This instruction implements Air Force Policy Directive 13-2, *Air Traffic, Airfield, Airspace, and Range Management*. It establishes the Airfield Driver Training Program in accordance with AFI 13-213, *Airfield Driving*, and contains requirements and procedures for safe vehicle operation and control on the airfield, ramp, taxiways, and runways. This instruction provides general guidance for operating vehicles on the airfield and is not intended as a comprehensive, definitive document that applies to all airfield driving situations. Units that have unique requirements and equipment are strongly encouraged to supplement this instruction with unit or section operating instructions. This instruction does not take priority over more restrictive technical orders or technical data. This instruction applies to all wings, base, base tenant organizations, and base-sponsored contractors authorized to operate vehicles on the airfield.

Ensure that all records created as a result of process prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) located at [https://www.my.af.mil/gcss-af6la/afrims/afrims/](https://www.my.af.mil/gcss-af6la/afrims/afrims/). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional’s chain of command.
SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This version incorporates changes directed by the revised governing instruction AFI 13-213, Airfield Driving. Major changes include: driver training and testing requirements, vehicle call sign changes, airfield diagram, Control Movement Area(CMA), Control Movement Area Violation(CMAV) penalties and changes to prescribed form OSAA Form 7, Request for Issue of Airfield Cone/Placard.

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Chapter 1

RESPONSIBILITIES

1.1. Concept:

1.1.1. Airfield Management (305 OSS/OSAA) is the (OPR) for the Airfield Driving Program. The Deputy Airfield Manager trains and certifies each primary and alternate unit Airfield Driving Program Manager (ADPM) as well as develops the training program that unit ADPMs utilize when training unit personnel. The ADPMs train and certify, at unit commander discretion, any additional unit airfield driving trainers as well as unit personnel required to operate a vehicle on the flight line to fulfill mission requirements.

1.1.2. Only properly trained and certified personnel will drive on the McGuire airfield. This requirement applies to all military and civilian employees who are assigned to or visiting the base, and applies to drivers of military, commercial, or privately owned vehicles (POV).

1.1.3. The host unit administers airfield driver training for TDY military and civilian personnel performing unit specific duties. OPRs, designated points of contact, and project officers will contact the appropriate host ADPMs to coordinate airfield driving training. Airfield Management will provide guidance and training for non-unit specific TDY military and civilian personnel.

1.1.4. This airfield driving instruction is not inclusive. For further information, reference AFI 13-213 Airfield Driving.

1.2. Responsibilities:

1.2.1. 305th Wing Commander (305 AMW/CC):

1.2.1.1. Designates personnel and agencies to support the airfield driving program (ADP).

1.2.1.2. May reinstate airfield driving privileges in writing to perform mission essential duties following suspension/revocation of base driving privileges. Authority must not be delegated.

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

1.2.1.4. Reviews runway incursion incidents and corrective actions taken.

1.2.2. 305th Operations Group Commander (305 OG/CC).

1.2.2.1. Reviews Controlled Movement Area Violations (CMAV) and corrective actions taken.

1.2.2.2. Implements and chairs a Runway Incursion Prevention Working Group (RIPWG) if there are more than two runway incursions within a six month period. Note: The RIPWG shall convene within 30 days after the second runway incursion.

1.2.2.2.1. The RIPWG will include OSS/CC, AOF/CC, Airfield Manager (AFM), Wing ADPM, Tower Chief Controller, Wing Safety, Unit Commanders and/or unit ADPMs, and other organizational leadership as determined locally. RIPWG shall take the following actions:
1.2.2.2.1.1. Analyze each runway incursion and corrective actions taken.
1.2.2.2.1.2. Evaluate the airfield driving operating procedures/standards and airfield configuration (to include signs/marking/lighting) to determine if corrective actions are needed.
1.2.2.2.1.3. Develop strategies to prevent the reoccurrence of runway incursions.
1.2.2.2.2. When held, provide a summary of the RIPWG’s analysis and recommendations during the next Airfield Operations Board (AOB).
1.2.2.2.3. Publish minutes of the RIPWG and provide an informational copy to AMC A3/AP for AO within 30 calendar days.

1.2.3. **Unit Commander or equivalent.**

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

1.2.3.1.1. Unit ADPMs must be at least SSgt/7-level or above, or civilian equivalent unless manning constraints absolutely prohibit; then use most qualified SSgt/5-level or civilian equivalent available. **Note:** The responsible Group Commander (or equivalent), is delegated authority to waive this requirement. Forward a copy of the waiver to the Wing ADPM.

1.2.3.1.2. Ensures a replacement unit ADPM is appointed in writing and trained by the Wing ADPM at least 30 days prior to releasing the current unit ADPM.

1.2.3.2. Ensures unit ADPMs can satisfactorily manage the number of airfield drivers within their organization. Large organizations should consider having more than one unit ADPM to provide effective program management and quality training, thus reducing the potential for airfield driving violations and runway incursions. Conversely, small organizations (e.g. normally a flight level or smaller) can combine and or consolidate their ADP with a unit.

1.2.3.3. Appoints unit airfield driving trainers in writing to conduct and document practical day and night (as applicable) airfield familiarization training and the practical driving test as outlined in this ADI. 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 2 for an example appointment letter.

1.2.3.4. Include out-processing with the unit ADPM as part of the squadron out-processing checklist. This will ensure proper tracking of personnel assigned and authorized to drive on the airfield within the AMC Airfield Driving database.

1.2.4. **McGuire Field ADPM/Deputy Airfield Manager (DAFM).**

1.2.4.1. Acts as the Wing ADPM to provide overall ADP management and oversight for airfield drivers at McGuire Field.
1.2.4.2. Trains and certifies unit ADPMs using Unit ADPM Training Checklist. (Attachment 3)

1.2.4.3. Monitors unit airfield driver training programs for effectiveness.

1.2.4.4. Conducts daily spot checks to enforce and monitor compliance with airfield driving procedures.

1.2.4.5. Reports and documents results of spot checks in the “status of airfield driving section of the Airfield Operations Board (AOB).”

1.2.4.6. Monitors radios for proper radio terminology/phraseology and discipline.

1.2.4.7. Conducts semi-annual review of unit test for compliance.

1.2.4.8. Inspects each unit ADP for integrity and compliance with the ADI at least annually (every 12 months) using ADP self-inspection checklist. (Attachment 4) Results are briefed to the 305 OSS/CC, the unit commander and briefed at the next quarterly AOB.

1.2.4.8.1. Provides an annual inspection schedule to unit ADPM’s to advise units what month they will be inspected.

1.2.4.8.2. Provides a written memorandum documenting inspection results for the OSS/CC to send to the inspected unit CC.

1.2.4.8.3. Unsatisfactory results will require a follow-up inspection 30 days after the initial inspection.

1.2.4.9. Briefs all Controlled Movement Area Violations (CMAV) at the quarterly AOB.

1.2.4.10. Notifies 305th Wing Safety (305th AMW/SE) of all CMAV’s in a timely manner.

1.2.4.11. Revokes/suspends airfield driving privileges as necessary. In the event of an airfield driving revocation/suspension, informs the member’s unit commander and unit ADPM.

1.2.4.12. Validates the need for airfield access of non-base assigned individuals such as contractors working on the airfield, commercial delivery vehicle drivers, and POV drivers assigned to the base who have immediate and temporary need to drive on the airfield and do not have access to a GOV. Once the need is validated, individuals are trained, and information is annotated on McGuire Airfield Driving Briefing for Contractors and TDY Personnel Letter. An AF IMT 483 is issued authorizing limited airfield access.

1.2.4.12.1. AF IMT 483 will be issued for the expected duration of the contract based on contract completion date in the contract.

1.2.4.13. Conducts semi-annual meetings with unit ADPM’s.

1.2.4.14. Utilizes the ADTP mass email function to educate, inform and update personnel on airfield changes and trends. Other approaches (base paper, commander’s access channel (TV), e-mail advisories, unit briefings) may also be used.
1.2.4.15. Conducts a review of the ADI to include procedural guidance, training/testing materials, diagrams, figures, and any other supportive information for currency and accuracy at least annually. Use a Memorandum for Record (MFR), log, or electronic equivalent to document ADI program review and maintain a file copy in accordance with Air Force RDS, Table 13-06, Rule 4.00.

1.2.5. **Unit ADPM.**

1.2.5.1. Must be trained and certified to drive on the airfield by the current ADPM or designated representative. Schedule training for replacement unit ADPM with the current ADPM at least 30 days prior to relinquishing duties.

1.2.5.2. Maintains an ADP Continuity Binder or electronic equivalent in the TAB format below.

   1.2.5.2.1. Tab A: ADPM appointment letter and Certificate of Training.
   1.2.5.2.2. Tab B: Airfield Driving Instruction (ADI).
   1.2.5.2.3. Tab C: Annual Inspection Results.
   1.2.5.2.4. Tab D: Airfield Drivers Training Documentation.
   1.2.5.2.5. Tab E: Current list of unit assigned airfield drivers.
   1.2.5.2.6. Tab F: Training Curriculum/Materials, Written Test/Airfield Diagram Test/Answer Keys.
   1.2.5.2.7. Tab G: Unit airfield driving safety requirements as applicable.
   1.2.5.2.8. Tab H: Airfield Violations/Corrective actions.
   1.2.5.2.9. Tab I: References (e.g., AFMAN 24-306, Manual for Wheeled Vehicle Driver Chapter 20 and AFOSHSTD 91-100, Aircraft Flight Line – Ground Operations and Activities Chapter 6, AFI 21-101, Aircraft and equipment Maintenance Management, etc) **NOTE:** References may be paper or electronic copy. **NOTE:** If any of the above information is maintained elsewhere, use DD Form 2861, Cross Reference to identify location.

1.2.5.3. Administers the unit airfield driver’s training program according to AFI 13-213 Airfield Driving and this ADI.

1.2.5.4. Ensures unit personnel complete all the required airfield driver’s training and certification (see **Attachments 5 & 6**).

   1.2.5.4.1. Individuals not receiving night orientation/training check rides will have their AF IMT 483’s restricted to daylight operations only. **NOTE:** Even if an individual normally only works “dayshifts”, keep in mind that in the winter months it will be dark for periods during the hours of 0730-1630L.

1.2.5.5. A 25 question unit test will be taken via the Web Based Airfield Drivers Training Program. Access/link will be provided by Airfield Management. The test must be administered (closed book) to all personnel who drive on McGuire airfield. Passing grade for the test is 80%.
1.2.5.6. Reviews Airfield Driving Training Program (ADTP) database at least quarterly. Ensure all personnel are completing training in reasonable time and personnel in the system still have a need to drive on the airfield. Personnel who do not complete all training within 90 days will be removed from the system and will start the training again.

1.2.5.6.1. Unit ADPM will determine the level of access needed for their unit’s mission. This will be annotated on AF IMT 483 as a restriction.

1.2.5.7. Provides annual refresher training for assigned unit personnel. Annual refresher training for airfield driving will documented on reverse side of AF IMT 483 automatically via the ADTP web site.

1.2.5.7.1. ADPM will ensure all training is complete and a new AF IMT 483 is issued.

1.2.5.8. Ensures all unit personnel have a valid state and government driver’s license. Ensure all unit personnel are certified to drive special use vehicle(s) required for airfield duties.

1.2.5.9. Ensures personnel who need to use their POV for airfield access, comply with paragraphs 3.2 - 3.5 to obtain an airfield cone/placard. NOTE: All airfield cones/placards will be returned to Airfield Management when individuals PCS, separate, or no longer require access to the airfield.

1.2.5.9.1. Maintains a list of all unit personnel issued an airfield cone or placard. Forward a copy of the list to 305 OSS/OSAA, Deputy Airfield Manager no later than the 5th of January, April, July and October.

1.2.6. Airfield Management (AM), 305 OSS/OSAA.

1.2.6.1. As the Office of Primary Responsibility (OPR) for the ADP for 305 AMW, the DAFM or civilian equivalent acts as the Wing ADPM.

