

**BY ORDER OF THE
RAMSTEIN AIR BASE COMMANDER
(USAFE)**



**DEPARTMENT OF AIR FORCE
INSTRUCTION**

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RAMSTEIN
Supplement
17 JULY 2024**

**NUCLEAR SPACE, MISSILE,
COMMAND, AND CONTROL AIRFIELD
DRIVING**

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This Ramstein Airfield Driving Supplement implements Air Force Policy Directive 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*, Department of Air Force Instruction 13-213 *Airfield Driving*, and *United States Air Forces Europe Instruction 13-213, Airfield Driving*. It establishes responsibilities, procedures, and restrictions for the safe control and operation of vehicles and equipment on airfield ramps/aprons, taxiways, and runways. This instruction applies to all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve, and Air National Guard organizations (to include contracted locations) that administer an airfield driving program. Unit (wing or base) level supplements to this DAFI must be routed to the responsible MAJCOM Office of Primary Responsibility (OPR) for Airfield Operations for review and coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR using the Air Force Form 847, Recommendation for Change of Publication; route Air Force Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See DAFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command and Major Command OPR for Airfield Operations prior to submission to the appropriate Tier waiver approval authority. AFFSA/XA is the tier waiver approval authority for non-tiered compliance items or requirements in this DAFI. See [paragraph 1.2](#) for additional guidance concerning waivers to this instruction.

Failure to obey this supplement constitutes a violation of Article 92(1), UCMJ-failure to obey lawful order or regulation. Article 92(1) of the UCMJ does not apply to members of the ANG while in Title 32 status (that is, activated for state duty under state command), but ANG members may be subject to an equivalent article under a state military justice code. Ensure all records created because of the processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System (AFRIMS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. The reporting requirements in this DAFI are exempt from licensing with a report control symbol according to Air Force Instruction 33-324, *The Air Force Information Collections and Reports Management Program*.

The standards and directives on the following pages have been established for the control of all motor vehicles on Ramstein AB airfield.

SUMMARY OF CHANGES

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

Chapter 1

GENERAL INFORMATION

1.1. Scope and Purpose.

1.1.1. This Instruction provides guidance for the Airfield driving program to provide safe ground vehicle operations and pedestrian control on Ramstein Air Base. It outlines training requirements for all personnel (i.e. military, Department of Defense Civilians, Contractors) who, as a part of their job, are required to drive on the airfield.

1.1.2. Personnel who operate a vehicle on the airfield need to be knowledgeable of and comply with the procedures outlined in DAFI 13-213 and the USAFE supplement.

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

1.2. Waivers.

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

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

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

1.2.4. Units must provide an informational copy of all Tier 3 approved waivers to MAJCOM OPR for AO.

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

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

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. HQ AFFSA.

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

2.2. MAJCOM OPR for AO.

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

2.3. 86th Airlift Wing Commander (86 AW/CC).

- 2.3.1. Ensures base/tenant agencies support the airfield driving program.
- 2.3.2. May reinstate airfield driving privileges in writing to perform mission essential duties following suspension or revocation of an individual's civilian driver's license and/or base driving privileges. Authority may be delegated in writing to a G-series ordered commander in the appropriate chain of command.
- 2.3.3. Approves publication of wing/base supplements to this instruction.
- 2.3.4. Requests an Air Force Runway Safety Action Team through the Major Command OPR for Airfield Operations when there are recurring problems with runway incursions. See AFMAN 13-204 Volume 1, for additional information.

2.3.5. Reviews runway incursion and Controlled Movement Area Violation incidents and corrective actions taken.

2.3.6. Approves subsequent testing for individuals whom fail the 86 AW Airfield Drivers test on more than three occasions. Note: Authority may be delegated to respective group commanders.

2.4. 86th Operations Group Commander (OG/CC).

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

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

2.4.3. Approves the shape and/or increase/decrease in the size of the Controlled Movement Area (CMA) with recommendations from Airfield Manager (AFM), Wing Airfield Driving Program Manager (ADPM), AOF/CC, Tower Chief Controller, and Wing Safety.

2.4.4. Approves unit appointed ADPMs that do not meet the requirement of two years of experience driving on the airfield and six months experience driving on Ramstein's airfield, in accordance with [paragraph 2.8.3](#).

2.5. Unit Commander or equivalent.

2.5.1. Shall appoint qualified primary and alternate Unit ADPMs and Unit Airfield Driving Trainers in writing **(T-3)**. **NOTE:** Ensure an adequate number of Unit ADPMs to satisfactorily manage the number of airfield drivers within an organization. Conversely, small organizations can combine and/or consolidate their airfield driving program. See [Attachment 4](#) for an example appointment letter.

2.5.1.1. Unit ADPMs must be at least SSgt/7-level or above, or civilian equivalent unless manning constraints absolutely prohibit; then use the most qualified SSgt/5-level or civilian equivalent available **(T-3)**.

2.5.1.2. Unit ADPMs must possess an AF Form 483 with the same level of access as the personnel he/she is training (i.e. Unit ADPMs with members who require CMA access, must also have CMA access). **(T-2)** Forward a copy of the waiver to the Wing ADPM. **(T-3)**

2.5.2. Ensures replacement Unit ADPMs are appointed in writing at least 30 calendar days prior to releasing the current Unit ADPM.

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

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

2.5.5. Signs Memorandum for Record (MFR) indicating third-time test failures assigned to their respective squadron have received remedial training from their respective unit ADPM. Note: Responsibility may not be delegated.

2.5.6. Suspends a unit member's airfield driving authorization upon suspension or revocation of their civilian driver's license, and/or base driving privileges. Notify the Wing ADPM and Unit ADPM of the individuals' suspension/revocation. **NOTE:** Process request for reinstatement of airfield driving authorization according to [paragraph 4.32](#).

2.5.7. Participates in the RIPWG.

2.5.8. Ensures review of individual's Driving Record via Security Forces Management Information System (SFMIS) or AF Form 1313 (located at Security Forces) to determine their qualifications before permitting them to operate a vehicle and or equipment on the airfield. **(T-3)**

2.5.9. Ensures unit airfield drivers limit their access on or across the runway to mission essential duties only. **(T-3)**

2.5.10. **Comply with requirements outlined in AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, Para 24.13.2.5.**

2.5.11. **Serves as sponsoring unit to personnel on temporary duty status (TDY), whose mission requires driving on Ramstein AB airfield.** Note: The Wing ADPM will work with unit ADPMs, TDY personnel and other base organizations (i.e., 86 AW/XP) to facilitate unit alignment.

2.5.12. **Signs a Memorandum requesting reinstatement of airfield driving privileges for personnel assigned to their respective unit following completion of suspension/revocation period and completion of airfield driving refresher training.** Note: Responsibility may not be delegated.

2.6. 86th Operations Support Squadron, Airfield Operations Flight Commander (AOF/CC).

2.6.1. **Appoints the Wing Airfield Driving Program Manager in writing.**

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

2.6.3. Concurs or non-concurs with safety investigations on Controlled Movement Area Violations and Runway Incursions in accordance with Air Force Manual 91-223, *Aviation Safety Investigations and Reports*.

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

2.6.5. Shall obtain Major Command OPR for Airfield Operations (AO) coordination on wing/base supplements to prior to certification and approval. **(T-2).**

2.6.6. Participates in the RIPWG.

2.7. 86th Air Wing Airfield Driving Program Manager (WADPM). The Wing ADPM will:

2.7.1. Be a 1C771 (Airfield Management) with the 7-Skill level (or civilian equivalent) and appointed in writing by the AOF/CC to provide overall Airfield Driving Program management and oversight. **(T-3).** The preferred grade of the Wing ADPM is Technical Sergeant/E-6 (or above) or civilian equivalent.

2.7.2. Utilize the web-based Air Mobility Command Airfield Drivers Training Certification System (ADTCS) to manage the Wing/Installation ADP. The Wing/Installation ADPM is responsible for the overall management, training and implementation of the program. <https://aodms.af.mil/AirfieldDriving> (T-2)

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

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

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

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

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

2.7.8. Issue and maintain control/security of Privately Owned Vehicle (POV) and Government Leased Vehicle Passes/Decals. (T-3).

2.7.9. Annually validate and issue passes/decals. **NOTE:** Authority must not be delegated outside Airfield Management. (T-2).

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

2.7.11. Notify individual's Unit Commander, ADPM and AOF/CC when they commit a controlled movement area violation. (T-3).

2.7.12. Maintain a Wing ADPM Continuity Binder or electronic equivalent outlined in (T-3).

2.7.12.1. Maintain additional TAB G: Privately Owned Vehicle (POV) and Government Leased Vehicle (GLV) request letters.

2.7.12.2. Maintain additional TAB I: RAB121-102, Foreign Object Damage (FOD) And Dropped Object (DO) Prevention Program.

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

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

2.7.15. Ensure Unit ADPMs provide appropriate training to temporarily assigned personnel, Inspection/Survey Teams, and non-base assigned contractors based on type, location, time and duration of work. (T-2).

- 2.7.16. Provide classroom training as determined locally. **(T-3).**
- 2.7.17. Identify Mission Oriented Protective Posture training requirements in accordance with AFI24-306, Chapter 14 and publish in the wing/base supplement, as applicable. **(T-3).**
- 2.7.18. Participate in the RIPWG. **(T-3).**
- 2.7.19. Provide Unit ADPM a standardized spreadsheet (or electronic equivalent) to monitor and track unit personnel authorized to drive on the airfield. The list of airfield drivers will include the individual's full name, rank, unit, AF Form 483 certificate number, restrictions (e.g. daytime or ramp only) and refresher training due date. **(T-3).**
- 2.7.20. Take immediate actions following a Controlled Movement Area Violation or Runway Incursion to correct any identified systematic problems and ensures interim control measures are applied until permanent corrections are made. Coordinate with AOF/CC and 86 AW/SEF to review Runway Incursions and CMAB findings that involve airfield driving. **(T-3).**
- 2.7.21. Develop a local airfield diagram for drivers training and familiarizations purposes.
- 2.7.22. Coordinate on locations designated for primary (initial)/secondary (follow-on/support) response agencies (Crash Recovery, Security Forces, and Ambulance). **(T-3).**
- 2.7.22. 1 Validate each unit airfield driving program, to include a copy of the Unit ADPM MICT SAC, for program integrity and compliance with this instruction and wing/base supplement at least annually. Report any trends, recommended improvement areas, and overall program effectiveness and compliance in writing to the unit commander. **(T-3).** **NOTE:** Wing ADPM is not required to gain access to a unit's MICT program.
- 2.7.22.1.1. A follow-up inspection will occur no later than 30 days following the receipt of an unsatisfactory rating. The UADPM will be provided recommendations for fix actions by the WADPM and/or Wing/SE.
- 2.7.23. Develop a local airfield diagram/layout test to ensure individuals know the location of runways, taxiways, aprons, perimeter road, and airfield access points. **(T-1).**
- 2.7.24. Develop a written communication, general knowledge, and runway incursion on the wing/base supplement. Include the OPR and currency date on each test. **(T-1)**
- 2.7.25. Processes requests and issues vehicle passes when deemed essential for conducting official business to UADPM's.
- 2.7.26. Conducts airfield driving training and safety briefings for all un-escorted contractor personnel prior to airfield construction activities commencing if required and establishes haul routes to/from work sites.
- 2.7.27. Disseminate taxiway/runway closures, construction activity, or other airfield hazards and disseminates to Unit ADPM. **(T-3).**

2.8. Unit ADPM or equivalent (UADPM).

- 2.8.1. Must be at least Staff Sergeant or above, or civilian equivalent. **(T-3).**
- 2.8.2. Possess an AF Form 483 and be complete and current on all training requirements. **(T-3).**
- 2.8.3. Individuals serving as the Unit ADPM will have a minimum of two years of experience driving on an airfield and six months experience driving on Ramstein's airfield due to the

complexity of the operating environment. **(T-3).** **NOTE:** Unit ADPMs with members who require CMA access, must also have CMA access and pass all associated tests in regard to airfield driving prior to assuming Unit ADPM duties **(T-1).**

2.8.3.1. Receive UADPM training by the Wing ADPM. It is the responsibility of the Unit's Primary ADPM to coordinate training with the WADPM for new or alternate members prior to their assumption of duties.

