiver authority for Foreign Object Damage (FOD) checks on Department of the Air Force (DAF) owned and/or operated airfields, clarifying wing or garrison airfield driving program manager’s role and responsibility for ensuring unit program compliance and updating technical references. A margin bar (|) indicates newly revised material.

(WRIGHTPATTERSONAFB) This document has been revised and should be completely reviewed. Changes include [insert summary of primary changes made]. [Insert the following statement for Interim Changes only:] A margin bar (|) indicates newly revised material.

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Chapter 1

GENERAL INFORMATION

1.1. Scope and Purpose.

1.1.1. This Department of Air Force (DAF) Instruction provides guidance for developing an airfield driving program to provide safe ground vehicle operations and pedestrian control on DAF-owned and/or operated airfields. It outlines training requirements for all personnel (e.g., military, Department of Defense (DoD) civilians, contractors) who, as a part of their job, are required to drive on an airfield. Where applicable, the host wing commander or equivalent must ensure guidance outlined in the wing or base supplement to the DAFI addresses any unique applicability conditions (e.g., signed Memorandum of Agreement, Memorandum of Understanding, support agreement) to ensure compliance and support from non-DAF organizations or functions (e.g., other military services, federal or state agencies, host nation, contract, commercial companies or offices) that operate vehicles on DAF-owned and/or operated airfields. **(T-2)**.

1.1.1.1. **(Added-WRIGHTPATTERSONAFB)** This Airfield Driving Instruction (ADI) provides guidance for Wright-Patterson's Airfield Driving Program (ADP) to provide safe ground vehicle operations and pedestrian control on the airfield. It outlines program responsibilities, AF Form 483, *Certificate of Competency* issuance, and training requirements for all personnel (e.g. military, DoD, civilians, contractors, etc.) who, as part of their job, are required to drive unescorted on the airfield.

1.1.2. Personnel who operate a vehicle on the airfield need to be knowledgeable of and comply with the procedures outlined in this instruction and wing or base supplement.

1.1.2.1. **(Added-WRIGHTPATTERSONAFB)** Vehicle operations on the airfield are necessary for normal operations and maintenance. However, they present a clear and definite danger to aircraft and ground personnel. Failure to follow procedures, inadequate training, poor communications, and loss of situational awareness are inexcusable and major factors in aircraft/vehicle collisions, incidents and personal injuries. Trained personnel must be knowledgeable of all airfield driving rules and comply with the provisions of AFI 13-213 and this instruction.

1.1.3. In today's complex airfield environment, there are incidents involving aircraft, pedestrians, and ground vehicles at DAF airfields that lead to property damage and personnel injury. Therefore, strict adherence to the procedures in this instruction is essential to preventing aircraft-vehicle mishaps and personnel injury on the airfield.

1.1.3.1. **(Added-WRIGHTPATTERSONAFB)** Unit Commanders and Airfield Driving Program Managers (ADPM) must ensure vehicle operators are properly trained and remain competent to drive on the airfield. Additionally, they must limit the number of assigned airfield drivers and vehicle movement on the airfield to the absolute minimum necessary to accomplish the mission.

1.1.4. **Shared-Use Airfields.** Airfield Management personnel at shared-use airfields (i.e. Air National Guard, Air Force Reserve units) should work with the civil airport manager to develop and implement an airfield driving program as applicable.

1.1.4.1. **(Added-WRIGHTPATTERSONAFB)** Not applicable to Wright-Patterson AFB.

1.1.5. Contingency Locations. Contingency is defined as a situation requiring military operations in response to natural disasters, terrorists, subversives, or as otherwise directed by appropriate authority to protect United States interests. At contingency locations, outside the United States, the senior airfield authority (SAA) is delegated authority to waive Tier 3 compliance requirements in this instruction to support tactical or combat operations and situations. Authority shall not be further delegated. **(T-1)**. The SAA ensures the following actions are accomplish prior to waiver approval:

1.1.5.1. Conduct a risk management assessment with the rationale for the waiver and explain (1) how complying with the requirement or compliance item impacts mission accomplishment, OR (2) cost of compliance (training, funds, equipment, facilities, guidance or manpower) creates unacceptable risk to a higher priority task; OR (3) expected cost of compliance outweighs the benefit; OR (4) personnel cannot comply with the requirement due to a lack of resources (training, funds, equipment, facilities, guidance or manpower). **Note:** Waiver may be approved for a period not to exceed the requested waiver period or 30 calendar days after the approving commander's deployment length, whichever is shorter. Because waivers are the expression of a specific commander accepting risk, approved waivers automatically expire 30 calendar days after a change unless the new commander renews the waiver.

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

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

1.1.5.4. **(Added-WRIGHTPATTERSONAFB)** Not applicable to Wright-Patterson AFB.

1.2. Waivers.

1.2.1. Units shall use the Air Force Form 679, *Air Force Publication Compliance Item Waiver Request/Approval* to process waivers to this instruction. **(T-1)**.

1.2.2. All waiver requests to this instruction must be reviewed and coordinated on by the Wing or Garrison Airfield Driving Program Manager (ADPM), Airfield Operations Flight Commander (AOF/CC) or civilian equivalent, Wing Safety and major or field command OPR for AO prior to submission to the appropriate Tier waiver approval authority. **(T-1)**.

1.2.3. Units must include a risk management assessment with the rationale for the waiver and explain (1) how complying with the requirement or compliance item impacts mission accomplishment, (2) cost of compliance (training, funds, equipment, facilities, guidance or manpower) creates unacceptable risk to a higher priority task; OR (3) expected cost of compliance outweighs the benefit; OR (4) personnel cannot comply with the requirement due to a lack of resources (training, funds, equipment, facilities, guidance or manpower). **(T-1)**. If deemed necessary, submit additional data (e.g., letters of procedure, airspace maps, traffic patterns, airfield diagrams) to substantiate the waiver request. **Note:** Tier 1, 2, and 3 waivers may be approved for a period not to exceed the requested waiver period or 90 calendar days after the approving commander's tour length, whichever is shorter. Because waivers are the expression of a specific commander accepting risk, approved waivers automatically expire 90 calendar days after a change unless the new commander renews the waiver.

1.2.4. Units must provide an informational copy of all Tier 3 approved waivers to major or field command OPR for AO. **(T-2)**.

1.2.5. The requesting office unit commander must forward a copy of the approved waiver (e.g., AF Form 679 or equivalent) to the Air Force Flight Standards, Airfield Operations Directorate (AFFSA/XA) workflow at hqaffsa.xa@us.af.mil within 30 calendar days of approval for situational awareness and process improvement considerations. **(T-1)**.

1.2.6. Approved waivers become part of the approver's and requestor's official records and are appropriately filed in accordance with Air Force Instruction (AFI) 33-322. **(T-1)**.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Headquarters Air Force Flight Standards Agency.

- 2.1.1. Develops United States Air Force airfield driving operations, procedures, and training standards.
- 2.1.2. Utilizes the Air Force Safety Automated System to monitor and track airfield driving and controlled movement area violations.
- 2.1.3. Reviews and provides final disposition on waiver request(s) to this instruction.
- 2.1.4. Supports Air Force Runway Safety Action Team programs, in accordance with Air Force Manual (AFMAN) 13-204, Volume 1, *Management of Airfield Operations*.
- 2.1.5. Develops mandatory briefing and training items to provide education, training, and awareness on airfield driving and to enhance flight safety.

2.2. Major or Field Command OPR for Airfield Operations.

- 2.2.1. Supplements United States Air Force airfield driving guidance as applicable.
- 2.2.2. Reviews and evaluates airfield driving incidents, causes, observations and recommendations.
- 2.2.3. Conducts Air Force Runway Safety Action Team programs, in accordance with AFMAN 13-204, Volume 1.

2.3. Host Wing Commander or equivalent.

2.3. (WRIGHTPATTERSONAFB) 88th Air Base Wing Commander (88 ABW/CC).

- 2.3.1. Ensures base or tenant agencies support the airfield driving program.
 - 2.3.1.1. **(Added-WRIGHTPATTERSONAFB)** Designates personnel and agencies to support the ADP.
- 2.3.2. May reinstate airfield driving privileges in writing to perform mission essential duties following suspension or revocation of an individual's civilian driver's license and base driving privileges. Authority may be delegated in writing to a G-series ordered commander in the appropriate chain of command.
- 2.3.3. Approves publication of wing or base supplements to this instruction.
- 2.3.4. Requests an Air Force Runway Safety Action Team through the major or field command OPR for AO when there are recurring problems with runway incursions. See AFMAN 13-204, Volume 1 for additional information.
 - 2.3.4.1. **(Added-WRIGHTPATTERSONAFB)** Requests an Air Force Runway Safety Action Team (AFRSAT) through the HQ AFMC/A3O if there are recurring problems with runway incursions.
- 2.3.5. Reviews runway incursion and Controlled Movement Area Violation incidents and corrective actions taken.

2.3.6. Appoints a wing or garrison airfield driving program manager in writing. (T-3). Authority may be delegated in the wing or base supplement.

2.4. Operations Group Commander or equivalent.

2.4. (WRIGHTPATTERSONAFB) 88th Air Base Wing Vice Commander (88 ABW/CV).

2.4.1. Reviews Controlled Movement Area Violations and corrective actions taken.

2.4.2. Must convene a Runway Incursion Prevention Working Group (RIPWG) no later than 30 calendar days following the occurrence of three runway incursions (within a six-month period). (T-2). See [Attachment 2](#) for RIPWG requirements. **Note:** This requirement only applies to vehicle and pedestrian runway incursions. Aircraft runway incursions should be addressed by the Flight Safety office.

2.4.3. Approves the shape and increase or decrease in the size of the controlled movement area (CMA) with recommendations from airfield manager (AFM), wing or garrison airfield driving program manager (WADPM), AOF/CC, tower chief controller, and wing safety.

2.5. Unit Commander or equivalent.

2.5.1. Shall appoint qualified primary and alternate unit ADPMs and unit airfield driving trainers in writing in accordance with [paragraph 2.8](#) and [paragraph 2.9](#) (T-3). **Note:** Ensure an adequate number of unit ADPMs to satisfactorily manage the number of airfield drivers within an organization. Conversely, small organizations can combine or consolidate their airfield driving program. See [Attachment 4](#) for an example appointment letter.

2.5.1.1. (Added-WRIGHTPATTERSONAFB) 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 (88 OSS/OSAM). See [Attachment 4](#) for format.

2.5.1.2. (Added-WRIGHTPATTERSONAFB) 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 DAFI 13-213 and this instruction. Trainers must have completed the AF Training Course. Forward a copy of the appointment letter to the Wing ADPM. **Note:** This letter may be consolidated with the unit ADPM appointment letter (See [Attachment 4](#)).

2.5.2. Ensures replacement unit ADPMs are appointed in writing at least 30 calendar days prior to releasing the current unit ADPM. (T-3).

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

2.5.3.1. (Added-WRIGHTPATTERSONAFB) If authority to certify airfield drivers is delegated to unit ADPMs, the delegation should be indicated on the ADPM appointment letter.

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

2.5.5. Suspends a unit member's airfield driving authorization upon suspension or revocation of their civilian driver's license or base driving privileges. Notify the wing or garrison ADPM and unit ADPM of the individuals' suspension or revocation. **Note:** Process request for reinstatement of airfield driving authorization according to [paragraph 4.31](#).

2.5.5.1. **(Added-WRIGHTPATTERSONAFB)** Upon suspension or revocation of a unit member's civilian driver's license and/or base driving privileges, suspends the member's airfield driving authorization (AF Form 483) and notifies the Unit and Wing ADPMs in writing. **Note:** Process request for reinstatement of airfield driving authorization according to [paragraph 4.31](#).

2.5.6. Participates in the RIPWG.

2.5.7. **(Added-WRIGHTPATTERSONAFB)** 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 another unit.

2.5.8. **(Added-WRIGHTPATTERSONAFB)** Ensures unit airfield drivers limit their access on or across the runway to mission essential duties only.

2.5.9. **(Added-WRIGHTPATTERSONAFB)** Procures Privately Owned Vehicle (POV) passes for assigned unit personnel as well as contractor personnel performing services for their unit through the Wing ADPM using a justification memorandum for record (MFR). The MFR must state the need for the passes and the route(s) to be taken by the driver. See **Attachment 16** for example. **Note:** Per DAFI 13-213, **paragraph 4.29.1**, POVs on the airfield are discouraged and must be restricted to an absolute minimum.

2.5.10. **(Added-WRIGHTPATTERSONAFB)** Provides airfield drivers and escorts for all visitors. **Note:** Approval from the responsible agency must be obtained prior to unofficial visitors entering a controlled or restricted area.

2.5.11. **(Added-WRIGHTPATTERSONAFB)** Informs TDY support personnel to bring their AF Form 483 from home station. See [paragraph 4.28](#) of this instruction.

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

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

2.6.2. Concurs or non-concurs with safety investigations on controlled movement area violations and runway incursions in accordance with Department of the Air Force Manual 91-223, *Aviation Safety Investigations and Reports*.

2.6.3. Notifies Major or Field command of controlled movement area violations and runway incursions the first available duty day following the incident.

2.6.4. Shall obtain major or field command OPR for AO coordination on wing or base supplements to this instruction prior to certification and approval. **(T-2)**.

2.6.5. Participates in the RIPWG.

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

2.7.1. Be a 1C771 (Airfield Management) with the 7-skill level (or civilian equivalent) and appointed in writing by the host wing commander or equivalent to provide overall airfield driving program management and oversight. **(T-3)**. Authority may be delegated in the wing or base supplement. The preferred grade of the wing or garrison ADPM is technical sergeant/E-6 (or above) or civilian equivalent.

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

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

2.7.4. Provide unit ADPMs a copy of the wing or base supplement to this instruction, training curriculum, and testing materials to manage unit airfield driving program. **(T-3)**.

2.7.5. Conduct a review of the wing or base supplement to this instruction to include procedural guidance, training and testing materials, diagrams, figures, and any other supportive information for currency and accuracy at least annually. **(T-3)**.

2.7.6. Conduct an annual self-assessment of Wing Airfield Driving program using the Self-Assessment Communicator (SAC) loaded into Management Internal Control Toolset (MICT). **(T-2)**.

2.7.7. Conduct quality control measures to monitor the effectiveness of unit airfield driver training programs. See **Attachment 6**. **(T-3)**.

2.7.8. Issue and maintain control and/or security of privately owned vehicle (POV) and government leased vehicle passes or decals. **(T-3)**. For example, achieve control and/or security by changing pass or decal colors annually or by issuing new passes or decals annually. Regardless of what method used, annually validate and issue passes or decals. **(T-3)**. **Note:** Authority must not be delegated outside airfield management. **(T-2)**. Coordinate changes to vehicle passes or decals with the security forces squadron. **(T-3)**.

2.7.9. Develop proactive approaches utilizing local resources, such as base paper, commander's access channel (TV), e-mail advisories, or unit briefings, in order to educate, inform and update personnel on airfield changes, trends and special events. **(T-3)**. Examples include but are not limited to exercises, air shows, and static displays, driving violations, runway/taxiway closures and inclement weather driving conditions.

2.7.10. Notify the appropriate unit commander, ADPM and AOF/CC when an individual commits a controlled movement area violation. **(T-3)**.

2.7.11. Maintain a Wing ADPM Continuity Binder or electronic equivalent outlined in **Attachment 9**. **(T-3)**.

2.7.12. Conduct semi-annual meetings with Unit ADPMs to provide training, brief Controlled Movement Area Violations, or trends. **(T-3)**. Use a Memorandum for Record (MFR) to document semi-annual meeting minutes. Maintain a file copy of the current calendar year in Tab J of the Wing ADPM Continuity Binder.

2.7.12.1. (Added-WRIGHTPATTERSONAFB) This meeting may be done in conjunction with the base Vehicle Control Officer/ Vehicle Control Non-Commissioned Officer meeting.

2.7.13. Coordinate on unit airfield driving lesson plans and tests. (T-3).

2.7.14. Ensure unit ADPMs provide appropriate training to temporarily assigned personnel, inspection and survey teams, and non-base assigned contractors based on type, location, time and duration of work. (T-2).

2.7.14.1. (Added-WRIGHTPATTERSONAFB) See [paragraph 4.28](#) for additional information.

2.7.15. Provide classroom training as determined locally. (T-3).

2.7.16. Identify mission oriented protective posture training requirements in accordance with AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, Chapter 14 and publish in the wing or base supplement, as applicable. (T-3).

2.7.17. Participate in the RIPWG. (T-3).

2.7.18. Provide Unit ADPM a standardized spreadsheet (or electronic equivalent) to monitor and track unit personnel authorized to drive on the airfield. (T-3). The list of airfield drivers will include the individual's full name, rank, unit, AF Form 483 certificate number, restrictions (e.g. daytime or ramp only) and refresher training due date. (T-3).

2.7.19. Take immediate actions following a Controlled Movement Area Violation or Runway Incursion to correct any identified systematic problems and ensures interim control measures are applied until permanent corrections are made. (T-3).

2.7.20. Develop a local airfield diagram for the wing or base supplement to this instruction. (T-3). See [paragraph 4.34](#) for additional information.

2.7.21. Coordinate on locations designated for primary (initial) and secondary (follow-on, support) response agencies (e.g., crash recovery, security forces, and ambulance). (T-3).

2.7.22. Check each unit airfield driving program, to include a copy of the unit ADPM management internal control toolset (MICT) self-assessment communicator (SAC), for compliance with this publication and wing or base supplement at least annually (T-3). Report any trends, recommended improvement areas, and overall program effectiveness and compliance in writing to the unit commander. (T-3). **Note:** Wing or garrison ADPM is not required to gain access to a unit's MICT program. Provide ADPMs assigned to or working in non-DAF organizations and/or functions (e.g., other military services, federal or state agencies, host nation, contract, commercial companies or offices) a copy of the unit ADPM MICT SAC as applicable.

2.7.23. Develop a local airfield diagram or layout test to ensure individuals know the location of runways, taxiways, aprons, perimeter road, and airfield access points. (T-1). See [paragraph 3.3.1.1](#) for additional information.

2.7.24. Develop a written communication, general knowledge, and runway incursion on the wing or base supplement. (T-1). Include the OPR and currency date on each test. See [paragraph 3.3.1.2 thru 3.3.1.5](#) for additional information.

2.7.25. Disseminate taxiway and runway closures, construction activity, or other airfield hazards to unit ADPM. **(T-3)**.

2.7.26. **(Added-WRIGHTPATTERSONAFB)** Grants ADPMs access to the Wright-Patterson Airfield Driving Share Point (WPADS): <https://org.eis.afmc.af.mil/sites/88OSS/Airfield%20Driving/Forms/AllItems.aspx>.

2.8. Unit ADPM or equivalent. The unit ADPM must:

2.8.1. Be at least staff sergeant/E-5 (or above) or civilian equivalent. **(T-3)**.

2.8.1.1. **(Added-WRIGHTPATTERSONAFB)** Unit ADPMs must be at least SSgt/7-level or above, or civilian equivalent unless manning constraints absolutely prohibit; then use the most qualified SSgt/5-level or civilian equivalent.

2.8.1.2. **(Added-WRIGHTPATTERSONAFB)** Must attend Unit ADPM classroom training conducted by the Wing ADPM.

2.8.2. Possess an AF Form 483. **(T-1)**. **Note:** Unit ADPMs with members who require CMA access, must also have CMA access **(T-1)**.

2.8.3. Administer the airfield driver's training program according to this instruction and wing or base supplement. **(T-2)**.

2.8.4. Validate unit personnel completion of airfield driver training and certification prior to issuance of an AF Form 483. **(T-3)**.

2.8.5. Limit airfield driver's access on or across runways to mission essential duties only. **(T-3)**.

2.8.6. Identify, document, and track personnel requiring access to the CMA, Non-CMA, or restricted airfield driving as applicable (e.g., ramp only or daylight hours only) **(T-3)**.

2.8.6.1. **(Added-WRIGHTPATTERSONAFB)** Reviews and updates the listing of all unit personnel authorized to drive on the airfield at least monthly. Ensures the current listing is uploaded on the WPADS.

2.8.7. Ensure unit personnel who are not trained and certified to drive at night possess an AF Form 483 which indicates restricted access (i.e. "AUTHORIZED DAYLIGHT HOURS ONLY"). **(T-3)**. If the individual later requires driving on the airfield at night, ensure the practical airfield familiarization training and practical driving check-ride is conducted and documented prior to updating the AF Form 483.

2.8.8. Ensure designated airfield driving trainers conduct and document practical day and night (as applicable) airfield familiarization training and practical driving check-ride on unit personnel prior to issuance of an AF Form 483. **(T-3)**.

2.8.9. Ensure unit personnel authorized to drive on the CMA completed all required training requirements as outlined in **Chapter 3**, wing or base supplement and possess an AF Form 483 annotated "**Controlled Movement Area Access**." **(T-2)**.

2.8.10. Ensure unit personnel have a valid state or country driver's license to operate privately owned, government (may also require a government driver's license), or contractor owned or leased vehicles on the airfield. **(T-3)**. At overseas locations, refer to major or field command directives for additional guidance.

2.8.11. Ensure unit personnel are qualified to drive the vehicle(s) they are operating on the airfield. **(T-3)**. This includes any other additional training required to operate vehicles in various field conditions (e.g., blackout or night vision devices, mission oriented protective posture gear). Units with personnel operating vehicles on the airfield using mission oriented protective posture gear must have local operating procedures coordinated through the wing or garrison ADPM and approved by the requesting unit's squadron commander. **(T-3)**. The local operating procedures must include the required training outlined in AFMAN 24-306, Chapter 14. **(T-1)**.

2.8.12. Maintain current and accurate airfield driving training records, associated forms and listing of unit personnel authorized to drive on the airfield. **(T-3)**.

2.8.12.1. **(Added-WRIGHTPATTERSONAFB)** Retains **Attachment A7.2**, USAF MyLearning Airfield Driving CBT certificates, test score sheets, and all other associated records for assigned personnel to verify airfield driving qualifications.

2.8.13. Ensure personnel that have (or will have) duties requiring them to operate a vehicle on the airfield in a deployed or contingency environment are trained and possess a valid AF Form 483 prior to deploying. **(T-3)**.

2.8.14. Schedule personnel that require access to the CMA for color vision testing according to the wing or base supplement to this instruction. **(T-3)**. See [paragraph 3.4](#) for additional information.

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

2.8.15.1. **(Added-WRIGHTPATTERSONAFB)** ADPMs may apply a sticker to the back of laminated AF Form 483s to document completion.

2.8.15.2. **(Added-WRIGHTPATTERSONAFB)** Annual refresher training must be completed and documented NLT the last day of the month that training is due. Failure to complete annual refresher training will result in automatic suspension of airfield driving privileges.

2.8.15.3. **(Added-WRIGHTPATTERSONAFB)** Expired AF Form 483s discovered during random airfield driving spot checks will be revoked until the individual provides documentation to AMOPS that refresher training has been completed.

2.8.15.3.1. **(Added-WRIGHTPATTERSONAFB)** Findings will be briefed at the AOB.

2.8.16. Ensure alternate Unit ADPMs and designated trainers give a practical day and night (as applicable) airfield familiarization training and practical driving check-ride to all new vehicle operators before they are allowed to drive vehicles on the airfield. **(T-3)**.

2.8.17. Maintain an airfield driving program Continuity Binder (or electronic equivalent) in the format outlined in [Attachment 9](#). **(T-3)**.

2.8.18. Train unit airfield driver trainers on how to conduct and document training for newly assigned unit airfield drivers. **(T-3)**.

2.8.19. Attend wing or garrison ADPM semi-annual meetings and briefings regarding airfield driving. **(T-3)**.

2.8.20. Ensure temporarily assigned personnel, inspection and survey teams and non-base assigned contractors, that are hosted by the unit receive local airfield driving training as outlined in this instruction and wing or base supplement. **(T-2)**.

2.8.21. Use the unit ADPM MICT SAC to conduct and document a self-assessment of the unit's airfield driving program at least annually. **(T-3)**. Provide a copy to the wing or garrison ADPM upon request for functional oversight to determine overall program effectiveness and compliance with this publication and the wing or base supplement. **(T-3)**. **Note:** Unit ADPMs should contact their local MICT representative(s) for assistance with being assigned the unit ADPM MICT SAC. ADPMs assigned to or working in non-DAF organizations or functions (e.g., other military services, federal or state agencies, host nation), contract (e.g., commercial companies or offices) can obtain a copy of the unit ADPM MICT SAC from the wing or garrison ADPM.

2.8.22. Develop procedures to disseminate airfield driving related information (i.e. articles, training, or slides) to unit airfield drivers. **(T-3)**.

2.8.23. Conduct random spot checks on unit personnel for enforcement and compliance with the wing or base supplement. **(T-3)**.

2.8.23.1. **(Added-WRIGHTPATTERSONAFB)** Correct all discrepancies noted and report the discrepancy to Wing ADPM.