1.2.6.2. Conducts random spot checks for enforcement and compliance with the ADI in conjunction with periodic airfield checks.

1.2.6.3. Responds to reported or suspected airfield driving violations. At a minimum, AM personnel will:

1.2.6.3.1. Escort individuals off of the airfield.

1.2.6.3.2. Confiscate individuals AF IMT 483.

1.2.6.3.3. Request a written statement from individuals and forwards to the Wing ADPM, AFM, and AOF/CC.

1.2.7. Air Traffic Control Tower (ATCT).

1.2.7.1. Controls all aircraft, vehicle, and approved pedestrian traffic on the CMA by two-way radio communications or, in the event of lost communications, by light gun signals. If use of light gun signals is unsuccessful when controlling vehicle or pedestrian traffic, contact AM to have vehicle and/or pedestrian traffic escorted off the CMA.
1.2.7.2. Reports known CMA violations and problems with vehicle operator radio communications to AM. Assists AM in identifying and locating unauthorized personnel and vehicles on or near the CMA.

1.2.7.3. Report any visual blind spots to Airfield Management.

1.2.7.4. Participates in the RIPWG.

1.2.8. **87th ABW Safety (SE).**

1.2.8.1. Coordinates on local directives and/or operating instructions that establish vehicle traffic flow patterns and vehicle parking plans on the airfield.

1.2.8.2. Coordinates on lesson plans and tests for vehicle operations on the airfield. (Reference AFOSHSTD 91-100, Chapter 6).

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

1.2.8.4. Reviews CMA violations for trends.

1.2.9. **87th Security Forces Squadron (SFS).**

1.2.9.1. Monitors airfield vehicle operations for ADI compliance.

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

1.2.9.3. Ensures unauthorized vehicles are prohibited from operating on the airfield and informs AM of violations.

1.2.9.4. Detains all unauthorized Privately Owned Vehicles (POVs) driving on the airfield and notifies AM.

1.2.9.5. Assists in escorting violators (as needed) to AM and issues appropriate citations for violations.

1.2.9.6. Provides assistance when requested by AM or the ATCT to apprehend airfield driving violators and remove unauthorized persons from the airfield.

1.2.9.7. Complies with all procedures outlined for entry into the CMA.

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

1.2.10. **87th ABW Medical Group.**

1.2.10.1. Conduct necessary color vision testing to determine if individuals can distinguish between red, green, white, yellow and blue (see *Attachment 9* for AFSC’s exempt from color vision testing).
Chapter 2

TRAINING & CERTIFICATION

2.1. Procedures for Obtaining an Airfield Driving Certificate of Competency (AF IMT 483).

2.1.1. All base assigned (military, DoD Civilian, Contractor, etc.) personnel operating a vehicle on the airfield must complete all training items outlined in Attachment 5 in the ADTP. Exception, daylight only drivers do not require nighttime orientation training.

2.1.2. TDY and short-term contractors must complete all training items outlined in Attachment 7.

2.1.3. Operators must possess a valid state driver’s license.

2.1.4. The DAFM or designated representative is the only individual authorized to issue AF IMT 483 on McGuire AFB.

2.1.5. Any restrictions must be annotated on the AF IMT 483.

2.1.5.1. Individuals that do not complete a nighttime airfield orientation will have their AF IMT 483 annotated with “Daylight Hours Only”.

2.1.5.2. Individuals whose duty requirements (as determined by their squadron Commander) would not require them to ever enter the CMA will have their AF IMT 483 annotated with “Non-CMA”. NOTE: While normal day-to-day operations may not require entering the CMA, other circumstances that may require entering the CMA should be considered (i.e. blown tires, tow teams for disabled aircraft, etc).

2.2. Training Criteria.


2.2.2. Unit ADPM’s will have their personnel log onto the ADTP web site https://private.amc.af.mil/adtp/login.aspx to start airfield drivers training. This program has all the required training items outlined IAW AFI 13-213. Unit ADPM’s or designated trainers will certify personnel as training is completed. NOTE: Personnel without CAC access will receive the power point presentation from the Unit ADPM.

2.2.3. Unit ADPM’s should develop unit specific airfield driving classroom training.

2.3. Testing.

2.3.1. Trainees will take a unit test developed and administered by the unit ADPM on the ADTP web site. Unit ADPMs will enable the unit test located in Step 3 of the ADTP.

2.3.1.1. Unit ADPM’s will set the passing score on the unit test to 80% within the ADTP training site. Once the test has been reviewed, send the trainee to the next step. Add a comment in the trainees block stating score received and all test questions have been reviewed.
2.3.2. Trainees will take a 25 question closed book wing test developed by the Wing ADPM and AMC through the ADTP web site. Test results will be recorded and maintained in the ADTP web site. Only Wing ADPMs will enable the wing test located in Step 4 of the ADTP. At a minimum this test will include:

2.3.2.1. Five Communication questions with a minimum passing score of 100%. At a minimum, include the following areas:
   2.3.2.1.1. Basic communication principles.
   2.3.2.1.2. Phonetic Alphabet.
   2.3.2.1.3. Standard aviation phraseology.
   2.3.2.1.4. Escort phraseology/rules.
   2.3.2.1.5. A simulation of radio communications between a vehicle operator and ATCT. For example, initial radio contact, crossing active runway, hold short instructions, etc.

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

2.3.2.3. General Knowledge Test. Develop a written general knowledge test on the ADI with at least 10 questions and a passing score of 80%, (corrected to 100%).

2.3.3. Airfield Diagram/Layout Test. Test consists of a blank diagram of the airfield consisting of all taxiways, runways, and other prominent features must be labeled. Minimum passing score is 100%.

2.3.4. Test Failure. Individuals must wait a minimum of 24 hours to retest.
   2.3.4.1. 1st Failure: Unit ADPM should review test results with the individual.
   2.3.4.2. 2nd Failure: Unit ADPM will review test results with the individual. Additionally, Unit ADPM will assign and conduct remedial training at their discretion.
   2.3.4.3. 3rd Failure: Unit ADPM will notify unit Commanders and provide recommendations for further actions.

2.4. Annual Refresher Training/Testing Requirements.

2.4.1. Annual refresher training/testing consists of reviewing the FAA Communications Best Practices, completion of the Airfield Driving CBT and a 25 multiple choice test through the ADTP web site. Minimum passing score is 80%. However, the test will consist of at least five runway incursion prevention questions with a minimum passing score of 100%. Reference para 2.3.4 for test failure.

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

2.4.3. The unit ADPM ensures Airfield Driving CBT and local refresher training is complete. Drivers can print their license through the ADTP web site after training and testing is complete. If unable to print license, see your unit ADPM.
2.4.4. If annual refresher training is not accomplished prior to expiration, see para 4.2.6.5.

2.5. Color Vision Requirements.

2.5.1. Military personnel training for driving on the CMA must have a color vision test completed by the 87th Medical Group.

2.5.2. Prospective airfield drivers must be able to distinguish between color red, green, white, yellow and blue.

2.5.3. Vehicle operators who do not pass the color vision test will not be authorized to operate on the airfield. **Exception:** The Airfield Manager may waive the requirement for an individual if unit Commanders deems them critical to the mission accomplishment. This would be for “limited access only”, and under no circumstances would they be granted authorization to drive into the CMA.

2.5.3.1. **EXCEPTION TO TESTING:** Career fields requiring a color vision before entry (i.e. Air Traffic Control, Flying Positions, Maintenance, etc.) do not need to retest. Previous test results must indicate the member is able to distinguish red, green, white, yellow, and blue. The individual must provide official documentation of results from the appropriate Medical Group to program manager for verification.

2.5.4. For civilian employees, a color vision test will be listed as a requirement for employment. The color vision exam will be accomplished in the pre-employment exam. If the member fails the color vision test, he/she will be referred to optometry to determine the level of deficiency.
Chapter 3

OPERATING PROCEDURES AND STANDARDS


3.1.1. Airfield Management monitors and controls all policies and procedures applicable to the operation of vehicles on the airfield.

3.1.2. Vehicle operators must have a current state driver’s license, an AF IMT 483 digitally signed by the Wing ADP or designated representative, and a local airfield diagram in their possession before driving on the flight line.

3.1.3. Units sponsoring TDY personnel or Non-based assigned contractors are responsible for providing training or an escort that possesses a valid AF IMT 483.

3.2. Operating a vehicle on the CMA.

3.2.1. No vehicle operator or pedestrian may enter the CMA without specific approval from the ATCT. However, vehicles and/or pedestrians may be escorted into the CMA by another vehicle and/or pedestrian that has two-way radio contact with the ATCT. The controlled movement area at McGuire consists of:

3.2.1.1. Runway 18/36 and 100’ from the runway edge on either side of the runway. The CMA is designated by VFR hold lines and vehicle access road stop bars in these areas.

3.2.1.2. Runway 6/24 and 100’ from the runway edge on either side of the runway, to include the overruns. The CMA is designated by VFR and IFR hold lines and vehicle access road stop bars in these areas.

3.2.1.3. Taxiway G starting 1280 ft. from the intersection of Taxiway C and L, to include Taxiways A and B.

3.2.1.4. Taxiway H starting 787 ft. from the edge of Taxiway Q (southernmost entrance to the 108th ANG ramp) to include Taxiways T, V, and Z.

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

3.2.3. Vehicle operators and/or pedestrians must always monitor the tower ramp net frequency when in the CMA.

3.2.4. Vehicle operators must use LED/rotating beacon lights and/or emergency flashers when driving in the CMA.

3.2.5. Vehicle drivers and/or pedestrians operating on the CMA must use a distinct call sign (e.g., Airfield 1, Chief 1, Sweeper 1, TA 1, etc.) coordinated by the Wing ADPM to avoid duplicating, confusing, or different agencies using similar names (e.g. Airfield 1, Airfield Lighting, Airfield Sweeper, etc.). See Attachment 10 for McGuire Airfield Vehicle Call-signs.

3.2.6. Use of unconditional instructions (blanket approval) is not authorized when entering the runway for the purpose of an airfield inspection/check or other airfield operation. See FAA JO 7110.65, Air Traffic Control for additional information.

3.2.7. In the event of vehicle/ATCT radio failure, one of the following should apply:
3.2.7.1. ATCT will flash the runway edge lights on and off to alert vehicle operators/pedestrians on the runway that there is a problem and/or emergency that requires them to immediately exit the runway.

3.2.7.2. A vehicle operator, 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 are required to know and comply with the following signals:

3.2.7.2.1. Steady Green Light: —Cleared to cross, —Proceed, —Go.
3.2.7.2.2. Steady Red Light: —STOP! Vehicle will not be moved.
3.2.7.2.3. Flashing Red Light: —Clear active taxiway/runway.
3.2.7.2.4. Flashing White Light: —Return to starting point.
3.2.7.2.5. Red and Green Light: —General warning. Exercise extreme caution. During alerts and emergency conditions all non-essential personnel will withdraw to AM or their work control center until the emergency is terminated. The withdrawal of contractors will be at the discretion of AM.

3.2.7.3. All vehicle operators/pedestrians must exit the runway immediately. Contact ATCT or AM immediately and advise off the runway and include any pertinent information that might affect safe runway operations by any means available. If not able to communicate with ATCT or AM via radio, use other means of communication such as a cellular phone (when available). Note: Cellular phone usage is prohibited while driving on the airfield. Report incident to AM immediately.

3.3. **Proper radio communications phraseology, discipline, and techniques.**

3.3.1. The word “clear” shall not be used by personnel operating vehicles on the airfield.

3.3.2. Vehicle drivers will repeat all instructions verbatim prior to moving the vehicle.

3.3.3. When proceeding into a CMA, vehicle operators must advise the controller of three things: **WHO** you are, **WHERE** you are, and **WHAT** your intentions are. Vehicle operators must always acknowledge all communications so ground control and other persons know that the message was received. Vehicle operators must always give aircraft and ground control transmissions priority unless an emergency exists.