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

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

2.8.4.1. Unit ADPMs will review all ADTCS test failures with the trainee. Additional training will be provided and documented in the ADTCS record. **(T-2)**

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

2.8.6. Identify, document, and track personnel requiring access to the CMA, Non-CMA, or restricted airfield driving as applicable (i.e. Ramp only and/or Daylight Hours only) **(T-3).**

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

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

2.8.9. Ensure unit personnel authorized to drive on the CMA completed all required training requirements as outlined in [Chapter 3](#), wing/base supplement and possess an AF Form 483 annotated "*Controlled Movement Area Access.*" **(T-2).** Personnel authorized to drive in the CMA will have the letter "C" annotated on their AF Form 483 or letter "N" indicating non-CMA access.

2.8.10. Ensure unit personnel have a valid state or country driver's license to operate privately owned, government (may also require a government driver's license), or contractor owned/leased vehicles on the airfield. **(T-3)**

2.8.10.1. In the event a member's state license is expired, the United States Army, Europe (USAEUR) license is acceptable.

2.8.11. Ensure unit personnel are qualified to drive the vehicle(s) they are operating on the airfield. **(T-3).** This includes any other additional training required to operate vehicles in various field conditions (i.e. blackout or NVDs, Mission Oriented Protective Posture gear). Units operating vehicles on the airfield using Mission Oriented Protective Posture gear must have Local Operating Procedures coordinated through the Wing ADPM and approved by the requesting unit's squadron commander. **(T-3).** The Local Operating Procedures must include the required training outlined in AFMAN24-306, Chapter 14. **(T-1).**

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

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

2.8.14. Schedule personnel that require access to the CMA for color vision testing **(T-3)**. See **paragraph 3.4** for additional information.

2.8.15. Conduct and document annual refresher training by the end of the month that initial training took place for assigned unit airfield drivers (ex; refresher training completed 3 March will expire 31 March of the following year). **NOTE:** New AF Form 483 must be printed upon completion of refresher training on annotating members new currency date. Maintain a copy of the most current refresher training completion date on file in ADTCS.

2.8.15.1. Individuals that fail to accomplish their annual refresher training during the month that is due, will have their airfield driving privileges suspended.

2.8.15.2. Individuals that have their driving privileges suspended will be required to re-accomplish all training steps prior to their airfield driving privileges being restored.

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

2.8.17. Maintain a Unit Airfield Driving Program Continuity Binder on a local shared drive in the format outlined in **Attachment 9**. **(T-3).**

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

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

2.8.20. Unit ADPMs that fail to attend semi-annual meetings will have their Unit ADP suspended and Commanders notified of the suspension. Programs will be reinstated once the member has completed semi-annual meeting with WADPM.

2.8.21. Ensure temporarily assigned personnel, Inspection/Survey Teams and non-base-assigned contractors, that are hosted by the unit receive local airfield driving training as outlined in this instruction. **(T-2).**

2.8.22. Use the Unit ADPM MICT SAC to conduct and document a self-assessment of the unit's airfield driving program at least annually. **(T-3).** Provide a copy to the Wing ADPM upon request for functional oversight to determine overall program effectiveness and compliance with this instruction and the wing/base supplement. **(T-3).** **NOTE:** Unit ADPMs must contact their local MICT representative(s) for assistance with being assigned the Unit ADPM MICT SAC.

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

2.8.24. Unit ADPMs will conduct and document a minimum of 2 random spot checks per week on unit personnel. These checks will look for a valid AF IMT 483, required airfield driving documents (i.e. Current Airfield Diagram, AFVA 11-240, *Airports Signs and Markings*, VISCON Matrix, AFVA 13-222, *Runway/Controlled Movement Area Procedures*) and Instrument/VFR

Hold line recognition. These checks will be forwarded to the Wing ADPM at the end of every quarter.

2.8.25. Provide classroom training as determined locally. Unit ADPMs will use the training guides and tests provided by the Wing ADPM only. Units will not develop unit specific classroom/individual training for potential airfield drivers without the consent of the Wing ADPM. Note: Prior to implementing any unit specific training items, units will submit documents/questions to the Wing ADPM for review and approval.

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

2.8.27. Notify Unit Commander and Wing ADPM in writing after an individual commits a violation and/or after suspending an individual's airfield driving privileges. **(T-3).**

2.8.28. Unit ADPM will participate in the RIPWG. **(T-3).**

2.8.29. Annually validate the number of personnel authorized to drive on the airfield to include justification for individuals required to enter or cross the CMA. **(T-3).** Provide results to the Wing ADPM via an email and/or MFR and maintain in Tab E – Current List of Unit Assigned Airfield Drivers in the Airfield Driving Continuity Binder.

2.8.29.1. Unit ADPMs will provide the annual validation of airfield drivers/CMA justification by completing an MFR provided by the WADPM. The WADPM has authority to deny CMA access to any individuals who do not meet the CMA currency requirement.

2.8.29.2. Review current airfield information daily (NOTAMS, advisories and/or emails from Wing ADPM) for any taxiway closures, runway closures, construction activity, or other airfield hazards and disseminate this information out to unit drivers for their situational awareness. Ensure unit drivers have access to current NOTAM information. Current NOTAM can be found at <https://www.notams.faa.gov/> **(T- 3).**

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

2.8.31. Ensure unit out-processing checklists contain a requirement for licensed airfield drivers to out-process in ADTCS. Collect and destroy AF IMT 483s from personnel who permanent change of station (PCS), separate, or retire.

2.8.32. Review ADTCS monthly to determine progress of unit personnel in airfield driver training. Personnel who fail to complete training and certification requirements within 60 calendar days upon entering the airfield driving online training will be removed due to inactive training.

2.9. Airfield Driving Trainers.

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

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

2.9.3. Ensures unit personnel being trained have a valid state or country driver's license to operate the applicable vehicles prior to operating the vehicle on the airfield.

2.9.4. **Must have completed the AF Training Course or civilian/other DoD service equivalent (Contractors are exempt from this requirement).** Forward a copy of the appointment letter to the Wing ADPM. (T-3) **Note:** This letter may be consolidated with the unit ADPM appointment letter. See [Attachment 4](#) for an example appointment letter.

2.10. Airfield Drivers.

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

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

2.10.3. Review and understand airfield signage and markings.

2.10.4. Maintain situational awareness when driving on the airfield, especially in the areas of Ramp 1 and 7 as they are Air Traffic Control Tower visual blind spots. It is the personal responsibility of every vehicle operator or pedestrian operating on the airfield to check for approaching aircraft, visually observe the Air Traffic Control Tower, and recognize the location of runways, taxiway, and aprons.

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

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

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

2.10.8. Maintain two-way contact with the ATCT when operating in or near Controlled Movement Areas and use correct terminology during radio transmissions.

2.11. Airfield Management (AM).

2.11.1. Serves as the OPR for the wing/base airfield driving program.

2.11.2. Conducts 2 random spot checks per shift for enforcement and compliance of the airfield driving program in conjunction with periodic airfield checks. Annotate spot checks on the Air Force Form 3616, *Daily Record of Facility Operations*.

2.11.3. Routinely monitors radios for proper radio terminology/phraseology and discipline. Immediately respond to and correct improper radio usage when notified by the Air Traffic Control Tower or through the monitoring of radio frequencies. Document corrective actions on an AF Form 3616.

2.11.4. Imposes and publishes restricted driving routes as required.

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

2.11.6. Participates in the RIPWG.

2.11.7. AFM, Wing ADPM, and other designated AM representatives are responsible for signing AF Form 483s. Authority for signing AF Form 483 is not delegated outside AM.

2.12. Air Traffic Control Tower (ATCT).

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

2.12.2. Reports known airfield/Controlled Movement Area violations and problems with vehicle operator radio communications to Airfield Management. Assists Airfield Management in identifying and locating violators or any unauthorized personnel and vehicles.

2.12.2.1. Upon observing a CMA violation, initiates AF IMT Form 457, *USAF Hazard Report* or AF IMT Form 651, *Hazardous Air Traffic Report* as applicable. Forward completed AF IMT to AOF/CC for processing.

2.12.3. Participates in the RIPWG.

2.12.4. Corrects improper phraseology and denies access to the CMA when drivers cannot communicate using established phraseology. Tower will immediately report issues to Airfield Management to respond.

2.13. Wing Safety, 86th Airlift Wing, (86 AW/SE).

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

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

2.13.3. Coordinates with AOF/CC, or appropriate AO representatives, in investigating airfield driving incidents, Hazard Air Traffic Report (HATR) and Controlled Movement Area violation events.

2.13.4. Will provide a copy of all Controlled Movement Area violation report submittals (initial, status, final) to AOF/CC for review/concurrence as outlined in AFMAN 91-223. **(T-1)**.

2.13.5. Participates in the RIPWG.

2.13.6. Reviews Controlled Movement Area violations for trends.

2.14. 86th Security Forces Squadron (86 SFS).

2.14.1. Monitors airfield vehicle operations.

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

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

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

2.14.4.1. Confiscates POV/GLV pass that have expired, been reported lost/stolen, or utilized pass for purposes other than that which is approved. Confiscated POV/GLV passes will be returned to the 86 AW ADPM.

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

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

2.14.7. Participates in the RIPWG.

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

2.15. 86th Aerospace Medical Squadron, Force Health Management (86 AMDS/SGPM).

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

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

2.16. 86th Civil Engineer Squadron, Programs (86 CES/CEP).

2.16.1. Ensures contract personnel receive driver's training from the Civil Engineer Unit ADPM, AFM, Wing ADPM or designated AM representative prior to the start of construction activities, if personnel are not escorted by a CMA/Non-CMA licensed driver.