2.8.24. Provide classroom training as determined locally. **(T-3)**.

2.8.24.1. **(Added-WRIGHTPATTERSONAFB)** Provide classroom training, utilizing the WPAFB Airfield Driving Classroom Training power point presentation available for download at WPADS, as well as, any additional unit specific training, as applicable.

2.8.25. Maintain current and accurate training and testing materials. **(T-3)**.

2.8.25.1. **(Added-WRIGHTPATTERSONAFB)** Refer to WPADS for current products.

2.8.26. Notify unit commander and wing or garrison ADPM in writing after an individual commits a violation and/or after suspending an individual's airfield driving privileges. **(T-3)**.

2.8.27. Participate in the RIPWG. **(T-3)**.

2.8.28. Annually validate the number of personnel authorized to drive on the airfield to include justification for individuals required to enter or cross the CMA. **(T-3)**. Provide results to the wing or garrison ADPM via an email or memorandum for record (MFR).

2.8.28.1. **(Added-WRIGHTPATTERSONAFB)** Forward results in writing to the Wing ADPM (See [Attachment 22](#)).

2.8.29. Review current airfield information (NOTAMS, advisories and/or emails from wing or garrison ADPM for any taxiway closures, runway closures, construction activity, or other airfield hazards and disseminate this information out to unit drivers for their situational awareness. **(T-3)**.

2.8.30. Ensure either (1) Department of the Air Force Visual Aid (DAFVA) 11-240, *USAF Airport Signs and Markings* or (2) Federal Aviation Administration Ground Vehicle Guide to Airport Signs & Markings Dashboard sticker; DAFVA 13-222; *Runway/Controlled Movement Area (CMA)*; and airfield diagram are available for each vehicle operated on the airfield. (T-3).

2.8.31. (Added-WRIGHTPATTERSONAFB) Utilizes the WPADS site. Notifies Wing ADPM when experiencing difficulty accessing or using the site.

2.9. Airfield Driving Trainers.

2.9.1. Must possess an AF Form 483 with the same level of access (i.e. Unit Airfield Driving Program Trainers with members who require CMA access, must also have CMA access) as the personnel the trainers are training. (T-1).

2.9.2. Conducts and documents practical day and night (as applicable) airfield familiarization training and the practical driving check-ride as outlined in this instruction and wing or base supplement.

2.9.3. Ensures unit personnel being trained have a valid state or country driver's license to operate the applicable vehicles prior to operating the vehicle on the airfield. **Note:** At overseas locations, refer to major or field command directives for additional guidance.

2.10. Airfield Drivers.

2.10.1. Possess a valid AF Form 483 or be escorted by a vehicle operator that possesses a valid AF Form 483. **Note:** A valid AF Form 483 must be in the driver's possession when operating a vehicle and/or non-vehicle equipment on the airfield. (T-1).

2.10.2. Comply with all governing directives and safety practices while driving on DAF-owned and/or operated airfields.

2.10.3. Review and understand airfield signage and markings.

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

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

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

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

2.10.8. Use correct terminology during radio transmissions.

2.10.9. (Added-WRIGHTPATTERSONAFB) Notify AMOPS via Land Mobile Radio (LMR) (hand-held radio or vehicle mounted radio) when entering/exiting the airfield. *Note 445th personnel are not required to check in with AMOPS.

2.11. Airfield Management (AM).

2.11.1. Serves as the OPR for the wing or base airfield driving program. **Exception:** At contract locations, the AOF/CC shall be designated as the OPR for the wing or base supplement. **(T-2).** The AOF/CC shall designate the airfield management contract officer representative (military or DoD civilian) as the point of contact for the wing or base supplement. **(T-2).** However, the contract airfield management office retains responsibility for development of the wing or base supplement to this instruction.

2.11.2. Conducts random spot checks for enforcement and compliance of the airfield driving program in conjunction with periodic airfield checks. Annotate spot checks on the Air Force Form 3616, *Daily Record of Facility Operations* or electronic equivalent.

2.11.3. Routinely monitors radios for proper radio terminology, phraseology and discipline. Immediately respond to and correct improper radio usage when notified by the air traffic control tower or through the monitoring of radio frequencies. Document corrective actions on an AF Form 3616 or electronic equivalent.

2.11.3.1. **(Added-WRIGHTPATTERSONAFB)** Tracks and monitors all airfield activities.

2.11.4. Imposes and publishes restricted driving routes as required.

2.11.5. Responds to reported or suspected airfield driving violations (e.g. Controlled Movement Area Violations, speeding, expired POV, runway incursions).

2.11.5.1. **(Added-WRIGHTPATTERSONAFB)** At a minimum, AM personnel will:

2.11.5.1.1. **(Added-WRIGHTPATTERSONAFB)** Escort individuals off of the airfield.

2.11.5.1.2. **(Added-WRIGHTPATTERSONAFB)** Confiscate individual's AF Form 483.

2.11.5.1.3. **(Added-WRIGHTPATTERSONAFB)** Request a statement from individual(s) suspected of committing an airfield driving violation.

2.11.5.1.4. **(Added-WRIGHTPATTERSONAFB)** Document and report the incident to the Wing ADPM, AFM and AOF/CC.

2.11.6. Participates in the RIPWG.

2.11.7. AFM, wing or garrison ADPM, and other designated airfield management (AM) representatives are responsible for determining certificate numbers and signing AF Form 483s. **Note:** Authority must not be delegated outside AM. **(T-1).**

2.11.8. **(Added-WRIGHTPATTERSONAFB)** The Wing ADPM or designated AM representative validates all initial airfield drivers training and certification paperwork, endorses checklists and signs the front of all AF Form 483s.

2.11.9. **(Added-WRIGHTPATTERSONAFB)** The Unit ADPM signs off the airfield driving requirement on applicable pre-deployment checklists to ensure deploying personnel requiring airfield driver certification down range are fully trained prior to deployment and possess a valid AF Form 483 for airfield driving.

2.11.10. **(Added-WRIGHTPATTERSONAFB)** The Wing ADPM or designated AM representative provides required airfield drivers training to non-base assigned contractors and TDY personnel (not otherwise sponsored by another unit). See **Chapter 3**.

2.11.11. **(Added-WRIGHTPATTERSONAFB)** Approves requests for and issues temporary privately owned vehicle (POV) passes.

2.12. Air Traffic Control Tower.

2.12.1. Controls all aircraft, vehicle, and approved pedestrian traffic on the CMA by two-way radio communications or, in the event of lost communications, by light gun signals. If use of light gun signals are unsuccessful when controlling vehicle or pedestrian traffic, contact Airfield Management to have vehicle and/or pedestrian traffic escorted off the CMA.

2.12.2. Reports known airfield and controlled movement area violations and problems with vehicle operator radio communications to airfield management. Assists airfield management in identifying and locating violators or any unauthorized personnel and vehicles.

2.12.2.1. **(Added-WRIGHTPATTERSONAFB)** Files AF Form 651, *Hazardous Air Traffic Report (HATR)*, for any runway incursions that had an adverse impact on flight operations.

2.12.2.2. **(Added-WRIGHTPATTERSONAFB)** Files AF Form 457, *USAF Hazard Report* for runway incursions and other CMAVs that did not impact aircraft operations.

2.12.3. Participates in the RIPWG.

2.13. Wing Safety.

2.13.1. Coordinates on wing or base supplement to this instruction.

2.13.1.1. **(Added-WRIGHTPATTERSONAFB)** Coordinates on local directives and/or operating instructions that establish vehicle traffic flow patterns and vehicle parking plans on the airfield.

2.13.2. Coordinates on lesson plans and tests for vehicle operations on the airfield.

2.13.2.1. **(Added-WRIGHTPATTERSONAFB)** Reference DAFMAN 91-203, Chapter 24.13.

2.13.3. Coordinates with AOF/CC, or appropriate AO representatives, in investigating airfield driving incidents, hazard air traffic report (HATR) and controlled movement area violation events.

2.13.3.1. **(Added-WRIGHTPATTERSONAFB)** Reviews all received AF Form 457, *USAF Hazard Report* and AF Form 651, *Hazardous Air Traffic Report (HATR)*, and takes appropriate actions IAW DAFI 91-204 and DAFMAN 91-223.

2.13.3.2. **(Added-WRIGHTPATTERSONAFB)** 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 DAFMAN 91-223, *Aviation Safety Investigations and Reports*.

2.13.4. Notifies the AOF/CC if air traffic control or airfield management services were suspected to be involved in HATR or controlled movement area violation events as outlined in DAFMAN 91-223, Chapter 9.

2.13.4.1. **(Added-WRIGHTPATTERSONAFB)** AOF/CC or designated representative.

2.13.5. Participates in the RIPWG.

2.13.6. Reviews Controlled Movement Area violations for trends.

2.14. Security Forces Squadron.

2.14. (WRIGHTPATTERSONAFB) 88th Security Forces Squadron (SFS).

2.14.1. Monitors airfield vehicle operations.

2.14.1.1. **(Added-WRIGHTPATTERSONAFB)** Monitors airfield vehicle operations for ADI compliance.

2.14.2. Enforces all traffic rules and directives on the airfield.

2.14.3. Ensures unauthorized vehicles are prohibited from operating on the airfield and informs Airfield Management of violations.

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

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

2.14.6. Provides assistance when requested by Airfield Management or the Air Traffic Control Tower to apprehend airfield driving violators (e.g. Controlled Movement Area Violation, speeding, expired POV, runway incursion) and remove unauthorized personnel from the airfield.

2.14.7. Participates in the RIPWG.

2.14.8. Coordinates with the wing or garrison ADPM to establish a designated response location in support of in-flight and ground emergencies or other emergency situations.

2.14.8.1. **(Added-WRIGHTPATTERSONAFB)** Coordinates with the Wing ADPM and/or incident commander (IC) to establish a designated response location in support of in-flight/ground emergencies and/or other emergency situations.

2.14.9. **(Added-WRIGHTPATTERSONAFB)** Escorts airfield driving violators to Airfield Management to address the violation.

2.14.10. **(Added-WRIGHTPATTERSONAFB)** Complies with all procedures outlined for entry into the CMA.

2.15. Hospital/Medical Treatment Facility.

2.15. (WRIGHTPATTERSONAFB) 88th Medical Group.

2.15.1. Administers and documents color vision screening as determined in the wing/base supplement.

2.15.1.1. **(Added-WRIGHTPATTERSONAFB)** Provides assistance in determining the best process for administering the color vision test to drivers that operate a vehicle on the CMA.

2.15.1.2. **(Added-WRIGHTPATTERSONAFB)** Reviews medical records for an individual's color vision screening, as applicable, and documents results on **Attachment 7**.

2.15.1.3. **(Added-WRIGHTPATTERSONAFB)** Administers color vision screening when requested by the Wing ADPM or individual's unit ADPM should individuals initially fail the Pseudo-Isochromatic Color Vision Test administered by the ADPM. Document results on **Attachment A7.2**

2.15.2. Coordinates with the wing or garrison ADPM to establish a designated response location in support of in-flight and ground emergencies or other emergency situations.

2.15.2.1. **(Added-WRIGHTPATTERSONAFB)** Coordinates with the Wing ADPM and/or IC to establish a designated response location in support of in-flight/ground emergencies and/or other emergency situations.

2.15.3. **(Added-WRIGHTPATTERSONAFB)** Ensures ambulance drivers meeting MEDEVAC flights contact AMOPS or Transient Alert prior to approaching the aircraft for patient loading/unloading.

2.16. Civil Engineer Squadron.

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

2.16.2. Ensures training requirements and construction vehicle access roads, including access gates and haul routes are approved by the AFM or wing or garrison ADPM and are included in contract documents.

2.16.2.1. **(Added-WRIGHTPATTERSONAFB)** Qualified contractors will meet delivery vehicles at a location off the airfield and escort individuals to and from the construction site using approved routes. Hauling routes and operations must be prior coordinated and approved by the AFM/Wing ADPM.

2.16.3. Ensures the location of Foreign Object Damage (FOD) checkpoints, when required, as well as personnel vehicle parking areas are included in contract documents.

2.17. (Added-WRIGHTPATTERSONAFB) Contracting Office.

2.17.1. **(Added-WRIGHTPATTERSONAFB)** Invites the AFM and Wing ADPM to meetings related to construction or other projects that may affect the airfield environment.

2.17.2. **(Added-WRIGHTPATTERSONAFB)** Ensures contractors understand the requirement to receive an initial local orientation briefing/training from AM prior to driving on the airfield.

2.17.3. **(Added-WRIGHTPATTERSONAFB)** Ensures contractors understand the requirement to obtain an AF Form 483 and POV pass from AM after completing initial training.

2.17.4. **(Added-WRIGHTPATTERSONAFB)** Prior to beginning work on the airfield, contractors must report to AM with the host unit representative. The Wing ADPM or designated representative will brief contractors and document training on **Attachment 8** The Wing ADPM will issue contractors temporary AF Form 483s and POV passes, as applicable.

2.17.5. **(Added-WRIGHTPATTERSONAFB)** Ensures contractors understand the requirement to obtain and possess on person an approved and authenticated entry authorization letter (EAL) prior to unescorted entry within the airfield controlled area.

2.17.6. **(Added-WRIGHTPATTERSONAFB)** Contractors must obtain and possess on person an approved and authenticated entry authorization letter (EAL) prior to unescorted entry within the airfield controlled area.

2.17.7. **(Added-WRIGHTPATTERSONAFB)** Ensures contractors understand the requirement to contact AMOPS prior to starting work for the day and when work is completed for the day.

2.17.8. **(Added-WRIGHTPATTERSONAFB)** Ensures contractors understand that they will normally operate within a designated area (isolated from the operational airfield environment) leading to the work site as determined/coordinated by AM.

2.17.9. **(Added-WRIGHTPATTERSONAFB)** Temporary contractors must receive a tailored briefing based on the location they are working and routes to and from work site. Driving within the CMA will require a qualified escort unless the contractor possesses a valid AF Form 483.

2.17.10. **(Added-WRIGHTPATTERSONAFB)** Ensures contractors understand that vehicle operators may be banned from operating motor vehicles on the airfield for failing to comply with this instruction. Replacement driver(s) airfield driving training will be the contractor's responsibility.

2.17.11. **(Added-WRIGHTPATTERSONAFB)** Provides and identifies a construction manager who will be responsible for monitoring contractor operations to ensure contractor personnel and equipment remain within the barricaded or designated work area on the airfield and comply with the provisions of this instruction.

2.17.12. **(Added-WRIGHTPATTERSONAFB)** Ensures the following requirements are included in the contract specifications for airfield construction projects:

2.17.12.1. **(Added-WRIGHTPATTERSONAFB)** Access to airfield construction sites or work areas will be in writing and/or depicted on contract drawings.

2.17.12.2. **(Added-WRIGHTPATTERSONAFB)** Contractors are responsible for providing a positive means of traffic control. This includes all vehicles transiting to, from, and in the construction zone, and alternate routes.

2.17.12.3. **(Added-WRIGHTPATTERSONAFB)** A plan for positive control of airfield traffic must be coordinated with and approved by the AFM prior to starting work. All change requests will be incorporated into plans before traffic enters the airfield. Traffic plans will include, but are not limited to, the following:

2.17.12.3.1. **(Added-WRIGHTPATTERSONAFB)** Use of lighted, low profile barricades, signs, etc. for diverting traffic.

2.17.12.3.2. **(Added-WRIGHTPATTERSONAFB)** Use of escort vehicles or personnel to direct traffic.

2.17.12.3.3. **(Added-WRIGHTPATTERSONAFB)** A vacuum sweeper will be on site to maintain work areas.

2.17.12.3.4. **(Added-WRIGHTPATTERSONAFB)** Contractor vehicles will be easily identifiable with the company logo to the maximum extent possible.

2.17.13. **(Added-WRIGHTPATTERSONAFB)** Notifies the AFM/Wing ADPM of personnel requiring an AF Form 483 and POV pass at least seven duty days prior to start of work. This should provide enough time for training, completion of all required paperwork, issuance of AF Form 483s, and POV passes.

2.18. (Added-WRIGHTPATTERSONAFB) Airfield Driving Trainee.

2.18.1. **(Added-WRIGHTPATTERSONAFB)** Provides feedback to unit ADPMs and trainers on the quality of training received.

2.18.2. **(Added-WRIGHTPATTERSONAFB)** Completes all initial, annual recurring and other applicable training requirements in this instruction. Trainees may be directed to complete additional unit specific and/or other training requirements, as applicable.

Chapter 3

TRAINING CRITERIA AND TESTING

3.1. Training Curriculum. Locally developed airfield drivers training curriculum or materials (e.g., briefings, videos, computer based training, checklist(s), and lesson plans) must be prescribed by the wing or base supplement to this instruction. **(T-2).** Include an OPR and currency date on training curriculum or materials.

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

3.2.1. Airfield Driving Training Documentation and Certification Checklist (see **Attachment 7**) or electronic equivalent to document airfield drivers' training and certification on all newly assigned or employed personnel. **(T-3).** The checklist is available for download at the AFFSA Airfield Operations SharePoint® website <https://usaf.dps.mil/sites/affsa/SitePages/XAM.aspx>. Units may incorporate local requirements to Airfield Driving Training Documentation and Certification Checklist.

3.2.1.1. **(Added-WRIGHTPATTERSONAFB)** Use **Attachment 7** (available for download at WPADS) to document airfield drivers training and certification on all newly assigned or employed/hired personnel. Units may incorporate additional local requirements.

3.2.1.2. **(Added-WRIGHTPATTERSONAFB)** The USAF Airfield Driving CBT completion certificate must be turned in to the unit ADPM and the completion date documented on **Attachment 7**.

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

3.2.3. Completion of the Airfield Driving Computer-Based Training Course (accessible on the Air Force myLearning Website, <https://lms-jets.cce.af.mil/moodle/>) is a mandatory, one-time requirement. **(T-1).** Place the initial training date on the Airfield Driving Training Documentation and Certification Checklist (see **Attachment 7**) for personnel who previously completed the training.

3.2.3.1. **(Added-WRIGHTPATTERSONAFB)** Completion of the USAF Airfield Driving CBT (accessible on the MyLearning Website, <https://lms-jets.cce.af.mil/moodle/>, select "Air Force GoLearn," and search courses for "Airfield Driving") is required for all 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.

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

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

3.2.5.1. **(Added-WRIGHTPATTERSONAFB)** Unit ADPMs or designated trainers will conduct practical day and night (as applicable) airfield familiarization training. At a minimum, practical airfield familiarization training involves taking the individual out on the airfield to show them how to get to and from their work areas. Use **Attachment 7** to document completion of training.

3.2.5.1.1. **(Added-WRIGHTPATTERSONAFB)** Daytime Familiarization Training. The goal is to familiarize the trainee with the airfield layout (e.g. markings, lighting, signage, restricted areas, entry control points, CMA, etc.) and to give practical training on operating the vehicle on the airfield (e.g. access points, foreign object and debris [FOD] checks, speed limits, driving in vicinity of aircraft, aircraft taxi/vehicle traffic flow, radio communications, etc.). The duration of the orientation must ensure trainee proficiency on the airfield.

3.2.5.1.2. **(Added-WRIGHTPATTERSONAFB)** Nighttime Familiarization Training. The goal is to familiarize the trainee with the airfield layout with emphasis on how things look different at night or during reduced visibility. Emphasis should focus on understanding airfield markings, lighting and signage to determine exact location on the airfield. Visual references, such as the control tower, hangars, etc., should also be used. The duration of the orientation must ensure trainee proficiency in the airfield environment. **NOTE:** Unit ADPMs will ensure the training requirements on **Attachment A7.2, Airfield Driving Qualification Training (Curriculum) Checklist** are completely signed off and certify completion of training by signing in the appropriate sections of each. The ADPM will also ensure that all airfield restrictions (e.g. "DAYTIME ONLY", "E/W RAMP ONLY") are annotated. The Wing ADPM will provide wing testing and scoring material to unit ADPMs (available for download at WPADS), who will administer the tests for all unit personnel. **Note:** All testing materials are controlled documents. Unit ADPMs, trainers, and trainees will protect the integrity of testing materials and safeguard them against compromise.

3.3. Testing Requirements. Base assigned personnel (e.g., military, DoD civilian or contractor) required to operate a vehicle on the airfield must pass all required tests prior to issuance of an AF Form 483. **(T-1).** Training and testing materials should be made available in the predominant host nation language as applicable. All tests shall be administered closed book. **(T-1). Note:** Written tests may be consolidated as long as the minimum test questions are covered and clearly defined by sections (e.g., General Knowledge, Communication, Runway Incursion Prevention, Airfield Diagram or Layout Test).

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

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

3.3.1.1.1. Include identifying the location and description of holding position signs and markings, runway(s) and taxiway(s) on the airfield diagram/layout test.

3.3.1.1.1.1. **(Added-WRIGHTPATTERSONAFB)** Airfield Diagram/Layout Test. This test will ensure individuals know the location of runways, taxiways, parking ramps, service roads and airfield access points, as well as the location and description of runway visual flight rule (VFR) and instrument (INST) hold signs and markings.

3.3.1.1.2. Required minimum passing score is a 100%.

3.3.1.1.3. Use the Airfield Driving Training Documentation and Certification Checklist to document test results.

3.3.1.2. **Communications Test. (T-1).** Communication Test contains at least 5 questions with a minimum passing score of 100%. This test is mandatory for airfield drivers that required access onto the CMA. Use the Airfield Driving Training Documentation and Certification Checklist to document test results. At a minimum, the communications test is comprised of the following:

3.3.1.2.1. Basic communication principles.

3.3.1.2.2. Phonetic Alphabet.

3.3.1.2.3. Standard aviation phraseology.

3.3.1.2.4. Escort phraseology and procedures.

3.3.1.2.5. A simulation of radio communications between a vehicle operator and Air Traffic Control Tower. For example, initial radio contact, crossing active runway, or hold short instructions.

3.3.1.3. **General Knowledge Test. (T-1).** General knowledge test contains at least 10 questions with a minimum passing score of 80% (corrected to 100%). Use the Airfield Driving Training Documentation and Certification Checklist to document test results.

3.3.1.4. **Runway Incursion Prevention Test. (T-1).** Test contains at least 5 questions with a minimum passing score of 100%.

3.3.1.5. **Practical Driving Check-ride. (T-1).** At a minimum:

3.3.1.5.1. Drive the vehicle during the check-ride, when feasible.

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

3.3.1.5.3. Identify the location of runway hold lines, runways and other CMA.

3.3.1.5.4. Demonstrate the ability to contact air traffic control tower prior to entering the runways and other CMA (*Runway and CMA drivers only*).

3.3.1.5.5. Use the Airfield Driving Training Documentation and Certification Checklist to document test results.

3.3.1.5.6. **(Added-WRIGHTPATTERSONAFB)** Unit ADPM or designated trainer must conduct this test.

3.3.2. **Test Failures.** Failure to obtain a passing result, will require the following:

3.3.2.1. First failure: Material review and 24 hour period before retesting. **(T-3).**

3.3.2.2. Second failure: unit ADPM recommendation for retest and documentation of material review and remedial training. **(T-3)**.

3.3.2.2.1. **(Added-WRIGHTPATTERSONAFB)** Second-time failures must receive additional training from the unit ADPM. The ADPM will write a memorandum for record (MFR) outlining the retraining actions taken. A retest can be rescheduled no earlier than 10 days from the second failure.

3.3.2.3. Third failure: Unit commander approval to retest or determine member is not eligible to drive on the airfield. **(T-3)**.

3.3.2.4. Use the Airfield Driving Training Documentation and Certification Checklist to document test results. **(T-3)**.

3.3.2.4.1. **(Added-WRIGHTPATTERSONAFB)** Utilize **Attachment A7.2**.

3.3.2.5. Additional time periods between a test failure or retest should be annotated in the wing or base supplement as applicable. **(T-3)**.

3.4. Color Vision Requirements. Individuals that have a requirement to drive a vehicle on the CMA must pass a color vision test. **(T-1)**. Contact the base hospital or medical treatment facility Optometrist for assistance in determining the best process for administering the color vision test to drivers that operate a vehicle on the CMA.

3.4.1. Individuals that fail to pass the color vision test can be issued a "ramp only" AF Form 483. **NOTE:** Access to the CMA must not be granted. **(T-1)**.

3.4.2. Individuals that have an Air Force Specialty Code with a mandatory requirement for normal color vision are exempt from color vision test.

3.4.2.1. **(Added-WRIGHTPATTERSONAFB)** Refer to the Officer and Enlisted Classification Directory for AFSCs that have a mandatory requirement for normal color vision. **Note:** The unit ADPM must still complete Section III of **Attachment 7** to validate the member's AFSC and that the individual has normal color vision and/or no waiver to the classification directory.

3.4.3. Unit ADPMs can use the Officer and Enlisted Classification Directory for Air Force Specialty Codes <https://www.afpc.af.mil/Classification/> to check vision requirements. Both products are available for viewing and download on the Air Force Portal.