3.3.4. Example procedures for proper radio terminology/phraseology and discipline:

3.3.4.1. Request CMA entry: *The vehicle operator will state:* “Ground, (Vehicle call sign), request to enter the movement area at Taxiway (taxiway designator).” *The control tower will state:* “(Vehicle call sign), proceed into the movement area, report when out.”

3.3.4.2. Request Runway entry: *Vehicle operator will state:* “Ground, (Vehicle call sign), request to cross/enter Runway XX at Taxiway (taxiway designator).” *The control tower will then state* “(Vehicle call sign), enter/proceed across Runway XX at Taxiway (taxiway designator), report when off.”

3.3.4.3. Request Approach Zone entry: *Vehicle operator will state:* “Ground, (vehicle call sign), request to enter the approach zone at Taxiway (taxiway designator).” *The control tower will then state* “(Vehicle call sign), enter the approach zone at Taxiway
(taxiway designator), report when out.” **NOTE:** Permission required only accessing the approach zone of runway 36.

3.3.4.4. Confirm CMA exit: The control tower will state: “(Vehicle call sign), exit the movement area.” The vehicle operator will then acknowledge receipt of this transmission by stating: “(Vehicle call sign), exiting the movement area.” The vehicle will state after exiting the movement area: “Ground, (Vehicle call sign) is out of the movement area.” The control tower will respond with: “(Vehicle call sign), roger remain outside 100 ft. of all runways”.

3.3.4.5. Confirm Runway exit: The control tower will state: “(Vehicle call sign), exit Runway XX at Taxiway (taxiway designator).” The vehicle operator will then acknowledge receipt of this transmission by stating: “(Vehicle call sign), exiting Runway XX at Taxiway (taxiway designator).” The vehicle will state after exiting a runway or completing a crossing: “Ground, (Vehicle call sign) is off runway XX at Taxiway (taxiway designator).” The control tower will respond with: “(Vehicle call sign), roger remain outside 100 ft. of all runways”.

3.3.4.6. Confirm Approach Zone exit: The control tower will state: “(Vehicle call sign), exit the approach zone.” The vehicle operator will then acknowledge receipt of this transmission by stating: “(Vehicle call sign), exiting the approach zone.” The vehicle will state after exiting the approach zone: “Ground, (Vehicle call sign) is out of the approach zone.” The control tower will respond with: “(Vehicle call sign), roger remain outside 100 ft. of all runways”.

### 3.4. Usage and maintaining airfield driving visual aids/decals.

3.4.1. All vehicles that operate on the airfield will contain the following AFVA/decals and diagrams:

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

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

3.4.1.3. AFVA 13-222.

3.4.1.4. A current locally developed airfield diagram ([Attachment 11](#)) (provided by Wing ADPM).

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

3.4.1.5.1. Hot spots are “problem areas” that seem to cause multiple CMA violations and runway incursions. There are no designated “hot spots” for McGuire Field. If at a later date “hot spots” are defined, all airfield drivers will be notified through their unit ADPM’s and risk mitigation measures will be developed.


3.4.3. Decals should be in plain view of the driver or clipped to the inside of the sun visor on the driver’s side or affix to the dashboard.
3.5. Airfield Signs, Markings and Lighting.

3.5.1. Signs and markings are standard and meet all criteria required by the Air Force and Federal Aviation Administration (FAA).

Figure 3.1. Examples of Signs and Markings.
3.6. Vehicle speed limits on the airfield.

3.6.1. Vehicles operating within 50 feet of an aircraft - 5 mph.
3.6.2. Special purpose vehicles (tractors, tugs forklifts, etc.) - 10 mph.
3.6.4. Ramp access lane / infield access lane – 15 mph.
3.6.5. Aircraft parking areas – 15 mph.
3.6.6. Taxiways: 25 mph is the maximum speed for any vehicle operating on taxiways.
3.6.7. Towing: No more than four type B1, B4, B5 and similar small stands may be towed as follows: two sets of two in tandem on a double hitch or two in tandem on a single hitch. Type B3, J7 and similar large stands will be towed singly on a center mounted hitch. Four-wheeled units will not be towed behind two wheel units. Large pieces of AGE, when towed in tandem, will not block the driver’s vision of the last item being towed.

3.6.7.1. Vehicles towing aircraft and two or more maintenance stands - 5 mph.
3.6.7.2. Vehicles towing a maintenance stand – 10 mph.
3.6.7.3. Vehicles towing AGE (compressors, ground power units, oxygen carts, etc.) – 15 mph.

3.6.8. Exceptions:

3.6.8.1. Snow and ice on paved surfaces reduce speed to 10 mph maximum. Operate mission essential vehicles only on the airfield.
3.6.8.2. Snow and ice removal vehicles will operate at a speed commensurate with safety and operational requirements during snow and ice control operations.
3.6.8.3. Reduced visibility - reduce speed to 10 mph maximum.
3.6.8.4. Emergency vehicles responding to an emergency may operate at any prudent speed commensurate with safety.
3.6.8.5. Airfield Management emergency response vehicle speed limits will be as required, commensurate with safety, when responding to an emergency, asked to expedite by the control tower when operating on the runway, or as necessary when determining the Runway Condition Reading (RCR).

3.7. Vehicle Parking/Chocking procedures on the airfield & in the Immediate Vicinity of an aircraft

3.7.1. Vehicle operators will not leave vehicles unattended on the airfield unless:

3.7.1.1. The ignition is turned off.
3.7.1.2. The key is left in the ignition.
3.7.1.3. The door remains unlocked.
3.7.1.4. The transmission lever is placed in PARK (automatic transmission) or the lowest gear (manual transmission) to take the vehicle away from the nearest aircraft (e.g., headed toward an aircraft, use reverse; headed from an aircraft, use lowest forward gear).
3.7.1.5. The parking brake is set.
3.7.1.6. One rear wheel fore and aft on all powered vehicles and all equipment mounted on wheels that do not have an integral braking system are chocked. One chock will be placed between the tandem wheels of dual (tandem) axle vehicles. All wheeled AGE and maintenance equipment will utilize brakes or be chocked. EXCEPTION: Alert and emergency vehicles responding to an alert or emergency are exempt from this requirement.
3.7.1.7. The hazard/flashing lights are left on.

3.7.2. Vehicles must be backed or parked outside the immediate vicinity (at least 25 feet to front, outboard of the engines and 200 feet to rear) of any aircraft, except as authorized for operations such as loading or unloading, servicing, fueling, deicing or towing. A spotter will be in position when a vehicle is backed toward an aircraft. Pre-positioned wheel chocks will be used to prevent vehicles from being backed into aircraft.

3.7.2.1. Spotters. Vehicles are to operate under the direction of a spotter posted in front of the vehicle and slightly to the driver's left to allow the driver an unobstructed view of the spotter while looking forward. During backing operations, an additional spotter must be posted to coordinate the vehicles rear clearance with the forward spotter. When the aircraft is being serviced, loaded, or off-loaded, position a spotter in a location to prevent vehicle from contacting aircraft. The spotter will pre-brief the standard signals to be used. Additionally, wheel chocks will be pre-positioned to prevent the vehicle from striking the aircraft. The chocks will remain in place until the vehicles leave from within the 10 foot safety distance requirement. There will be no exceptions to the spotter requirement unless procedurally directed by T.O., AFOSH Standard or AFI. In all cases, safety will not be compromised.

3.7.3. When aircraft engines are operating, no vehicle will be parked or driven closer than 25 feet in front of or 200 feet to the rear or any aircraft, except as prescribed in the applicable aircraft handbook. Vehicles parked at the side of the aircraft will be located clear of the wingtips, clearly visible from the aircraft cockpit.
3.7.4. Park all vehicles in the aircraft parking area in the front and to either side of each aircraft parking spot. Position vehicles forward and to the left to allow room for additional vehicles.

3.7.5. After approaching an aircraft from the front, vehicles will turn right and park perpendicular to the fuselage of the aircraft.

3.7.6. Do not park unattended vehicles or equipment on an unoccupied aircraft parking spot in the area bounded by the wing tips of adjacent aircraft on the sides, and by the security boundaries (red lines) on the parking ramp.

3.7.7. Park bicycles near the nose of a parked aircraft. Position bicycles upright, using a kick stand, and park in a position that will not interfere with the maintenance or servicing of the aircraft.

3.7.8. When passengers are loading and unloading aft of the aircraft wings, the vehicle will park 20 feet from the passenger steps with the front of the vehicle pointed towards the rear of the aircraft. After the vehicle is properly positioned, turn the front wheels away from the aircraft and chock the vehicle.

3.7.9. Do not park vehicles on any portion of the airfield unless the operator is performing duties related to the airfield. Personnel performing duties in a building adjacent to the airfield will not park on the airfield. Temporary exception may be approved with prior coordination and permission from Airfield Management.

3.8. **Compliance with fixed and mobile obstacle distance requirements.**

3.8.1. A fixed or mobile obstacle is anything posing a threat to aircraft movements, e.g., fire bottles, maintenance stands, vehicles, AGE, etc.

3.8.2. Obstacles must remain at least 1,000 ft. from runway centerlines, 200 ft. from taxiway centerlines, 3,000 ft. from runway ends and 1,500 ft. either side of runway end centerline.

3.8.3. On taxi lanes, refer to the yellow dashed double lines alongside all taxi lanes and remain behind those lines for proper wingtip clearances for moving aircraft. Where the yellow dashed double lines do not exist, follow the following apron taxi lane clearance criteria:

- **3.8.3.1. Primary peripheral taxi lane clearances:**
  - 3.8.3.1.1. Main Parking Ramp, Alpha, Bravo, Romeo and Victor rows is 173 ft.
  - 3.8.3.1.2. ANG apron is 154 ft.
  - 3.8.3.1.3. Navy and Marine aprons are 155 ft.

- **3.8.3.2. Secondary peripheral taxi lane clearances:**
  - 3.8.3.2.1. Main Parking Ramp & Romeo row is 153 ft.
  - 3.8.3.2.2. Alpha, Bravo & Victor rows is 148 ft.
  - 3.8.3.2.3. ANG apron is 134 ft.
  - 3.8.3.2.4. Navy and Marine aprons are 135 ft.

- **3.8.3.3. Interior taxi lane clearances:**
3.8.3.3.1. Main Parking Ramp & Romeo row is 230 ft.
3.8.3.3.2. Alpha, Bravo & Victor rows are 220 ft.
3.8.3.3.3. ANG apron is 191 ft.
3.8.3.3.4. Navy and Marine aprons are 193 ft.

3.8.4. Equipment may be pre-positioned on parking ramps or hardstands not more than three hours before aircraft arrival or three hours after aircraft departure IAW Unified Facilities Criteria (UFC) 3-260-01. Examples of such equipment are AGE, electrical carts, forklifts, tow-bar trailers, fire extinguisher carts, material-handling equipment, airfield maintenance stands, and portable floodlights.


3.9.1. Vehicle Driving are designed to keep airfield drivers operating adjacent to aircraft parking aprons moving in an orderly fashion. The driving lanes will be utilized to the maximum extent possible to cut down on vehicle traffic operating in proximity to taxing or parked aircraft to help eliminate the possibility of an incident or accident occurring.

3.9.2. Certain driving lanes at McGuire do not provide adequate wingtip clearance for taxing aircraft, and in some instances, provide no wingtip clearance at all for aircraft taxing adjacent to them. (See Attachment 13)

3.9.3. Driving Lanes that either does not provide sufficient wingtip clearance are located:

3.9.3.1. On the front side of Romeo Row, spots 5-9.
3.9.3.2. At the Northeast corner of the 3-Bay behind Fox Row.
3.9.3.3. Adjacent to the transient apron (closest to the buildings) along Alpha and Bravo rows.
3.9.3.4. On Taxiway Lima from the road behind POL to the tower access road.