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

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

2.16.4. Notifies the AFM or Wing ADPM of construction and projects that may impact the airfield/airspace environment 10 days prior to the scheduled event for planning purposes.

2.16.5. Will provide a German translator for Airfield Familiarization briefings and document translation, if needed.

Chapter 3

TRAINING CRITERIA AND TESTING

3.1. Training Curriculum. Airfield driver training and certification will be accomplished utilizing the ADTCS website located at: <https://aodms.af.mil/AirfieldDriving> unless otherwise directed by the WADPM. All instructional training documents required for airfield driver training will be provided by the WADPM to all UADPMs via email, specified drive location, or specified SharePoint location.

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

3.2.1. All requirements annotated on training **Attachment 7**. Documentation will be maintained in TAB F of the continuity binder until member is no longer assigned to the unit or an Airfield driver. Note: Wing ADPM will only endorse **Attachment 7** training if training is not completed at the unit level.

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

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

3.2.3.1. Trainees will advise their UADPM upon completion of the USAF Airfield Driving CBT. Either the CBT Certificate or a cross-reference sheet listing the location of the CBT Certificate will be placed in the ADP Continuity binder in TAB F.

3.2.3.2. Individuals not in possession of a Common Access Card (CAC) issued by the Department of Defense, will accomplish the USAF Airfield Driving CBT utilizing the paper/PowerPoint format.

3.2.4. Classroom training must be provided by the UADPM or designated unit airfield driving trainers.

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

3.2.5.1. Trainee will demonstrate proper phraseology with ATCT and request approval to enter the CMA and report outside the CMA. Note: Not applicable to Non-CMA licensed airfield drivers.

3.2.5.2. Trainee will demonstrate the ability to locate the ATCT cab and distinguish between green, red, and white light gun signals.

3.2.5.3. Trainee will demonstrate the ability to locate and properly identify VFR and Instrument hold lines on all taxiways and runways and describe actions required of a driver upon reaching each of the holding positions.

3.3. Testing Requirements. Base assigned personnel (i.e. military, DoD civilian or contractor) required to operate a vehicle on the airfield must pass all required tests prior to issuance of an AF Form 483. **(T-1).** Training and testing materials will be made available in the predominant host nation language as applicable. All tests shall be administered closed book. **(T-1).**

3.3.1. Testing is accomplished on ADTCS. Members will take a test based on their need for CMA access or non-CMA access. The test automatically populates on ADTCS. Members with non-CMA access will complete the non-CMA test on ADTCS and be issued a license. Member who requests CMA access will take the CMA test on ADTCS then report to Airfield Management for the 86 AW Airfield Driving CMA Aptitude Test. At a minimum, testing requirements must include the following:

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

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

3.3.1.1.2. **(Added)** Runways: The airfield is comprised of two runways labeled as Runway 08/26 and Runway 09/27.

3.3.1.1.3. **(Added)** Taxiways: The airfield is comprised of 12 taxiways, taxilanes, and taxitracks which support ground movement of fixed-wing and rotary-wing aircraft, as well as vehicle and pedestrian traffic.

3.3.1.1.4. **(Added)** Ramps/Aprons: The airfield is comprised of 7 aircraft parking ramps. Base assigned aircraft parking areas are labeled as Ramps 1, 2, and 7. Transient parking areas are labeled as Ramps 3, 4, and 5. The hazardous cargo pad is labeled as Ramp 8.

3.3.1.1.5. Required minimum passing score is a 100%.

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

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

3.3.1.2.1. Basic communication principles.

3.3.1.2.2. Phonetic Alphabet.

3.3.1.2.3. Standard aviation phraseology.

3.3.1.2.4. Escort phraseology/rules.

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

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

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

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

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

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

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

3.3.1.5.4. Demonstrate the ability to contact Air Traffic Control Tower prior to entering the runways and other CMA (*Runway/CMA drivers only*) without assistance.

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

3.3.2. **(Added) 86 AW Airfield Driving CMA Aptitude Test.**

3.3.2.1. Members requesting CMA access will need to take the 86 AW Airfield Driving CMA Aptitude Test at Airfield Management prior to issuing the AF Form 483 in ADTCS.

3.3.2.2. The 86 AW Airfield Driving CMA Aptitude Test is comprised of scenario based and written questions intended to demonstrate the member's ability to safely operate a vehicle in the CMA. Required minimum passing score is 100%.

3.3.3. Test Failures. Failure to obtain a passing result for the CMA test or non-CMA test on ADCTS, will require the following:

3.3.3.1. First time test failures must receive remedial training documented in members profile in ADTCS by the UADPM and must wait 24 hours before attempting a re-test.

3.3.3.2. Second time failures must receive additional remedial training documented by the UADPM on an MRF stating the member has completed remedial training, signed by the UADPM and wait 7 days before they can accomplish a retest.

3.3.3.3. Third time failures must receive additional remedial training documented by the UADPM on an MFR stating the member has completed remedial training, signed by the squadron commander endorsing the wait 14 days before they can accomplish a retest.

3.3.3.4. If a member fails the CMA test or non-CMA test a fourth time, they will not be allowed to re-test, therefore not receiving airfield driving privileges.

3.3.3.5. Members who fail the 86 AW Airfield Driving CMA Test must wait 72 hours and receive remedial training before they can retest.

3.4. Color Vision Requirements. Individuals that have a requirement to drive a vehicle on the CMA must pass a color vision test and provide results to their UADPM. 86 AMDS/SGPO conducts color vision testing Monday-Friday, 0700L-1700L, except on US holidays, 86 AW Family/Goal days and 86 MDG training days. Note: Host nation personnel must schedule color vision testing with their private Optometrist. The Unit ADPM will annotate the color vision screening results in ADTCS.

3.4.1. Individuals that fail to pass the color vision test can be issued a "Ramp Only" airfield license, with the letter "N" annotated on their AF Form 483, indicating "Non-CMA" access only. **NOTE:** Access to the CMA must not be granted. **(T-1).**

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

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

Chapter 4

OPERATING PROCEDURES AND STANDARDS

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

4.1.1. AF Form 483 will be issued using ADTCS.

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

4.1.3. All persons will comply with posted signs and traffic control devices when approaching and/or crossing active aircraft movement areas. Note: Vehicle operators and pedestrians will yield the right-of-way to aircraft and vehicles on active movement areas regardless of posted signs and traffic control devices.

4.1.4. Visual and Audible Traffic Signals. Where present, visual traffic signals appear as a blinking red light when activated, alerting drivers/pedestrians to the presence of an approaching aircraft. ATCT will activate such signals when an aircraft is approaching a guarded intersection (Mitchell Avenue). When activated, drivers and pedestrians alike will come to a stop at their present position until the signal is deactivated. If located within the confines of wingtip clearance lines while crossing Mitchell Avenue, individuals will continue beyond the next set of wingtip clearance markings and/or vehicle stop bar markings without delay.

4.1.5. Road Surface Markings. Road surface markings are white in color and provide guidance to drivers. Where the inscription "Check for FOD" is present, drivers will comply with posted FOD check procedures. Note: Drivers exempt from FOD check procedures where posted, will NOT pass vehicles/drivers subject to FOD check procedures.

4.2. (RAMSTEINAB) The CMA (see Attachment 14), as defined in RABI 13-204, *Airfield Operations*, is defined as follows:

4.2.1. **(Added)** The northern boundary of the CMA starting at the northwest corner follows 10 feet inside of the edge of West Perimeter Road going east. Defined by the perimeter road north of Bldg. 4456, encompassing the road, the CMA extends south to run parallel with the taxiway Golf North VFR hold line to Taxiway Echo North VFR hold line. The CMA then extends in a straight line from the taxiway Echo North VFR hold line to the Runway 27 glideslope access road instrument hold line (see [Attachment 14](#)). Continuing east of the glideslope access road Instrument hold line, the upper boundary of the CMA follows the glideslope access road (see [Attachment 14](#)), encompassing the road, so that a vehicle crossing taxiway Charlie or turning west or east off of taxiway Charlie onto the glideslope access road is required to request CMA access. Vehicles traveling south on taxiway Charlie must request CMA access prior to the taxiway Charlie VFR hold line.

4.2.2. **(Added)** The southern boundary is defined by the Morbach drainage ditch, located approximately 700 feet south of the centerline of runway 08/26. Exception: The CMA is marked by the VFR hold lines on Taxiways Echo South, Lima and Golf South, excluding buildings 2398 and 2399.

4.2.3. **(Added)** The eastern boundary of the CMA follows 10 feet inside of the edge of the east perimeter road from the North Crash Access Road to a point parallel with the Morbach drainage ditch south of runway 08/26.

4.2.4. **(Added)** The western boundary follows 10 feet inside the edge of the west perimeter road from Taxiway Golf (North) to Taxiway Golf (South).

4.3. Procedures and Standards for operating a vehicle in the CMA (T-3).

4.3.1. No vehicle operator or pedestrian shall enter the CMA without specific approval from the Air Traffic Control Tower via appropriate Land Mobile Radio (LMR) over the Ramp network channel or Crash network channel (Emergency responders only) **(T-1)**.

4.3.1.1. **NOTE:** Vehicles and pedestrians with a qualified escort meet this requirement. See [paragraph 4.23](#).

4.3.1.2. Personnel requiring access to the CMA will complete airfield driver's training and have the airfield driving restriction code "C" annotated on their AF IMT 483, indicating CMA access. Personnel not trained and certified to operate in the CMA are prohibited from entering, unless escorted by a qualified airfield driver having "Ramstein AB" and "C" annotated on their AF IMT 483.

4.3.2. Vehicle operators and/or pedestrians must read back all Air Traffic Control instructions verbatim. **(T-1)**.

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

4.3.3.1. Personnel monitoring communications with ATCT are prohibited from wearing hearing protection that will interfere with the operators capability to properly monitor communications with ATCT while operating in the CMA, unless utilizing earmuff-style hearing protection with ear buds or built-in speakers capable of monitoring the appropriate LMR network.

4.3.4. Vehicle operators must use Light Emitting Diode/Rotating Beacon Lights and/or emergency/hazard warning flashers when driving in the CMA. **(T-1)**.

4.3.5. Vehicles operating in the CMA on a daily basis will have a permanent radio mounted in the vehicle to communicate with the Air Traffic Control Tower. **(T-3)**. A hand-held radio will only be used as a backup or when communication is required outside the vehicle. **NOTE:** Vehicle operators must conduct an operational test of the radio before entering the airfield.

4.3.6. Vehicle operators and/or pedestrians operating on the CMA must use a distinct, approved call sign (i.e. Airfield 1, Chief 1, Sweeper 1, or Transient Alert 1) coordinated by the Wing ADPM to avoid duplicating, confusing, or different agencies using similar names. **(T-2)**. To avoid confusion that could lead to runway incursions/Controlled Movement Area Violations, do not use a call sign that is part of air traffic control phraseology such as "Taxi" and/or the Phonetic Aviation Alphabet. Additionally, call signs that incorporate the names and/or numbers of aircraft movement areas associated with the airfield environment must not be used (i.e. taxiway, ramp, alpha, bravo, or one- eight). **(T-2)**. . Vehicle and/or pedestrian call signs are listed in [Attachment 12](#).