3.5. (Added-WRIGHTPATTERSONAFB) Procedures for Issuing AF Form 483.

3.5.1. **(Added-WRIGHTPATTERSONAFB)** Individuals (or ADPM) will hand-carry or email completed, unit ADPM endorsed checklists in **paragraph 3.2.1** to the Wing ADPM or designated AM representative along with a copy of their MyLearning Airfield Driving CBT certificate, written score sheets, color vision score sheet, as applicable, and a pre-filled AF Form 483 (See **Attachment 21**). The AF Form 483 will not be endorsed without all required paperwork.

3.5.1.1. **(Added-WRIGHTPATTERSONAFB)** As a quality control measure, random individuals that come to AM for their AF Form 483 will be administered an airfield driving familiarization spot test with minimum passing score of 80% (corrected to 100%). Failure of this test will be handled in the same manner as test failures identified in **paragraph 3.3.2**.

3.5.2. **(Added-WRIGHTPATTERSONAFB)** The Wing ADPM or designated AM representative will validate all paperwork, endorse checklists and sign the front of AF Form 483.

3.5.3. **(Added-WRIGHTPATTERSONAFB)** Personnel who PCS, separate, or retire must turn in their AF Form 483 to their unit ADPM. The ADPM will ensure they update the unit's listing of qualified drivers and will return **Attachment 7** to the individual.

3.5.4. **(Added-WRIGHTPATTERSONAFB)** When personnel PCA between units on base, the losing ADPM ensures all airfield driving records are transferred to the gaining unit ADPM. The losing ADPM removes the individual from the unit's list of airfield drivers. The gaining ADPM will verify completion and currency of the individual's training against the unit's training/certification requirements.

3.5.4.1. **(Added-WRIGHTPATTERSONAFB)** If the individual is current and requires no additional training, he/she will report to AM with all training documentation and a pre-filled AF Form 483. Once the AF Form 483 is signed by AM, the individual will return their training records to the gaining ADPM. The ADPM will then add the individual to the list of qualified unit personnel.

3.5.4.2. **(Added-WRIGHTPATTERSONAFB)** If training documentation is missing or incomplete, or if additional training is required, the gaining ADPM will ensure completion of a new **Attachment 7** and any additional required training/testing documentation per **paragraph 3.3**.

3.5.5. **(Added-WRIGHTPATTERSONAFB)** Personnel who lose their AF Form 483 can be reissued a new one by hand carrying their original **Attachment 7**, most current copy of their ADLS Airfield Driving CBT certificate and runway incursion prevention test score sheet, and a new pre-filled AF Form 483 to AM. The Wing ADPM or designated AM representative will verify training/testing documentation and certify the AF Form 483.

3.5.6. **(Added-WRIGHTPATTERSONAFB)** Personnel who lose their **Attachment A7.2** and still have a valid AF Form 483 for WPAFB may be recertified to drive on the airfield by the unit ADPM. The ADPM will complete new checklists and make a statement on each to indicate it is a replacement for a lost original or refresher and verify all training requirements are current.

3.5.7. **(Added-WRIGHTPATTERSONAFB)** CMA access will only be authorized when mission requirements dictate and will be documented on the front side of AF Form 483 as "CMA Authorized" when issued. All other personnel will have restrictions depicted on front side of AF Form 483 (e.g. E/W RAMP ONLY, E RAMP & TAXIWAYS ONLY, DAYLIGHT HRS ONLY, etc.).

3.5.7.1. **(Added-WRIGHTPATTERSONAFB)** Personnel with restrictions will coordinate with their unit ADPM and the Wing ADPM or designated AM representative for a new AF Form 483 when access to additional areas is required.

3.5.7.2. **(Added-WRIGHTPATTERSONAFB)** Restrictions annotated on an individual's AF Form 483 must match those documented on the individual's **Attachment 7**.

3.6. (Added-WRIGHTPATTERSONAFB) Annual Refresher Training Requirements.

3.6.1. **(Added-WRIGHTPATTERSONAFB)** Airfield drivers must complete the following refresher training requirements annually:

3.6.1.1. **(Added-WRIGHTPATTERSONAFB)** A review of this instruction.

3.6.1.2. **(Added-WRIGHTPATTERSONAFB)** Completion of the USAF MyLearning Airfield Driving CBT.

3.6.1.3. **(Added-WRIGHTPATTERSONAFB)** Runway incursion prevention test (administered by unit ADPM).

3.6.2. **(Added-WRIGHTPATTERSONAFB)** Unit ADPMs will ensure all personnel that have been issued an AF Form 483 complete annual refresher training. ADPMs will annotate refresher training completion on the back of the member's AF Form 483 and update the unit's airfield drivers listing. **Note:** ADPMs may apply a sticker to the back of laminated AF Form 483s to document completion.

3.6.3. **(Added-WRIGHTPATTERSONAFB)** Airfield driving privileges are automatically suspended for individuals who do not complete annual refresher training by the last day of the month refresher training is due.

3.6.3.1. **(Added-WRIGHTPATTERSONAFB)** Suspension of airfield driving privileges requires the completion of initial training requirements on a new **Attachment 7** Note: An exception to this policy may be requested, in writing, from the individual's unit ADPM, for those who experienced circumstances beyond their control. Requests will be forwarded to the Wing ADPM for consideration.

3.6.3.2. **(Added-WRIGHTPATTERSONAFB)** Deploying personnel should re-accomplish annual refresher training during out processing to avoid becoming overdue.

Chapter 4

OPERATING PROCEDURES AND STANDARDS

4.1. General. This chapter outlines the general operating procedures and standards to ensure maximum safety precautions are taken while operating in the airfield environment. Waivers to this section should be at an absolute minimum.

4.1.1. **(Added-WRIGHTPATTERSONAFB)** Personnel driving on the airfield must have completed airfield drivers training IAW **Chapter 3** of this instruction and possess a current AF Form 483 or be escorted by a vehicle driver possessing a valid AF Form 483 prior to entry to the airfield.

4.1.2. **(Added-WRIGHTPATTERSONAFB)** Airfield Authorized Vehicles:

4.1.2.1. **(Added-WRIGHTPATTERSONAFB)** Government Owned Vehicles (GOV) performing official duties.

4.1.2.2. **(Added-WRIGHTPATTERSONAFB)** Personally Owned Vehicles (POV), Government Leased Vehicles (GLV), and contractor vehicles with a valid airfield pass issued by AM and in the performance of official duties.

4.1.2.3. **(Added-WRIGHTPATTERSONAFB)** Unit owned all-terrain vehicles (ATV)/utility terrain vehicles (UTV) and golf carts are authorized on taxiways and aprons only. Drivers will be airfield driving certified and qualified to operate the vehicle.

4.1.3. **(Added-WRIGHTPATTERSONAFB)** Airfield support vehicles must coordinate with AMOPS when entering/exiting the airfield. For the purpose of this paragraph, airfield support vehicles are defined as vehicles engaged in airfield sweeping, mowing, snow removal, pavement repair, arresting gear maintenance/barrier checks, airfield electrical work, navigational/meteorological equipment repair, surveying, contractor operations, or any other vehicle supporting airfield maintenance, installation or repair. Multiple vehicles operating for the same purpose (i.e. snow removal, airfield maintenance, etc.) may make one report to AMOPS when entering/exiting the airfield provided all vehicles are accounted for. **NOTE:** This is not in lieu of contacting ATCT for access into the CMA.

4.2. Operating a Vehicle in the CMA.

4.2.1. No vehicle operator or pedestrian shall enter the CMA without specific approval from the air traffic control tower. **(T-1). Note:** Vehicles and pedestrians with a qualified escort meet this requirement. See **paragraph 4.23**.

4.2.1.1. **(Added-WRIGHTPATTERSONAFB)** No vehicle operator or pedestrian may gain access to, cross, or work in the CMA without establishing two-way radio contact with and receiving specific approval from the ATCT (“Patterson Ground”). **Exception:** Vehicles and/or pedestrians may be escorted into the CMA by a valid AF Form 483 licensed vehicle operator and/or pedestrian that has two-way radio contact with and permission from ATCT.

4.2.1.2. **(Added-WRIGHTPATTERSONAFB)** The CMA is defined as runways, overruns/underruns and any area within 100 feet of these areas (**Attachment 11**). Access to the CMA shall be limited to mission essential operations.

- 4.2.1.2.1. **(Added-WRIGHTPATTERSONAFB)** The mandatory runway hold signs and markings indicate the CMA boundary. Barrier access roads have white stop bars near the shelters to indicate the CMA boundary. Stop bars are also painted across approach lighting access roads prior to Runway 05L and 23R overruns.
- 4.2.2. Vehicle operators and/or pedestrians must read back all Air Traffic Control instructions verbatim. **(T-1)**.
- 4.2.3. Vehicle operators and/or pedestrians must always monitor the appropriate radio frequency when in the CMA. **(T-1)**.
- 4.2.3.1. **(Added-WRIGHTPATTERSONAFB)** Two-way radio communications with ATCT will be maintained at all times while in the CMA.
- 4.2.4. Vehicle operators must use light emitting diode or rotating beacon lights and/or emergency or hazard warning flashers when driving in the CMA. **(T-1)**.
- 4.2.5. Vehicles operating in the CMA on a daily basis will have a permanent radio mounted in the vehicle to communicate with the air traffic control tower. **(T-3)**. A hand-held radio should only be used as a backup or when communication is required outside the vehicle. **Note:** Vehicle operators must conduct an operational test of the radio before entering the airfield. **(T-3)**.
- 4.2.6. Vehicle operators and/or pedestrians operating on the CMA must use a distinct approved call sign (e.g., Airfield 1, Chief 1, Sweeper 1, or Transient Alert 1) coordinated by the wing or garrison ADPM to avoid duplicating, confusing, or different agencies using similar names. **(T-2)**. To avoid confusion that could lead to runway incursions or controlled movement area violations, do not use a call sign that is part of air traffic control phraseology such as “Taxi” and/or the phonetic aviation alphabet. Additionally, call signs that incorporate the names and/or numbers of aircraft movement areas associated with the airfield environment must not be used (e.g., taxiway, ramp, alpha, bravo, or one-eight). **(T-2)**. Call signs shall be annotated in the wing or base supplement to this instruction. **(T-2)**.
- 4.2.6.1. **(Added-WRIGHTPATTERSONAFB)** A listing of approved call signs that are commonly used on the airfield is identified in **Attachment 20**. A complete listing of approved call signs is maintained at 88 CS/SCOSLP. **Note:** 88 SFS call signs are posted in the WPAFB Integrated Defense Plan.
- 4.2.6.2. **(Added-WRIGHTPATTERSONAFB)** Temporary call signs for personnel such as TDY or non-base assigned contractors will be approved by the Wing ADPM or designated AM representative to avoid duplication, confusion, or different agencies using similar names (e.g. Airfield 1, Airfield Lighting, Airfield Sweeper, etc.).
- 4.2.7. Unconditional instructions (blanket approval) to vehicles requesting entry on the runway shall not be authorized. **(T-0)**. See Federal Aviation Administration Order 7110.65, *Air Traffic Control* for additional information.
- 4.2.7.1. **(Added-WRIGHTPATTERSONAFB)** Vehicle operators approved to enter or cross a runway must exit that runway before receiving approval for a subsequent runway entry or crossing. Airfield drivers shall exercise extreme caution when operating between runways, maintain their situational awareness at all times and ensure proper communication procedures are followed to prevent a runway incursion.

4.2.8. Restrict runway crossing to vehicle operators performing mission essential duties and then only to an absolute minimum. **Note:** When crossing a runway is required during flying operations, the preferred crossing point is the departure end.

4.3. Emergency removal or exit of vehicles and/or pedestrians in the event of vehicle or Air Traffic Control Tower radio failure.

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

4.3.1.1. **(Added-WRIGHTPATTERSONAFB)** ATCT will flash the runway edge lights on and off and/or use light-gun signals (**Attachment 23**) to alert vehicle and/or pedestrians on the runway that there is a problem and/or emergency that requires them to immediately exit the runway.

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

4.3.2.1. Contact Air Traffic Control Tower and Airfield Management immediately and advise off the runway and include any pertinent information that might affect safe runway operations.

4.3.2.2. If not able to communicate with Air Traffic Control Tower or Airfield Management via radio, use other means of communication such as a cellular phone (when available). Report incident to Airfield Management immediately.

4.3.2.2.1. **(Added-WRIGHTPATTERSONAFB)** All vehicle operators/pedestrians must exit the runway as quickly and safely as possible upon experiencing radio failure and/or noticing flashing runway edge lights. Contact ATCT or AMOPS 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 AMOPS via radio, use other means of communication such as a cellular phone (when available). If this is not practical, then the driver, after vacating the runway, should turn the vehicle toward the ATCT and start flashing the vehicle headlights and wait for the controller to signal the light gun.

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

4.4.1. DAFVA 11-240, *USAF Airport Signs and Markings*. **(T-2).** **Note:** The ground vehicle guide to airport signs & markings dashboard or visor sticker is the Federal Aviation Administration (FAA) equivalent to DAFVA 11-240 and may be used by units located at shared-use airfields.

4.4.2. DAFVA 13-222, *Runway/Controlled Movement Area (CMA) Procedures*. **(T-2).**

4.4.3. A current locally developed airfield diagram (provided by wing or garrison ADPM). **(T-2).**

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

4.4.4.1. **(Added-WRIGHTPATTERSONAFB)** Current airfield diagrams are available from AM and posted on the WPADS.

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

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

4.4.7. (Added-WRIGHTPATTERSONAFB) AFVAs are available for download and printing on <http://www.epublishing.af.mil> and the WPADS.

4.5. Airfield Signs.

4.5.1. **Mandatory Sign.** A mandatory sign has white legend on red background and provides an instruction that must be followed. They denote an entrance to a runway or critical area, or other situation such as a no-entry location. At controlled airfields (with active tower), aircraft and vehicles are required to hold at the holding position unless cleared by air traffic control. At uncontrolled airfields, the intent is that traffic may only proceed beyond the sign after appropriate precautions are taken by the pilot and vehicle operators.

4.5.1.1. (Added-WRIGHTPATTERSONAFB) Mandatory Signs: Red sign with white legend, indicating mandatory holding positions for runways and ILS critical area boundaries.

4.5.1.1.1. (Added-WRIGHTPATTERSONAFB) Mandatory signs provide instruction and must be followed. They denote an entrance to a runway or critical area. Vehicles are required to hold short unless approved by ATCT. Examples of mandatory signs are shown in [Figure 4.1](#).

Figure 4.1. (Added-WRIGHTPATTERSONAFB) Typical Mandatory Signs.



4.5.1.1.2. (Added-WRIGHTPATTERSONAFB) Runway hold signs are located at runway/taxiway intersections and define the beginning of the CMA, reminding drivers to hold short and obtain approval from ATCT prior to proceeding.

4.5.1.1.3. (Added-WRIGHTPATTERSONAFB) “INST” Hold Signs are located at the outer boundaries of instrument critical areas. Vehicles will hold short of these signs and obtain permission from Tower prior to proceeding whenever the sign is lit, ceiling is below 800 feet and/or visibility is less than 2 miles, and/or ATCT or AMOPS has announced “ILS critical areas are protected”. (See [paragraph 4.6.4](#))

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

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

4.5.2.1.1. (Added-WRIGHTPATTERSONAFB) Direction signs indicate the direction of taxiways leading out of an intersection, and are installed at runway exits, taxiway intersections, and other locations.

Figure 4.2. (Added-WRIGHTPATTERSONAFB) Typical Direction Signs.



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

4.5.2.2.1. (Added-WRIGHTPATTERSONAFB) Location Signs: **Note:** Often taxiway location signs are part of a sign array, hence may be together with a mandatory hold sign or a guidance direction sign.

Figure 4.3. (Added-WRIGHTPATTERSONAFB) Typical Location Signs.



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

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

4.5.2.5. Other signs are used to provide specific information such as noise abatement procedures, check points, and others.

4.5.3. **Runway Exit Sign.** A runway exit sign is located prior to the runway/taxiway intersection on the side and in the direction from which the aircraft is expected to exit.

4.5.4. Examples of mandatory and informational signs are included in [Attachment 3](#).

4.6. Airfield Markings. Airfield markings vary greatly depending on location. The following are common markings present at most DAF owned and/or operated airfields.

4.6.1. **Runway Markings.** Runway centerlines are marked with retro-reflective white paint at uniform intervals in the center of the runway. Runway designations are white numeric characters that indicate the lateral position of the runway. Where applicable, the runway side stripe is marked with a solid white line running the length of the runway.

4.6.1.1. (Added-WRIGHTPATTERSONAFB) Runway markings are white with exception of taxiway centerline guidelines and overrun chevrons.

Figure 4.4. (Added-WRIGHTPATTERSONAFB) Typical Runway Markings.



4.6.2. **Taxiway and Apron Markings.** Unless otherwise indicated, most taxiway, apron, and taxilane markings for both fixed and rotary-wing facilities are marked in retro-reflective yellow. All markings of any color on light-colored pavement are optionally highlighted by marking a black, non-reflective border.

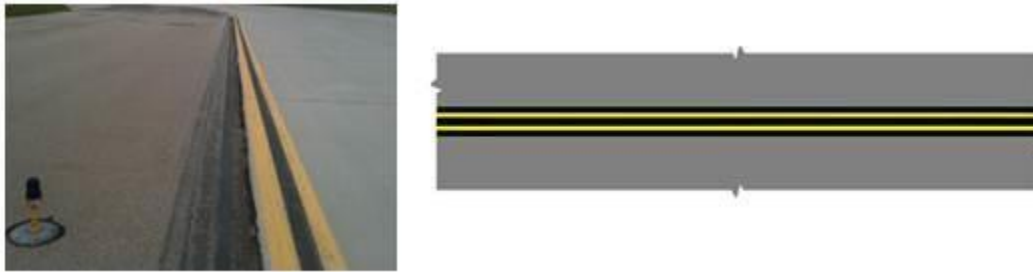
4.6.2.1. (Added-WRIGHTPATTERSONAFB) Taxiway Centerline/Taxilane Centerline Markings. These yellow lines are usually bordered in black and mark the center of all taxiways, guidelines on runways, and taxilanes on aprons and pads.

Figure 4.5. (Added-WRIGHTPATTERSONAFB) Typical Taxiway Centerline/Taxilane Centerline Markings



4.6.2.2. (Added-WRIGHTPATTERSONAFB) Taxiway Edge Stripes and Apron Boundary Markings: Double yellow line often bordered in black. These stripes are used to mark the edge of operational pavement that is stressed to support aircraft weight and to define the boundary of aircraft parking aprons.

Figure 4.6. (Added-WRIGHTPATTERSONAFB) Typical Taxiway Edge Stripes and Apron/Ramp Boundary Markings.



4.6.3. Visual Flight Rules Hold Position. Visual flight rules hold position markings are located at least 100 feet from the edge of the runway on all taxiways leading to the runway and consist of four parallel yellow stripes (two solid and two dashed) perpendicular to the axis of taxiway centerline, extending across taxiway with the dashed lines on the runway side. These lines mark the boundary of the CMA. Vehicle operators and/or pedestrians shall not cross the runway hold position or proceed onto the runway without first obtaining permission from the air traffic control tower. **(T-1).**

4.6.3.1. **(Added-WRIGHTPATTERSONAFB)** Runway Holding Position: Two solid yellow lines adjacent to two dashed yellow lines and bordered in black. These markings are co-located with Runway Hold Signs. Vehicle operators must always contact ATCT and obtain approval prior to proceeding beyond the hold line onto the runway.

Figure 4.7. (Added-WRIGHTPATTERSONAFB) Typical Runway Holding Position Marking.



Figure 4.8. (Added-WRIGHTPATTERSONAFB) Typical Runway Hold Position Marking Co-located With Runway Hold Sign.



4.6.3.2. **(Added-WRIGHTPATTERSONAFB)** Runway Hold Position Sign Markings: These markings have the same color scheme, legend and meaning of mandatory runway hold signs and are located at the VFR hold lines. **NOTE*** Not all taxiways at W-P Airfield have these markings, they are being phased in over time.

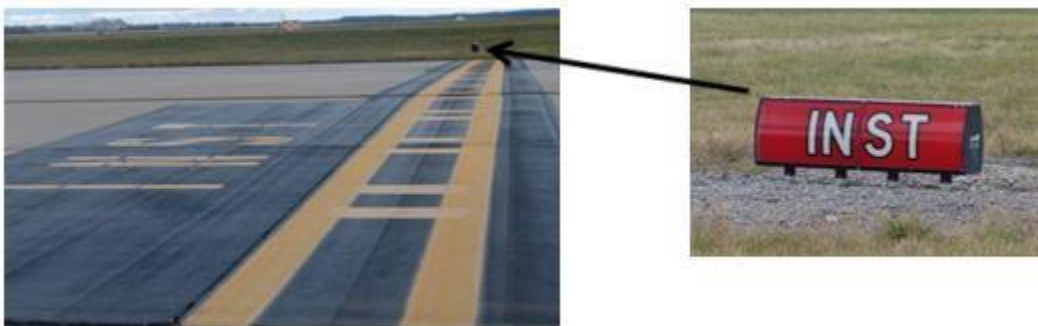
Figure 4.9. (Added-WRIGHTPATTERSONAFB) Runway Hold Position Sign Marking.



4.6.4. **Instrument Hold Positions.** These markings are normally placed farther from the runway than the Visual Flight Rules hold position. These markings consist of two solid yellow lines, two feet apart, extending across width of taxiway, connected by pairs of solid yellow lines ten feet apart, on black background. Hold positions are used during Instrument Flight Rules conditions or instrument approach procedures. Instrument Flight Rules hold positions protect Instrument Landing System critical areas to ensure an aircraft's instrument reception is not disrupted during flight. These hold positions are used any time the weather falls below a ceiling less than 800 feet and/or visibility less than 2 miles.

4.6.4.1. **(Added-WRIGHTPATTERSONAFB)** Instrument Holding Position: Two parallel solid yellow lines with vertical stripes and the letters "INST" painted closest to the runway, bordered in black. These markings are always co-located with "INST" Hold Signs and are painted across Taxiway B near the departure end of Runway 23R and Taxiway A near the approach end of Runway 23R. Vehicle operators must have approval from ATCT to proceed past these markings when ILS critical areas are protected.

Figure 4.10. (Added-WRIGHTPATTERSONAFB) Typical Instrument Hold Position Marking Co-located With "INST" Hold Sign.



4.6.5. Examples of airfield markings are included in [Attachment 3](#).

4.6.5.1. **(Added-WRIGHTPATTERSONAFB) Stop Bars.**

4.6.5.1.1. (Added-WRIGHTPATTERSONAFB) Stop Bars are solid white lines painted across access roads leading to aircraft movement areas. Stop bar locations include:

4.6.5.1.1.1. (Added-WRIGHTPATTERSONAFB) Barrier access roads leading to the CMA boundary. These markings are located at the normal positions for runway hold lines (at least 100' from edge of runway). Operators must receive approval from ATCT prior to proceeding past these markings.

4.6.5.1.1.2. (Added-WRIGHTPATTERSONAFB) Approach lighting access roads prior to the intersection of Runway 23R and 05L overruns. Operators must receive approval from ATCT prior to proceeding past these markings towards the overrun.

4.6.5.1.1.3. (Added-WRIGHTPATTERSONAFB) Airfield access and service roads leading to aircraft movement areas (see [Figure 4.14](#)). Vehicle operators will stop at these markings and give way to any passing aircraft, vehicle or pedestrian traffic. Drivers must also conduct a FOD check at all times prior to entering a taxiway, runway or apron from any service road.

4.6.5.1.1.4. (Added-WRIGHTPATTERSONAFB) West Ramp area between airfield perimeter fence and aircraft movement area. Due to FOD producing pavement deficiencies between the airfield perimeter fence and aircraft movement area in vicinity of the West Ramp, vehicle operators will conduct FOD checks at the painted white stop bar markings depicted in [Figure 4.11](#) These markings also serve as wingtip clearance line during aircraft taxi operations.

Figure 4.11. (Added-WRIGHTPATTERSONAFB) West Ramp Stop Bar/FOD Checkpoint Markings.



4.6.5.1.1.5. (Added-WRIGHTPATTERSONAFB) West side of Bldg. 206, in front of AMOPS. Vehicle operators will stop at painted “STOP” markings and give way to any pedestrian traffic. **Note:** This area is regularly frequented by distinguished visitors and support personnel.

Figure 4.12. (Added-WRIGHTPATTERSONAFB) Typical Stop Bar.

4.6.5.2. (Added-WRIGHTPATTERSONAFB) Restricted Areas.

4.6.5.2.1. (Added-WRIGHTPATTERSONAFB) Restricted Area Boundary Marking: A solid red line used to designate restricted areas. Personnel/vehicles are not authorized to cross restricted area boundary markings unless it is necessary for mission accomplishment (eg: snow removal ops, airfield sweeping). AMOPS will coordinate with SFS BDOC for permission for vehicles/personnel to “break red”.