3.9.4. Vehicle operators in the driving lanes listed in paragraphs 3.9.3.1-3.9.3.4. should exercise extreme situational awareness. If an aircraft is approaching you from either direction while at these locations in the driving lanes, take the following actions:

3.9.4.1. If an aircraft and your vehicle are traveling towards each other on the front side of Romeo Row or in the driving lanes adjacent to Alpha and Bravo Row, turn around and exit the driving lane at the closest point to your location. Wait until the aircraft passes or shuts down in the parking spot, then proceed. If the aircraft is approaching from the rear, exit the driving lane. NOTE: A good rule of thumb is to have your vehicle even with the building edges along Alpha and Bravo Row, and in an open parking spot in the middle of Romeo Row where you are exiting.

3.9.4.2. If an aircraft is approaching you from the back side of Fox Row adjacent to the 3-Bay, either turn around heading away from the approaching aircraft or exit the driving towards the 3-Bay to an area where you are even with the building.

3.9.4.3. If you are on Taxiway Lima between the road behind POL and the Tower access road and an aircraft and your vehicle are traveling towards each other. Assess whether the aircraft is a safe enough distance away to continue (without speeding). If you determine
there isn’t enough distance between the vehicle and the aircraft to continue, turn around and exit at your point of origin (Tower access road or the road behind POL) until the vehicle passes. As a last resort, exit the taxiway into the grass area at a distance of 200’ from the taxiway centerline until the aircraft passes. Upon re-entering the taxiway, stop and conduct a FOD check of the vehicle tires.

3.10. Foreign Object Damage (FOD) Prevention.

3.10.1. FOD check signs are located at all Airfield entrances. Inspect vehicle tires (pull forward to check tire in contact with pavement). Remove foreign materials (e.g., rocks, gravel, etc.) as applicable.

3.10.2. When vehicles exit unimproved surfaces, another FOD check upon entering aircraft operating areas is required.

3.10.3. Ensure all equipment/tools, parts, and trash is properly fastened down before entering the airfield and contained while working on the airfield. Ensure all equipment/tools are accounted for before leaving the airfield. FOD is everyone’s responsibility on the airfield. If sweeper support is needed, contact Airfield Management Operations at 609-754-2712/2714.


3.11.1. Restricted Visibility Operations.

3.11.1.1. When visibility is less than 300 ft. explosive loaded vehicles will not be operated.

3.11.1.2. When visibility is less than 100 ft., POVs and airfield vehicles will not be operated on the airfield. Flashing lights will be used on all vehicles temporarily parked on the aircraft parking ramps during periods of low visibility. EXCEPTION: Airfield Management vehicles and POVs required for access to work centers located on the airfield may be used.

3.11.2. Vehicle operators will exercise caution to ensure headlights do not point toward taxing aircraft or tow operations. Headlights of a stopped vehicle shining toward a moving aircraft at night will be turned off immediately so the pilot’s night vision is not affected. The vehicle parking lights or emergency flashers will be turned on so the vehicle position is highlighted. The headlights of the vehicle will remain off until the aircraft is out of range. Headlights will be turned ON prior to putting the vehicle in motion. NOTE: Vehicles with daytime running lights will park in a safe location with the ignition off, parking brake set and emergency flashers on.


3.12.1. NVG aircraft operations may be conducted in the designated ground operations area and on Romeo Row, Victor Row and X Row. NVG aircraft can request taxiway lights be turned off while performing NVG ground operations. Note: Tower does not have the capability to control the parking ramp lights.

3.12.2. During NVG Operations vehicular movements are strictly prohibited on Romeo Row, Victor Row and X-Ray Row. Units will coordinate with Airfield Management and Command Post if vehicular movement is required within these areas. All other areas of the
airfield are under normal operating procedures in accordance with this document during NVD operations.

3.12.3. Emergency vehicles must contact the tower as soon as possible and ensure that NVG operations have been suspended upon emergency response.

3.12.4. The Wing ADPM will notify all Unit ADPMs on a quarterly basis to ensure compliance and understanding of NVD operations. Unit ADPMs will disseminate this information to all personnel within their units notifying them of NVD operations. The Wing ADPM shall notify Unit ADPMs of any day/time changes on NVD operations when necessary.

3.13. **Bicycles, motorcycles, mopeds/scooters, similar utility vehicles.**

3.13.1. May be operated on the airfield for official business only and must meet state safety statutes, be assigned to a unit, display unit ID, and conform to other vehicle traffic flow.

3.13.2. Operators must have a current AF IMT 483 stamped "Joint Base McGuire-Dix-Lakehurst Airfield".

3.13.3. Bicycles, motorcycles, mopeds/scooters, and similar utility vehicles are prohibited from using the ramp access lane, unless driving to and from work, in performance of duties. These vehicles are also prohibited in the CMA.

3.13.4. All operators must meet applicable safety requirements (i.e., reflectors worn, helmets, etc.).

3.13.5. For night operations, bicycles must have an operable front white light turned on (visible for 500 or more feet), rear and side reflectors. Also, when parked at night on the airfield, position bicycles so they will not impede the traffic flow of aircraft or motor vehicles.

3.14. **Disabled Vehicles.**

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

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

   3.14.1.2. 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.

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

   3.14.1.4. 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.

   3.14.1.5. In the event of a disabled vehicle in the CMA, the vehicle operator will immediately notify ATCT and AM by any means possible to coordinate expeditious removal of the disabled vehicle from the CMA.
3.14.1.5.1. The vehicle operator will ensure the disabled vehicle is not left unattended in the CMA.

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

3.15. Pedestrian Movement.

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

3.15.2. Walk facing oncoming traffic.

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

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

3.15.5. During the hours of darkness and low visibility, all airfield pedestrians are required to wear reflective gear (i.e. belt, vest).

3.16. In-ground fuel pits. Driving over fueling pits is “prohibited” due to the high potential for damage to the pit covers and equipment. During snow removal operations only the absolute minimum amount of equipment will be authorized to drive over the pits, utilizing extreme caution and operating at a speed commensurate with safety and operational requirements.

3.17. Smoking on the airfield. Smoking is restricted to designated smoking areas on the airfield.

3.18. Jet Blast Areas.

3.18.1. Spots India through Kilo four are authorized to perform full power engine runs for a limited periods of time.

3.18.2. At a minimum, aircraft operators will:

3.18.2.1. Have a spotter at the front of the aircraft.

3.18.2.2. Have the aircraft position and strobe lights on.

3.18.3. Drivers will not drive behind aircraft during an engine runs. Drivers should use extreme caution when approaching the engine run up areas and exit the main ramp taxi lane prior to Lima and Hotel rows.


3.19.1. Vehicles equipped with tire chains may be used on airfield pavements after obtaining approval from the AFM, 87 WG/SE and CE. The requesting agency will conduct a risk assessment with the above agencies when evaluating the need for tire chains to minimize the pavement damage and FOD.

3.19.2. Vehicles with studded tires are not authorized on the airfield.

3.20. Vehicle Escorts. When a non-qualified airfield driver requires access on the airfield, host unit will provide an escort that is authorized/certified to drive on the airfield. The escort will be the driver and the non-qualified driver/member/contractor will ride as a passenger at all times while on the airfield. The host unit will ensure personnel have a valid AF IMT 483 Certificate of
Competency to operate the vehicle on the airfield. If a POV cone is required, ensure compliance with paragraph 6.2. **NOTE:** It is the sponsoring agency’s responsibility to provide the escort, not Airfield Management. Escorts must remain with the escorted vehicle at all times while on the airfield. If business conducted on the airfield involves activities within 200’ of the taxiway centerlines, 100’ of the runway, controlled movement areas, on aircraft parking aprons or within 145’ of any apron, escorts must notify Airfield Management prior and have approval from them. Work in these areas will require aircraft restrictions through NOTAMs and/or monitoring radios with the Tower to pull back to minimum required distances as aircraft approach.

3.21. **Emergency Vehicle Operations.**

3.21.1. Primary/Initial emergency vehicles are described as: Airfield Management, Security Forces, crash/rescue, and ambulance.

3.21.2. Emergency vehicles responding to time critical emergencies are not required to stop prior to entering the airfield, regardless of where they enter.

3.21.3. All emergency vehicles must have ATCT approval to enter the CMA.

3.21.4. All vehicles will yield the right-of-way to emergency vehicles responding to an emergency (Exception: During snow and ice removal, emergency vehicles may be required to give way to snow removal vehicles).

3.21.5. Control tower personnel shall ensure responding emergency vehicles are given priority and will hold all other ground traffic that may interfere with the emergency response.

3.21.6. Emergency vehicles responding to an emergency may operate at any prudent speed commensurate with safety.
Chapter 4

REPORTING, VIOLATION CONSEQUENCES, REINSTATEMENT PROCEDURES.

4.1. Reporting Procedures:

4.1.1. When made aware of or upon notice of a violation, a runway incursion or CMAV
ATCT or any agency/person noticing the violation will:

4.1.1.1. Direct violators to hold their position outside the CMA and wait for an Airfield
Management representative to escort them off the airfield.

4.1.1.2. If unable to contact the driver either by radio or in person, notify Base Defense
Operations Center (BDOC). If 87 SFS locates the driver, they will initiate a challenge on
the vehicle. If it is determined to be only an airfield violation, 87 SFS will escort the
driver to AM Ops, to complete a report. If the driver is unauthorized on the airfield or
another security issue is witnessed, 87 SFS will transport the driver to the BDOC and
conduct an investigation.

4.1.1.3. If ATCT personnel notice a violation, they will notify AM Ops and document
the event in daily logs and tracking forms.

4.1.2. AM Ops will:

4.1.2.1. Interview the driver to determine the cause off the event, the intended actions
and the driver’s previous training.

4.1.2.2. Contact the ATCT to determine if the violation had an adverse impact on flight
operations.

4.1.2.3. Determine the type of violation occurred based on the above information.

4.1.2.3.1. Runway Incursion - Any occurrence involving an aircraft, vehicle, person
or object that enters any portion of the landing area. A runway incursion is a serious
violation and action will be taken to eliminate the potential for reoccurrence. AF
IMT 651, Hazardous Air Traffic Report, must be completed and submitted to 305
AMW/SE within 24 hours (see also AFI 91-202, US Air Force Mishap Prevention
Program) if the incursion involved an aircraft having to take evasive actions (go
around, reject takeoff, etc). An AF IMT 457, USAF Hazard Report, must be
completed and submitted to 87 ABW/SE within 24 hours for all other runway
incursions.

4.1.2.3.1.1. The Wing ADPM and 87 ABW/SE will conduct an inspection of the
member’s Unit ADP. Emphasis will be placed on how the unit trained the
individual, their compliance with the ADI and the ability to utilize the ADTP.
The results will be reported to the unit commander.

4.1.2.3.1.2. Airfield Management will notify AMC/A3AP via e-mail within 24
hours of the incident. If the incident occurs on a weekend, notification will be
sent on the first duty day after the incident.

4.1.2.3.2. CMAV - Any occurrence involving an aircraft, vehicle, person or object
entering any portion of the CMA without the approval of ATCT. For CMAV an AF
IMT 457, *USAF Hazard Report*, must be completed and submitted to 87 ABW/SE within 24 hours.

4.1.3. Wing ADPM will maintain a copy of the AF IMT 651/457s, actions taken, results and supporting documentation for two year. Documentation may also be maintained in the ADTP.

4.1.4. Notify the driver’s Commander, the Primary/Alternate ADPM, 87 ABW/SE, WADPM, and AFM. If after duty hours, notifications may be delayed until the next duty day at the discretion of the AM Ops Supervisor, except for the DAFM who needs to me notified immediately.

4.1.4.1. Airfield Management will notify AMC/A3AP via e-mail within 24 hours of the incident. If the incident occurs on a weekend, notification will be sent on the first duty day after the incident.

4.2. **Airfield Violations.**

4.2.1. Gross or repeated violation of safety or airfield driving rules, or an overall demonstrated lack of ability on the part of the certificate holder may result in a suspension of airfield driving privileges, surrender of the certificate, or revocation of the certificate.