4.3.7. Unconditional instructions (blanket approval) to vehicles requesting entry on the runway will not be authorized. **(T-0)**. See Federal Aviation Administration Order 7110.65, *Air Traffic Control* for additional information.

4.3.8. Runway crossings are restricted to vehicle operators/traffic performing mission essential duties and then only to an absolute minimum. **NOTE:** When crossing a runway is required during flying operations, the preferred crossing point are Taxiways Echo and Golf.

4.3.8.1. Unless approved by the Wing Airfield Driving Program Manager, access to the opposing side of the airfield will be achieved by utilizing East and/or West Perimeter Roads, as applicable. Note: When utilizing the perimeter roads, vehicle operators must take into consideration road restrictions associated munitions storage areas.

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

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

4.4.2. All vehicle operators/pedestrians must exit the runway immediately. **(T-2).** Contact Air Traffic Control Tower and Airfield Management immediately and advise when off the runway and include any pertinent information that might affect safe runway operations.

4.4.3. If not able to communicate with Air Traffic Control Tower or Airfield Management via radio, use other means of communication such as a cellular phone (when available). Report incident to Airfield Management immediately at DSN 480-2073/2446 or commercial 06371-47-2073/2446.

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

4.5.1. DAFVA 11-240, *USAF Airport Signs and Markings*. **(T-2).** **NOTE:** The Ground Vehicle Guide to Airport Signs & Markings Dashboard/Visor Sticker is the Federal Aviation Administration equivalent to AFVA 11-240 and may be used by units located at shared-use airfields. Airfield driving visual aids/decals produced by the Air Force are available for download at Air Force e-Publishing (<http://www.e-publishing.af.mil>).

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

4.5.2. A current locally developed airfield diagram (provided by Wing ADPM). See **Attachment 13**, Airfield Diagram.

4.5.3. Hot Spots when depicted on a different airfield diagram, see **Attachment 19**. **(T-2).** (Added) The following 6 locations are Hot Spots on Ramstein AB airfield; the end of RWY 09 & TWY B, the end of RWY 08 & TWY A, TWY A (curved section), TWY C, intersection of RWY 09/27 & TWY E, and intersection of RWY 09/27 & TWY G

4.5.4. Visibility Conditions Matrix (VISCON matrix) See **Figure 4.21**.

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

4.6. Airfield Signs.

4.6.1. **Mandatory Sign.** A mandatory sign has white legend on red background and provides an instruction that must be followed. They denote an entrance to a runway or critical area, or other situation such as a no-entry location. At controlled airfields (with active tower), aircraft and

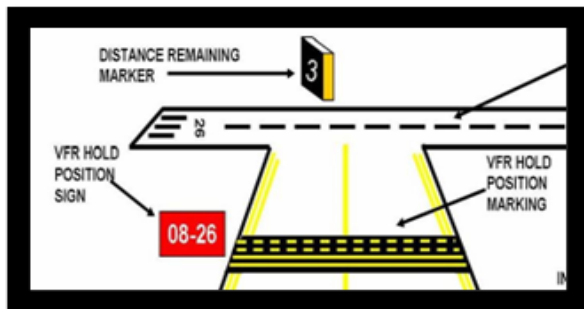
vehicles are required to hold at the holding position unless cleared by air traffic control. At uncontrolled airfields, the intent is that traffic may only proceed beyond the sign after appropriate precautions are taken by the pilot and vehicle operators.

Figure 4.1. Mandatory Instruction Signs.

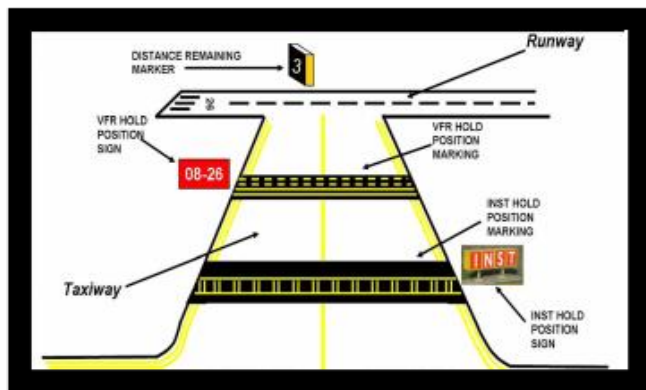


4.6.1.1. Runway Hold Position Signs denote where personnel are required to stop when approaching a runway. Only after receiving approval from ATCT, personnel proceed beyond the markings. Runway Hold Position Signs are located on Taxiways Alpha, Charlie, Echo, Golf, Kilo and Lima. Note: Taxiway Bravo lacks runway holding position signs, however surface painted runway holding position markings are applied. (See [Figure 4.2.](#))

Figure 4.2. Runway Hold Position Signs.



4.6.1.2. Instrument (INST) Hold Position Signs. The area beyond the instrument hold position marking is deemed a critical area. Only after receiving approval from ATCT, may personnel proceed beyond the instrument hold position marking. Instrument hold position signs are co-located with instrument hold position markings and signs are located on Runway 09/27, east of Taxiway Echo and on Taxiways Alpha, Charlie, Echo, Golf, and Lima; the inscription “26 CAT II/IIIa” appears. Signs located on Taxiway Golf have the inscription “27-09 CAT I”. (See [Figure 4.3.](#))

Figure 4.3. Instrument (INST) Hold Position Signs.

4.6.1.3. **Intermediate Holding Position Signs.** Intermediate holding position signs denote the location of an intermediate holding position marking (4.7.2.5). Intermediate holding position signs are located on Runway 09/27, west of Taxiway Echo and have the inscription “09”; they are complimented with location signs that have the inscription “1”. Note: Compliance with intermediate holding position signs is only required when instructed by ATCT to do so, or when the in-pavement stop bars are activated. (See Figure 4.4.).

Figure 4.4. Intermediate Holding Position Signs.

4.6.2. **Taxiway Guidance and Informational Signs.** These include direction signs, Destination signs, other informational signs, and boundary signs.

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

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

Figure 4.5. Location and Destinations/Direction Signs.



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

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

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

Figure 4.6. Other Signs.



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

4.6.4. Examples of mandatory and informational signs are included in **Attachment3**.

4.7. Airfield Markings. Airfield markings vary greatly depending on location. The following are common markings present at most USAF own and/or operated airfields.

4.7.1. **Runway Markings.** Runway markings are marked with retro-reflective white paint and include threshold, runway designations (numeric characters that indicate the lateral position of the runway, ex. 09/27), runway centerline, side stripes, touch-down. Where applicable, the runway side stripe is marked with a solid white line running the length of the runway.

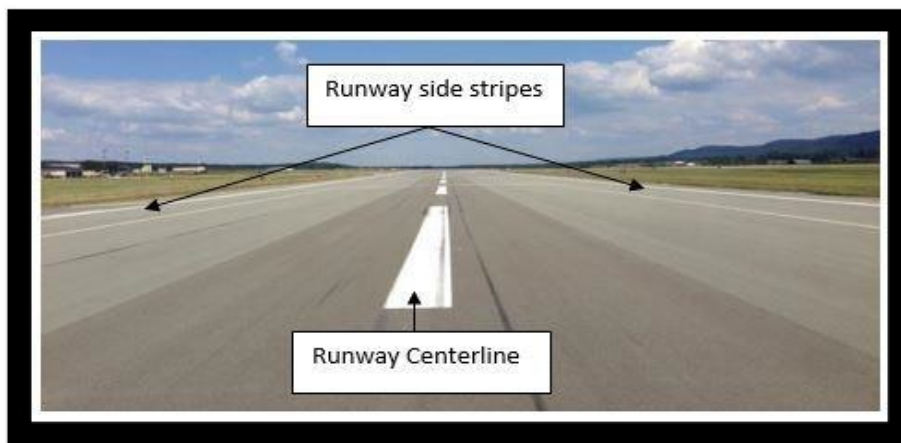
Figure 4.7. Runway Markings.



4.7.2. Runway side stripes are solid white lines running the length of the runway, these lines denote the edge of the runway. (See [Figure 4.8.](#))

4.7.3. Runway centerline lines are dashed white lines running down the middle of the runway. (See [Figure 4.8.](#))

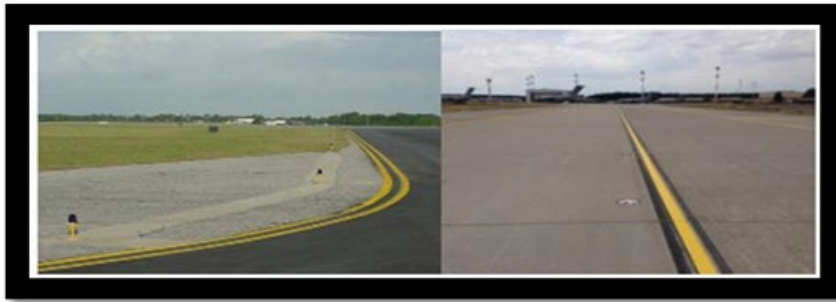
Figure 4.8. Runway side stripes and Runway centerline lines.



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

4.7.4.1. Taxiway shoulder markings identify pavements that are not intended for use by aircraft. Taxiway and apron edge markings consist of a continuous double yellow line to define the taxiway and apron boundaries from the shoulder. Vehicle operators will not drive on centerlines for the purpose of reducing FOD hazards and snow compaction, when present. Instead, vehicles will be driven to the far right of a taxiway, but not over the edge stripe. Exceptions: Airfield Management, transient alert, emergency response vehicles, and those vehicles conducting aircraft tow operations. (See [Figure 4.9.](#))

Figure 4.9. Taxiway and Apron Markings.



4.7.4.2. Wingtip Clearance Lines. Wingtip clearance lines are made up of a white, 6 inch line located on aircraft parking ramps. They are used to ensure all personnel and equipment remain behind them at all times. (See [Figure 4.10.](#)).

Figure 4.10. Wingtip Clearance Lines.



4.7.4.3. Surface Painted Direction/Location Signs. These markings have a yellow background with a black inscription and are located adjacent to the centerline. The inscription denotes the name of the upcoming taxiway, while the arrow located above the marking indicates the direction of turn required. (See [Figure 4.11.](#)).

Figure 4.11. Surface Painted Direction/Location Signs.



4.7.4.4. Low Visibility Hold Positions. Consist of a pink circle with an outer black ring contiguous to a white ring. They are positioned to the left of the taxiway centerline in the direction of taxiing and contain a number between 1-14. Markings identify hold positions during CAT II/III VISCON

conditions. They are used to assist personnel with identifying their exact location on the airfield environment. (See [Figure 4.12.](#))

Figure 4.12. Low Visibility Hold Positions.