4.6.5.2.2. (Added-WRIGHTPATTERSONAFB) Restricted areas are delineated by a red painted line on the surface of the pavement or with use of rope and stanchions. Restricted areas are accessible via an established entry control point (ECP) marked with a painted white rectangle, sign or a break in the rope. Vehicle operators must always enter and exit restricted areas via designated ECPs, unless prior coordinated with and approved by Security Forces to break red.

4.6.5.2.3. (Added-WRIGHTPATTERSONAFB) Restricted Area Entry Control Point (ECP): A white striped rectangular box. Personnel must enter and exit restricted areas only via an ECP. Additionally, all personnel entering a restricted area must have a valid AF Form 1199, *Air Force Entry Control Card* authorizing access into the area or be escorted. See [Attachment 13](#) and [Attachment 14](#) for restricted area and ECP locations.

4.6.5.2.4. (Added-WRIGHTPATTERSONAFB) Operators entering restricted areas must possess an AF Form 1199 appropriately designated for authorization in the area or an approved and authenticated Entry Authorization List (EAL), or be escorted by an authorized person.

4.6.5.2.4.1. (Added-WRIGHTPATTERSONAFB) See WPAFB Installation Defense Plan for AF Form 1199 area designations.

4.6.5.2.5. (Added-WRIGHTPATTERSONAFB) Airfield restricted areas include:

4.6.5.2.5.1. (Added-WRIGHTPATTERSONAFB) The West Ramp ([Attachment 14](#)).

4.6.5.2.5.2. (Added-WRIGHTPATTERSONAFB) E-4B parking area located on N1, East Ramp. (See [Attachment 13](#))

4.6.5.2.5.3. (Added-WRIGHTPATTERSONAFB) Parking spots D1 – D6 on the East Ramp. (See [Attachment 13](#))

4.6.5.2.5.4. (Added-WRIGHTPATTERSONAFB) Parking spots H3 and H4 on

the East Ramp. (See [Attachment 13](#))

4.6.5.2.5.5. **(Added-WRIGHTPATTERSONAFB)** Hot Cargo Pads 1 and 2.

4.6.5.2.5.6. **(Added-WRIGHTPATTERSONAFB)** Transient aircraft that require establishment of a temporary restricted area will be defined by the use of rope and stanchions unless otherwise coordinated by the AFM for FOD and safety concerns.

4.7. Airfield Lighting.

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

4.7.1.1. **(Added-WRIGHTPATTERSONAFB)** Runway Lighting.

4.7.1.1.1. **(Added-WRIGHTPATTERSONAFB)** Runway Edge Lights define the lateral limits of the runway.

4.7.1.1.2. **(Added-WRIGHTPATTERSONAFB)** Runway Threshold Lights are green and define the beginning of the usable surface for landing aircraft.

4.7.1.1.3. **(Added-WRIGHTPATTERSONAFB)** Runway End Lights are red and define the end of the usable runway surface for landing/departing aircraft.

Figure 4.13. (Added-WRIGHTPATTERSONAFB) Typical Runway Lighting.



4.7.1.1.4. **(Added-WRIGHTPATTERSONAFB)** Approach Lighting. Runway 05L/23R is equipped with approach lighting to provide visual guidance to pilots for alignment with the runway and for final corrections before landing. These lights are white with exception of red pre-threshold and terminating bars located in the underrun. They begin just prior to the runway threshold and extend 3,000 feet into the approach zone.

4.7.1.1.5. **(Added-WRIGHTPATTERSONAFB)** Runway Guard Lights consist of two alternating yellow lights that provide a distinctive warning to anyone approaching runway or instrument holding positions. These lights are located only at select runway and instrument hold positions. NOTE* Not all taxiways at W-P Airfield have Runway Guard Lights, they are being phased in over time.

Figure 4.14. (Added-WRIGHTPATTERSONAFB) Typical Runway Guard Lights.

4.7.2. Taxiway edge lights are blue.

4.7.2.1. (Added-WRIGHTPATTERSONAFB) Taxiway Edge Lights define the lateral limits of taxiways.

Figure 4.15. (Added-WRIGHTPATTERSONAFB) Typical Taxiway Edge Lights.

4.7.3. Taxiway centerline lights are a system of aviation green in-pavement lights installed along the taxiway centerlines to provide alignment for aircraft.

4.7.3.1. (Added-WRIGHTPATTERSONAFB) N/A; Wright-Patterson AFB does not have taxiway centerline lights.

4.7.4. Examples of airfield lighting are included in [Attachment 3](#).

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

4.8.1. Vehicle Parking Areas — 5 miles per hour.

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

4.8.3. Aircraft towing speed — 5 miles per hour.

4.8.4. Blackout and/or night vision operations — 10 miles per hour.

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

4.8.6. Aircraft Parking Ramp — 15 miles per hour.

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

4.8.8. Aerospace Ground Equipment — 15 miles per hour.

4.8.9. During reduced visibility or when snow and ice are present on paved surfaces, reduce speed to 10 mph maximum. Defer vehicle operation when possible and limit to mission essential.

4.8.10. Snow and ice removal vehicles operate at a speed that facilitates safe operations.

4.8.11. “Follow Me” vehicles may exceed the 15 mph flightline speed limit when necessary to accommodate the safe taxiing speed of aircraft.

4.8.12. During emergencies, all emergency response vehicles, e.g., aerospace rescue firefighting equipment, ambulances, airfield management and security forces, may exceed speed limits only with due regard for the safety of persons and property

4.8.12.1. **(Added-WRIGHTPATTERSONAFB)** To expedite mammal and bird dispersal efforts, Airfield Management, Flight Safety, Security Forces and Wildlife Services vehicles are authorized to operate on runways, taxiways and infield/out-field areas commensurate with safety but not to exceed 50 MPH.

4.8.12.2. **(Added-WRIGHTPATTERSONAFB)** Anytime ATCT directs a driver to “expedite”, “proceed without delay”, or directs a vehicle action with the term “immediately”, the driver may temporarily exceed the speed limit commensurate with safety to avoid endangerment. Once the vehicle is clear of the CMA, the driver will resume normal/approved speed limits.

4.8.12.3. **(Added-WRIGHTPATTERSONAFB)** Airfield Management personnel conducting pavement friction tests may exceed speed limits IAW testing equipment standards.

4.8.13. Taxiways:

4.8.13.1. General purpose vehicles — 15 miles per hour. **Exception:** Vehicle operators may exceed this speed limit when published in an approved wing or base supplement to this instruction.

4.8.13.2. Special purpose vehicles (e.g. tractors, tugs, forklifts, or sweepers).— 10 miles per hour.

4.8.13.3. **(Added-WRIGHTPATTERSONAFB)** Vehicles towing one piece of equipment – 10 MPH.

4.8.13.4. **(Added-WRIGHTPATTERSONAFB)** Vehicle towing two or more maintenance stands at a time – 5 MPH.

4.8.14. Active Runways. Drivers should assume a prudent and reasonable speed depending on nature of business on the runway as well as weather conditions.

4.8.14.1. **(Added-WRIGHTPATTERSONAFB)** Vehicles on runways – 35 MPH.

4.9. Vehicles operating in the immediate vicinity of an aircraft.

4.9.1. Do not park or drive any vehicle closer than 25 feet in front or 200 feet to the rear of any aircraft when engines are operating or are about to be started. Units should add additional safety distance based on assigned aircraft.

4.9.1.1. **(Added-WRIGHTPATTERSONAFB) Note:** When operating near large aircraft, such as C-5, C-17, B-747, KC-10, etc., use extreme caution due to jet engine blast.

4.9.2. Do not operate vehicles within 25 feet of an aircraft unless providing an immediate service to that aircraft (e.g. fueling, servicing).

4.9.3. Do not operate a vehicle in front of a taxiing aircraft unless signaled to do so by the pilot or instructed by Air Traffic Control Tower. Do not operate a vehicle between an aircraft and its marshaller.

4.9.3.1. **(Added-WRIGHTPATTERSONAFB)** Vehicles will not be driven into the path of a taxiing aircraft with the exception of a Transient Alert "Follow Me" vehicle. Never drive a vehicle between a "Follow Me" vehicle or marshaller and an aircraft or into the path of an emergency response vehicle.

4.9.3.2. **(Added-WRIGHTPATTERSONAFB)** Passenger carrying vehicles will only stop at the side of an aircraft when actually loading or unloading personnel.

4.9.4. Vehicle operators must yield and give right of way to aircraft in motion. **(T-1).**

4.9.4.1. **(Added-WRIGHTPATTERSONAFB)** Right-of-way will be given to the following:

4.9.4.1.1. **(Added-WRIGHTPATTERSONAFB)** Emergency vehicles responding to an emergency. **Note:** Emergency vehicles will not automatically assume the right of way.

4.9.4.1.2. **(Added-WRIGHTPATTERSONAFB)** Taxiing or towed aircraft.

4.9.4.1.3. **(Added-WRIGHTPATTERSONAFB)** Snow removal equipment engaged in snow removal operations. **Note:** Snow removal equipment operators travel at higher speeds and under limited visibility conditions thus other vehicle operators must maintain a safe distance to avoid collision.

4.9.4.1.4. **(Added-WRIGHTPATTERSONAFB)** All other vehicles.

4.9.4.1.5. **(Added-WRIGHTPATTERSONAFB)** Vehicles must be at least 200 feet from the taxiway/taxilane centerline to avoid taxiing/towed aircraft.

4.9.4.1.6. **(Added-WRIGHTPATTERSONAFB)** Vehicle operators must maintain situational awareness at all times and be prepared to take appropriate actions to avoid interference with aircraft operations.

4.9.4.1.7. **(Added-WRIGHTPATTERSONAFB)** If it is necessary to drive off the paved surface to avoid an aircraft, re-entry to the paved surface will only be accomplished after inspecting tire treads and removing any debris found. Ensure the paved surface is FOD-free after entry. If vehicle tracks mud onto the taxiway/runway contact AMOPS who will request a sweeper.

- 4.9.4.1.8. **(Added-WRIGHTPATTERSONAFB)** Operators of heavy and/or wide vehicles that are unable to easily give way on airfield service roads or unpaved areas (e.g. K-loaders, tugs) must exercise extreme caution, anticipate aircraft movement, and establish a plan of action in advance to prevent aircraft impediment.
- 4.9.5. Ensure vehicles parked at the side of the aircraft are clear of the wing tips and clearly visible to personnel in the aircraft cockpit.
- 4.9.5.1. **(Added-WRIGHTPATTERSONAFB)** All vehicles will approach parked aircraft with the driver side nearest the aircraft.
- 4.9.5.2. **(Added-WRIGHTPATTERSONAFB)** Vehicles will not drive within 50 feet of any fueling or de-fueling operations unless specifically authorized by a directive.
- 4.9.5.3. **(Added-WRIGHTPATTERSONAFB)** Vehicles will never pass an aircraft during arming/de-arming of weapons systems unless required for the arm/de-arming operation.

4.10. Parking and chocking vehicles on the airfield.

- 4.10.1. Never drive vehicles under any part of the aircraft.
- 4.10.1.1. **(Added-WRIGHTPATTERSONAFB)** Vehicles will not drive beneath any part of an aircraft unless prescribed in an applicable directive.
- 4.10.2. Vehicles shall not be backed or parked within 25 feet of any aircraft, unless authorized for operations such as loading or unloading, servicing or towing. **(T-1)**. A spotter shall be posted when backing a vehicle towards an aircraft. **(T-1)**. Prepositioned wheel chocks shall be used to prevent vehicles backing into aircraft. **(T-1)**.
- 4.10.2.1. **(Added-WRIGHTPATTERSONAFB) Exception:** Fire/Crash vehicles responding to an emergency.
- 4.10.3. Unattended vehicles shall be parked with the driver's side facing the aircraft and so it will not interfere with aircraft being towed or taxied. **(T-1)**. **Note:** Local guidance should address procedures at locations where right-hand drive vehicles or equipment are utilized.
- 4.10.4. Ignition shall be turned off; keys left in the ignition; and the gear lever put in reverse gear for manual transmissions, and in 'park' for automatic transmissions. **(T-1)**.
- 4.10.4.1. **(Added-WRIGHTPATTERSONAFB)** Vehicles will be parked so that the direction of travel, either forward or backward, will not be toward any aircraft.
- 4.10.5. All vehicles parked and left unattended will have brakes set or chocks placed in front of and behind a rear wheel, or one chock placed between the tandem wheels of dual (tandem) axle vehicles. **(T-1)**. Only alert and emergency vehicles responding to an alert or emergency are exempt from these requirements. **Note:** Aerospace ground equipment towing vehicles may be placed in neutral or park with parking brake set and engine left running during equipment hitching and unhitching operations. Turn off aerospace ground equipment towing vehicles when the driver seat is vacated for any other purpose.
- 4.10.5.1. **(Added-WRIGHTPATTERSONAFB)** Vehicles and wheeled equipment that do not have an integral braking system will have one rear wheel chocked (both front and back of the tire) while parked.

4.10.5.2. **(Added-WRIGHTPATTERSONAFB)** All motor vehicles will use emergency warning flashers (direction lights, front and rear) when parked on the ramp area during hours of darkness or inclement weather.

4.10.5.3. **(Added-WRIGHTPATTERSONAFB)** Emergency vehicles that must remain in operation at the scene of an emergency, and aircraft servicing support vehicles, which require the vehicle's engine to operate as a power source for auxiliary components, may be left unattended while the engine is running. However, the parking brake will be set, the transmission placed in neutral or park, and the rear wheels chocked fore and aft.

4.10.5.4. **(Added-WRIGHTPATTERSONAFB)** Snow removal and mower operators may leave vehicle engines running for servicing and removing accumulated snow and ice or grass from their equipment under the following conditions:

4.10.5.4.1. **(Added-WRIGHTPATTERSONAFB)** The surrounding area (a minimum of 500 feet in any direction) is void of aircraft. A remote location is preferred.

4.10.5.4.2. **(Added-WRIGHTPATTERSONAFB)** The transmission lever is placed in park (automatic) or neutral (manual).

4.10.5.4.3. **(Added-WRIGHTPATTERSONAFB)** Parking brake is set.

4.10.5.4.4. **(Added-WRIGHTPATTERSONAFB)** Chocks are placed fore and aft of at least one rear wheel if vehicle does not have an integral braking system.

4.10.5.4.5. **(Added-WRIGHTPATTERSONAFB)** Removed snow and ice or grass does not pose a FOD hazard to aircraft or vehicles.

4.10.5.4.6. **(Added-WRIGHTPATTERSONAFB)** Vehicles will not be parked within Instrument Landing System (ILS) critical areas when ILS critical areas are protected.

4.10.5.4.7. **(Added-WRIGHTPATTERSONAFB)** Vehicles will not be parked unattended in front of hangar doors.

4.11. Fixed and mobile obstacle distance requirements.

4.11.1. The lateral clearance distance from taxiway centerline to fixed or mobile objects is 200 feet. Do not leave vehicles parked or unattended within 200 feet of the taxiway centerline.

4.11.2. The lateral clearance distance from the apron boundary edge to fixed or mobile obstacle is based on the Air Force apron boundary criteria outlined in Unified Facilities Criteria 3-260-01, *Airfield and Heliport Planning and Design*, Table 6-1 Rule 15.

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

4.11.4. Do not park aerospace ground equipment or vehicles within any runway, taxiway, taxilane, or apron obstacle clearance distances.

4.11.4.1. **(Added-WRIGHTPATTERSONAFB)** AGE equipment may be staged on aircraft parking spots no earlier than three hours prior to arrival and will remain no later than three hours after departure IAW UFC 3-260-01, *Airfield and Heliport Planning and Design*.

4.11.4.2. **(Added-WRIGHTPATTERSONAFB)** AGE equipment, electrical carts, forklifts, tow bars, fire extinguishers, maintenance stands, portable lighting and similar equipment (when not in use) will be removed from the aircraft parking area and stored in appropriate areas IAW Unified Facilities Criteria (UFC) 3-260-01, *Airfield and Heliport Planning and Design*.

4.11.5. **(Added-WRIGHTPATTERSONAFB)** Vehicles and equipment are considered mobile obstacles. Do not leave vehicles or equipment parked unattended within the following areas unless prior coordinated with and approved by the AFM/Wing ADPM:

4.11.5.1. **(Added-WRIGHTPATTERSONAFB)** Authorized vehicles and equipment may be parked on ramp areas to conduct official business but will be removed from the ramp area when no longer required.

4.11.5.2. **(Added-WRIGHTPATTERSONAFB)** 200 feet from a taxiway or taxilane centerline.

4.11.5.3. **(Added-WRIGHTPATTERSONAFB)** 1,000 feet either side of a runway centerline.

4.11.5.4. **(Added-WRIGHTPATTERSONAFB)** 125 feet from the edge of an aircraft parking apron.

4.11.6. **(Added-WRIGHTPATTERSONAFB)** No vehicles or equipment will be parked on infield/outfield areas unless approved by the AFM/Wing ADPM.

4.12. Control tower light gun signals. Air traffic controllers use a light gun as a backup system for communicating with aircraft or ground vehicles if their radios stop working. When a vehicle operator experiences a radio failure on a runway or taxiway, vacate the runway as quickly and safely as possible and contact the air traffic control tower or airfield management by other means, such as a cellular or mobile phone to advise of the situation. If this is not practical, then the driver, after vacating the runway, should turn the vehicle toward the tower and start flashing the vehicle headlights and wait for the controller to signal with the light gun. All vehicle operators must know and comply with light gun signals **(T-1)**. Light gun signals are as follows:

4.12.1. **Steady Green Light:** "Cleared to cross," "Proceed," "Go".

4.12.2. **Steady Red Light:** "STOP! Vehicle will not be moved."

4.12.3. **Flashing Red Light:** "Clear taxiway/runway."

4.12.4. **Flashing White Light:** "Return to starting point."

4.12.5. **Red and Green Light:** "General warning. Exercise extreme caution."

4.12.6. **(Added-WRIGHTPATTERSONAFB)** See [Attachment 23](#).

4.13. Foreign Object Damage Prevention (FOD). All vehicle operators will:

4.13.1. Check tires for FOD after returning to pavement if driving on unimproved surfaces (for example, to avoid taxiing aircraft or if performing runway repairs). **(T-1)**.

4.13.1.1. **(Added-WRIGHTPATTERSONAFB)** Inspect vehicle undercarriages, tires, and wheel wells for mud, snow and ice. Remove accumulated mud, snow or ice to the maximum extent possible. Drive slowly at the edge of the paved shoulder and depart the airfield from the closest, most direct and approved route. Monitor the pavement as you exit and immediately notify AMOPS if sweeping is required. Wash and clean the undercarriage of the vehicle before re-entry onto the airfield.

4.13.2. Make every attempt to stay on paved surfaces and avoid driving on unimproved surfaces (e.g. dirt or grass). **(T-1)**.

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

4.13.3.1. Inspect the vehicle tires (pull forward to check tire in contact with pavement). **(T-1)**.

4.13.3.1.1. **(Added-WRIGHTPATTERSONAFB)** A “rolling” inspection of vehicle tires. Stop the vehicle, check and remove debris (e.g., rocks, gravel, etc.) from all tires, pull the vehicle forward 18 to 24 inches, then once again check for and remove any debris, as applicable.

4.13.3.2. Ensure all external vehicle components are secured. Secure all items loaded on payload vehicle, to include all tie-down device loose ends such as chains, ropes, packaging or other item that may become dislodged during movement while on the airfield. **(T-1)**.

4.13.3.3. A thorough walk around of the vehicle to check for damaged, loose, or worn parts. **(T-1)**.

4.13.4. Refer to DAFI 21-101, *Aircraft and Equipment Maintenance Management*, Chapter 11 and AFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, Chapter 24 for additional information.

4.13.5. **(Added-WRIGHTPATTERSONAFB)** Emergency vehicles responding to actual emergencies and alert vehicles responding to an alert are exempt from conducting a FOD check prior to entering the airfield; however, must complete a FOD check IAW [paragraph 4.13.3](#), once the actual emergency or alert is over.

4.13.6. **(Added-WRIGHTPATTERSONAFB)** Everyone is responsible for keeping the airfield safe and FOD-free. Vehicle operators encountering any debris on the airfield must stop, pick it up and properly dispose of it. Immediately report large amounts of debris to AMOPS.

4.13.7. **(Added-WRIGHTPATTERSONAFB)** Per WPAFBI 21-101, *Foreign Object Damage and Dropped Object Prevention Program*, hats/berets will not be worn on the airfield. **Exception:** When conducting official protocol duties on the airfield, the senior officer present, or his/her representative, will consider factors including weather and proximity to operating aircraft engines and dictate if hats are to be worn for a particular occasion (this does not include baggage and aircraft support personnel). No individual wearing a hat, regardless of rank, will pass within 25 feet of an operating engine.

4.13.7.1. **(Added-WRIGHTPATTERSONAFB)** Authorized headgear for extreme cold weather protection may be worn; however, every effort must be made to prevent such headgear from coming loose during duty performance. Special attention to the FOD potential and safety of personnel will be prime considerations when determining extreme cold weather clothing authorizations.

4.13.7.2. **(Added-WRIGHTPATTERSONAFB)** All personnel are prohibited from wearing loose fitting items that could be ingested by operating jet engines. The wearing of wigs, hairpieces, metal hair fasteners, earrings or other jewelry in high FOD potential areas is prohibited. Badges such as AF Form 1199 will be secured with a nylon/cotton cord or plastic armband.

4.14. Use of cellular or mobile phones on the airfield.

4.14. (WRIGHTPATTERSONAFB) Use of Cellular/mobile phones on the airfield and smoking policy.

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

4.14.1.1. **(Added-WRIGHTPATTERSONAFB)** Cell phones should not be used during aircraft servicing unless specified in the appropriate technical order or guidance for the particular operation being conducted, or:

4.14.1.1.1. **(Added-WRIGHTPATTERSONAFB)** Within 50 feet of any pressurized aircraft fuel or oxygen servicing components.

4.14.1.1.2. **(Added-WRIGHTPATTERSONAFB)** Within 25 feet of any aircraft fuel vent outlet during fuel transfer.

4.14.1.1.3. **(Added-WRIGHTPATTERSONAFB)** Within 10 feet of any aircraft fuel vent outlet at any time.

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

4.14.3. **(Added-WRIGHTPATTERSONAFB) Airfield Smoking Policy.** The airfield, defined as “all areas supporting aircraft operations to include operations facilities, runways, taxiways, parking aprons, hangar access aprons and all grounds identified by controlled area signs” is designated a “no smoking area”. Exception: Commanders and Directors may designate smoking areas that are located only on non-aircraft movement area sides of hangars or other airfield support facilities. Prior coordination with and approval by the Fire Emergency Services Flight and Airfield Manager is required.

4.15. Restricted Visibility or Night Driving Operations.

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

4.15.1.1. **(Added-WRIGHTPATTERSONAFB)** Give right-of-way to the aircraft; turn off your headlights and leave parking lights on so the pilot can see your vehicle. Leave the headlights off until the aircraft is out of range.

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

4.15.2.1. **(Added-WRIGHTPATTERSONAFB)** All vehicles will operate with four-way warning flasher lights or overhead rotating lights on (day or night) during inclement weather anywhere on the airfield. **Exception:** Specialized aircraft service vehicles (i.e., passenger staircase trucks, latrine servicing trucks, etc.) after the vehicle is positioned at the aircraft being serviced, and AGE tow vehicles during the momentary, non-delayed, pick up and drop off of equipment. Vehicles exempted under these circumstances must be reflected to indicate length, width, and height IAW T.O. 36-1-191.

4.15.3. Do not operate fueling and explosive loaded (laden) vehicles on the airfield when visibility is less than 300 feet unless approved by the host wing commander.

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

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

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

4.15.6.1. **(Added-WRIGHTPATTERSONAFB)** Or ATCT or AMOPS has announced “ILS critical areas are protected”(See [paragraph 4.6.4](#)). If in doubt, the vehicle operator shall contact ATCT to verify whether or not the ILS critical areas are currently protected.

4.15.7. Vehicle headlights shining towards a moving aircraft at night shall be turned off immediately to prevent affecting the pilot’s night vision and will remain off until the aircraft is out of range. **(T-1)**. However, vehicle parking lights or emergency flashers are turned on so its position is known. Headlights shall be turned on prior to moving the vehicle. **(T-1)**.

4.15.8. **(Added-WRIGHTPATTERSONAFB) Precision Obstacle Free Zone (POFZ)**.

4.15.8.1. **(Added-WRIGHTPATTERSONAFB)** The POFZ is an 800 ft. wide by 200 ft. long rectangular area centered on the runway centerline, beginning at and extending outward from the end of the runway, designed to protect aircraft flying precision approaches from ground vehicles and other aircraft when the ceiling is less than 300 ft., or the visibility is less than 3/4 statute mile (See [Attachment 15](#)).