4.2.2. Unit commanders, ADPMs and AMOPS personnel are authorized to revoke or confiscate the AF IMT 483 from any individual violating the provisions of this instruction without debate.

4.2.3. Suspension. Any supervisor in the driver’s chain of command may recommend suspension of a driver’s certificate. All suspensions will be reported to the ADPM and the WADPM. Failure to complete annual refresher training (or lack of documentation) is cause for competency card suspension.

4.2.4. Surrender. All certificate holders will surrender their AF IMT 483 upon request by the UADPM and/or AMOPS personnel. Surrendered certificates will be forwarded to WADPM and will be held until reinstatement/retesting.

4.2.5. Revocation. AF IMT 483 may be revoked by the unit ADPM, WADPM or designated representative. Once revoked, another certificate will not be reissued without the explicit approval of the WADPM.

4.2.6. Violations of this ADI within a 12-month period will carry the following penalties:

4.2.6.1. Inadvertent CMAV:

4.2.6.1.1. **FIRST VIOLATION:** 30-day suspension of airfield driving privileges.

4.2.6.1.2. **SECOND VIOLATION:** 1-year suspension of airfield driving privileges.

4.2.6.1.3. **THIRD VIOLATION:** Permanent suspension of airfield driving privileges.

4.2.6.2. **UNAUTHORIZED CMA CROSSING/ENTRY:** This is the most serious violation. Unauthorized CMA crossing/entry will result in an automatic 6-month suspension of airfield driving privileges. A second CMA violation will result in permanent revoking of airfield driving privileges.
4.2.6.3. Violations other than CMA offenses:
   4.2.6.3.1. Failure to conduct appropriate FOD checks or speeding will result in a 10 day suspension of airfield driving privileges.
   4.2.6.3.2. Improper/Non-display of POV cones/placards see paragraph 6.3.2.
   4.2.6.3.3. All other violation of this ADI will be handled on a case by case basis.
   4.2.6.3.4. Multiple infractions of this ADI within in 12-month period may result in more severe punishments as determined by the WADPM.

4.2.6.4. Suspension/revocation of civilian driver’s license will result suspension of airfield driving privileges.

4.2.6.5. Individuals who do not complete annual refresher training on the first day of the preceding month after the refresher training is due will result in suspension of driving privileges until all initial training is re-accomplished. **NOTE:** Personnel that were not able to complete refresher training (e.g. deployed, TDY, etc.) must complete it prior to driving on the airfield.

4.3. Reinstatement Procedures.

4.3.1. Unit commanders will ensure that, prior to seeking reinstatement of airfield driving privileges, the individual concerned:

   4.3.1.1. Receives refresher training on proper ground vehicle operations on the airfield and is retested on the provisions of this instruction. **NOTE:** All refresher training must be documented and maintained by the unit ADPM. Documentation must be maintained for a minimum of one year.

   4.3.1.2. Is issued a new AF IMT 483 by the AFM or designated representative. **NOTE:** Unit commanders must request reinstatement in writing to 305 OSS/OSAA after ensuring all corrective actions have been accomplished.
Chapter 5

TDY PERSONNEL AND CONTRACTORS

5.1. **TDY Personnel will be trained by the sponsoring unit’s ADPM.** A new AF IMT 483 for McGuire Field may be issued after training /local briefing, or the home station AF IMT 483 may be used. If using a home station AF IMT 483, ADPMs will annotate training on the reverse side of the form.

5.1.1. ADPMs are required to keep a complete list of all TDY personnel assigned to their unit that are authorized to drive on the airfield using the personnel list on the ADTP. **NOTE:** Any individual assigned on a TDY basis who does not have home station AF IMT 483, will be required to complete all certification/training requirements listed on the airfield driver training website.

5.1.2. Training requirements are included in **Attachment 7**.

5.2. **Contractors:**

5.2.1. Short-term contractors are personnel hired for a specific contract for the duration of a year or less.

5.2.1.1. Airfield Management will conduct training Mondays, Wednesdays and Fridays at 0900L.

5.2.1.2. Training requirements are included in **Attachment 7**.

5.2.2. Long-term contractors are personnel that will utilize the airfield for the duration of a year or more (i.e. OTC, Evergreen, ATA, Boeing, SAIC).

5.2.2.1. Host agency will provide training.

5.2.2.2. Must complete the same training as all base assigned personnel. Refer to paragraph 2.2 for training requirements.
Chapter 6

PRIVATELY OWNED (POV) AND GOVERNMENT LEASED VEHICLE PASSES.

6.1. Procedures.

6.1.1. Any vehicle operating on the McGuire Field airfield must have a direct mission-related purpose. The airfield will not be used for convenience or as a shortcut to move from one part of the base to another.

6.1.2. Personnel whose duties require a permanent cone/placard will complete OSAA Form 7 Request for Issue of Airfield Cone/Placard (Attachment 8). Form must be endorsed by the Project Manager or Unit Commander. Once completed, forward the form to Airfield Management for review and to ensure AF guidance is met.

6.1.3. If approved, the AFM, Wing ADPM or designated AM representative will issue a permanent POV placard to the requestor. Permanent POV placards are only valid for the current calendar year and must be revalidated every July. If the request is disapproved, the DAFM will notify the requestor.

6.1.4. Temporary POV cones are issued at the AM Ops Counter. Individual will complete the POV sign out log. Cones are a controlled item and must be returned to Airfield Management within 24 hours.

6.2. Issued POV Cones.

6.2.1. There are two categories of cones which can be issued:

6.2.1.1. Unrestricted Cones: A pre-determined colored cone issued to personnel approved by Airfield Management for access to all areas of the McGuire airfield, to include restricted areas.

6.2.1.2. Restricted Cones: A pre-determined colored cone issued to personnel who require access to all areas of the McGuire airfield, not including the restricted areas (i.e. MET-NAV Maintenance).

6.2.2. Drivers will clearly display the cone (dashboard, roof/hood) prior to entering the flight line.

6.2.3. If cone utilized is permanent, secure the cone upon exiting the airfield. If it is temporary, secure the cone and return it to AM Ops.

6.3. Maintenance of POV placards.

6.3.1. Placards allow access to vehicle parking areas at POL (Bldg. 1839/1840), Three Bay hangar (Bldg. 1837), Big Beige (Bldg. 3209), and tower (1605).

6.3.2. Placards will be displayed anytime the vehicle is operated or parked on the airfield. The placard should be displayed on the dashboard or hung on the rear view mirror – always visible. If placards are not clearly visible, the following actions will be taken:

6.3.2.1. 1st offense – Warning.

6.3.2.2. 2nd offense – 1 week suspension.
6.3.2.3. 3rd offense – 30 days suspension. (must have CC approval for reinstatement)

6.3.2.4. 4th offense – Permanent suspension.

6.3.3. Placards should be secured and not visible when the vehicle is off of the airfield. Placards left unsecured will be confiscated by Security Forces and returned to Airfield Management.

6.4. Disposition of POV Placard

6.4.1. All airfield cones/placards will be returned to Airfield Management when individuals PCS, separate, or no longer require access to the airfield.

6.5. Lost/Damaged POV Cone/Placard

6.5.1. Personnel who lose their assigned POV Cone/Placard will submit a Memorandum for Record endorsed by the Unit Commander. In addition, the following actions will be taken:

6.5.1.1. 1st offense - Warning & reissue of POV Cone/Placard.

6.5.1.2. 2nd offense – Reissue of POV Cone/Placard upon the Airfield Manager’s discretion.

6.5.2. Damaged POV Cones/Placards will be returned to Airfield Management immediately along with a Memorandum for Record endorsed by the Unit Commander.

6.5.3. POV Cone & Placard Examples.

Figure 6.1. POV Cone.
Figure 6.2. POV Placard.

RICHARD E. WILLIAMSON, Jr., Col, USAF
Commander, 305th Air Mobility Wing
Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

US Air Force Publications

AFI 13-204 Volume 2, *Airfield Operations Standardization and Evaluations*, 1 September 2010
AFI 13-213, Airfield Driving, 1 June 2011
AFI 24-301, *Vehicle Operations*, 1 November 2008
AFMAN 91-223, *Aviation Safety Investigations and Reports*, IC 1, 9 August 2006
AFI 48-123, *Medical Examinations and Standards*, IC1, 1 June 2010
Air Force Enlisted Classification Directory (AFECD), 1 August 2009
Air Force Officer Classification Directory (AFOCD), 31 October 2009
MAFBI 21-101, Aircraft Equipment and Maintenance, 1 Feb 2011
UFC 3-260-01, Airfield and Heliport Planning and Design,

Federal Aviation Administration (FAA) Advisory Circulars (AC) and Joint Orders (JO).

FAA Advisory Circular 150/5340-1K, *Standards for Airport Markings*, 3 September 2010
FAA Joint Order 7110.65, *Air Traffic Control*, 11 February 2010

Adopted Forms

AF IMT 457, *USAF Hazard Report*
AF IMT 483, *Certificate of Competency*
AF IMT 651, *Hazardous Air Traffic Report (HATR)*
AF IMT 3616, *Daily Record of Facility Operation*
OSAA FORM 7, Request for issue of Airfield Cone/Placard

Abbreviations and Acronyms

ADI—Airfield Driving Instruction
ADP—Airfield Driving Program
ADPM—Airfield Driving Program Manager
ADTP—Airfield Driving Training Program
AF—Air Force
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFM—Airfield Manager
AFOSHSTD—Air Force Occupational Safety and Health Standard
AFSC—Air Force Specialty Code
AFVA—Airfield Visual Aid
AM—Airfield Management
AMC—Air Mobility Command
AO—Airfield Operations
AOB—Airfield Operations Board
AOF/CC—Airfield Operations Flight Commander
ATC—Air Traffic Control
ATCT—Air Traffic Control Tower
BDOC—Base Defense Operations Center
CBT—Computer Based Training
CMA—Controlled Movement Area
CMAV—Controlled Movement Area Violation
DAFM—Deputy Airfield Manager
DOD—Department of Defense
ECP—Entry Control Point
FAA—Federal Aviation Administration
FOD—Foreign Object Damage
GOV—Government Owned Vehicle
HATR—Hazardous Air Traffic Report
MAFB—McGuire Air Force Base
MAFBI—McGuire Air Force Base Instruction
MAJCOM—Major Command
MFR—Memorandum for Record
OG—Operations Group
OPR—Office of Primary Responsibility
NVD—Night Vision Device
POL—Petroleum Oil Lubricant
POV—Privately Owned Vehicle
RDS—Records Disposition Schedule
RIPWG—Runway Incursion Prevention Working Group
RWY—Runway
SE—Safety
SFS—Security Forces Squadron
TDY—Temporary Duty
UADPM—Unit Airfield Driving Program Manager
WADPM—Wing Airfield Driving Program Manager

Terms

Acknowledge—Let me know that you have received my message

Advise Intentions—Tell me what you plan to do

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

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

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

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

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

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

Airfield Manager (AFM)—Works directly for the AOF/CC and manages airfield management facilities to ensure effective support to the base flying mission and transient aircrews.
Airfield Operations Flight Commander (AOF/CC)—Responsible for the overall operation/services provided by the airfield operations flight in support of the wing flying mission and in compliance with USAF and FAA guidelines.

Approach Zone—3,000 x 3,000 ft. measured along the extended runway centerline beginning at the runway end and 3,000 ft. centered on and measured at right angles to the extended runway centerline. (MAFB approach zone includes taxiways Zulu, Alpha and portions of Golf.)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Proceed—Authorization to begin/continue on approved routes.

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

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

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

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

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

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

1) Operational Error (OE)—A failure of the air traffic control system that results in loss of separation.
2) **Pilot Deviation (PD)**—The action of a pilot that results in the violation of ATC instructions, AFIs and/or FARs.

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

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

**Stand By**—To pause while other duties of a higher priority are attended to. Also means to standby for clearance/approval.