4.7.4.5. Intermediate Holding Position Markings. Intermediate holding position markings consist of a single dashed yellow line extending across the width of a taxiway/runway. They are installed where ATCT normally holds personnel/objects short of an approaching intersection. While proceeding eastbound on Runway 09 and instructed by ATCT to “Hold short of Taxiway Echo” and when the stop bar is activated. Only after receiving ATCT approval and following deactivation of the stop bar, may personnel proceed beyond the intermediate hold position marking. (See [Figure 4.13.](#))

Figure 4.13. Intermediate Holding Position Markings.



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

Figure 4.14. VFR Hold Position.



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

Figure 4.15. Instrument (INST) Hold Position Lines.



4.7.7. Examples of airfield markings are included in **Attachment3**.

4.8. Airfield Lighting.

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

4.8.1.1. Ramstein runway lighting consists of runway edge lights, runway threshold and centerline lights. Runway edge lights are white in color and define the edge of the runway. threshold lights are green in color to provide positive identification of the beginning of the operational runway surface. Runway centerline lights are white until the last 3,000 feet of the runway where they alternate red/white and towards the end of runway turn red. The centerline lights run along the center for the length of the runway. (See [Figure 4.16](#).)

Figure 4.16. Runway Lighting.



4.8.2. Taxiway edge lights are blue.

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

4.8.3.1. Taxiway Centerline Lights. Taxiway centerline lights are green and used to facilitate ground traffic under low visibility conditions. (See [Figure 4.17.](#)).

Figure 4.17. Taxiway Centerline Lights.



4.8.3.2. Taxiway Centerline Lead-Off/Lead-On Lights. Taxiway centerline lead-off/lead-on lights provide visual guidance to persons exiting/entering the runway. Alternate green and yellow lights are installed to warn pilots and vehicle drivers that they are approaching a taxiway intersection. (See [Figure 4.18.](#)).

Figure 4.18. (Taxiway Centerline Lead-Off/Lead-In Lights.)



4.8.4. Examples of airfield lighting are included in **Attachment3**.

4.8.5. Stop Bar Lights. Stop bar lights, are used to confirm ATCT clearance to enter or cross the active runway in low visibility conditions. A stop bar consists of a row of red, unidirectional, steady-burning lights installed across the entire taxiway at the runway holding position. Following ATCT clearance to proceed, the stop bar is turned off and the lead-on lights are turned on. Stop bars are located on Runway 09 and Taxiways Alpha, Bravo, Charlie, Echo, Golf, Kilo, and Lima. Note: Pedestrians and vehicles, will not cross a stop bar that has been switched on without ATCT approval. (See [Figure 4.19](#).)

Figure 4.19. Stop Bar Lights.



4.8.6. Apron Lighting.

4.8.6.1. Apron Edge Lights. Apron edge lights are used to outline the edges of aprons during periods of darkness or restricted visibility conditions. These fixtures emit blue light.

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

4.9.1. Vehicle Parking Areas (within 50 ft of aircraft) — 5 MPH/8 KPH.

4.9.2. Aircraft towing speed — 5 MPH/8 KPH.

4.9.3. Blackout/Night Vision Operations — 10 MPH/16 KPH.

4.9.4. Aircraft Parking Ramp — 15 MPH/24 KPH.

4.9.5. Mitchell Avenue – 15 MPH/24 KPH

4.9.6. Perimeter Road – 15 MPH/24 KPH.

4.9.7. Aerospace Ground Equipment — 15 MPH/24 KPH.

4.9.8. During reduced visibility or when snow and ice are present on paved surfaces, reduce speed to 10 MPH/16 KPH maximum. Defer vehicle operation when possible and limit to mission essential.

4.9.8.1. When visibility is less than 400 meters, VISCON conditions will take effect. See [paragraph 4.16.6.1](#).

4.9.9. Snow and ice removal vehicles operate at a speed that facilitates safe operations but will not exceed established speed limits. However, speeds will not exceed 10 MPH/24KPH when operating on aprons where aircraft are present.

4.9.9.1. Airfield Management personnel obtaining runway condition readings on aprons and taxiways are authorized to operate at or above 20 MPH/32 KPH on taxiways/taxi lanes IAW TO 33-1-23, when not operating in close proximity of aircraft and other vehicle operators.

4.9.10. “Follow Me” vehicles may exceed the 15 MPH/24 KPH speed limit when necessary to accommodate the safe taxiing speed of aircraft.

4.9.11. During emergencies, all emergency response vehicles, e.g., aerospace rescue firefighting equipment, ambulances, Airfield Management and Security Forces, may exceed speed limits only with due regard for the safety of persons and property.

4.9.11.1. Emergency response vehicles responding to an emergency may exceed the speed limit; however, drivers will exercise extreme caution and will not automatically assume they have the right-of-way.

4.9.12. Taxiways:

4.9.12.1. General purpose vehicles — Vehicles will not exceed 15 MPH/24KPH. Vehicles on taxiways may exceed speed limits when directed to expedite by ATCT or when responding to actual emergencies.

4.9.12.2. Special purpose vehicles (e.g. tractors, tugs, forklifts, or sweepers) 10 MPH/16 KPH.

4.9.13. Active Runways.

4.9.13.1. Drivers must assume a prudent and reasonable speed depending on nature of business on the runway as well as weather conditions.

4.9.13.2. Runway speed limits will not exceed 55 MPH/90KPH. Exception: Vehicles on runways may exceed speed limits when directed to expedite by ATCT or when responding to real world emergencies.

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

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

4.10.1.1. Vehicle operators performing on-the-job training (OJT) for airfield duties will not operate a vehicle within 50 feet of aircraft. This restriction does not apply to fire fighting vehicles and equipment, OJT operators who are towing aircraft, loading/unloading materials-handling equipment, and aircraft-servicing vehicles.

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

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

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

4.10.5. Ensure vehicles parked at the side of the aircraft are clear of the wing tips and clearly visible to personnel in the aircraft cockpit.

4.11. Parking and chocking vehicles on the airfield.

4.11.1. Never drive vehicles under any part of the aircraft.

4.11.2. Vehicles shall not be backed or parked within 25 feet of any aircraft, unless authorized for operations such as loading or unloading, servicing, or towing. **(T-1)**. A spotter shall be posted when backing a vehicle towards an aircraft. **(T-1)**. Prepositioned wheel chocks shall be used to prevent vehicles backing into aircraft. **(T-1)**.

4.11.2.1. Park vehicles with the driver's side toward the aircraft. Vehicles parked at the side of an aircraft will be located clear of the aircraft's wing tips, clearly visible to personnel in the aircraft cockpit.

4.11.2.2. Vehicles will not be parked/stopped directly in front of or behind an aircraft loaded with forward firing ordnance.

4.11.3. Unattended vehicles shall be parked with the driver's side facing the aircraft and so it will not interfere with aircraft being towed or taxied. **(T-1)**

4.11.4. During periods of darkness, when parked unattended, a vehicle's parking lights and/or emergency flashers will be turned on.

4.11.5. Ignition shall be turned off; keys left in the ignition; and the gear lever put in reverse gear for manual transmissions, and in 'park' for automatic transmissions. **(T-1)**. |

4.11.6. Aerospace Ground Equipment (AGE) towing vehicles may be placed in neutral with the parking brake set and left running during equipment hitching/un-hitching operations. Turn off AGE equipment vehicles when driver seat is vacated for other purposes (i.e while the driver completes hookup operations). Note: If AGE equipment is not removed immediately following hookup operations, drivers will shut off the vehicle, set the parking brake, and place the vehicle in park or reverse.

4.11.6.1. Emergency response vehicles that must remain in operation at the scene of the emergency may be left with the engine running while unattended on the airfield. Emergency response vehicles will have the parking brake set, with the transmission in neutral or park, and the rear wheels chocked when the driver's seat is not occupied.

4.11.7. Vehicles will not be left unattended on runways or taxiways.

4.12. Fixed and mobile obstacle distance requirements.

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

4.12.2. The lateral clearance distance from taxiway centerline to parked or moving vehicles is 188 feet/58 meters. The lateral clearance for taxi-lane from centerline to parked or moving vehicle is 166 feet/50 meters.

4.12.3. The lateral clearance distance from the edge of all ramps and aprons to a mobile obstacle is 50 – 115 feet/15-35 meters based on the type of aircraft utilizing the ramp. When operating off the edges of a ramp, do not park or operate a vehicle within 50 feet of a moving aircraft. To ensure separation from any aircraft, vehicles must park a minimum of 125 feet from edge of pavement.

4.12.4. The lateral clearance distance from the runway centerline to parked or moving vehicle is 492 feet/149.9 meters. When operating within this area, do not park and leave a vehicle or equipment unattended. If the driver has to physically vacate the vehicle, they will have an LMR with direct contact to ATCT on them, maintain positive control of their vehicle, and remain in close proximity to the vehicle to expedite out of the CMA if instructed by ATCT.

4.12.5. Do not park aerospace ground equipment or vehicles within any runway, taxiway, Taxi-lane, or apron obstacle clearance distances.

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

4.13. Control tower light gun signals. Air traffic controllers use a light gun as a backup system for communicating with aircraft or ground vehicles if their radios stop working. All vehicle operators must know and comply with light gun signals (**T-1**). Light gun signals are as follows:

4.13.1. **Steady Green Light:** “Cleared to cross,” “Proceed,” “Go”.

4.13.2. **Steady Red Light:** “STOP! Vehicle will not be moved.”

4.13.3. **Flashing Red Light:** “Clear taxiway/runway.”

4.13.4. **Flashing White Light:** “Return to starting point.”

4.13.5. **Red and Green Light:** “General warning. Exercise extreme caution.”

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

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

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

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

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

4.14.3.2. FOD checkpoints are located throughout the airfield. They are identified by the word FOD or words FOD CHECK POINT painted on the pavements in red on a white background or on signs. (See [Figure 4.20](#).) Prior to crossing one of these checkpoints and proceeding onto the

airfield, you must stop, get out of your vehicle and check your tires and the undercarriage of your vehicle for rocks or other objects. This includes conducting a roll over FOD check as well. Roll-over FOD checks consist of an initial FOD check, and then moving the vehicle forward enough to examine the remaining tire tread. Use a flashlight at night.

Figure 4.20. FOD checkpoints.



4.14.3.3. Conduct a thorough walk around the vehicle to check for damaged, loose or worn parts. Ensure all external vehicle components are secured. Secure any/all items loaded on payload vehicle, to include all tie-down device loose ends such as chains, ropes, packaging or other item that may become dislodged during movement while on the flight line area. **(T-1)**.

4.14.3.4. If significant FOD is found on the airfield, notify Airfield Management via radio or DSN at 480-2073 to coordinate inspection of the area and contact a sweeper.