4.15.8.2. **(Added-WRIGHTPATTERSONAFB)** Vehicles that are less than 10 ft. in height operating outside of the CMA and necessary for maintenance of airfield and/or navigation facilities are allowed to transverse the POFZ. These vehicles will maintain radio contact with ATCT when allowed to park in these areas. There are no normal vehicle operations in the POFZ except for mowers.

4.15.8.3. **(Added-WRIGHTPATTERSONAFB)** Vehicles over 10 ft. high must remain outside of the POFZ during inclement weather. Vehicle operators will contact ATCT to determine if ceiling and visibility will restrict operations.

4.16. Driving with Daytime Running Headlights. During restricted visibility, night time operations or in the vicinity of taxiing aircraft, must park vehicles with daytime running headlights in a safe location with headlights off, parking brake set, and emergency flashers on. **(T-1)**.

4.16.1. **(Added-WRIGHTPATTERSONAFB)** If unable to disable the DRLs, vehicle operators will position the vehicle so that the headlights are facing away from aircraft, or turn the vehicle off. If the vehicle is turned off, the emergency flashers will remain on. Once the aircraft passes out of range, the vehicle may be restarted.

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

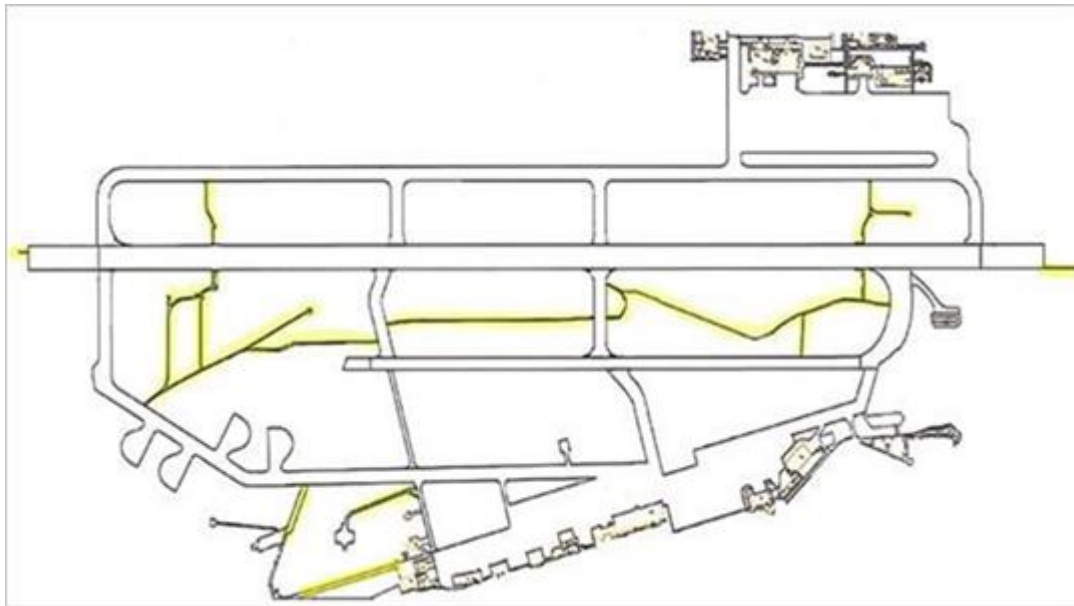
4.17.1. Non-vehicular equipment operators are required to know requirements in this instruction and wing or base supplement. Unless otherwise directed, personnel operating non-vehicular equipment are exempt from state and/or country driver's licensing requirements. However, personnel operating non-vehicular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

4.17.2. Tricycles parked on the airfield will have a braking device engaged to prevent inadvertent movement. **(T-1)**. For night use, equip bicycles and tricycles with an operating headlight and reflectors or reflective tape. Equip non-vehicular equipment with forward and rear lamps if operated at night.

4.17.3. Place all non-vehicular equipment parked on the airfield so as not to impede aircraft or traffic flow.

4.17. (WRIGHTPATTERSONAFB) Bicycles, motorcycles, mopeds and scooters are not authorized on the airfield at WPAFB.

Figure 4.16. (Added-WRIGHTPATTERSONAFB) Airfield Access/Service Roads.



4.18. Use of Perimeter, In-Field or other Airfield Roads. Runway(s), taxiway(s), or CMAs shall not be used for convenience. **(T-3)**. To the max extent possible, utilize perimeter, in-field, or other airfield roads.

4.19. Runway Crossing Limitations. Limit runway crossing at locations known to have communication, signal problems, and/or air traffic control tower visual blind spots, as applicable.

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

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

4.20.1.1. **(Added-WRIGHTPATTERSONAFB)** To facilitate the fastest possible response time of emergency response vehicles, ATCT shall anticipate emergency response vehicle movement on the airfield after activation of the Primary or Secondary Crash phones. Upon arrival of an in-flight emergency (IFE) aircraft, ATCT may announce over the CFR-1 talk group unsolicited authorizations for emergency response vehicle to enter the runway; i.e. “ALL EMERGENCY RESPONSE VEHICLES PROCEED ON (*active runway*) AT (*location*).”

4.20.1.2. **(Added-WRIGHTPATTERSONAFB)** The Incident Commander (IC) is responsible for advising ATCT when all emergency vehicles have exited the runway.

4.20.1.3. **(Added-WRIGHTPATTERSONAFB)** If ATCT does not automatically provide runway clearance for emergency response vehicles, operators must obtain ATCT approval prior to CMA entry.

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

4.20.2.1. **(Added-WRIGHTPATTERSONAFB)** Upon arriving on the airfield, medical personnel, Bioenvironmental Engineering and Security Forces will pre-position their vehicles on the north or south end of Bldg 206, unless otherwise instructed by the IC/Fire Chief.

4.20.2.2. **(Added-WRIGHTPATTERSONAFB)** Airfield Management will contact the IC to coordinate a pre-positioning location for AM response vehicle(s). Unless otherwise dictated by the IC or nature of emergency, AM will normally pre-position near the approach end of the active runway in use prior to the emergency aircraft’s arrival.

4.20.2.3. **(Added-WRIGHTPATTERSONAFB)** Fire Department vehicles will pre-position their vehicles as directed by the Fire Chief.

4.20.3. **(Added-WRIGHTPATTERSONAFB)** Emergency Vehicles (i.e. Fire/Crash Recovery, Medical, Bio-Environmental, Explosive Ordinance Disposal, Airfield Management, Safety, and Security Forces) responding to an aircraft emergency (with rotating emergency lights in operation) have priority over normal vehicular traffic. However, emergency response vehicles shall not automatically assume right of way.

4.20.4. **(Added-WRIGHTPATTERSONAFB)** All emergency response vehicles operating on the airfield during non-emergency operations will adhere to normal airfield driving procedures.

4.21. Vehicle Traffic Control Devices or Lights Located on Taxiways and Runways. When the vehicle traffic control device and/or light is activated, vehicle operators must come to a complete stop until the device and/or light is turned off. **(T-1)**. Vehicle operators must visually check for crossing aircraft or vehicles before proceeding. **(T-1)**.

4.21.1. **(Added-WRIGHTPATTERSONAFB) Vehicle Traffic Control Devices/Lights.** There are no vehicle specific traffic control devices/lights located on active taxiways or runways. Operators will adhere to the standard airfield signs, markings and lighting prior described in this chapter.

4.22. Airfield Driving During Blackout Conditions.

4.22. (WRIGHTPATTERSONAFB) Vehicle Night Vision Device (NVD) Procedures. Operating a vehicle on the airfield at WPAFB with NVDs is prohibited.

4.22.1. Units operating vehicles on the airfield using night vision devices must have local operating procedures coordinated through the wing or garrison ADPM and approved by the requesting unit's squadron commander. **(T-3)**. The local operating procedure must include the items below and require vehicle operators to follow the guidance outlined in AFMAN 24-306, *Section 12D—Vehicle Operations Using Night Vision Devices and Operations Under Blackout (BO) Conditions*. **(T-3)**.

4.22.1.1. Driver and assistant driver responsibilities.

4.22.1.2. NVD-related accident reporting procedures.

4.22.1.3. Airfield driving and night vision device (NVD) licensing procedures. **Note:** Annotate "NVD Qualified" on the AF Form 483.

4.22.1.4. Qualification and annual refresher training requirements.

4.22.1.5. NVD instructor qualification requirements.

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

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

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

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

4.23.1.1. **(Added-WRIGHTPATTERSONAFB)** No more than six vehicles are escorted at the same time. At no time will personnel/vehicles become separated while being escorted on the airfield.

4.23.2. Escort officials must be trained and certified to drive on the airfield. **(T-1)**. Escort officials may only provide escort into the CMA if they are CMA qualified. **Note:** Airfield management does not provide escorts for airfield construction projects and/or activities generated via submission of base civil engineer work request, or customer service calls.

4.24. Vehicles equipped with supplemental traction devices.

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

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

4.24.2.1. **(Added-WRIGHTPATTERSONAFB)** Vehicles equipped with studded tires are not authorized to operate on the airfield.

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

4.25.1. **(Added-WRIGHTPATTERSONAFB)** In-ground fuel pits cover locations include the West Ramp, spots A-1 through A-14 and the East Ramp, spots I-1 and I-2.

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

4.26.1. Remain at least 25 feet to the front and 200 feet to the rear of aircraft with engines running.

4.26.1.1. **(Added-WRIGHTPATTERSONAFB)** When operating near large aircraft, such as C-5, C-17, B-747, KC-10, etc., use extreme caution due to jet engine blast.

4.26.1.2. **(Added-WRIGHTPATTERSONAFB)** Full power engine runs will occur on the West ramp posing a hazard to vehicles/ personnel traversing Taxiway Alpha behind the West ramp or in the grassy area between the West ramp and Taxiway Alpha. Vehicle operators may contact ATCT or AMOPS to verify engine runs taking place on the West ramp. In the event of an engine run, vehicles/personnel will exit the area until the engine run is complete.

4.26.2. Remain clear of taxiing traffic and do not pass within 200 feet behind aircraft with engines running.

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

4.27. Disabled Vehicle.

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

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

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

4.27.1.2.1. **(Added-WRIGHTPATTERSONAFB)** If the vehicle has two-way radio capability, contact Patterson Ground (via “Tower” LMR net), Airfield Ops (via “Base Ops” LMR net) and Maintenance Operations Control Center (via “MOCC” net), as applicable. State the nature of the problem and report your position on the airfield. **Note:** In the event of a radio failure/lost communications in the CMA, refer to **paragraph 4.3**.

4.27.2. Operators of other radio-equipped vehicles (e.g. security forces, civil engineer, or transportation) should make every effort to assist with removing the disabled vehicle from the airfield, especially if the vehicle is located on parking aprons, taxiways, or runway.

4.27.3. If a vehicle is not equipped with a two-way radio, stay with the vehicle and continue attempts to alert any taxiing aircraft or other vehicles in the vicinity.

4.27.3.1. **(Added-WRIGHTPATTERSONAFB)** If the vehicle operator or other occupants have a cell phone, they will contact AMOPS at 937-257-4492.

4.27.4. In the event of a disabled vehicle on the CMA, immediately notify Air Traffic Control Tower and Airfield Management by any means possible to coordinate expeditious removal of the disabled vehicle from the CMA.

4.27.4.1. Do not leave vehicles unattended in the CMA.

4.27.4.2. Remove disabled vehicle using any method in the quickest and safest way possible.

4.28. Temporarily assigned personnel, Inspection and Survey Teams, and non-base assigned contractors.

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

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

4.28.2.1. The wing or garrison ADPM or as delegated in the wing or base supplement to the unit ADPM may provide a local briefing and/or training when temporarily assigned personnel, inspection and survey teams and non-base assigned contractors driving route(s) do not require access on or across the CMA.

4.28.2.1.1. Use **Attachment 8** to document the name and unit of the individual that received the local briefing and/or training.

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

4.28.2.2. The wing or garrison ADPM or designated representative may provide local airfield driving training via handouts and/or PowerPoint® slides and airfield diagrams in lieu of practical training or briefing.

4.28.2.2.1. **(Added-WRIGHTPATTERSONAFB)** Units sponsoring TDY personnel or non-base assigned contractors are responsible for providing training or an escort that possesses a valid AF Form 483 IAW **Chapter 3**.

4.28.2.3. Maintain a MFR signed by the unit commander (or equivalent) or contractor lead and approved by the wing or garrison ADPM (or as delegated) in lieu of **Attachment 8**. Include the following on the MFR:

4.28.2.3.1. Individual's full name and rank.

4.28.2.3.2. Home unit AF Form 483 certificate number.

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

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

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

4.28.4. If the unit ADPM accomplishes the local training and/or briefing, forward an information copy to the wing or garrison ADPM.

4.28.5. Maintain a file copy of **Attachment 8** and/or signed MFR in accordance with Air Force Records Distribution Schedule (RDS), Table 33-42, Rule 04.00.

4.28.6. **(Added-WRIGHTPATTERSONAFB) Non-base Assigned Contractor Personnel.**

4.28.6.1. **(Added-WRIGHTPATTERSONAFB)** Personnel acting as escorts must have a valid AF Form 483 to drive on the airfield. The host unit's ADPM will ensure all escorts are aware of their responsibilities.

4.28.6.2. **(Added-WRIGHTPATTERSONAFB)** Contractor vehicles operating in the CMA must be equipped with a rotating beacon and/or emergency flashers and have two-way radio contact with the ATCT. Restricted routes and CMA access will be approved by the AFM.

4.28.6.3. **(Added-WRIGHTPATTERSONAFB)** It is the primary contractor's responsibility to ensure subcontractors are trained and receive an AF Form 483, POV pass and copy of the authenticated EAL (as applicable), or are escorted by a qualified contractor.

4.28.6.4. **(Added-WRIGHTPATTERSONAFB)** Contractors will comply with the provisions of this instruction and driving conditions negotiated at pre-construction meetings or stipulated in a Temporary Construction Waiver safety plan. Contractor vehicle operators who violate established provisions can be banned from operating motor vehicles or equipment on the airfield. Finding replacement driver(s) is the contractor's responsibility.

4.29. POV and Government Leased Vehicle Passes.

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

4.29.1.1. **(Added-WRIGHTPATTERSONAFB)** Government Owned Vehicles (GOV) and Government Leased Vehicles (GLV) (GSA vehicles) are permitted on the airfield without a pass when marked with an organizational decal, government plate or some other type of government marking. Any vehicle not marked shall be considered a POV. **Note:** Official rental vehicles (i.e., Hertz, Enterprise, etc.) require a POV pass.

4.29.1.2. **(Added-WRIGHTPATTERSONAFB)** Permanent base assigned contractor vehicles (i.e., Fuels, AGE, Transient Alert, etc.) do not require a POV pass when marked with an organizational/company decal or other type of designation marking.

4.29.2. Prior to requesting issuance of a vehicle pass, unit commanders and/or host unit commanders should exhaust all means of obtaining a government owned vehicle. This includes, but is not limited to, signing-out a government owned vehicle from transportation and/or vehicle operations for one-time use.

4.29.2.1. **(Added-WRIGHTPATTERSONAFB)** Unit Commanders will initiate written requests including specific justification for AM to issue POV passes for unit personnel required to drive a POV on the airfield (See [Attachment 13](#)). **Note:** Wing/Group commanders and their deputies are not required to provide justification for POV pass requests. AM is the approval and issuing authority for all POV passes.

4.29.2.2. **(Added-WRIGHTPATTERSONAFB)** The requests will be turned in to AM for action. If approved, AM will issue the POV pass for the period defined in the request, but not to exceed 31 Dec of the current calendar year.

4.29.2.3. **(Added-WRIGHTPATTERSONAFB)** Due to the volume of traffic on the airfield, commanders must request only the minimum number of POV permits necessary to accomplish the mission.

4.29.2.4. **(Added-WRIGHTPATTERSONAFB)** POV pass requests for contractor vehicles must be submitted by the responsible host Unit Commander or Company/Contractor Representative.

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

4.29.4. Each POV owner, user or operator must possess a valid driver's license or host nation driver's license and current AF Form 483. **(T-1)**.

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

4.29.5.1. Owner or User.

4.29.5.2. Organization or Company.

4.29.5.3. Duty Phone.

4.29.5.4. Vehicle Make, Model, Year, Color, License Plate Number and State where vehicle is registered.

4.29.5.5. Pass or Permit number.

4.29.5.6. Area of Operation(s) and/or location.

4.29.5.7. Justification.

4.29.5.8. Effective period or dates.

4.29.6. POV and government leased vehicles passes or decals are differentiated in the wing or base supplement.

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

4.29.8. A valid (active commercially-obtained insurance at or above State law minimums for the state where the installation is located) is required to operate a POV on DAF-owned and/or operated airfields.

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

4.29.10. **(Added-WRIGHTPATTERSONAFB) Passes.**

4.29.10.1. **(Added-WRIGHTPATTERSONAFB)** Passes must be hung from the rear view mirror or displayed on the left side of the dashboard so they are visible while the vehicle is on the airfield. Passes must be removed from the rear view mirror/dashboard and secured when leaving the airfield.

4.29.10.2. **(Added-WRIGHTPATTERSONAFB)** Passes are non-transferable and are only valid for the vehicle of issue.

4.29.10.3. **(Added-WRIGHTPATTERSONAFB)** The color of passes will change each year for security purposes.

4.29.10.4. **(Added-WRIGHTPATTERSONAFB)** Types of POV passes:

4.29.10.4.1. **(Added-WRIGHTPATTERSONAFB)** Permanent. Grants access to the airfield for permanently assigned personnel, however, each pass will expire on 31 Dec of the year issued and be re-validated/renewed annually.

4.29.10.4.2. **(Added-WRIGHTPATTERSONAFB)** Temporary. Grants access to the airfield for short periods of time for official rental vehicles, non-base assigned contractors, TDY and permanently assigned personnel on a case-by-case basis. Temporary passes will expire upon completion of work or at the expiration date, whichever is sooner.

4.29.10.4.2.1. **(Added-WRIGHTPATTERSONAFB)** Qualified personnel may be approved issue of a temporary POV pass by AMOPS for official use on the airfield. These passes will be returned same day of issue unless otherwise approved by the AFM/Wing ADPM.

4.29.10.5. **(Added-WRIGHTPATTERSONAFB)** Personnel must return permanent and temporary passes to AM for accountability/ destruction upon expiration or when no longer required.

4.29.11. **(Added-WRIGHTPATTERSONAFB) Pedestrians on airfield.**

4.29.11.1. **(Added-WRIGHTPATTERSONAFB)** At a minimum, pedestrians on the airfield must adhere to the following procedures:

4.29.11.1.1. **(Added-WRIGHTPATTERSONAFB)** Pedestrians are authorized on the airfield for official business in support of the flying mission.

4.29.11.1.2. **(Added-WRIGHTPATTERSONAFB)** Walk facing oncoming traffic.

4.29.11.1.3. **(Added-WRIGHTPATTERSONAFB)** Do not sit or recline on the ramp in such a manner that interferes with normal ground vehicle and aircraft operations.

4.29.11.1.4. **(Added-WRIGHTPATTERSONAFB)** Do not enter the CMA without two-way radio contact and approval from the ATCT.

4.29.11.1.5. **(Added-WRIGHTPATTERSONAFB)** Aircrew and passengers on foot will remain on ramp areas only. Passengers will not walk freely on ramp areas without escort.

4.30. Reporting, Enforcement and Violation Consequences.

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

4.30.1.1. **(Added-WRIGHTPATTERSONAFB)** The Wing ADPM will be notified in writing by the ADPM when airfield driving privileges of unit assigned personnel are suspended.

4.30.1.1.1. **(Added-WRIGHTPATTERSONAFB)** Upon suspension or revocation of a unit member's civilian driver's license and/or base driving privileges, the Unit Commander will suspend/revoke the member's airfield driving authorization (AF Form 483) and notify the Unit ADPM and Wing ADPM.

4.30.1.2. **(Added-WRIGHTPATTERSONAFB)** The unit ADPM and/or Wing ADPM will notify the Unit Commander of all unit assigned personnel who have their airfield driving privileges suspended or revoked.

4.30.2. Airfield Management personnel are authorized to suspend and/or revoke an individual's airfield driving privileges, regardless of unit affiliation. In the event of any airfield driving violation, Airfield Management personnel:

4.30.2.1. Escort individuals off of the airfield.

4.30.2.2. Confiscate individual's AF Form 483.

4.30.2.3. Obtain statement(s) from individual(s) suspected of committing an airfield driving violation(s).

4.30.2.4. Document and report the incident to the wing or garrison ADPM, AFM and AOF/CC.

4.30.2.5. **(Added-WRIGHTPATTERSONAFB)** Anyone violating the provisions of this instruction may be removed from the airfield by AMOPS and/or detained by Security Forces, as appropriate.

4.30.2.6. **(Added-WRIGHTPATTERSONAFB)** Vehicle operators committing a major violation will be escorted to AM to determine identity, reason for the violation, and to surrender their AF Form 483. Notification of the violation will be made IAW [paragraph 4.32](#).

4.30.2.7. **(Added-WRIGHTPATTERSONAFB)** At a minimum, the following information will be obtained from the individual committing the airfield driving violation:

4.30.2.7.1. **(Added-WRIGHTPATTERSONAFB)** Name/Rank of individual, unit, duty phone, Unit Commander and unit ADPM.

4.30.2.7.2. **(Added-WRIGHTPATTERSONAFB)** Details of incident/violation (including date, time, location, nature, other pertinent facts, etc.).

4.30.2.8. **(Added-WRIGHTPATTERSONAFB)** 88th SFS personnel will issue citations for airfield driving violations, as required.

4.30.2.9. **(Added-WRIGHTPATTERSONAFB)** Violations of airfield driving procedures will, at minimum, require the unit ADPM to brief the violator on correct procedures before being allowed to operate a vehicle on the airfield again.

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

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

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

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

4.30.3.4. **(Added-WRIGHTPATTERSONAFB)** Minor or less severe violations still warrant the attention of AM. The violator's name will be recorded, and in event of a second violation, airfield driving privileges will be suspended for a minimum of 30 days. Minor violations include, but are not limited to:

4.30.3.4.1. **(Added-WRIGHTPATTERSONAFB)** Failure to remove FOD from airfield.

4.30.3.4.2. **(Added-WRIGHTPATTERSONAFB)** Driving a POV on airfield without a pass.

4.30.3.4.3. **(Added-WRIGHTPATTERSONAFB)** Failure to report a disabled vehicle on the airfield to AM.

4.30.4. **Consequences (CMA).**

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

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

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

- 4.30.4.3.1. **(Added-WRIGHTPATTERSONAFB)** After the third major violation, the violator will be permanently barred from driving on the airfield.
- 4.30.4.4. **(Added-WRIGHTPATTERSONAFB)** Major violations include but are not limited to: failure to obey ATCT instructions; failure to yield right-of-way to taxiing or towed aircraft; failure to yield right-of-way to emergency response vehicles; failure to immediately report a disabled vehicle or equipment in the CMA or other critical areas to either ATCT or AMOPS; obvious excessive speed over established speed limits; and operating a vehicle on the airfield without required training, certification, or under a suspended AF Form 483/civilian driver license.
- 4.30.5. **(Added-WRIGHTPATTERSONAFB)** Any violation not mentioned above will be evaluated by the Wing ADPM on a case-by-case basis to determine appropriate action.

4.31. Reinstatement of an AF Form 483.

- 4.31.1. Prior to reinstatement of airfield driving privileges, individuals will complete all training criteria and testing requirements outlined in **Chapter 3** of this instruction. **(T-3)**.
- 4.31.1.1. **(Added-WRIGHTPATTERSONAFB)** Individuals may only have their AF Form 483 reinstated after completing remedial training and certification conducted by the unit ADPM. This training will consist of all initial training and testing requirements in **Chapter 3** of this instruction and be documented on a new training checklist (see **Attachment 7**).
- 4.31.2. Upon completion of airfield driver training, Unit Commanders request reinstatement of airfield driving privileges in writing to the Unit Commander responsible for Airfield Management, or as delegated.
- 4.31.2.1. **(Added-WRIGHTPATTERSONAFB)** Unit Commanders will utilize Attachment A19.1 to request reinstatement of driving privileges.
- 4.31.2.2. **(Added-WRIGHTPATTERSONAFB)** If an individual is mission essential and required to drive on the airfield prior to the indicated suspension expiration, the unit commander must provide a written request to the 88 ABW/CC IAW **paragraph 2.5.5**, for early reinstatement See **Attachment 18**.
- 4.31.3. **(Added-WRIGHTPATTERSONAFB)** To receive a new AF Form 483 the individual must bring paperwork identified in **paragraph 3.2.1.1**, as well as the Unit Commander's recommendation letter to AM for reissue. A new AF Form 483 will not be issued without all required paperwork.