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

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

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

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

**Wilco**—I have received your message, understand it, and will comply with it.
MEMORANDUM FOR 305OSS/OSAA

FROM: (Unit Commander Office Symbol)

SUBJECT: Appointment of Unit ADPMs and Trainers

1. The following individuals are appointed as unit Airfield Driving Program Managers (primary/alternate) and trainers. Individuals have received training IAW AFI 13-213 and the Local Driving Instruction. Both ADPM and Alt ADPM have the authority to certify personnel are qualified to drive on the airfield and will ensure completion and tracking of all airfield drivers training for unit assigned and TDY personnel.

   NAME/Email                OFFICE   DP   483 #_____

     PRIMARY:
     MSGt Ann B. Smith        OSAA     XXX-XXXX WRI####
     Email: Ann.Smith@blank.af.mil

     ALTERNATE:
     TSgt John E. Doe         OSAA     XXX-XXXX WRI####
     Email: John.Doe@blank.af.mil

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

   NAME/Email                OFFICE   DP   483 #_____
   TSgt Jane C. Davis        OSAA     XXX-XXXX BLK####
   Email: Jane.Davis@blank.af.mil

   SSgt Michael Johnson OSAA XXX-XXXX BLK#####
   Email: Michael.Johnson@blank.af.mil

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

XXXX X. XXXXX, Lt Col, USAF Commander
## UNIT ADPM TRAINING CHECKLIST

### SECTION I – TRAINEE INFORMATION
*(Completed by Wing ADPM)*

<table>
<thead>
<tr>
<th>Name (Last, First, Middle Initial)</th>
<th>Rank, Civilian Grade or equivalent</th>
<th>Unit/Office Symbol or Company Name</th>
<th>Duty Phone</th>
</tr>
</thead>
</table>

### SECTION II – QUALIFICATION TRAINING
*(Completed by Trainee and Wing ADPM)*

1. Unit ADPM duties and responsibilities.
2. Appointment of unit trainers.
3. Runway incursion prevention.
5. Testing requirements to include test security/compromise.
7. Airfield Driver’s training requirements.
   7.1. Local Qualification.
   7.2. Refresher.
8. Unit ADPM Continuity Binder.
9. Reporting, Enforcement, and Violation Consequences.
11. Controlled Movement Area (CMA) procedures and training for unit personnel.
12. TDY personnel/Non-based assigned contractors briefing and or training requirements.
15. Participate with the Unit AFPM on an actual training session and practical check ride.

### SECTION III – TRAINING CERTIFICATION
*(Completed by the Trainee and Wing ADPM or designated representative)*

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Trainee Initials</th>
<th>Wing ADPM</th>
</tr>
</thead>
<tbody>
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</table>

**AF IMT483 CERTIFICATE #**

**STAMP:**
I have received and completed all of the above training requirements and will comply with *Local Base* Airfield Driving Instruction (ADI).

<table>
<thead>
<tr>
<th>Name (Last, First, MI):</th>
<th>Rank, Civilian Grade or equivalent:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
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</table>

**WING ADPM or designated representative**

<table>
<thead>
<tr>
<th>Name (Last, First, MI):</th>
<th>Rank, Civilian Grade or equivalent:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**Note:** A local form or electronic equivalent may be used as long as it includes all information listed above.
UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST

SECTION I – GENERAL INFORMATION *(Completed by the Wing ADPM or Unit ADPM)*

<table>
<thead>
<tr>
<th>Unit</th>
<th>Office Symbol or Company Name</th>
<th>Date:</th>
</tr>
</thead>
</table>

SECTION II – INSPECTION ITEMS *(Completed by the Wing ADPM or Unit ADPM)*

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Not Applicable</th>
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</thead>
<tbody>
<tr>
<td>1. Unit Commander.</td>
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</tr>
<tr>
<td>1.1. Has the unit commander appointed, in writing, an Airfield Driving Program Manager and alternate?</td>
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</tr>
<tr>
<td>1.2. Is a current copy of the Airfield Driving Program Manager appointment letter on file at Airfield Management?</td>
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<tr>
<td>1.3. Does the unit commander limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission?</td>
<td></td>
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<tr>
<td>1.4. Has the unit commander established procedures to limit the number of runway crossings? Is the number of unit drivers validated at least annually to include those that enter or cross the runway?</td>
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</tr>
<tr>
<td>1.5. Is the unit commander notified when individuals commit a violation?</td>
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<tr>
<td>1.6. Does the unit commander notify the Airfield Driving Program Manager and Airfield Management when revoking an individual’s driving privileges?</td>
<td></td>
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</tr>
<tr>
<td>1.7. Has the unit commander appointed, in writing, Airfield Driving Program Trainers? Is the list of names current and accurate?</td>
<td></td>
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</tr>
<tr>
<td>2. Unit Airfield Driving Program (ADPM) Manager.</td>
<td></td>
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</tr>
<tr>
<td>2.1. Is the Unit ADPM trained and certified to drive on the airfield?</td>
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<td></td>
</tr>
<tr>
<td>2.2. Does the Unit ADPM ensure drivers have a valid state driver’s license and are qualified to operate applicable vehicles?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3. Does the Unit ADPM ensure airfield drivers have their color vision tested? Is the AFSC exempt?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.4. Does the Unit ADPM maintain a list of all drivers authorized to drive on the airfield with at least the minimum data (Full name, rank, unit, office symbol, AF IMT 483 number, any restrictions and date refresher training is due)?</td>
<td></td>
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</tr>
<tr>
<td>2.5. Does the Unit ADPM have current and accurate training documentation on file for drivers that have been</td>
<td></td>
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</table>

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<table>
<thead>
<tr>
<th>2.6. Does the Unit ADPM maintain a properly formatted continuity binder or electronic equivalent with all required documentation?</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.7. Are the training and testing materials current and accurate?</td>
</tr>
<tr>
<td>3. TDY personnel/Non base assigned Contractors.</td>
</tr>
<tr>
<td>3.1. Are TDY personnel/Non base assigned contractors driving credentials verified (do TDY personnel/Non base assigned contractors have a valid state/GOV driver’s license and AF IMT 483 from their home base)? ADPM should question the need to issue AF IMT 483 if TDY personnel do not have an AF IMT 483 from their home station.</td>
</tr>
<tr>
<td>3.2. Are TDY personnel being trained on driving requirements in accordance with the local driving instruction?</td>
</tr>
<tr>
<td>4. Training.</td>
</tr>
<tr>
<td>4.1. Are potential airfield drivers receiving classroom training by the ADPM (as determined locally)?</td>
</tr>
<tr>
<td>4.2. Are potential airfield drivers receiving practical day and night (as applicable) airfield familiarization training?</td>
</tr>
<tr>
<td>4.3. Are potential airfield drivers receiving a practical day and night (as applicable) driving test?</td>
</tr>
<tr>
<td>4.4. Does the ADPM provide unit personnel with references and materials necessary to complete training? Is this material readily available for reference in the event the program manager or alternate is not available?</td>
</tr>
<tr>
<td>4.5. Is remedial training conducted and documented on personnel that fail a test or commit a violation?</td>
</tr>
<tr>
<td>4.6. Are drivers receiving annual refresher training within the established time lines?</td>
</tr>
<tr>
<td>4.7. Does the ADPM have a mechanism established to track annual refresher training requirements? Is the refresher training being documented on the back of the AF IMT 483?</td>
</tr>
<tr>
<td>4.8. Are trainees administered a General Knowledge Test?</td>
</tr>
<tr>
<td>4.9. Are trainees administered a Runway Incursion Prevention Test?</td>
</tr>
<tr>
<td>4.10. Are trainees administered a Communication Test to individuals requiring CMA access?</td>
</tr>
<tr>
<td>4.11. Are trainees instructed on proper radio terminology when communicating with the ATCT?</td>
</tr>
<tr>
<td>4.12. Are trainees shown the actual location of Runway Hold-Lines and can they readily provide a verbal description of Runway Hold-Lines?</td>
</tr>
<tr>
<td>4.13. Are trainees familiar with runway entry and exit procedures and radio “read back” requirement? (A random interview of unit vehicle operators may be conducted.)</td>
</tr>
</tbody>
</table>
### 5. Miscellaneous.

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>5.1.</td>
<td>Is FAA Form 5280-7/AFVA 11 -240, Airfield Visual Aid Safety Placard, available for each vehicle operated in the CMA?</td>
</tr>
<tr>
<td>5.2.</td>
<td>Is FOD prevention and identification part of the Unit’s Airfield Driving Program?</td>
</tr>
<tr>
<td>5.3.</td>
<td>Are vehicles used on taxiways and runways equipped with Infrared Red Lights/Roof-mounted rotating beacons?</td>
</tr>
<tr>
<td>5.4.</td>
<td>Is a current airfield diagram in unit assigned vehicles?</td>
</tr>
</tbody>
</table>

#### SECTION III – COMMENTS/NOTES (Completed by the Wing ADPM or Unit ADPM)

<p>| |</p>
<table>
<thead>
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</table>

#### SECTION IV – CERTIFICATION (Completed by the Unit ADPM and Wing ADPM)

**UNIT ADPM**

<table>
<thead>
<tr>
<th>Name (Last, First, MI):</th>
<th>Rank, Civilian Grade or equivalent:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**WING ADPM**

<table>
<thead>
<tr>
<th>Name (Last, First, MI):</th>
<th>Rank, Civilian Grade or equivalent:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**Note:** A local form or electronic equivalent may be used as long as it includes all information listed above
**AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST**

**SECTION I – TRAINEE INFORMATION** *(Completed by the Unit ADPM)*

<table>
<thead>
<tr>
<th>Name (Last, First, Middle Initial)</th>
<th>Rank, Civilian Grade or equivalent</th>
<th>Unit/Office Symbol or Company Name</th>
<th>Duty Phone</th>
</tr>
</thead>
</table>

**SECTION II – QUALIFICATION TRAINING** *(Completed by the Trainee and Unit Trainer)*

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Trainee’s Initials</th>
<th>Trainer’s Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Trainee possesses a valid <em>(List State of Issue)</em> Driver’s License <em>(List restrictions).</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Trainee possesses a valid Government Driver’s License.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. USAF Airfield Driving Computer Base Training. <em>(Score: )</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Airfield Driver Training Classroom <em>(as determined locally).</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Airfield Driving Qualification Training Checklist/ Curriculum. <em>(See Attachment 6)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Practical Day Airfield Driver Familiarization Training <em>(See Attachment 6, Item 4)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Practical Night Airfield Driver Familiarization Training as applicable. <em>(See Attachment 6, Item 4)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Practical Driving Test. Includes day and night <em>(as applicable)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Communications Test. <em>(Score: )</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Airfield Diagram/Layout Test. <em>(Score: )</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. General Knowledge Test (Written). <em>(Score: )</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Runway Incursion Prevention Test. <em>(Score: )</em></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SECTION III – Color Vision Test for CMA drivers only.** *(Completed by Hospital/Medical Treatment Facility Optometry For)*

Check applicable.
- Normal Color Vision.
- Color Blind/Deficient.

<table>
<thead>
<tr>
<th>Name (Last, First, MI):</th>
<th>Grade:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**SECTION IV – TRAINER CERTIFICATION** *(Completed by Authorized Airfield Driving Training Instructor)*

I certify that the trainee has received all required qualification training requirements annotated above.

<table>
<thead>
<tr>
<th>Name of Trainer (Last, First, MI):</th>
<th>Grade:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>
# SECTION V – TRAINEE ACKNOWLEDGEMENT

*(Completed by Trainee)*

I have received and completed all of the above training requirements and will comply with *Local Base* Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).

<table>
<thead>
<tr>
<th>Name of Trainee (Last, First, MI):</th>
<th>Grade:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

# 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 at *Local Base*. Check all applicable restrictions and or special access.