4.14.4. Refer to DAFI 21-101, Chapter 11 and AFMAN 91-203, Chapter 24 for additional information.

4.15. Use of Cellular/mobile phones on the airfield.

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

4.15.2. **Vehicle operators using POV or government owned vehicles will not use cell phones unless the vehicle is safely parked.** Individuals will ensure their vehicle's gear shift is placed in the "parked" position and appropriate wingtip clearance achieved prior to utilizing devices.

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

4.16. Restricted Visibility or Night Driving Operations.

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

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

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

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

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

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

4.16.6.1. Low Visibility Condition (VISCON) Procedures. When RVR is less than 800 meters and the ceiling is less than 200 feet, the CMA is restricted to mission critical vehicles. VISCON procedures will commence when the RVR is reported at or below 400 meters. IAW RABI 13-204, Paragraph 8.1.2. Ramp managers shall establish one central point of contact (POC) for their respective ramps.

Figure 4.21. Low Visibility Condition (VISCON) Procedures.

Low Visibility Condition (VISCON) Ramp/Apron Matrix		
Visibility Conditions	Airfield Vehicle Operators/Personnel Will	Ramp POCs Will
VISCON 1 200m/Vis ≤ 400m	1. Wear reflective belts 2. Turn on headlights and flashing lights	No action required
VISCON 2 100m Vis < 200m	3. Not exceed 10 mph	1. Establish two-way comm with tower on ramp net 2. Inventory personnel equipment on ramp
VISCON 3 50m Vis < 100m	4. Stop refueling explosive laden vehicle ops	3. Report 100% accountability of vehicle, personnel, equip to tower
VISCON 4 Vis < 50m	5. Maintain current position until vis improves. Move only if in the way of a taxiing aircraft 6. Only emergency response alert vehicles may operate at speeds 10 mph or less with walking guide equipped with illuminated wand	4. Advise all personnel to stop movement. Only move personnel if they are in the way of taxiing aircraft

4.16.6.2. ILS CAT I/II/IIIa Procedures.

Figure 4.22. ILS CAT I/II/IIIa Procedures.

	Visibility Conditions	Actions Required
ILS CAT I Procedures	Ceiling is not lower than 200 feet and the visibility is not less than 800 meters and the RVR is not less than 800 meters.	All personnel, equipment and vehicles will remain outside the ILS CAT I critical area, unless approved otherwise by ATCT.
ILS CAT II Procedures	Ceiling is less than 200 feet but not lower than 100 and/or the visibility is less than 800 meters and/or the RVR is less than 800 meters but not lower than 370 meters.	AM will announce ILS CAT II/IIIa preparation via the <i>Ramp Net</i> and <i>Secondary Crash Net</i> . Every 30 minutes, ATCT will broadcast over the <i>Ramp</i> and <i>Crash Nets</i> , "CAT II/IIIa instrument hold procedures in effect."
ILS CAT IIIa Procedures	Ceiling is less than 100 feet and/or reported RVR is less than 370 meters but not lower than 200 meters	Follow ILS CATII procedures

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

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

4.18. Operating Non-Vehicular/Equipment. Examples of non-vehicle/equipment include Segway, bicycle, tricycle, golf cart, all-terrain vehicle, mower, or aerospace ground equipment. The operating of any style of electrical, gas, or gasoline-powered golf-type carts or similar utility vehicles will be used at a minimum, when vehicles are unavailable for the unit. Personnel who are authorized to operate any non-vehicular/equipment are required to complete airfield driver training, possess an AF IMT 483 and complete any additional required vehicle specific training.

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

4.18.1.1. In the event of an airfield violation, CMAV, or runway incursion that finds the operator of a non-vehicular/equipment driving unsafe or in a reckless manner will lose privileges for the unit. Re-instatement of non-vehicular/equipment privileges for the unit may be requested by an MFR endorsed by the Unit Commander and will be determined on a case-by-case basis by the 86 OSS/AOF from recommendations by the WADPM.

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

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

4.18.4. Vehicles and non-vehicular/equipment will not traverse across any portion of “red carpet” distinguished visitor walkway located on Ramp3.

4.18.5. No parking is permitted within 15 feet of any fire hydrant or fire department sprinkler connection IAW local directives.

4.18.6. Access to the airfield via Mitchell Avenue through the security barrier (gate arm) will be limited to over-sized vehicles. If utilized as an airfield access point, vehicle operators will perform a FOD check at the designated FOD check point associated with Mitchell Avenue.

4.18.7. The wearing of MOPP 4 masks and boots while operating a vehicle on the airfield at Ramstein AB is prohibited. If necessary for operations the UADPM must provide an MFR stating justification signed by their squadron commander to the WADPM.

4.18.8. Large Aircraft Infrared Countermeasures (LAIRCM) Testing. Personnel must remain vigilant for LAIRCM testing due to the emission of harmful levels of radiation. LAIRCM testing normally occurs on Ramp 5, Spot 17, and Ramp 1, Spot 18. The presence of LAIRCM testing is denoted by traffic cones and warning signs.

4.19. Use of Perimeter, In-Field or other Airfield Roads. Runway(s), taxiway(s), or CMAs shall not be used for convenience. **(T-3)**. To the max extent possible, utilize perimeter, in-field, or other airfield roads. See [Paragraph 4.3.2.1](#) regarding procedures associated with perimeter, in-field and other airfield roads.

4.20. Runway Crossing Restriction. There are no communication blind spots on Ramstein AB Airfield. Personnel will not cross runways unless in direct support of their assigned duties. Convenience crossings are prohibited.

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

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

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

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

4.21.2.2. Unless directed otherwise, all follow-on/support response agencies will stage in front of Fire Station #1 ramp side.

4.22. Vehicle Traffic Control Devices/Lights Located On Taxiways/Runways. When the vehicle traffic control device/light is activated, vehicle operators come to a complete stop and remain at the stop sign until the device is turned off. Look for crossing aircraft or vehicles before proceeding.

4.22.1. Mitchell Avenue crosses over Taxiway Delta. Vehicles will come to a complete stop and look for crossing aircraft or vehicles. When the siren and flashing lights are turned on, remain at the stop sign until ATCT turns off the siren/lights. Vehicles and personnel traveling East and West on Taxiway Delta have the right of way. Note: The Control Tower will not activate the siren and flashing light when evacuated from their primary facility.

4.23. Airfield Driving During Blackout Conditions.

4.23.1. Units operating vehicles on the airfield using Night Vision Devices (NVD) must have Local Operating Procedures coordinated through the Wing ADPM and approved by the requesting unit's squadron commander. **(T-3).** The Local Operating Procedure must include the items below and require vehicle operators to follow the guidance outlined in AFMAN 24-306, *Section 12D—Vehicle Operations Using Night Vision Devices and Operations Under Blackout (BO) Conditions.* **(T-3).**

4.23.2. Use of Night Vision Devices (NVDs) for airfield driving during blackout conditions/operations is not authorized without an approved Letter of Procedure with 86 OSS/OSA. Procedures for NVD will be IAW AFMAN 24-306, Chapter 18 and will include 4.22.1.2-5 of this instruction.

4.23.2.1. Driver and assistant driver responsibilities.

4.23.2.2. NVD-related accident reporting procedures.

4.23.2.3. Airfield driving/NVD licensing procedures. **NOTE:** Annotate "NVD Qualified" on the AF Form 483.

4.23.2.4. Qualification/Annual refresher training requirements.

4.23.2.5. NVD instructor qualification requirements.

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

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

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

4.24.1. **Organizations that initiate contractor work on the airfield are responsible for providing a qualified airfield driver to serve as an escort.** Airfield Management will not provide escorts for activities generated via submission of AF IMT 332, *Base Civil Engineer Work Request*, customer service calls, etc.

4.24.2. **All escorted personnel must be visible at all times by, and in close proximity to, the escort official. (T-2).** Escorts will report to 86 OSS/OSAA daily prior to beginning and after work

is completed on the airfield. The escort official is responsible for relaying Air Traffic Control Tower control instructions/communication for the escorted group.

4.24.3. Escort officials must be trained/certified to drive on the airfield. (T-1). Escort officials may only provide escort into the CMA if they are CMA qualified. **NOTE:** Airfield Management does not provide escorts for airfield construction projects and/or activities generated via submission of Base Civil Engineer Work Request, or customer service calls.

4.24.3.1. Escorts will be trained/certified airfield drivers, having “*Ramstein AB*” annotated on their AF IMT 483. Those escorts required to perform duties within the CMA will have the letter “C” annotated on their AF IMT 483. Escorts having the letter “C” or “N” annotated on their AF IMT 483 may perform escort duties outside the CMA.

4.24.4. Escorts and convoys must remain with their party while operating in the CMA. In the event, the convoy is broken up, the lead escort must notify ATCT of the losing/gaining vehicle, their request in/out of the CMA, as well as update ATCT with the new call sign. (i.e., ESCORT3 plus 2 loses a vehicle they are now ESCORT3 plus 1).

4.25. Vehicles equipped with supplemental traction devices.

4.25.1. Tire chains may only be used on airfield pavements after obtaining coordination/approval from AFM, Wing Safety, and Civil Engineer. The requesting agency conducts a risk assessment with the above agencies when evaluating the need for tire chains to minimize pavement damage and FOD.

4.25.2. Vehicles equipped with studded tires are not permitted to operate on the airfield.

4.26. Vehicular traffic over in-ground fuel pit covers. Do not stop, park or drive vehicles over any portion of in-ground fuel pit covers. The in-ground fuel pits are located on Parking Ramp 5 and 8.

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

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

4.27.2. Remain clear of the path of taxiing aircraft.

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

4.28. Disabled Vehicle.

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

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

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

4.28.1.3. Utilize the “*RAMP NET*” on the LMR network to make transmissions to AM (Call Sign: *Airfield Management Operations*), Tower (Call Sign: *Ramstein Ground*) and if applicable, the vehicle operator’s respective Maintenance Operations Center regarding the presence of a disabled vehicle on the airfield environment.

4.28.1.4. Raise the hood of the vehicle to indicate mechanical problems and/or the presence of a disabled vehicle.

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

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

4.28.4. Do not leave vehicles unattended in the CMA.

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

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

4.29.1. Do not grant temporarily assigned personnel, Inspection/Survey Teams and non- base assigned contractors access to the CMA unless they have completed all training and testing requirements outlined in this instruction and wing/base supplement.

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

4.29.3. The Unit ADPM may provide a local briefing/training when temporarily assigned personnel, Inspection/Survey Teams and non-base assigned contractors driving route(s) do not require access on or across the CMA.

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

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

4.29.3.3. Training may be completed via handouts/PowerPoint slides and airfield diagrams in lieu of practical training or briefing.

4.29.3.4. Host unit ADPMs will provide a local training to TDY personnel and non-base assigned contractors whose driving route(s) do not permit access on or across the CMA.

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

4.29.4.1. Individual’s full name and rank.

4.29.4.2. Home unit AF Form 483 certificate number.

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

4.29.4.4. The statement: “Access on or across the CMA is not authorized.”

4.29.5. Local briefings and training materials will be made available in both English and German on the Airfield Driving Program SharePoint page.