4.32. Reporting and documenting Controlled Movement Area Violation events. See Attachment 1 for Controlled Movement Area Violation and Runway Incursion definition.

- 4.32.1. For an actual or suspected runway incursion, the individual's AF Form 483 is surrendered to Airfield Management and airfield driving privileges are temporarily suspended until an investigation and retraining is completed.
- 4.32.2. The wing or garrison ADPM will notify the unit commander of the individual who committed a runway incursion within three duty days of the alleged incident. **(T-3)**.

4.32.2.1. **(Added-WRIGHTPATTERSONAFB)** Unit Commander, unit ADPM and AM must be notified immediately of any CMAV event. The AFM or Wing ADPM will notify HQ AFMC/A300 within 3 duty days of a CMAV/HATR incident.

4.32.3. Controlled Movement Area Violation events are reported to Wing Safety as outlined in AFMAN 91-223, Chapter 9.

4.32.3.1. **(Added-WRIGHTPATTERSONAFB)** Runway Incursions and CMAV events will be reported to 88ABW/SE and 445AW/SE, if involving 445 AW assigned personnel, as outlined in AFMAN 91-223, *Aviation Safety Investigations and Reports*, Chapter 6. The AF Form 457, *USAF Hazard Report* will be filed for runway incursions and CMAVs that did not impact aircraft operations. The AF Form 651, *Hazardous Air Traffic Report (HATR)*, will be filed for all runway incursions and CMAVs that endanger the safety of an aircraft.

4.32.4. The wing or garrison ADPM and wing safety review the unit's airfield driving program within three duty days to which personnel that commit a controlled movement area violation are assigned. Place emphasis on how the unit trained the individual and their compliance with this instruction and wing or base supplement. The wing or garrison ADPM reports results to the unit commander.

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

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

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

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

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

4.32.5.5. Approximate location where the controlled movement area violation occurred (e.g., runway or taxiway intersection, distance from threshold or overrun.)

4.32.5.6. **(Added-WRIGHTPATTERSONAFB)** The OSS/CC, AOF/CC, 88 ABW/SE, 445AW/SE, as applicable, and Wing ADPM will work as a team to assign all runway incursions an operational category defined in AFI 13-213, Attachment 1 for trend analysis. The AOF/CC will ensure these classifications are annotated in the recommendation section of the AF Form 457, or narrative section of the AF Form 651.

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

4.32.7. **(Added-WRIGHTPATTERSONAFB)** CMAV events will be briefed at the AOB.

4.33. Reporting and documenting Non-CMA airfield driving incidents and/or violations.

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

- 4.33.2. Name and grade of the individual, unit, duty phone, unit commander or unit ADPM.
- 4.33.3. Details of incident and/or violation (including date, time, location, nature, or other pertinent facts).

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

- 4.34.1. Location and a detailed description of runways, taxiways, ramps or aprons, visual flight rules, and instrument holding position signs and markings.

- 4.34.2. Airfield access points.

- 4.34.3. Restricted area boundaries and/or entry control points.

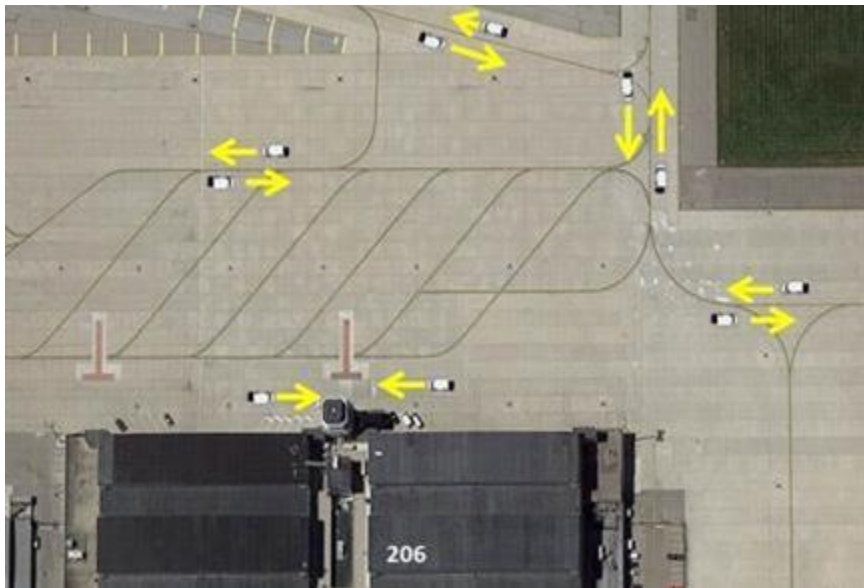
- 4.34.4. Control area boundary.

- 4.34.4.1. **(Added-WRIGHTPATTERSONAFB)** The entire airfield, defined as “all areas supporting aircraft operations to include: operations facilities, runways, taxiways, parking aprons, hangar access aprons and all grounds identified by controlled area signs” is a controlled area (**Attachment 12**).

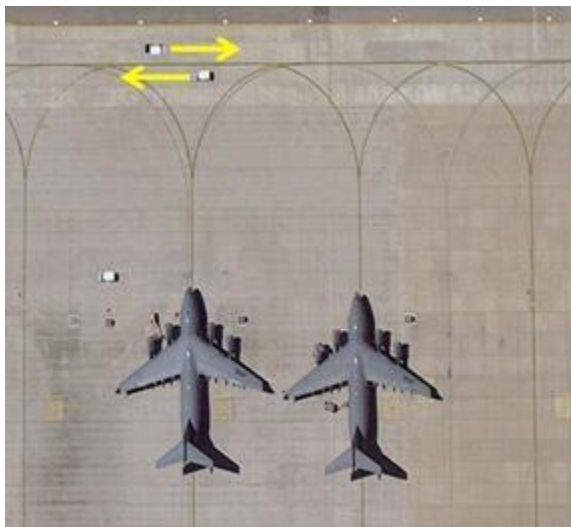
- 4.34.4.2. **(Added-WRIGHTPATTERSONAFB)** The designation “Controlled Area” carries the same legal and moral restrictions as a physical barrier. Only personnel who possess a valid AF 1199 with appropriately designated authorization or an approved and authenticated EAL may access the airfield. Personnel who do not possess these credentials will be escorted by an authorized person.

- 4.34.5. Vehicle traffic lanes and traffic flow.

- 4.34.5.1. **(Added-WRIGHTPATTERSONAFB)** Vehicles will be driven to the extreme right side of taxiway/taxilane centerlines unless otherwise directed or required to maintain a safe distance from taxiing, towed or parked aircraft and emergency response vehicles. **Note:** Under normal circumstances, the only vehicles authorized to operate on the centerline of any taxiway or runway include, but are not limited to, AM, Flight Safety, Transient Alert (when performing follow-me services), airfield maintenance vehicles (i.e., sweeper, snow and ice control equipment, etc.), and vehicles towing aircraft.

Figure 4.17. (Added-WRIGHTPATTERSONAFB) Standard Airfield Traffic Flow.

4.34.5.2. (Added-WRIGHTPATTERSONAFB) On the West Ramp vehicles will drive to the extreme left side of the west parallel taxilane centerline to ensure the driver's side of the vehicle is closest to parked aircraft.

Figure 4.18. (Added-WRIGHTPATTERSONAFB) West Ramp Traffic Flow.

4.34.5.3. (Added-WRIGHTPATTERSONAFB) Vehicles will be operated single-file unless in direct support of an aircraft, responding to an emergency or otherwise required for official duties.

Figure 4.19. (Added-WRIGHTPATTERSONAFB) Hot Spots.



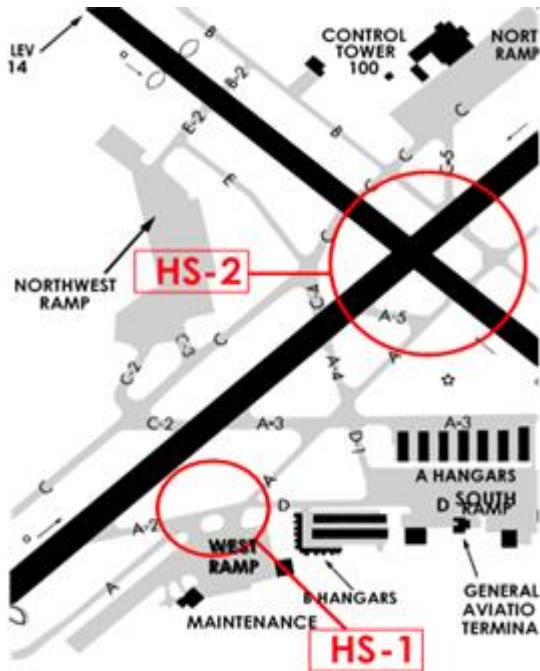
4.34.6. Critical area boundaries for precision navigational aids (i.e. Instrument Landing System, Precision Approach Radar, Localizer, or Precision Obstacle Free Zone) if applicable.

4.34.7. Location of Airfield Management and Air Traffic Control Tower.

4.34.8. Hot spots (as determined locally). **Note:** A different diagram may be used to depict hot spots. See [Figure 4.1](#) for an example.

4.34.8.1. **(Added-WRIGHTPATTERSONAFB) Hot Spots.** The approach end of Runway 23L is considered a “Hot Spot” due to an increased potential for runway incursions. Both the extended pavement width of Taxiway B at the west intersection and the position of the threshold of Runway 23L (south of the Taxiway B intersection) could lead a vehicle operator to mistake the runway as a continuation of Taxiway B. All airfield drivers must be knowledgeable of this area and exercise extreme caution to avoid committing a runway incursion (See [Figure 4.20](#)).

Figure 4.20. Hot Spots.



4.34.9. Limited or no visibility with the Air Traffic Control Tower blind spots (as applicable).

4.34.9.1. **(Added-WRIGHTPATTERSONAFB) ATCT and/or Vehicle Radio Problem Areas and Visual Blind Spots.**

4.34.9.1.1. **(Added-WRIGHTPATTERSONAFB)** ATCT and/or vehicle radio problem areas (intermittent LMR use only) include H row, spot 1 and the East Ramp between Hangars 206N and 206S.

4.34.9.1.2. **(Added-WRIGHTPATTERSONAFB)** ATCT/vehicle blind spots include but are not limited to the south corner of the East Ramp, between/behind all hangars on the East Ramp, F – H rows, and the fuel cell area access Taxiway B north.

4.34.10. Communication —dead spots.

4.34.11. Complex runway and/or taxiway intersections.

4.34.12. Other confusing or ambiguous areas identified on airfield.

4.34.13. Include a legend on the airfield diagram to illustrate symbols used.

4.34.14. Jet Blast Hazard areas.

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

4.34.15.1. **(Added-WRIGHTPATTERSONAFB) Arm/De-Arm Areas.** HAZPAD 4 and the north end of Taxiway B between the approach ends of Runways 23R and 23L are designated aircraft weapons arm/de-arm areas. During arming/de-arming operations, vehicles not in direct support of operations shall not enter or pass these areas (See [Attachment 10](#)).

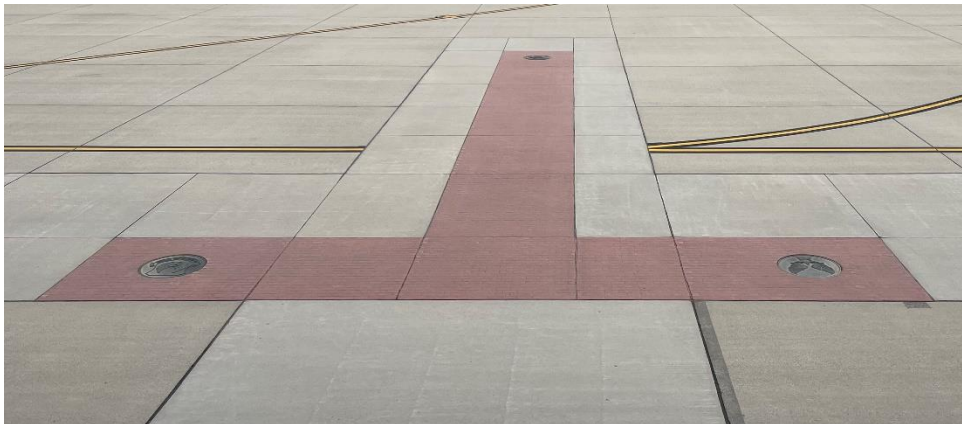
4.34.15.2. (Added-WRIGHTPATTERSONAFB) **Airfield Construction Areas.** Vehicle operators will not drive through closed airfield areas normally delineated by lighted low profile barricades (see [Figure 4.21](#)) without prior coordination and approval from the 88 CE program manager, lead contractor and AFM/Wing ADPM. Airfield construction areas will be published on airfield diagrams as needed and disseminated through UADPM messages.

Figure 4.21. (Added-WRIGHTPATTERSONAFB) Typical Low Profile Barricades.



4.34.15.3. (Added-WRIGHTPATTERSONAFB) **Distinguished Visitor (DV) Carpet.** Personnel are not to drive over the DV red carpets ("T" shaped brick) located directly in front of AMOPS, Building 206 and in front Hangar 206S unless in direct support of DV aircraft.

Figure 4.22. (Added-WRIGHTPATTERSONAFB) Distinguished Visitor Carpet.



4.34.16. CMAs.

4.34.16.1. (Added-WRIGHTPATTERSONAFB) See [Attachment 11](#) for CMA outline.

Chapter 5

RADIO COMMUNICATIONS PHRASEOLOGY, DISCIPLINE AND TECHNIQUES

5.1. General.

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

5.1.2. Brevity is important, therefore, radio transmissions are kept as brief as possible. However, controllers need to know what you want to do before they can properly carry out their control duties. The vehicle operator should know and understand what the controller wants them to do.

5.1.3. Proper radio communications phraseology, discipline, and techniques. The words "clear" or "clearance" must not be used in communication with air traffic control tower. **(T-1). Exception:** Vehicle operators may reply "Loud and Clear" in response to an air traffic control tower request for radio transmission quality or clarity.

5.1.4. Vehicle operators must be vigilant and monitor air traffic control radio communications frequencies on the airfield for situational awareness, especially when operating on an active runway. **(T-1).**

5.2. Radio Techniques.

5.2.1. Listen before transmitting. Be cognizant of other radio transmissions, multiple transmitters may override and/or block out other receiver messages.

5.2.1.1. **(Added-WRIGHTPATTERSONAFB)** If someone else is speaking, the keying of another transmitter will be ineffective and will likely override/block out the other receiver causing the other vehicle operator to repeat his or her call.

5.2.2. Think before keying the transmitter; know exactly what you need to say before you say it.

5.2.3. Hold the microphone close to your lips and, after pressing the "microphone button," a slight pause may be necessary to be sure, the first word is transmitted clearly. Speak in a normal, conversational tone.

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

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

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

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

5.3. Phraseology. Vehicle operators must contact the Air Traffic Control Tower controller every time they proceed onto or leave the CMA. **(T-1)**. When proceeding onto a CMA, advise the controller of three things: **WHO** you are, **WHERE** you are, and **WHAT** your intentions are. Always acknowledge all communications so ground control and other persons know that the message was received. Always give aircraft and Air Traffic Control transmissions priority unless an emergency exists. Very High Frequency and Ultra High Frequency transmissions are reserved for the primary use of aircraft and Air Traffic Control Tower personnel. A typical runway crossing transmission sequence is as follows:

Table 5.1. Sample Runway Crossing Phraseology.

VEHICLE OPERATOR:	<i>“JACKSONVILLE TOWER, AIRFIELD ONE ”</i>
Air Traffic Control Tower:	<i>“AIRFIELD ONE, JACKSONVILLE TOWER.”</i>
VEHICLE OPERATOR:	<i>“JACKSONVILLE TOWER, AIRFIELD ONE REQUEST TO CROSS (runway) AT</i>
Air Traffic Control Tower:	<i>“AIRFIELD ONE, CROSS (runway) AT (point/intersection). or “AIRFIELD ONE, HOLD SHORT OF (runway).”</i>

Table 5.1. (WRIGHTPATTERSONAFB) Sample Runway Crossing Phraseology.

VEHICLE OPERATOR:	“PATTERSON GROUND, AIRFIELD ONE”
ATCT:	“AIRFIELD ONE, PATTERSON GROUND”
VEHICLE OPERATOR:	“PATTERSON GROUND, AIRFIELD ONE REQUEST TO CROSS RUNWAY TWO THREE LEFT AT TAXIWAY CHARLIE”
ATCT:	“AIRFIELD ONE, CROSS RUNWAY TWO THREE LEFT AT CHARLIE” or “AIRFIELD ONE, HOLD SHORT OF RUNWAY TWO THREE LEFT”

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

Table 5.2. Sample Read back Instructions.

VEHICLE OPERATOR: Note: 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>
VEHICLE OPERATOR:	<i>“JACKSONVILLE TOWER, AIRFIELD ONE CROSSING COMPLETE, OFF (runway) AT (location).”</i>
Air Traffic Control Tower:	<i>“AIRFIELD ONE, ROGER.”</i>

Table 5.2. (WRIGHTPATTERSONAFB) Sample Read Back Instructions.

VEHICLE OPERATOR: Note: After receiving runway crossing approval from ATC, Airfield 1 visually scans the runway prior to entry, and then proceeds across the runway	<p>“AIRFIELD ONE UNDERSTANDS APPROVED TO CROSS RUNWAY TWO THREE LEFT AT TAXIWAY CHARLIE. WILL REPORT WHEN OFF.”</p> <p>or</p> <p>“AIRFIELD ONE HOLDING SHORT AT TAXIWAY CHARLIE”</p>
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5.3.2. If vehicle operators are issued hold short instructions, they must provide a read back to the Air Traffic Control Tower. **(T-3)**. See example below.

5.3.3. **(Added-WRIGHTPATTERSONAFB)** If vehicle operators are issued hold short instructions, they are required to provide a read back to the ATCT.

5.3.4. **(Added-WRIGHTPATTERSONAFB)** If instructions are not completely understood and/or the transmission is garbled, stepped on or unreadable, vehicle operators will ask ATCT to “SAY AGAIN.”

5.3.5. **(Added-WRIGHTPATTERSONAFB)** The words “clear” or “clearance” must not be used in communication with ATCT. These words are reserved for communications between ATCT and aircraft. Instead, report “OFF” the runway.

5.3.6. **(Added-WRIGHTPATTERSONAFB)** Personnel providing escort will add the number of vehicles they are escorting into the CMA with their call sign.

5.3.7. **(Added-WRIGHTPATTERSONAFB)** Proper phraseology must be used to eliminate the potential for miscommunication.

Table 5.3. Sample Hold Short Instructions.

Air Traffic Control Tower:	<i>“AIRFIELD ONE PROCEED VIA TAXIWAY CHARLIE, HOLD SHORT OF RUNWAY TWO SEVEN.”</i> <i>or</i> <i>“AIRFIELD ONE PROCEED VIA CHARLIE, HOLD SHORT OF RUNWAY TWO SEVEN.”</i>
VEHICLE OPERATOR:	<i>“AIRFIELD ONE, ROGER.”</i>
Air Traffic Control Tower:	<i>“AIRFIELD ONE, READ BACK HOLD INSTRUCTIONS.”</i>
VEHICLE OPERATOR:	<i>“AIRFIELD ONE, PROCEEDING VIA CHARLIE, WILL HOLD SHORT OF RUNWAY TWO SEVEN.”</i>

Table 5.3. (WRIGHTPATTERSONAFB) Sample ATCT Repeat Instructions.

VEHICLE OPERATOR:	“PATTERSON GROUND, AIRFIELD ONE, REQUEST TO ENTER RUNWAY TWO THREE RIGHT AT TAXIWAY ALPHA”
ATCT:	“...FIELD ONE, PATTERSON GR,...RUNWAY,...”
VEHICLE OPERATOR: Note: Airfield 1 holds short of the runway hold sign/ marking on Taxiway Alpha	“PATTERSON GROUND, AIRFIELD ONE, SAY AGAIN”

5.3. (WRIGHTPATTERSONAFB) Vehicle operators/pedestrians must contact ATCT each and every time they wish to proceed onto the CMA or upon exiting the CMA via the “TOWER” LMR net. EXCEPTION: Fire Department may use the “CFR-1” net. See [Table 5](#).

5.4. Common Use Phrases. [Table 5.4](#) provides the meaning of commonly used radio phraseology.

Table 5.4. Common Use Phrases.

What Is Said:	What It Means:
Acknowledge	Let me know you have received and understand this message.
Advise Intentions	Let me know what you plan to do.
Affirmative	Yes.
Correction	An error has been made in the transmission, and the correct version follows.
Go Ahead	Proceed with your message only. Note: Use of this phrase does not authorize requestor to “Go Ahead” with, or carry out, their request.
Hold/Hold Short	Phrase used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point while awaiting further clearance from 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 Air Traffic Control when such action compliance is required to avoid an imminent situation.
Negative	"No" or "permission not granted" or "that is not correct."
Out	The radio conversation is ended, and no response is expected.
Over	My radio transmission is ended, and I expect a response.
Read Back	Repeat my message to me.
Roger	I have received all of your last transmission.
Stand By	The controller or pilot should pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in "stand by for clearance." The caller should reestablish contact if a delay is lengthy.
Unable	Indicates inability to comply with a specific instruction, request, or clearance.
Verify	Request confirmation of information.
Wilco	I have received your message, understand it, and will comply with it.

5.5. Phonetic Aviation 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. Know and use the following Phonetic Aviation Alphabet:

Table 5.5. Phonetic Aviation Alphabet.

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	JULIETT	W	WHISKEY
K	KILO	X	X-RAY
L	LIMA	Y	YANKEE
M	MIKE	Z	ZULU

Table 5.5. (WRIGHTPATTERSONAFB) Sample Reporting Off Runway.

VEHICLE OPERATOR:	“PATTERSON GROUND, AIRFIELD ONE PLUS TWO OFF RUNWAY TWO THREE LEFT AT TAXIWAY CHARLIE”
ATCT:	“AIRFIELD ONE PLUS TWO, ROGER”

Table 5.6. (Added-WRIGHTPATTERSONAFB) Sample Escort Procedures.

VEHICLE OPERATOR:	“PATTERSON GROUND, AIRFIELD ONE PLUS TWO REQUEST PERMISSION TO CROSS RUNWAY TWO THREE LEFT AT TAXIWAY CHARLIE”
ATCT:	“AIRFIELD ONE PLUS TWO, APPROVED TO CROSS RUNWAY TWO THREE LEFT AT CHARLIE”
VEHICLE OPERATOR:	“AIRFIELD ONE PLUS TWO UNDERSTANDS APPROVED TO CROSS RUNWAY TWO THREE LEFT AT TAXIWAY CHARLIE. WILL REPORT WHEN OFF”

Table 5.7. (Added-WRIGHTPATTERSONAFB) 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/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 Air Traffic Control when such action compliance is required to avoid an imminent situation.
Negative	"No" or "permission not granted" or "that is not correct."
Out	The radio conversation is ended, and no response is expected.
Over	My radio transmission is ended, and I expect a response.
Read Back	Repeat my message to me.
Roger	I have received all of your last transmission.
Stand By	The controller or pilot should 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.

Table 5.8. (Added-WRIGHTPATTERSONAFB) Phonetic Aviation Alphabet.