- [ ] Ramp only
- [ ] Daylight Hours only
- [ ] Other *(Specify)*

<table>
<thead>
<tr>
<th>Name (Last, First, MI):</th>
<th>Grade:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

# SECTION VII – AIRFIELD DRIVING AUTHORIZATION

*(Completed by the Wing ADPM or designated representative)*

- [ ] Approved  - [ ] Disapproved  

<table>
<thead>
<tr>
<th>Name (Last, First, MI):</th>
<th>Grade:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**Note:** A local form or electronic equivalent may be used as long as it includes all information listed above.
### AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)

**SECTION I – TRAINEE INFORMATION** *(Completed by Unit ADPM)*

<table>
<thead>
<tr>
<th>Name (Last, First, Middle Initial)</th>
<th>Rank, Civilian Grade or equivalent</th>
<th>Unit/Office Symbol or Company Name</th>
<th>Duty Phone</th>
<th>Date Completed</th>
<th>Trainee’s Initials</th>
<th>Trainer’s Initials</th>
<th>Not Available (N/A)</th>
</tr>
</thead>
</table>

1. **Definitions and terms.** Training Outcome(s): Trainee must be knowledgeable of the terms used on an airfield.

   1.1. Runway  
   1.2. Controlled Movement Area (CMA)  
   1.3. Controlled Movement Area Violation (CMAV)  
   1.4. Runway Incursion  
   1.5. Taxiway  
   1.6. Ramp/ Apron  
   1.7. Foreign Object Damage (FOD) control/prevention  
   1.8. Overrun  
   1.9. Taxilane  
   1.10. Light Gun  
   1.11. Jet Blast  
   1.12. Vehicle Service Road  
   1.13. Hot Cargo Area  
   1.15. Aircraft Arresting Gear  
   1.16. ILS Critical Area  
   1.17. Mandatory Sign  
   1.18. Informational Sign  
   1.19. Emergency Response Vehicle  
   1.20. Circle of Safety  
   1.21. Restricted Area  
   1.22. Entry Control Point  
   1.23. Fixed/ Mobile Obstacle  
   1.24. Airfield Management  
   1.25. Air Traffic Control Tower (ATCT)

2. **Vehicle operator requirements.** Training Outcome(s): Trainee must be knowledgeable on local procedures and requirements for operating a vehicle on the airfield.

   2.1. Use of vehicle lighting (e.g. Daytime)
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Running, Rotating/IR beacons, hazard/emergency flashers.</td>
</tr>
<tr>
<td>2.2</td>
<td>Procedures for reporting an accident or vehicle maintenance problems.</td>
</tr>
<tr>
<td>2.3</td>
<td>Vehicle parking and chocking requirements.</td>
</tr>
<tr>
<td>2.4</td>
<td>Use of perimeter and infield roadways.</td>
</tr>
<tr>
<td>2.5</td>
<td>Lateral distance requirements for mobile obstacles on an apron/ramp and taxiway.</td>
</tr>
<tr>
<td>2.6</td>
<td>Speed limits for vehicles operating on an apron/ramp and taxiway.</td>
</tr>
<tr>
<td>2.7</td>
<td>Requirements for operating a vehicle within the immediate vicinity of aircraft.</td>
</tr>
<tr>
<td>2.8</td>
<td>Procedures for reporting and removing FOD.</td>
</tr>
<tr>
<td>2.9</td>
<td>Restricted visibility and/or night driving.</td>
</tr>
<tr>
<td>2.10</td>
<td>Procedures for operating of bicycles, tricycles, etc. on the airfield.</td>
</tr>
<tr>
<td>2.11</td>
<td>Use of traction control devices as applicable.</td>
</tr>
<tr>
<td>2.12</td>
<td>Emergency Response Vehicle requirements.</td>
</tr>
<tr>
<td>2.13</td>
<td>Vehicle Escort/Convoy Driving procedures as applicable.</td>
</tr>
<tr>
<td>3.</td>
<td>Aircraft Operations. Training Outcome(s): Trainee must be knowledgeable of hazards associated with aircraft.</td>
</tr>
<tr>
<td>3.1</td>
<td>Right of Way.</td>
</tr>
<tr>
<td>3.2</td>
<td>Taxiing.</td>
</tr>
<tr>
<td>3.3</td>
<td>Jet Blast safety requirements.</td>
</tr>
<tr>
<td>4.</td>
<td>Practical Day and 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.</td>
</tr>
<tr>
<td>5.</td>
<td>Local Airfield Basics. Training Outcome(s): Trainee must be knowledgeable of the airfield environment.</td>
</tr>
<tr>
<td>5.1</td>
<td>Familiarize trainee with the following airfield lighting.</td>
</tr>
<tr>
<td>5.1.1</td>
<td>Runway.</td>
</tr>
<tr>
<td>5.1.1.1</td>
<td>Edge Lights.</td>
</tr>
<tr>
<td>5.1.1.2</td>
<td>Approach Lights.</td>
</tr>
<tr>
<td>5.1.2</td>
<td>Taxiway.</td>
</tr>
<tr>
<td>5.1.2.1</td>
<td>Edge Lights.</td>
</tr>
<tr>
<td>5.1.2.2</td>
<td>Centerline Lights.</td>
</tr>
<tr>
<td>5.1.2.3</td>
<td>Guard Lights (as applicable).</td>
</tr>
<tr>
<td>5.2</td>
<td>Familiarize trainee with the following airfield signage.</td>
</tr>
<tr>
<td>5.2.1</td>
<td>Runway Hold Sign.</td>
</tr>
<tr>
<td>5.2.2</td>
<td>Taxiway Location Sign.</td>
</tr>
<tr>
<td>5.2.3.</td>
<td>ILS Critical Area Sign.</td>
</tr>
<tr>
<td>--------</td>
<td>------------------------</td>
</tr>
<tr>
<td>5.2.4.</td>
<td>Direction Sign.</td>
</tr>
<tr>
<td>5.2.5.</td>
<td>Distance Remaining Sign.</td>
</tr>
<tr>
<td>5.3.</td>
<td>Familiarize trainee with the following airfield markings.</td>
</tr>
<tr>
<td>5.3.1.</td>
<td>Runway.</td>
</tr>
<tr>
<td>5.3.1.1.</td>
<td>Centerline.</td>
</tr>
<tr>
<td>5.3.1.2.</td>
<td>Edge.</td>
</tr>
<tr>
<td>5.3.1.3.</td>
<td>Runway ID Numbers.</td>
</tr>
<tr>
<td>5.3.1.4.</td>
<td>Threshold Markings.</td>
</tr>
<tr>
<td>5.3.1.5.</td>
<td>VFR Hold Line.</td>
</tr>
<tr>
<td>5.3.2.</td>
<td>Vehicle Stop Bars.</td>
</tr>
<tr>
<td>5.3.3.</td>
<td>Taxiways.</td>
</tr>
<tr>
<td>5.3.3.1.</td>
<td>Centerline.</td>
</tr>
<tr>
<td>5.3.3.2.</td>
<td>Edge Markings.</td>
</tr>
<tr>
<td>5.3.4.</td>
<td>ILS Critical Areas.</td>
</tr>
<tr>
<td>5.3.5.</td>
<td>Non-Movement Area Boundary Marking as applicable.</td>
</tr>
<tr>
<td>5.3.6.</td>
<td>Non Standard Airfield Markings as applicable.</td>
</tr>
<tr>
<td>5.3.7.</td>
<td>Aircraft Arresting Gear Marking as applicable.</td>
</tr>
<tr>
<td>5.4.</td>
<td>Familiarize trainee with the locations or airfield Navigational Aids and Visual Approach Aid.</td>
</tr>
<tr>
<td>5.5.</td>
<td>Familiarize trainee with the location of Restricted Areas and Entry Control Points.</td>
</tr>
<tr>
<td>5.6.</td>
<td>Familiarize trainee with the location of Free Zones as applicable.</td>
</tr>
<tr>
<td>5.7.</td>
<td>Familiarize trainee with the reduced visibility/inclement weather driving techniques.</td>
</tr>
<tr>
<td>5.8.</td>
<td>Familiarize trainee with the location of the Fire Department, Air Traffic Control Tower and Airfield Management.</td>
</tr>
<tr>
<td>5.9.</td>
<td>Familiarize trainee with the location and use of traffic control devices.</td>
</tr>
<tr>
<td>5.10.</td>
<td>Familiarize trainee with Jet Blast hazardous locations on the airfield.</td>
</tr>
<tr>
<td>5.11.</td>
<td>Familiarize trainee with runway(s) configuration (e.g. dimensions, location, designation, etc.).</td>
</tr>
<tr>
<td>5.12.</td>
<td>Familiarize trainee with the taxiway configuration (e.g. dimensions, location, designation, etc.).</td>
</tr>
<tr>
<td>5.13.</td>
<td>Familiarize trainee with Controlled Movement Area Boundaries.</td>
</tr>
<tr>
<td>5.14.</td>
<td>Familiarize trainee with Congested Areas.</td>
</tr>
<tr>
<td>5.15.</td>
<td>Familiarize trainee with Hot Spots as required locally.</td>
</tr>
</tbody>
</table>
5.16. Identify Smoking Areas as applicable.

### 6. Communications

**Training Outcome(s):**
Trainee must be knowledgeable of proper radio terminology and ATCT phraseology use on the airfield.

- 6.2. Procedural Words and Phrases.
- 6.3. Aviation Phonetic Alphabet.
- 6.4. Aviation Terminology.
- 6.5. Procedures for Contacting the ATCT.
- 6.6. Light Gun Signals (Description of ATCT Light Gun signals).
- 6.7. ATCT and or vehicle blind spots.

### 7. Other

- 7.1. Review ADI.
- 7.2. Runway Incursion Prevention Training.
- 7.3. Demonstrate the ability to contact ATCT for approval to enter/exit the CMA. **Note:** Required for all personnel that require access on or across taxiways, helipads and aprons located in the CMA.
- 7.4. Demonstrate the ability to contact ATCT for approval to enter/exit the runway. **Note:** Required for all personnel that require access on or across the runway.

### SECTION III – TRAINING CERTIFICATION

**Completed by the Trainee, Unit ADPM and Wing ADPM**

#### TRAINEE

I have received and completed all of the above training requirements and will comply with *Local Base Airfield Driving Instruction (ADI)*. I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).

<table>
<thead>
<tr>
<th>Name (Last, First, MI):</th>
<th>Rank, Civilian Grade or equivalent:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

#### UNIT ADPM

I certify that the above individual has completed all local training requirements outlined in *State Local Base Airfield Driving Instruction (ADI)*. Check all applicable restrictions.

- Ramp only
- Daylight Hours only
- Other *(Specify)*

<table>
<thead>
<tr>
<th>Name (Last, First, MI):</th>
<th>Rank, Civilian Grade or equivalent:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

#### WING ADPM or designated representative *(as required)*

<table>
<thead>
<tr>
<th>Name (Last, First, MI):</th>
<th>Rank, Civilian Grade or equivalent:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

#### Notes:

1. A local form or electronic equivalent may be used as long as it includes all information listed above.
2. Electronic media such as videos, CBTs, and PowerPoint presentations may be used to provide training on all items except for the practical training requirements in items 4 and 7 above.
## TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST

### SECTION I – TRAINEE INFORMATION
(Completed by Unit ADPM or Wing ADPM)

<table>
<thead>
<tr>
<th>Name (Last, First, Middle Initial)</th>
<th>Rank, Civilian Grade or equivalent</th>
<th>Unit/Office Symbol or Company Name</th>
<th>Duty Phone</th>
</tr>
</thead>
</table>

### SECTION II – QUALIFICATION TRAINING
(Completed by the Trainee, Unit ADPM or designated Trainer)

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Trainee’s Initials</th>
<th>Trainer’s Initials</th>
</tr>
</thead>
</table>

1. Explain the difference between mandatory/informational airfield signs. Provide examples of mandatory/informational local airfield signs.