4.29.5.1. If the Unit ADPM accomplishes the local training/briefing, forward an information copy to the Wing ADPM.

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

4.30. Privately Owned Vehicle and Government Leased Vehicle Passes (POVs, GLVs,) Government Owned Vehicles (GOVs), and contractor owned/operated vehicles not displaying U. S. Government issued license plates or an associated military branch’s stenciled registration markings are subject to vehicle pass procedures outlined in RABI 31-101, *Base Security*, and this supplement. GLV/GOVs outfitted with host nation/local municipality license plates (e.g. “KL” for Kaiserslautern) will have their respective U.S. Government license plates displayed in the lower left-hand corner of the windshield while operating on the airfield. Note: Vehicles acquired through rental car agencies during the course of TDY are categorized as POVs for the purpose of this supplement.

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

4.30.2. Prior to requesting issuance of a vehicle pass, Unit Commanders and/or host Unit Commanders must exhaust all means of obtaining a Government Owned Vehicle. This includes, but is not limited to, signing-out a Government Owned Vehicle from Transportation/Vehicle Operations for one-time use.

4.30.3. Company and/or contractor representative vehicle passes are issued to fulfill Contractual obligations only. Requests for vehicle passes by temporarily assigned personnel are coordinated through Unit ADPM and forwarded to the Wing Airfield Driving Program for approval.

4.30.3.1. Personnel completing contracted work or support services using special purpose non-US government registered vehicles may be issued a temporary pass by the WADPM or Airfield Management representative. The temporary vehicle pass is valid for one day and must be checked in and out daily.

4.30.4. Each POV Owner/User/Operator must possess a valid driver’s license or host nation driver’s license and current AF Form 483. **(T-1).**

4.30.5. Request for a vehicle pass/decal are endorsed by the individual’s Unit Commander or Company/Contractor representative. At a minimum, the MFR or local form/electronic equivalent contains the following information:

4.30.5.1. Owner/User.

4.30.5.2. Organization/Company.

4.30.5.3. Duty Phone.

4.30.5.4. Vehicle Make, Model, Year, Color, and License Plate/State.

4.30.5.5. Pass/Permit number.

4.30.5.6. Area of Operation(s)/location.

4.30.5.7. Justification.

4.30.5.8. Effective period/dates.

4.30.5.8.1. Effective period/dates will not extend beyond that which is required to perform “official business” or the current calendar year, whichever occurs first.

4.30.6. The AFM, Wing ADPM or designated Airfield Management representatives are responsible for issuing vehicle passes. Authority does not lie outside Airfield Management.

4.30.6.1. To alleviate confusion and aid in detecting the presence of unauthorized vehicles on the airfield, vehicle passes for POV’s, GLV’s, etc. retain the same color-coded scheme for the respective calendar year.

4.30.6.2. Annual Vehicle passes are issued for a specific vehicle and are not interchangeable with other vehicles. Vehicle passes are required to be legible and recognizable when on the airfield. Contact the Wing ADPM to replace lost or faded passes.

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

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

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

4.30.8. Valid insurance is required to operate a vehicle on DAF-owned airfield.

4.30.9. Refer to Air Force Instruction 31-101, *Integrated Defense* paragraph 7.7.7. for additional restrictions concerning operation of POVs in areas containing PL 1-3.

4.30.10. Vehicle passes must be validated annually. Unit ADPM’s will contact the Wing ADPM NLT December 10th of each calendar year to schedule issuance of vehicle passes for the subsequent calendar year.

4.30.10.1. Unit ADPM’s must have in their possession the previous year’s vehicle pass for transaction completion. Note: Failure to produce the previous year’s pass will result in delayed processing/issuance of vehicle passes.

4.31. Reporting, Enforcement and Violation Consequences.

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

4.31.1.1. Reporting Violations. Any person who observes or suspects an airfield driving violation will immediately notify AM Ops at DSN 480-2073/2446 or COMM 06371-47-2073/2446; or via the *RAMP NET* on the LMR network (Call Sign: *Airfield Ops*).

4.31.1.2. Duties permitting, detain the individual until an AM representative arrives on the scene. If necessary, request the assistance of 86 SFS.

4.31.1.3. If unable to detain the individual, obtain a description of the vehicle, to include make, model, color, license plate number, registration number, etc. Note: Do not commit an airfield driving violation when attempting to acquire such information.

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

4.31.2.1. Escort individuals off of the airfield.

4.31.2.2. Confiscate individual's AF Form 483.

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

4.31.2.4. Document and report the incident to the Wing ADPM, AFM and AOF/CC.

4.31.2.5. Annotate in members driving profile the nature of violation committed and if it is their first, second, or third offense.

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

4.31.3.1. First Offense. Incur a warning (minimum) or loss of airfield driving privileges for a period of up to 30 calendar days. Member will receive remedial training of violating offense on the spot, UADPM will be notified.

4.31.3.2. Second Offense. Loss of airfield driving privileges for a period of 60 calendar days. Member will receive remedial training of violating offense on the spot, UADPM will be notified.

4.31.3.3. Third Offense. Loss of airfield driving privileges for a period of six months. UADPM will be notified, Unit/CC will be notified of trending offense for member. The unit ADP will be inspected by the WADPM to validate effectiveness of the unit training program.

4.31.4. **Consequences (CMA).**

4.31.4.1. First Offense. Incur loss of airfield driving privileges for a minimum of 30 calendar days. Member will receive remedial training from the unit trainer or UADPM.

4.31.4.2. Second Offense. Loss of airfield driving privileges for six months or permanent revocation if within a 12-month time period. Member will receive remedial training from the unit trainer or UADPM and must re-take the wing test prior to re-instatement.

4.31.4.3. Third Offense. Loss of airfield driving privileges for one year or permanent revocation. If member is approved for re-instatement of airfield driving privileges, they must re-accomplish the licensing process in ADTCS.

4.32. Reissuance/Reinstatement of an AF Form 483.

4.32.1. Prior to reinstatement of airfield driving privileges, individuals will complete all provisions of airfield driver training outlined in **Chapter3. (T-3).**

4.32.1.1. Unit ADPM's will annotate completion of airfield driver refresher training IAW **paragraph2.8.15** of this supplement.

4.32.2. Upon completion of airfield driver training, Unit Commanders request reinstatement of airfield driving privileges in writing to the Unit Commander responsible for Airfield Management, or as delegated.

4.32.2.1. Upon completion of airfield driver refresher training, Unit Commanders will request reinstatement of airfield driving privileges in writing IAW **paragraph 2.5.12**. See **Attachment 11**.

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

4.33.1. For an actual or suspected runway incursion, the individual's AF Form 483 is surrendered to Airfield Management and airfield driving privileges are temporarily suspended until an investigation and retraining is completed.

4.33.2. The Wing ADPM will notify the Unit Commander of the individual who committed a runway incursion within three duty days of the alleged incident. **(T-3)**.

4.33.2.1. **(Added)** The Wing ADPM will take additional temporary actions on unit ADPs that accumulate 2 or more CMAVs within a 6- month period. Actions may include, but are not limited to; suspending the unit program, de-certifying UADPMs and/or unit trainers, freezing license applications, and limiting/denying CMA access.

4.33.3. Airfield Management or Airfield Operations Flight Commander will notify USAFE-AFAFRICA/A3AA within 24 hours of a CMAV or Runway Incursion. Initial notification may be verbal or electronic but must be made within the prescribed 24 hours of an incident. A written follow-up is due within 72 hours. **(T-2)**

4.33.3.1. Date/time of CMAV event

4.33.3.2. Statement of events. Include who, what, where, when, how, experience working on airfield, and reason for CMA access.

4.33.3.3. Indicate if Wing Safety has been notified and if Class E report/HATR (as applicable) has been initiated.

4.33.3.4. Indicate whether the driver/pedestrian possessed a current/valid AF Form 483, if airfield driving training was current, and if driver was authorized to operate the vehicle within the runway/movement area.

4.33.3.5. Outline the corrective actions taken, to include suspension/revocation of license.

4.33.4. Member's profile in the ADTCS will be suspended. Only the Wing ADPM can rescind the suspension of the member's profile. **(T-2)**

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

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

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

4.33.7.1. Individual's information (i.e. Rank, job title, organization, temporary duty assignment, or base assigned).

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

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

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

4.33.7.5. Approximate location where the Controlled Movement Area Violation occurred (i.e. runway/taxiway intersection, distance from threshold or overrun).

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

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

4.34.1. The Wing ADPM will report airfield driving incidents/violations to the Unit Commander and the Unit ADPM within three duty days. **(T-3)**. Include the following:

4.34.2. Name/Rank of the individual, unit, duty phone, Unit Commander, or Unit ADPM.

4.34.3. Details of incident/violation (including date, time, location, nature, or other pertinent facts).

4.35. Airfield Diagram. The Airfield Diagram needs to be legible when printed on 8.5" x 11" paper for placement in vehicles. The diagram will depict the following items at a minimum:

4.35.1. Location and a detailed description of runways, taxiways, ramp/aprons, Visual Flight Rules, and instrument holding position signs and markings.

4.35.1.1. Runways: The airfield is comprised of two runways and are labeled as Runway 08/26 and Runway 09/27.

4.35.1.2. Taxiways. The airfield is comprised of 12 taxiways, taxilanes, and taxi tracks which support ground movement of fixed- and rotary-wing aircraft, as well as vehicle and pedestrian traffic.

4.35.1.3. Ramps/Aprons. The airfield is comprised of 7 aircraft parking ramps. Base assigned aircraft parking areas are labeled as Ramps 1, 2 and 7. Transient parking areas are labeled as Ramps 3, 4, and 5. The hazardous cargo pad is labeled as Ramp 8.

4.35.2. Airfield access points.

4.35.3. Restricted area boundaries/entry control points.

4.35.4. Control area boundary. See [paragraph 4.2](#) for boundary details.

4.35.5. Vehicle traffic lanes and traffic flow.

4.35.6. Critical area boundaries for precision navigational aids (i.e. Instrument Landing System, Precision Approach Radar, Localizer, or Precision Obstacle Free Zone) if applicable. See [Attachment 15](#) for critical area boundaries.

4.35.7. Location of Airfield Management and Air Traffic Control Tower (Bldg. 2303).

4.35.8. Ramstein Airfield Complex Areas. See [Attachment 20](#).

4.35.8.1. Ramstein Airfield Complex Areas are Taxiway Alpha, Taxiway Bravo, Taxiway Charlie, Taxiway Echo North, and Taxiway Golf North.

4.35.8.2. Heightened awareness by airfield drivers is required when entering and exiting the airfield due to the complexity of the hold positions. Drivers must be aware of the complex placement of the INST hold lines on Taxiway Alpha, Taxiway Charlie, and RWY 09/27. The intersections of RWY 09/27 and RWY 08/26 with TWY A, and RWY 09/27 and RWY 08/26 with Taxiway Bravo are also complex areas due to the location of the VFR holding positions.