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	JULIETT	W	WHISKEY
K	KILO	X	X-RAY
L	LIMA	Y	YANKEE
M	MIKE	Z	ZULU

JOSEPH T. GUASTELLA JR, Lt Gen, USAF
Deputy Chief of Staff, Operations

(WRIGHTPATTERSONAFB)

CHRISTOPHER B. MEEKER, Colonel, USAF
Commander

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

- AFPD 13-2, *Air Traffic Control, Airfield, Airspace and Range Management*, 3 January 2019
- DAFI 33-360, *Publications and Forms Management*, 1 December 2015
- AFMAN 13-204 Volume 1, *Management of Airfield Operations*, 22 July 2020
- DAFI 21-101, *Aircraft and Equipment Maintenance Management*, 16 January 2020
- AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, 30 July 2020
- DAFI 31-101, *Integrated Defense*, 25 March 2020
- AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
- AFI 33-324, *The Air Force Information Collections and Reports Management Program*, 22 July 2019
- DAFMAN 48-123, *Medical Examinations and Standards*, 8 December 2020
- AFI 91-202, *The US Air Force Mishap Prevention Program*, 12 March 2020
- AFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, 11 December 2018
- DAFMAN 91-223, *Aviation Safety Investigations and Reports*, 14 September 2018
- Air Force Enlisted Classification Directory (AFECD)*, 31 October 2017
- Air Force Officer Classification Directory (AFOCD)*, 31 October 2017
- (Added-WRIGHTPATTERSONAFB)** DAFI 91-204, *Safety Investigations and Reports*, 10 March 2021
- DAFVA 11-240, *USAF Airport Signs and Markings*, 4 August 2021
- DAFVA 13-222, *Runway/Controlled Movement Area (CMA) Procedures*, 30 July 2009
- UFC 3-260-01, *Airfield and Heliport Planning and Design*, 4 February 2019
- FAA Order 7110.65Z, *Air Traffic Control*, 17 June 2021
- FAA AC 150/5340-1M, *Standards for Airport Markings*, 10 May 19
- Federal Aviation Administration *Pilot Controller Glossary*
- (Added-WRIGHTPATTERSONAFB)** UFC 3-260-04, *Airfield and Heliport Marking*, 16 May 2018
- (Added-WRIGHTPATTERSONAFB)** WPAFBI 21-101, *Foreign Object Damage and Dropped Object Prevention Program*, 13 January 2021

Prescribed Forms

- AF Form 483, *Certificate of Competency*

Adopted Forms

AF Form 457, *United States Air Force Hazard Report*

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

AF Form 3616, *Daily Record of Facility Operation*

AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

(Added-WRIGHTPATTERSONAFB) ADI—Airfield Driving Instruction

(Added-WRIGHTPATTERSONAFB) ADP—Airfield Driving Program

ADPM—Airfield Driving Program Manager

AF—Air Force

AFECD—Air Force Enlisted Classification Directory

AFFSA—Air Force Flight Standards Agency

AFFSA/XA—Air Force Flight Standards Agency Airfield Operations Directorate

AFI—Air Force Instruction

AFM—Airfield Manager

AFMAN—Air Force Manual

AFOCD—Air Force Officer Classification Directory

AFPD—Air Force Policy Directive

(Added-WRIGHTPATTERSONAFB) AFRSAT—AF Runway Safety Action Team

AFSAS—Air Force Safety Automated System

(Added-WRIGHTPATTERSONAFB) AGE—Aerospace Ground Equipment

(Added-WRIGHTPATTERSONAFB) AM—Airfield Management

(Added-WRIGHTPATTERSONAFB) AMOPS—Airfield Management Operations

AO—Airfield Operations

AOF/CC—Airfield Operations Flight Commander

(Added-WRIGHTPATTERSONAFB) ATCT—Air Traffic Control Tower

(Added-WRIGHTPATTERSONAFB) CBT—Computer Based Training

CMA—Controlled Movement Area

(Added-WRIGHTPATTERSONAFB) CMAV—Controlled Movement Area Violation

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

DAFVA—Department of the Air Force Visual Aid

DoD—Department of Defense

(Added-WRIGHTPATTERSONAFB) DRL—Daytime Running Lights

(Added-WRIGHTPATTERSONAFB) DV—Distinguished Visitor

FAA—Federal Aviation Administration

FOD—Foreign Object Damage

(Added-WRIGHTPATTERSONAFB) GLV—Government Leased Vehicle

(Added-WRIGHTPATTERSONAFB) GOV—Government Owned Vehicle

HATR—Hazardous Air Traffic Report

(Added-WRIGHTPATTERSONAFB) ILS—Instrument Landing System

MFR—Memorandum for Record

MICT—Management Internal Control Toolset

NVD—Night Vision Device

OPR—Office of Primary Responsibility

(Added-WRIGHTPATTERSONAFB) PCA—Permanent Change of Assignment

(Added-WRIGHTPATTERSONAFB) PCS—Permanent Change of Station

(Added-WRIGHTPATTERSONAFB) POFZ—Precision Obstacle Free Zone

POV—Privately Owned Vehicle

RDS—Records Disposition Schedule

RIPWG—Runway Incursion Prevention Working Group

SAA—Senior Airfield Authority

SAC—Self-Assessment Communicator

(Added-WRIGHTPATTERSONAFB) TDY—Temporary Duty

UFC—Unified Facilities Criteria

WADPM—Wing or Garrison Airfield Driving Program Manager

(Added-WRIGHTPATTERSONAFB) WPADS—Wright-Patterson Airfield Driving
SharePoint

Terms

(Added-WRIGHTPATTERSONAFB) /—/

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

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

Airfield Driving Trainer—An individual appointment by the unit commander to provide airfield driving training.

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

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

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

Airfield Operations Flight Commander (AOF/CC)—Responsible for the overall operation/services provided by the Airfield Operations Flight in support of the wing flying mission and in compliance with United States Air Force and Federal Aviation Administration guidelines.

Air Force Runway Safety Action Team—Composed of AFFSA and/or major or field command 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. Air Force Runway Safety Action Team functional experts evaluate all pertinent areas that are a part of, or affect, the negative trend or unsafe condition.

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

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

(Added-WRIGHTPATTERSONAFB) Controlled Movement Area—The CMA encompasses runways, overruns/underruns and any area within 100 feet of these 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 approval for access (normally via two-way radio contact with the air traffic control tower). Controlled movement areas include but are not limited to areas used for takeoff, landing and as required taxiing of aircraft. This definition is used in lieu of "movement area" as defined in the Federal Aviation Administration pilot controller glossary. Also called controlled movement area.

Controlled Movement Area Violation Event—An airfield infraction caused by aircraft, vehicles, or pedestrians entering the control movement area without specific air traffic control tower approval. This definition includes runway incursions and infractions caused by communication errors. Refer to DAFMAN 91-223 paragraph 9.1 for reportable hazardous air traffic report reporting procedures and for reportable controlled movement area violation events.

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

(Added-WRIGHTPATTERSONAFB) Emergency Response Vehicles—Any vehicle responding to an airfield emergency (e.g. base operations, fire department, transient alert, medical, security forces, crash recovery, or any vehicle in direct support of saving life or limb).

(Added-WRIGHTPATTERSONAFB) Figure A3.4. (Added) Runway VFR Holdlines and Instrument (Inst) Hold Lines.—/

(Added-WRIGHTPATTERSONAFB) Figure A4.2. (Added) Example ADPM Appointment Letter.—/

(Added-WRIGHTPATTERSONAFB) Figure A7.2. (Added) Training Documentation & Certification Checklist.—/

/—/

(Added-WRIGHTPATTERSONAFB) Figure A8.2. (Added) TDY Personnel/Non—Base Assigned Contractors Training Checklist.

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

(Added-WRIGHTPATTERSONAFB) General Purpose Vehicles—Vehicles of commercial design and manufacture such as pickup trucks, sedans, vans, and electric cars/golf carts.

Government Owned Vehicles—Vehicles that are owned or leased by the United States government.

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

(Added-WRIGHTPATTERSONAFB) Hazardous Air Traffic Report (AF Form 651)—Form used for any runway incursion that endangers an airborne aircraft or an aircraft on the ground.

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

Hot Spot—A location on an airfield (e.g., runway, taxiway) with a history or potential risk of collision or runway incursion, and where heightened attention by pilots, vehicle operators and pedestrians is necessary.

(Added-WRIGHTPATTERSONAFB) Instrument Hold Lines—These markings consist of two solid yellow lines, two feet apart, extending across the width of the taxiway, connected by pairs of solid yellow lines ten feet apart and are used in conjunction with an instrument runway when the INST is active. This is to protect the INST critical area so that an aircraft's instrument reception is not disrupted while in flight. A vehicle may not cross these lines without clearance from the Control Tower any time the weather falls below a ceiling of 800 feet above ground level (AGL) and/or a visibility of two statute miles and at any other time ATC deems necessary.

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

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

Parking Ramp/Apron—Areas where aircraft are parked, loaded and unloaded and serviced between flights. Vehicles and aircraft operate in close proximity in these areas, so it is vital to maintain a safe distance between the 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.

(Added-WRIGHTPATTERSONAFB) Patterson Ground—Air Traffic Control agency controlling aircraft and vehicles on the ground.

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

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

(Added-WRIGHTPATTERSONAFB) Privately Owned Vehicle (POV)—Any vehicle not owned or leased by the U.S. Government. Contractor vehicles are treated as POVs.

Protected Area—The protected area of a surface intended for landing or takeoff include the area inside the runway hold position marking. (e.g., holdline) on paved taxiways or ramps and the designated runway safety area.

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

Restricted Area—An area on the airfield designated for the use by aircraft/equipment requiring security protection level. Marked with signs prior to entering, Red Lines indicate the boundaries.

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

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

(Added-WRIGHTPATTERSONAFB) Runway Environment—The runway, overruns, any taxiway leading to the runway beyond the runway hold line, or within 100 feet of the runway, including grassy areas adjacent to the runway

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

(Added-WRIGHTPATTERSONAFB) Runway Hold Lines—Hold lines are lines painted at least 100 feet from the runway edge. A vehicle may not cross these lines onto a runway without clearance from ATCT. The marking consists of two solid yellow lines (on the side where the vehicle is to wait,) and two dashed yellow lines spaced six inches apart, spanning the width of the taxiway (including shoulders).

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

Operational Error—A failure of the air traffic control system that results in loss of separation.

Pilot Deviation—The action of a pilot that results in the violation of air traffic control instructions, DAF instructions, DAF manuals or Federal Aviation regulations.

(Added-WRIGHTPATTERSONAFB) Runway Incursion/Controlled Movement Area Violation—Entry by an individual, on foot or in a vehicle, into the runway environment, as defined above, without approval from ATCT. All runway incursions/CMAVs will be assigned an operational category (Operational Error, Pilot Deviation or vehicle/pedestrian IAW AFI 13-213).

(Added-WRIGHTPATTERSONAFB) Service Roads—Service roads provide in-field/outfield connections to taxiways, parking aprons, servicing areas, and facilities.

(Added-WRIGHTPATTERSONAFB) Special Purpose Vehicles—Vehicles designed and used for a specific purpose in the course of aircraft servicing and maintenance. Forklifts, K-loaders, tugs, bobcats, multi-purpose servicing units, etc., are included.

(Added-WRIGHTPATTERSONAFB) Taxilane—An aircraft taxi route through or along the edge of an apron is referred to as a taxilane.

(Added-WRIGHTPATTERSONAFB) Taxiway—Taxiways connect the runways of the airfield with the parking and maintenance areas and provide access to hangars, docks and various parking aprons and pads.

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

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

Spot Check—A spot check is conducted randomly for the purpose of enforcement and compliance with airfield driving procedures. Spot checks include but are not limited to the accuracy and currency of the driver's Air Force Form 483 and the availability and currency of the local airfield diagram, Department of the Air Force Visual Aids (e.g., DAFVA 11-240, DAFVA 13-222).

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

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

Unit—For the purpose of this publication, the term unit is equivalent to a squadron, also known as the basic unit in the United States Air Force organizational structure. For the United States Space Force, the term unit is typically equivalent to a Delta. The United States Space Force has squadrons subordinate to Deltas.

Attachment 2

RUNWAY INCURSION PREVENTION WORKING GROUP (RIPWG)

A2.1. Program Objectives. The main objective of a RIPWG is to analyze each runway incursion and corrective actions taken in an effort to prevent future occurrences.

A2.2. Program Scope. A RIPWG is used to evaluate the airfield driving operating procedures and/or standards and airfield configuration (to include signs, marking, lighting) to determine if corrective actions are needed. The RIPWG functional experts assess all pertinent areas that are a part of, or affect, the negative trend or unsafe condition.

A2.3. Attendees. The RIPWG includes Operations Support Squadron Commander, AOF/CC, AFM, wing or garrison ADPM, tower chief controller, wing safety, unit commanders, unit ADPMs and other organizational leadership as determined locally.

A2.4. RIPWG. The RIPWG will:

A2.4.1. Develop strategies to prevent the reoccurrence of runway incursions. **(T-3).** Examples include but are not limited to:

A2.4.1.1. Increase or improve local training or testing materials.

A2.4.1.2. Implement mandatory briefings to all airfield drivers, aircrew and air traffic control personnel, as applicable.

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

A2.4.1.4. Increase penalty for controlled movement area violations.

A2.4.1.5. Alter the shape or increase the size of the controlled movement area.

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

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

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

A2.4.2.3. Painting runway hold position signs on pavement prior to the runway hold position markings. (See Federal Aviation Administration Advisory Circular 150/5340-1, *Standards for Airport Markings*). **Note:** This option requires coordination with civil engineer and wing safety and a work order request to change is implemented uniformly over the entire airfield.

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

A2.4.2.5. Installing runway guard lights if applicable.

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

A2.4.2.7. Installing Location Signs.

A2.4.3. Consider procuring vehicle-tracking devices to include global position system, ground radar, or video surveillance. **(T-3). Note:** Coordinate with major or field command OPR for AO prior to the procurement and/or use of new systems or technology.

A2.4.4. Consider installation of additional FM radio repeaters for air traffic control and the base station or ramp net. **(T-3).**

A2.4.5. Ensure an airfield waiver is processed and approved for non-standard criteria or configuration. **(T-3).**

A2.4.6. Provide a summary of the RIPWG analysis and recommendations during the next Airfield Operations Board. **(T-3).**

A2.4.7. Publish minutes of the RIPWG and provide an informational copy to the major or field command OPR for AO within 30 calendar days. **(T-3).**

Attachment 3

AIRFIELD SIGNS, MARKING, AND LIGHTING

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














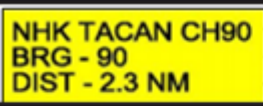







EXAMPLE	TYPE OF SIGN
	Mandatory: Hold position for taxiway/ runway intersection
	Mandatory: Holding position for runway/runway intersection
	Mandatory: Holding position for runway approach area
	Mandatory: Holding position for ILS critical area/precision obstacle free zone
	Mandatory: No entry
	Taxiway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

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

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

Attachment 4

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

Figure A4.1. Unit Airfield Driving Program Manager and Trainer(s) Appointment Letter.

[Date]

MEMORANDUM FOR 213 OSS/OSA

FROM: (Unit Commander Office Symbol)

SUBJECT: Appointment of Unit Airfield Driving Program Managers and Trainers

1. The following individuals are appointed as Unit ADPMs (primary/alternate) and trainers. Individuals have received training in accordance with Air Force Instruction 13-213 and applicable wing/base supplement. Both ADPM and Alt ADPM have the authority to certify personnel are qualified to drive on the airfield and will ensure completion and tracking of all airfield drivers training for unit assigned and temporarily assigned personnel.

NAME/Email	OFFICE SYM	DP	483 # _____
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PRIMARY:**ALTERNATE:**

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

NAME/Email	OFFICE SYM	DP	483 # _____
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3. This letter supersedes all previous letters, same subject.

XXXX X. XXXXX, Lt Col, USAF
Commander

Attachment 5

UNIT AIRFIELD DRIVING PROGRAM MANAGER TRAINING CHECKLIST

Table A5.1. Unit Airfield Driving Program Manager Training Checklist.

UNIT AIRFIELD DRIVING PROGRAM MANAGER CHECKLIST			
SECTION I TRAINEE INFORMATION (Completed by the wing or garrison airfield driving program manager)			
Name: (Last, First, MI)	Grade or Civilian equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II QUALIFICATION TRAINING (Completed by trainee and wing or garrison airfield driving program manager).			
	Date Completed	Trainee Initials	WG ADPM Initials
1. Unit Airfield Driving Program Manager (ADPM) duties and responsibilities.			
2. Appointment of unit trainers.			
3. Runway incursion prevention.			
4. Governing Directives:			
4.1. Air Force Manual 24-306, <i>Operation of Air Force Government Motor Vehicles</i> .			
4.2. AFMAN 91-203, <i>Air Force Occupational Safety Fire and Health Standards</i> , Chapter 24.			
4.3. Department of the Air Force Instruction 21-101, <i>Aircraft and Equipment Maintenance Management</i> , Chapter 11.			
5. Testing requirements to include testing security and compromise.			
6. Color vision testing requirements. See Department of the Air Force Manual 48-123, <i>Medical Examinations and Standards</i> for additional information.			
7. Airfield Driver's Training:			
7.1. Local Qualification.			

7.2. Refresher.			
8. Unit ADPM Continuity Binder.			
9. Reporting, Enforcement, and Violations Consequences.			
10. Vehicle Passes (privately owned and government leased).			
11. Controlled Movement Area (CMA) procedures and training for unit personnel.			
12. Temporarily assigned personnel and Non-based assigned contractors briefing and/or training requirements.			
13. Escort procedures.			
14. Procedures for issuing, revoking and reissuing an AF Form 483, <i>Certificate of Competency</i> .			
15. Participate with the unit ADPM on an actual training session and practical check ride.			
16. AF Form 483 Certificate #:			
SECTION III TRAINING CERTIFICATION (Completed by the unit airfield driving program manager and wing or garrison airfield driving program manager or designated representative).			
Unit Airfield Driving Program Manager			
I have received and completed all of the above training requirements and will comply with Department of the Air Force Instruction 13-213 and wing or base supplement.			
Name: (Last, First, MI):	Grade or Civilian equivalent:	Signature:	Date:
Wing or Garrison Airfield Driving Program Manager			
Name: (Last, First, MI):	Grade or Civilian equivalent:	Signature:	Date:
Note: A local form may be used as long as it includes all information listed above.			

Attachment 6

AIRFIELD MANAGEMENT QUALITY CONTROL MEASURES

A6.1. Airfield Management. Airfield Management should:

A6.1.1. Routinely monitor ramp net radio for proper terminology and phraseology and discipline.

A6.1.2. Conduct random spot checks for enforcement and compliance with **Chapter 3** of this publication and wing and base supplement.

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

A6.2.1. The availability and currency of the local airfield diagram.

A6.2.2. A check of the driver's Air Force Form 483 for accuracy and currency.

A6.2.3. The availability and currency of Air Force Visual Aids (e.g., DAFVA 11-240, DAFVA 13-222)

A6.3. Airfield Management. Airfield Management will:

A6.3.1. Report violations detected during spot checks to the wing or garrison ADPM. **(T-3)**.

A6.3.2. Document actions taken on the AF Form 3616 or electronic equivalent.

A6.4. Wing or garrison ADPM. Wing or garrison ADPM will:

A6.4.1. Report and document results of spot checks in the "status of airfield driving" section of Airfield Operations Board. **(T-3)**.

A6.4.2. Check each unit's airfield driving program for integrity and compliance. **(T-3)**. See **paragraph 2.7.22** for additional information.

A6.4.3. Provide results to the unit's commander in writing and brief at the next quarterly Airfield Operations Board. **(T-3)**.

Attachment 7

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST

Table A7.1. Airfield Driving Training Documentation And Certification Checklist.

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST			
SECTION I - TRAINEE INFORMATION (Completed by the Unit ADPM)			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Unit/Office Symbol or Company Name	Duty Phone
SECTION II - QUALIFICATION TRAINING (Completed by the Trainee and Unit Trainer)			
	Date	Trainee's	Trainer's Initials
1. Trainee possesses a valid (List State of Issue) Driver's License (List restrictions).			
2. Trainee possesses a valid Government Driver's License.			
3. Airfield Driver Classroom Training (as determined locally)			
4. Airfield Driving Qualification Training Checklist/Curriculum. (Completion of this checklist).			
5. Local Airfield Familiarization. Training Outcome(s): Trainee must be familiar with knowledge of the local airfield environment.	Date Completed	Trainee's Initials	Trainer's Initials
5.1. Non-Movement Area Boundary Marking as applicable.			
5.2. Non-Standard Airfield Markings as applicable.			
5.3. Aircraft Arresting Gear Markings as applicable.			
5.4. Locations of airfield Navigational Aids and Visual Approach Aids.			
5.5. Location of Restricted Area and Entry Control Points.			
5.6. Location of Free Zones as applicable.			
5.7. Location of the Fire Department, Air Traffic Control Tower (ATCT) and Airfield Management.			
5.8. Location/use of traffic control device as applicable.			
5.9. Hazardous Jet Blast locations on the airfield.			
5.10. Runway(s) configuration (e.g. dimensions, location, designation). Also, explain and define runway approach end and departure end.			
5.11. Taxiway configuration (e.g. dimensions, location, designation).			
5.12. Controlled Movement Area Boundaries.			

5.13. Congested Areas.			
5.14. Hot Spots as required locally.			
5.15. ATCT and vehicle blind spots.			
6. Local Vehicle Operator Requirements. Training Outcome(s): Trainee must be knowledgeable on local procedures and requirement for operating a vehicle on the airfield.	Date Completed	Trainee's Initials	Trainer's Initials
6.1. Use of perimeter and infield roadways.			
6.2. Lateral distance requirements for mobile obstacles on an apron/ramp and taxiway.			
6.3. Speed limits for vehicles operating on an apron/ramp and taxiway.			
6.4. Procedures for reporting and removing FOD.			
6.5. Restricted visibility and/or night driving.			
6.6. Procedures for operating bicycles, tricycles, etc. on			
6.7. Use of traction control devices as applicable.			
6.8. Emergency Response Vehicle requirements.			
6.9. Vehicle Escort/Convoy driving procedures as applicable.			
7. Practical Day Airfield Familiarization Training. Training Outcome(s): Trainee must be knowledgeable of the airfield environment. At a minimum, the trainee must demonstrate the ability to operate a vehicle to and from their designated work areas.			
7.1. Practical Day Driving Check-ride			
8. Practical Night (as applicable) Airfield Familiarization Training. Training Outcome(s): Trainee must be knowledgeable of the airfield environment. At a minimum, the trainee must demonstrate the ability to operate a vehicle to and from their designated work areas.			
8.1. Practical Night Driving Check-ride (as applicable).			
9. Review Local AFI 13-213 supplement.			
10. USAF Airfield Driving CBT (Date Completed).			
11. Runway Incursion Prevention Training.			
12. Airfield Diagram/Layout Test [Score:]			
13. General Knowledge Test (written) [Score:]			
14. Runway Incursion Prevention Test [Score:]			
15. Communication Test [Score:]			

16. Demonstrate the ability to contact ATCT for approval to enter/exit the CMA . Note: Required for all personnel that require access on or across taxiways, helipad, and aprons located in the CMA.						
17. Demonstrate the ability to contact ATCT for approval to enter/exit the runway . Note: Required for all personnel that require access on or across taxiways, helipad and aprons located in the CMA.						
SECTION III - Color Vision Test for CMA drivers only. (Completed by Hospital/Medical Treatment Facility Optometry)						
Results: Pass / Fail (Circle one)						
Name: (Last, First, MI):			Rank, Civilian Grade or equivalent:	Signature:		Date:
SECTION IV - TRAINER CERTIFICATION (Completed by Authorized Airfield Driving Trainer)						
I certify the trainee has received all required qualification training requirement annotated above.						
Name: (Last, First, MI):			Rank, Civilian Grade or equivalent:	Signature:		Date:
I have received and completed all of the training requirement and will comply with my local base's Airfield Driving AFI 13-213 Supplement instructions. I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement area without approval from the Air Traffic Control Tower (ATCT).						
Name: (Last, First, MI):			Rank, Civilian Grade or equivalent:	Signature:		Date:
SECTION VI - UNIT CERTIFICATION (Completed by Unit Commander or Unit ADPM)						
I certify that the above trainee has successfully completed all training requirements to operate a vehicle on _____						
Check all applicable restrictions and/or special access.						
Ramp Only		Daylight Only	CMA Authorized		Other (Specify):	
Name: (Last, First, MI):			Rank, Civilian Grade or equivalent:	Signature:		Date:
SECTION VII - AIRFIELD DRIVING AUTHORIZATION (Completed by the Wing ADPM or designated						
Approved		Disapproved			AF Form 483#:	
Name: (Last, First, MI):			Rank, Civilian Grade or equivalent:	Signature:		Date:
NOTE: A local form may be used as long as it includes all information listed above.						

Attachment 8

**TEMPORARILY ASSIGNED PERSONNEL/NON-BASED ASSIGNED CONTRACTORS
TRAINING CHECKLIST**

Table A8.1. Temporarily Assigned Personnel/Non-Based Assigned Contractors Training Checklist.

TEMPORARILY ASSIGNED PERSONNEL/NON-BASED ASSIGNED CONTRACTORS TRAINING CHECKLIST			
SECTION I - TRAINEE INFORMATION (Completed by the Unit Airfield Driving Program Manager or Wing Airfield Driving Program Manager)			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Unit/Office Symbol or Company Name	Duty Phone
SECTION II - QUALIFICATION TRAINING (Completed by the Trainee, Unit Airfield Driving Program Manager or Designated Trainer)			
	Date Completed	Trainee's Initials	Trainer's Initials
1. Explain the difference between mandatory/informational local airfield signs.			
2. Explain the different types of airfield marking (i.e. runway, taxiway, apron/ramp). Provide examples of local airfield markings.			
3. Explain the different types of airfield lighting systems (i.e. 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/ramps 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 vehicles maintenance problems.			
SECTION III - TRAINING CERTIFICATION (Completed by Trainee, Unit Airfield Driving Program Manager and Wing Airfield Driving Program Manager, as required)			
TRAINEE			
I have received and completed all of the above training requirements and will comply with Air Force Instruction 13-213 and (if applicable) wing/base supplement. 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):	Rank, Civilian Grade or equivalent:	Signature:	Date:
UNIT AIRFIELD DRIVING PROGRAM MANAGER			
I certify that the above individual has completed all training requirements outlined in Air Force Instruction 13-213 and (if applicable) wing/supplement. Check all applicable restrictions.			
Ramp Only	Daylight Hours	Other (Specify):	
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING AIRFIELD DRIVING PROGRAM MANAGER OR DESIGNATED REPRESENTATIVE (as required)			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
NOTE: A local form may be used as long as it includes all information listed above.			