2. Explain the different types of airfield markings (e.g. runway, taxiway, apron/ramp). Provide examples of local airfield markings.

3. Explain the different types of airfield lighting systems (e.g. runway, taxiway, apron/ramp). Provide examples of local airfield lighting.

4. Identify the speed limits for general/special purpose vehicles operating on aircraft parking aprons/ramp and taxiways.

5. Identify the procedures for vehicle operating in the immediate vicinity of base assigned and transient (if applicable) aircraft.

6. Explain the requirements for parking and chocking vehicles and/or equipment on the airfield.

7. Identify the lateral distance requirements for mobile obstacles on taxiways and aprons.

8. Discuss Foreign Object Damage (FOD) control/prevention measures for the airfield.

9. Identify methods/practices to prevent a runway incursion.

10. Explain the different types of airfield violations and their consequences.

11. Identify the proper radio terminology and phraseology.

12. Provide a local Airfield Diagram.

13. Identify all restricted areas and entry control points.

14. Identify all Control Movement Area boundaries.

15. Identify Free zones, when applicable.

16. Practical airfield familiarization training. At a minimum, familiarize individual on route(s) to and from the designated work area.
17. Explain procedures for Night Driving, Reduced visibility and Inclement weather, when applicable.

18. Explain procedures for reporting an accident or vehicle maintenance problems.

**SECTION III – TRAINING CERTIFICATION** *(Compete by Trainee, Unit ADPM and Wing ADPM as required)*

**TRAINEE**

I have received and completed all of the above training requirements and will comply with *Local Base Airfield Driving Instruction (ADI)*. I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).

<table>
<thead>
<tr>
<th>Name (Last, First, MI):</th>
<th>Rank, Civilian Grade or equivalent:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**UNIT ADPM**

I certify that the above individual has completed all local training requirements outlined in *State Local Base Airfield Driving Instruction (ADI)*. Check all applicable restrictions.

- Ramp only
- Daylight Hours only
- Other *(Specify)*

<table>
<thead>
<tr>
<th>Name (Last, First, MI):</th>
<th>Rank, Civilian Grade or equivalent:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**WING ADPM or designated representative (as required)**

<table>
<thead>
<tr>
<th>Name (Last, First, MI):</th>
<th>Rank, Civilian Grade or equivalent:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**Notes:**

1. A local form or electronic equivalent may be used as long as it includes all information listed above.

2. Electronic media such as videos, CBTs, and PowerPoint presentations may be used to provide training on all items except for items 12 and 16 above.
REQUEST FOR ISSUE OF AIRFIELD CONE/PLACARD

<table>
<thead>
<tr>
<th>To:</th>
<th>From:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Rank:</th>
<th>Phone:</th>
</tr>
</thead>
</table>

**Justification:**

I certify that I have read and understand McGuire AFB Operating Instruction 13-201 and will comply with all requirements therein. I further understand that I can be held pecuniary for any damage to government property caused by my POV while on the flightline.

**Vehicle Information:**

<table>
<thead>
<tr>
<th>Make:</th>
<th>Make:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Model:</td>
<td>Model:</td>
</tr>
<tr>
<td>Year:</td>
<td>Year:</td>
</tr>
<tr>
<td>Color:</td>
<td>Color:</td>
</tr>
<tr>
<td>State/License #:</td>
<td>State/License #:</td>
</tr>
</tbody>
</table>

**Signature (Individual Requesting POV Access)**

Date:

**Commander (Squadron/Group, Based On Access Requested)**

Date:

- [ ] Approved
  - 305 OSS/CC, Airfield Manager, Deputy Airfield Manager or NCOIC, Airfield Management Operations

- [ ] Disapproved

**Signature Of Issuing Official:**

Date Issued:

Cone/Placard Color and #:

---

OSAA FORM 7, Jul 11 Previous Editions Are Obsolete
Attachment 9

AFSC'S EXEMPTED FROM COLOR VISION TESTING

The following AFSCs are exempt from the color vision-testing requirement:

1C1XX Air Traffic Control
1C3XX Command Post
1C4XX Tactical Air Control Party
1C5XX Aerospace Control and Warning Systems
1C6XX Space Systems Operations
1C7XX Airfield Management
1N0XX Operations Intelligence
1N1XX Geospatial Intelligence
1P0XX Aircrew Flight Equipment
1S0XX Safety
1U0XX UAS Sensor Operator
1W0XX Special Operations Weather
2A0XX Avionics Test Station and Components
2A3X1 A-10, F-15, and U-2 Avionics System
2A3X2 Integrated Avionics Systems
2A3X3 Tactical Aircraft Maintenance
2A5X1 Aerospace Maintenance
2A5X2 Helicopter/Tilt rotor Maintenance
2A5X3 Integrated Avionics System
2A6X1 Aerospace Propulsion
2A6X2 Aerospace Ground Equipment
2A6X3 Aircrew Ground Systems
2A6X4 Aircraft Fuel Systems
2A6X5 Aircraft Hydraulics Systems
2A6X6 Aircraft Electrical and Environmental Systems
2A7X2 Nondestructive Inspection
2E0X1 Ground Radar Systems
2E1X1 Satellite, Wideband, and Telemetry Systems
2E1X2 Airfield Systems
2E1X3 Ground Radio Communications
2E1X4 Visual Imagery and Intrusion Detection Systems
2E2X1 Network Infrastructure Systems
2E6X2 Communications Cable and Antenna Systems
2E6X3 Voice Network Systems
2F0X1 Fuels
2M0X1 Missile and Space Systems Electronic Maintenance
2M0X2 Missile Space Systems Maintenance
2M0X3 Missile and Space Facilities
2P0X1 Precision Measurement Equipment laboratory
2T1X1 Vehicle Operations
2T3X1 Vehicle and Vehicular Equipment Maintenance
2T3X2 Special Vehicle Maintenance
2W0X1 Munitions Systems
2W1X1 Aircraft Armament Systems
2W2X1 Nuclear Weapons
3D1X2 Cyber Transport Systems
3D173 RF Transmissions Systems
3D1X5 Ground Radar Systems
3D1X6 Airfield Systems
3D1X7 Cable and Antenna Systems
3E0X1 Electrical Systems
3E0X2 Electrical Power Production
3E1X1 HVAC
3E2X1 Pavements and Construction Equipment
3E3X1 Structural
3E4X1 Water and Fuels Systems Maintenance
3E4X3 Pest Management
3E5X1 Engineering
3E7X1 Fire Protection
3E8X1 EOD
3E9X1 Emergency Management
3NXXX Public Affairs
3N0X2 Broadcast Journalist
3N0X3 Graphic Arts
3N0X4 Still Photography
3P0X1 Security Forces
4A2X1 Biomedical Equipment
4B0X1 Bioenvironmental Engineering
4E0X1 Public Health
4N0X1 Aerospace Medical Service
4P0X1 Pharmacy
4T0X1 Medical Laboratory
4T0X3 Histopathology
4Y0X1 Dental Assistant
4Y0X2 Dental Laboratory

Reference: Air Force Enlisted Classification Directory (AFECO) dated 1 Aug 09
Attachment 10

MCGUIRE AIRFIELD VEHICLE CALL-SIGN LIST

<table>
<thead>
<tr>
<th>Call Sign</th>
<th>UNIT ASSIGNED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>305AMW</strong></td>
<td></td>
</tr>
<tr>
<td>Can Do 1</td>
<td>Wing Commander</td>
</tr>
<tr>
<td>Can Do 2</td>
<td>Vice Commander</td>
</tr>
</tbody>
</table>

**305th OPERATIONS GROUP**

<table>
<thead>
<tr>
<th>Call Sign</th>
<th>UNIT ASSIGNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>OG 1</td>
<td>Operations Group Commander</td>
</tr>
<tr>
<td>OG 2</td>
<td>Deputy Operations Group Commander</td>
</tr>
<tr>
<td>OSS 1</td>
<td>OSS/CC</td>
</tr>
<tr>
<td>OSS 2</td>
<td>OSS/DO</td>
</tr>
<tr>
<td>OSS 3</td>
<td>OSS/ADO</td>
</tr>
<tr>
<td>Ops 1</td>
<td>AOF/CC</td>
</tr>
<tr>
<td>Ops 2</td>
<td>AOF/DO</td>
</tr>
<tr>
<td>Ops 3</td>
<td>AOF/SO</td>
</tr>
<tr>
<td>Airfield 1</td>
<td>Airfield Manager</td>
</tr>
<tr>
<td>Airfield 2</td>
<td>Deputy Airfield Manager</td>
</tr>
<tr>
<td>Airfield 3</td>
<td>Airfield Management Personnel</td>
</tr>
</tbody>
</table>

**305th MAINTENANCE GROUP**

<table>
<thead>
<tr>
<th>Call Sign</th>
<th>UNIT ASSIGNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance 1</td>
<td>305th Maintenance Group Commander</td>
</tr>
<tr>
<td>Maintenance 1A</td>
<td>514th Maintenance Group Commander</td>
</tr>
<tr>
<td>Maintenance 2</td>
<td>305th Maintenance Group Deputy Commander</td>
</tr>
</tbody>
</table>

**MISCELLANEOUS**

<table>
<thead>
<tr>
<th>Call Sign</th>
<th>UNIT ASSIGNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Golf 1</td>
<td>Aircraft Services Contract Dispatch</td>
</tr>
<tr>
<td>Golf 2 - 5</td>
<td>Aircraft Services Contract Vehicles</td>
</tr>
</tbody>
</table>

**305th AMW/SAFETY**

<table>
<thead>
<tr>
<th>Call Sign</th>
<th>UNIT ASSIGNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety 1</td>
<td>Chief of Safety</td>
</tr>
<tr>
<td>Flight Safety</td>
<td>Flight Safety</td>
</tr>
<tr>
<td>Ground Safety</td>
<td>Ground Safety</td>
</tr>
<tr>
<td>Weapons Safety</td>
<td>Weapons Safety/Nuclear Surety</td>
</tr>
<tr>
<td>Wildlife</td>
<td>Wild Life Bird Sanctuary</td>
</tr>
</tbody>
</table>

**305th COMMUNICATIONS SQ**

<table>
<thead>
<tr>
<th>Call Sign</th>
<th>UNIT ASSIGNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ghost 1 – 12</td>
<td>Airfield Systems Maintenance</td>
</tr>
<tr>
<td>RADIO 1 – 3</td>
<td>Radio Maintenance</td>
</tr>
</tbody>
</table>
87th CIVIL ENGINEERING SQ

CE 1  
CE 2  
Electrical 1  
CE 13 & 14  
Power 1 – 3  
Fuel 1 - 4  
Snow 31  
Plow 10 - 80  
Blower 22 - 25  
Broom 1 - 4  

Chief of Operations  
Deputy Chief of Operations  
Electric Shop Supervisor  
Airfield Lighting  
Power Pro  
Fuels  
Airfield Snow Operations Chief  
Airfield Plow  
Airfield Blowers  
Airfield Sweepers

305 CES/CEF Fire Emergency Services

Fire Control  
Chief 1  
Chief 2  
Deputy Chief  
Engine 4 & 5  
Crash 6, 8, 11, 12  
Rescue 10  

Fire Alarm Communication Center (FACC)  
Fire Chief  
Assistant Chief for Operations  
Deputy Chief  
Structural Fire Fighting Vehicle  
Aircraft Rescue Fire Fighting (ARFF) Vehicle  
Rescue Vehicle

NAVY

Bull warrior 1-3  

FRC

Note: A list of Maintenance call signs can be located in the Joint Base Maintenance Management policy 21-101.
Attachment 11

MCGUIRE AIRFIELD MASTER DIAGRAM
Attachment 12

RESTRICTED AREA AND ECP LOCATIONS
Attachment 13

ATC BLIND AND COMM DEAD SPOTS / JET BLAST HAZARD AREA
Attachment 14

DRIVING LANES THAT VIOLATE WINGTIP CLEARANCES
Attachment 15

DRIVING LANE MAP