Attachment 9**AIRFIELD DRIVING PROGRAM CONTINUITY BINDER**

A9.1. TAB A. Unit Airfield Driving Program Manager appointment letter(s). At a minimum, the appointment letter must be signed by the current unit commander or equivalent and on file with the wing or garrison ADPM. (T-3).

A9.2. TAB B. DAFI 13-213, wing or base supplement.

A9.3. TAB C. Annual program assessment results.

A9.4. TAB D. Unit airfield driving program manager training documentation.

A9.5. TAB E. Current list of unit assigned airfield drivers. At a minimum, the list of airfield drivers include the individual's full name, grade (or civilian equivalent), unit, Air Force Form 483 certificate number, restrictions (e.g., daytime or ramp only) and refresher training due date.

A9.6. TAB F. Airfield driving computer based training, training curriculum, test and answer key.

A9.7. TAB G. Unit airfield driving requirements as applicable (e.g., fire trucks, fuel trucks, or k-loaders).

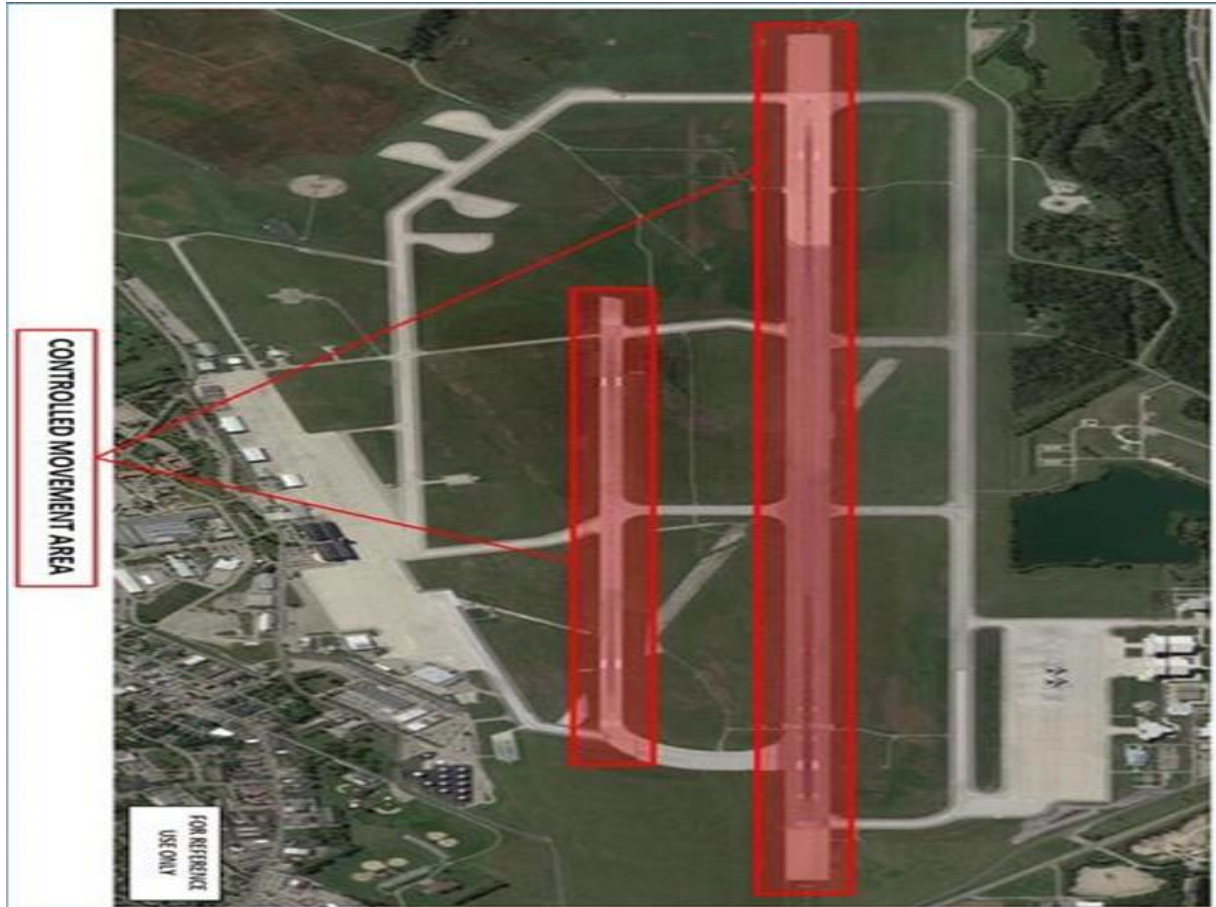
A9.8. TAB H. Airfield violations and corrective actions.

A9.9. TAB I. References (e.g., AFMAN 24-306, Section 12; AFMAN 91-203, Chapter 24; and DAFI 21-101, Chapter 11).

A9.10. TAB J. Miscellaneous information (e.g. Meeting Minutes, Digest Articles, RIPWG).

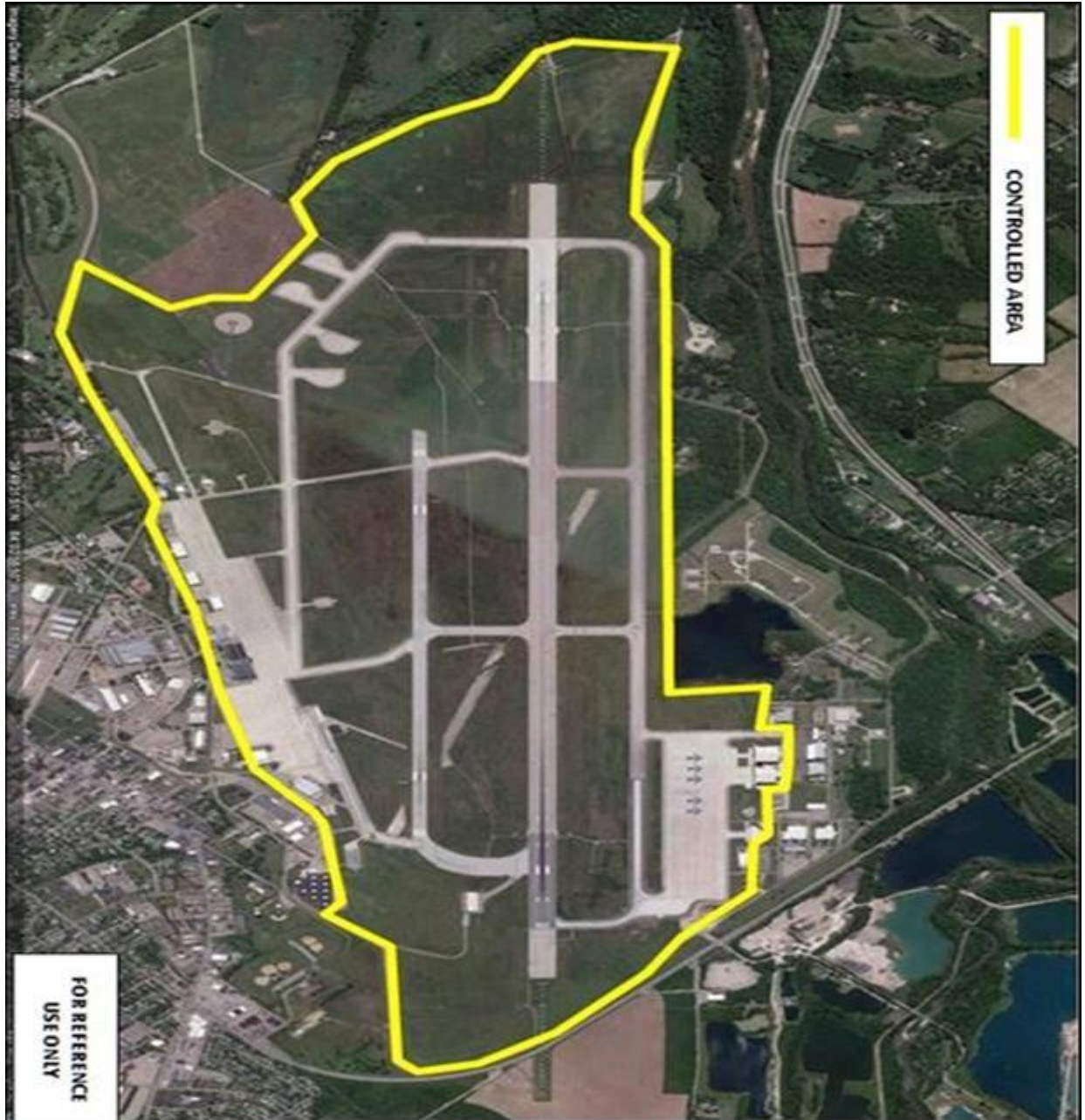
Attachment 11 (Added-WRIGHTPATTERSONAFB)
CONTROLLED MOVEMENT AREA

Figure A11.1. (WRIGHTPATTERSONAFB) Controlled Movement Area.



Attachment 12 (Added-WRIGHTPATTERSONAFB)
AIRFIELD CONTROLLED AREA

Figure A12.1. (WRIGHTPATTERSONAFB) Airfield Controlled Area.



Attachment 13 (Added-WRIGHTPATTERSONAFB)

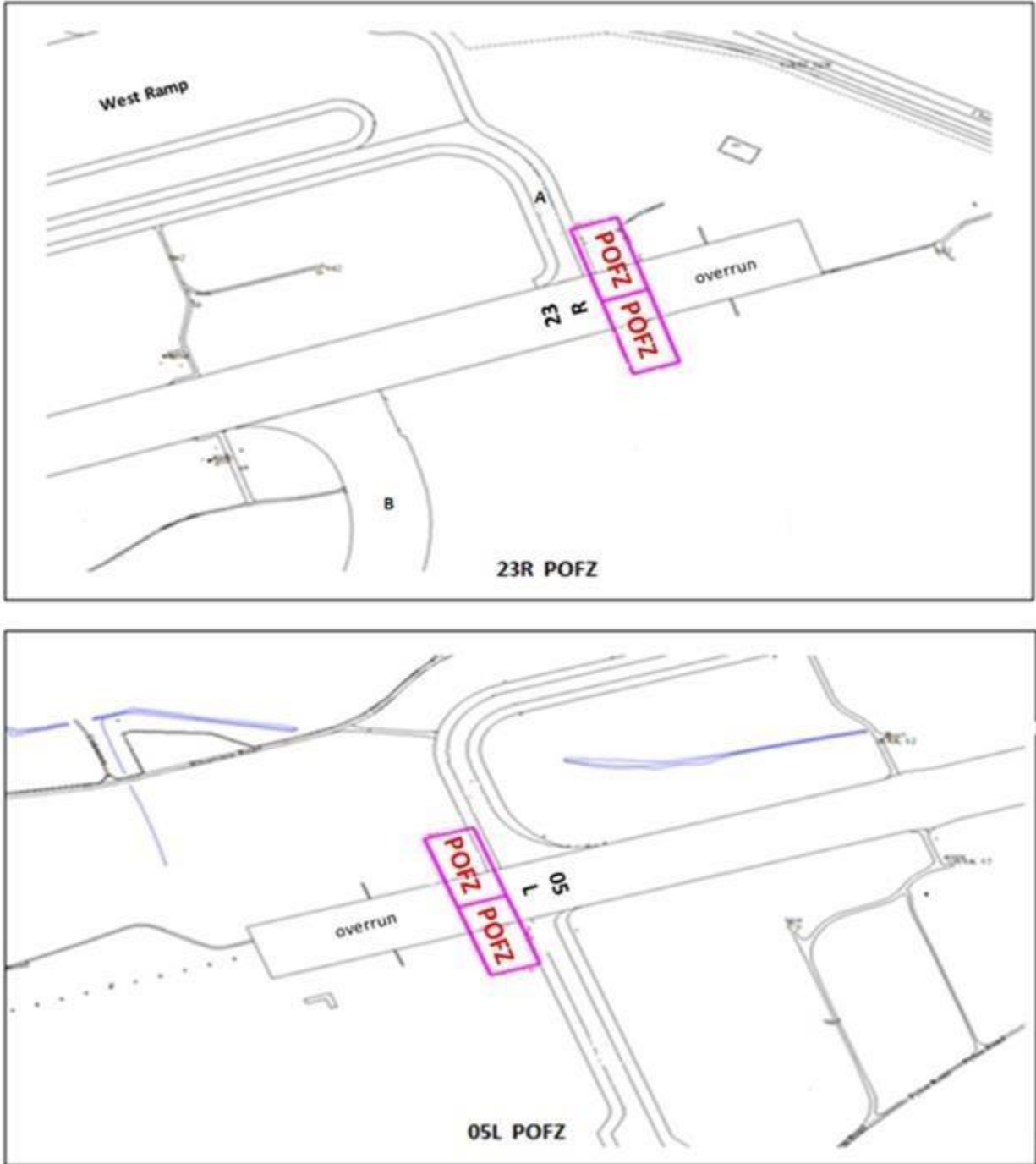
EAST RAMP

Figure A13.1. (WRIGHTPATTERSONAFB) North End of East Ramp South End of East Ramp.



Attachment 15 (Added-WRIGHTPATTERSONAFB)
PRECISION OBSTACLE FREE ZONES (POFZ)

Figure A15.1. (WRIGHTPATTERSONAFB) Precision Obstacle Free Zones (POFZ).



Attachment 16 (Added-WRIGHTPATTERSONAFB)

SAMPLE POV PASS REQUEST LETTER

Figure A16.1. (WRIGHTPATTERSONAFB) Sample POV Pass Request Letter.



DEPARTMENT OF THE AIR FORCE
 HEADQUARTERS 88TH AIR BASE WING (AFMC)
 WRIGHT-PATTERSON AIR FORCE BASE OHIO

(Date)

MEMORANDUM FOR 88 OSS/OSAM

FROM: (your organization)

SUBJECT: Request for Permanent/Temporary Personally Owned Vehicle (POV) Pass

1. A POV pass is requested for the following individual(s):

a. Name:	SMSgt Deere, John Q
b. Unit:	88 OSS
c. Duty Phone:	257-5555
d. Vehicle Make:	Honda
e. Vehicle Model:	Accord
f. Vehicle Year:	2014
g. Vehicle Color:	Silver
h. License # & State:	OH/ABC-123
i. AF IMT 483#	OSS-020
j. Airfield Driving Refresher Next Due:	21 Oct 16
k. AF Form 1199, Entry Control Card?	Yes
l. Area of Operation:	East Ramp

2. Justification: Due to the shortage of government vehicles, a vehicle pass is requested to allow SMSgt Deere to access the airfield in performance of mission essential duties only.

3. This pass is requested today through 31 Dec 15. It is understood that a new request for a POV pass must be resubmitted at the expiration of the current pass.

4. If you have any questions please contact SMSgt Greene at 257-5555.

ADPM or Commander's Signature Block

Attachment 17 (Added-WRIGHTPATTERSONAFB)

SAMPLE SUSPENSION/REVOCAION OF AIRFIELD DRIVING PRIVILEGES

Figure A17.1. (WRIGHTPATTERSONAFB) Sample Suspension Revocation of Airfield Driving Privileges.



DEPARTMENT OF THE AIR FORCE
SQUADRON LETTERHEAD (AFMC)
WRIGHT-PATTERSON AIR FORCE BASE OHIO

MEMORANDUM FOR UNIT COMMANDER

FROM: 88 OSS/OSAM

SUBJECT: Suspension/Revocation of Airfield Driving Privileges

1. The following individual has had their airfield driving privileges suspended/revoked for a minimum of 30 days IAW AFI 13-213, 3.2.8. and WPAFBI 13-213, 6.5.
2. The reason for suspension/revocation of airfield driving privileges is due to (explain in detail airfield driving violation).
3. After (mandated suspension period) the individual may have their airfield driving privileges reinstated provided that they have completed remedial airfield drivers training and certification is conducted by the unit ADPM. Upon completion of mandated suspension and retraining/certification, the Unit Commander must recommend in writing to 88 OSS/OSAM that the individual's airfield driving privileges are reinstated IAW WPAFBI 13-213, 6.2.
4. If SrA Doe is considered mission essential, a written request may be submitted to the 88 ABW/CC to request immediate reinstatement of airfield driving privileges IAW AFI 13-213, 2.3.2 and WPAFBI 13-213, 6.2.2.

XXXX X. XXXXX, GS-11, DAF
Assistant Airfield Manager

Attachment 18 (Added-WRIGHTPATTERSONAFB)

SAMPLE REQUEST FOR EARLY REINSTATEMENT OF AIRFIELD DRIVING PRIVILEGES (FOR MISSION ESSENTIAL PERSONNEL)

Figure A18.1. (WRIGHTPATTERSONAFB) Sample Request for Early Reinstatement of Airfield Driving Privileges (for Mission Essential Personnel).



DEPARTMENT OF THE AIR FORCE
 SQUADRON LETTERHEAD (AFMC)
 WRIGHT-PATTERSON AIR FORCE BASE OHIO

MEMORANDUM FOR 88 ABW/CC

FROM: UNIT/CC

SUBJECT: Request for Reinstatement of Airfield Driving Privileges

1. On (date) SrA John Q. Doe had his/her airfield driving privileges suspended/revoked for 30 days (or other time period) due to committing a Controlled Movement Area Violation.
2. SrA Doe is considered mission essential as he/she is the only qualified (complete justification). IAW AFI 13-213, 2.3.2. and WPAFBI 13-213, 2.1.2. and 6.2.2., I am requesting that airfield driving privileges are reinstated for SrA Doe following remedial training and certification.
3. Identify procedures to ensure there will not be a reoccurrence of the violation.
4. If there are any questions please contact the unit ADPM.

UNIT COMMANDER, Lt Col, USAF
 Commander

1st Ind, 88 ABW/CC

MEMORANDUM FOR UNIT/CC

Approved/Disapproved

88 ABW COMMANDER, Col, USAF
 Commander

Attachment 19 (Added-WRIGHTPATTERSONAFB)

SAMPLE REQUEST FOR REINSTATEMENT OF AIRFIELD DRIVING PRIVILEGES

Figure A19.1. (WRIGHTPATTERSONAFB) Sample Request for Reinstatement of Airfield Driving Privileges.



DEPARTMENT OF THE AIR FORCE
SQUADRON LETTERHEAD (AFMC)
WRIGHT-PATTERSON AIR FORCE BASE OHIO

MEMORANDUM FOR 88 OSS/OSAM

FROM: UNIT/CC

SUBJECT: Request for Reinstatement of Airfield Driving Privileges

1. On (date) SrA John Q. Doe had his/her airfield driving privileges suspended/revoked for 30 days (or other time period) due to committing a (state violation, i.e. Controlled Movement Area Violation).
2. Request immediate reinstatement of airfield driving privileges. SrA Doe has completed all mandatory remedial airfield drivers training and certification was conducted by the unit ADPM.
3. If there are any questions please free to contact the unit ADPM.

UNIT COMMANDER, Lt Col, USAF
Commander

1st Ind, 88 OSS/OSAM

MEMORANDUM FOR UNIT/CC

Approved/Disapproved

XXXX X. XXXXX, GS-11, DAF
Assistant Airfield Manager

Attachment 20 (Added-WRIGHTPATTERSONAFB)

VEHICULAR CALL SIGNS

Figure A20.1. (WRIGHTPATTERSONAFB) Vehicular Call Signs.

The most commonly used airfield call signs are listed below:

CALL SIGN	UNIT/DUTY POSITION
AEROMED-(number)	445 AES Personnel
AGE-(number)	Aircraft Ground Equipment Personnel
AIRFIELD-1, 2	Airfield Manager, Assistant Airfield Manager
AIRFIELD-3, 4, 5	Airfield Management Vehicles
AIRFIELD OPS	Airfield Management Operations, "Base Ops" net
ATCAL-(number)	ATCAL Maintenance Personnel
BARRIER-(number)	Barrier Maintenance Personnel
BLOWER-(number)	Snow Blower Operator
BROOM-(number)	Snow Broom Operator
CHIEF-(number)	Fire Chief
CRASH-(number)	Fire Response Vehicles
ENGINE-(number)	Fire Response Vehicles
EQUIPMENT-(number)	88 CES Heavy Equipment Vehicle(s)
FREIGHT-(number)	Air Freight Vehicles
HAVOC-(number)	445 AW Safety
KNIGHT-1, 2, 3	88 OSS/CC, OSS/DO, AOF/CC
LADDER-(number)	Fire Response Vehicles
LEX-(number)	Airfield Lighting
MEDIC-(number) or MEDIC BUS-1	Medical Emergency Response Vehicle(s)
MIKE-(number)	445 MXS Maintenance Personnel
NITRO-(number)	Explosive Ordinance Disposal Personnel
NVG-1	89 AS NVG Operations Support Personnel
NVG DRIVER	89 AS NVG Driver (lighting set-up/removal)
OPS-(number)	Motorpool Aircrew Driver
PATTERSON GROUND	Air Traffic Control Tower
PEG-(number)	88 CES Pavement and Grounds
PEST-(number)	Entomology
PLOW-(number)	Snow Plow Operator
RAMP-(number)	87 APS Ramp Personnel
REDD-(number)	Fuels Personnel
RESCUE-(number)	Fire Response Vehicles
SAFETY-(number)	88 ABW Safety representative
SIERRA-(number)	88 SFS Patrols
SNOW-1	Snow & Ice Control Shift Supervisor
SWEEPER-(number)	Airfield Sweeper
TATTOO-1	88 OSS Director, Special Operations
TOW-(number)	445 AMXS Aircraft Tow Vehicles
TRACTOR-(number)	Airfield Mowers
TRAINING-1, 2	88 SFS Training
VICTOR-(number)	445 AMXS Maintenance Personnel
WILDLIFE-1, 2	USDA Wildlife Biologists

Attachment 21 (Added-WRIGHTPATTERSONAFB)

EXAMPLE AF FORM 483

Figure A21.1. (WRIGHTPATTERSONAFB) Example AF Form 483.

CERTIFICATE OF COMPETENCY		CERTIFICATE NO. MXS-002	← CERTIFICATE # ASSIGNED BY UNIT ADPM FOR TRACKING
NAME (Last, First, Middle Initial) Driver, John A.		DATE 20150921	← COMPLETION DATE OF INITIAL TRAINING REQUIREMENTS
COMMAND AFMC	INSTALLATION WPAFB		← DO NOT CHANGE
HAS SUCCESSFULLY COMPLETED THE PRESCRIBED COURSE OF INSTRUCTION AND/OR PRACTICAL TEST AS REQUIRED BY CURRENT DIRECTIVES AND IS DEEMED QUALIFIED TO PERFORM THE DUTIES OF Airfield Driver - E/W Ramp & Taxiways Only			← LIST APPLICABLE RESTRICTIONS (SAME AS DOCUMENTED ON TRAINING & CERTIFICATION CHECKLISTS)
TYPED NAME, TITLE AND ORGN Wing ADPM or designated rep. 88 OSS/OSAM	SIGNATURE		← WING ADPM or DESIGNATED REP. SIGNATURE ONLY

AF FORM 483, 19850201 (IMT-V1)

REFRESHER TRAINING		
DATE	INSTRUCTOR	DATE REFRESHER
20160920	<i>Unit ADPM or Trainer Signature</i>	20170920

ANNUAL REFRESHER TRAINING COMPLETED → ← REFRESHER TRAINING NEXT DUE

AF FORM 483, 19850201 (REVERSE) (IMT-V1)

Attachment 22 (Added-WRIGHTPATTERSONAFB)

SAMPLE ANNUAL VALIDATION OF AUTHORIZED AIRFIELD DRIVERS

Figure A22.1. (WRIGHTPATTERSONAFB) Sample Annual Validation of Authorized Airfield Drivers.

DEPARTMENT OF THE AIR FORCE
UNIT LETTERHEAD

DATE

MEMORANDUM FOR 88 OSS/OSAM

FROM: UNIT CC or ADPM

SUBJECT: Annual Validation Letter

If ALL unit airfield drivers are NON-CMA ONLY:

I validate that the number of unit personnel currently authorized to drive on the airfield is the absolute minimum necessary to accomplish the mission.

OR, If ANY unit airfield drivers have CMA Access:

I validate that the number of unit personnel currently authorized to drive on the airfield is the absolute minimum necessary to accomplish the mission to include individuals required to enter or cross the CMA due to (justification for CMA access). I also validate that individuals certified to operate in the CMA limit their access on or across the runway(s) to mission essential duties only.

Unit ADPM or Commander Signature