4.35.8.3. Drivers will avoid transiting this area unless required to perform official duties.

4.35.9. Air Traffic Control Blind Spots. The areas on the airfield that are not visible to the ATCT are Ramps 1 and 7 (southwest area), Taxiways Charlie leading into Ramp 1, Taxiway Golf North and Golf South. Extreme caution must be used in these areas. .

4.35.10. Communication dead spots are areas where LMR use is limited or unavailable due to interference. There are no known communication “dead spots” on Ramstein Airfield.

4.35.11. Other confusing or ambiguous areas identified on airfield.

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

4.35.13. Jet Blast Hazard areas.

4.35.13.1. Ramp 1 in front of the blast fence and Ramp 5, Spots R-1, R-2 and 3 serve as primary high-powered engine run spots. Idle engine runs may be accomplished on all aircraft parking spots.

4.35.13.2. Alternate engine run locations may be approved on a case by case basis. Due to this drivers will use caution when transiting parking aprons when aircraft are conducting engine runs.

4.35.14. Other areas that pose a hazard to vehicle operators.

4.35.14.1. Use caution at the following crossing points where pedestrians and vehicle operators who have received no formal training on airfield driving procedures may cross.

4.35.14.1.1. Taxiway Delta: Mitchell Avenue, between Ramps 2 and 3.

4.35.14.1.1.2. Across Taxiway Golf North from Bldg 2326 (Aeromedical Evacuation Squadron) to Bldg 3099 (Fuel Hydrant Facility) and across Taxiway Golf South, south perimeter road to Fire Station #3.

4.35.14.1.1.3. Ramp 7: Bldg 2512 to Bldg 2331/Bldg 2383.

4.35.14.1.1.4. ATCT may approve helicopters to arrive/depart from any taxiway in the CMA.

4.35.14.2. Hot Spots. (See [paragraph 4.5.3](#) and [Attachment 19](#) for Hot Spot details)

4.35.15. CMAs. (See [Attachment 14](#))

4.36. Pedestrian Movement.

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

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

- 4.36.3. Do not sit or recline on the ramp in such a manner that interferes with normal ground vehicle and aircraft operations. (T-3)
- 4.36.4. Do not enter the CMA without two-way radio contact and approval from the ATCT. (T-1)
- 4.36.5. Comply with all posted signs and markings. When present, utilize pedestrian cross walks denoted by signs and/or markings. (See [Figure 4.24.](#)).
- 4.36.6. Do not enter or traverse through construction areas denoted by warning signs, barricades, lights, etc. or any combination thereof.
- 4.36.7. Ensure all security gates or similar mechanisms are immediately closed upon entering/departing the airfield environment. Note: If subsequent pedestrians will be entering/departing, ensure they have assumed responsibility for securing the airfield access point.
- 4.36.8. Unless approved by the AFM, jogging on the airfield, runways, taxiways and parking ramps, is strictly prohibited.

Figure 4.24. Pedestrian Cross Walks Denoted By Signs And/Or Markings.



Chapter 5

RADIO COMMUNICATIONS PHRASEOLOGY, DISCIPLINE AND TECHNIQUES

5.1. General.

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

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

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

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

5.2. Radio Techniques.

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

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

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

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

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

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

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

5.3. Radio Failure/Loss of Communications with ATCT.

5.3.1. When a vehicle operator experiences a radio failure on a runway or taxiway, vacate the runway at the nearest taxiway as quickly and safely as possible and contact the Air Traffic Control

Tower or Airfield Management by other means, such as a cellular/mobile phone to advise of the situation. If this is not practical, then the driver, after vacating the runway, will turn the vehicle toward the tower and start flashing the vehicle headlights and wait for the controller to signal with the light gun using the light gun signals listed in [paragraph 4.13](#).

5.3.2. If the driver is unable to communicate with ATCT via light gun signals or is unable to contact Airfield Management via cellular/mobile phone, the driver will remain in-place and wait for Airfield Management personnel to escort them out of the CMA.

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

Table 5.1. Sample Runway Crossing Phraseology.

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

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

Table 5.2. Sample Read back Instructions.

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

Air Traffic Control Tower:	<i>“AIRFIELD ONE, ROGER.”</i>
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5.4.2. If vehicle operators are issued hold short instructions, they must provide a read back to the Air Traffic Control Tower. **(T-3)**. See example below.

Table 5.3. Sample Hold Short Instructions.

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

5.5. Common Use Phrases. Table 5.4 . provides the meaning of commonly used radio phraseology.

Table 5.4. Common Use Phrases.

What Is Said:	What It Means:
Acknowledge	Let me know you have received and understand this Message.
Advise Intentions	Let me know what you plan to do.
Affirmative	Yes
Correction	An error has been made in the transmission, and the correct version follows.
Go Ahead	Proceed with your message only. Note: Use of this phrase does not authorize requestor to “Go Ahead” with, or carry out, their request.
Hold/Hold Short	Phrase used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point while awaiting further clearance from air traffic control.
How do you hear me?	Question relating to the quality of the transmission or to determine how well the transmission is being received.
Immediately or without delay, Expedite	Phrase used by Air Traffic Control when such action compliance is required to avoid an imminent situation.
Negative	"No" or "permission not granted" or "that is not correct."

Out	The radio conversation is ended, and no response is expected.
Over	My radio transmission is ended, and I expect a response.
Read Back	Repeat my message to me.
Roger	I have received all of your last transmission.
Standby	The controller or pilot must pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in "stand by for clearance." The caller must reestablish contact if a delay is lengthy.
Unable	Indicates inability to comply with a specific instruction, request, or clearance.
Verify	Request confirmation of information.
Wilco	I have received your message, understand it, and will comply with it.

5.6. Phonetic Aviation Alphabet. Because some letters have similar sounds, like B and P, the international aviation industry uses the following words to reduce confusion. For example, Taxiway "B" would be referred to as Taxiway Bravo on the radio. Know and use the following Phonetic Aviation Alphabet:

Table 5.5. Phonetic Aviation Alphabet.

A	ALPHA	N	NOVEMBER
B	BRAVO	O	OSCAR
C	CHARLIE	P	PAPA
D	DELTA	Q	QUEBEC
E	ECHO	R	ROMEO
F	FOXTROT	S	SIERRA
G	GOLF	T	TANGO
H	HOTEL	U	UNIFORM
I	INDA	V	VICTOR
J	JULIET	W	WISKEY
K	KILO	X	X-RAY
L	LIMA	Y	YANKEE
M	MIKE	Z	ZULU

OTIS C. JONES, Brig Gen, USAF
Commander, 86th Air Wing

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

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AFMAN 13-204v1, *Management of Airfield Operations*, 22 July 2020

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AFI 33-324, *The Air Force Information Collections and Reports Management Program*, 22 July 2019

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AFMAN 91-223, *Aviation Safety Investigations and Reports*, 14 September 2018

FAA Order 7110.65Y, *Air Traffic Control*, 20 June 2019

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AFVA 13-222, *Runway/Controlled Movement Area (CMA) Procedures*, 30 July 2009

DAFI 21-101, *Aircraft and Equipment Maintenance Management*, 15 January 2020 UFC 3-260-01, *Airfield and Heliport Planning and Design*, 4 February 2019

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AFI 91-202, *The US Air Force Mishap Program*, 11 March 2020

FAA Advisory Circular 150/5340-1L, *Standards for Airport Marking*, 10 May 2019 AFI 48-123, *Medical Examinations and Standards*, 5 November 2013

AFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards* 11 December 2018

(Added) UFC 3-535-01, *Visual Air Navigation Facilities*

(Added) USAFEI 32-1007, *Airfield and Heliport Planning and Design*,

Prescribed Forms

AF Form 483, *Certificate of Competency*

Adopted Forms

AF Form 457, *United States Air Force Hazard Report* AF Form 651, *Hazardous Air Traffic Report (HATR)*

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

AF Form 847, *Recommendation for Change of Publication*

AF Form 3616, *Daily Record of Facility Operation*

Abbreviations and Acronyms

ADPM—Airfield Driving Program Manager

AF—Air Force

AFECD—Air Force Enlisted Classification Directory **AFFSA**—Air Force Flight Standards Agency

AFI—Air Force Instruction

AFM—Airfield Manager

AFMAN—Air Force Manual

AFOCD—Air Force Officer Classification Directory

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AFSAS—Air Force Safety Automated System

AFVA—Air Force Visual Aid **AO**—Airfield Operations

AOB—Airfield Operations Board

AOF/CC—Airfield Operations Flight Commander

CC—Commander

CMA—Controlled Movement Area

DAFI—Department of the Air Force Instruction **FAA**—Federal Aviation Administration

FOD—Foreign Object Damage

HATR—Hazardous Air Traffic Report

MFR—Memorandum for Record

MICT—Management Internal Control Toolset **NOTAM**—Notice to Airmen

NVD—Night Vision Device

OPR—Office of Primary Responsibility **POV**—Privately Owned Vehicle

RDS—Records Disposition Schedule

RIPWG—Runway Incursion Prevention Working Group

SAC—Self-Assessment Communicator

UFC—Unified Facilities Criteria

(Added) USAFE—United States Air Forces in Europe

(Added) AFAFRICA—Air Force Forces in Africa

Terms

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

AF Form 651 Hazard Air Traffic Report (HATR)—identifies potentially hazardous aviation practices or procedures based on a particular event and to disseminate information that might prevent similar hazardous conditions at other USAF locations or areas operations. See AFMAN 91-223 and AFI 91-202, for reportable events.

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

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

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

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

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

Airfield Management—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, snow/ice removal operations, or procures, maintains, and produces information on safe operation of aircraft through the national and international airspace system such as Flight Information Publications, aeronautical charts and maps, Notice to Airmen (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 United States Air Force and Federal Aviation Administration guidelines.

Air Force Runway Safety Action Team—Composed of AFFSA and/or Major Command OPR for Airfield Operations functional experts used to analyze, report and determine corrective actions required to reduce the number of Controlled Movement Area Violations on the airfield. Air Force Runway Safety Action Team functional experts evaluate all pertinent areas that are a part of, or affect, the negative trend or unsafe condition.

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

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

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

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

Controlled Movement Area—As defined in Airfield Operation Instructions, any portion of the airfield requiring aircraft, vehicles and pedestrians to obtain specific Air Traffic Control Tower approval for (normally via two-way radio contact with the Air Traffic Control Tower).

Controlled Movement Areas include but are not limited to areas used for takeoff, landing and as required taxiing of aircraft. NOTE—This definition is used in lieu of "movement area" as defined in the Federal Aviation Administration Pilot Controller Glossary. Also called Controlled Movement Area.

Controlled Movement Area Violation Event—An airfield infraction caused by aircraft, vehicles, or pedestrians entering the control movement area without specific Air Traffic Control Tower approval. This definition includes runway incursions and infractions caused by communication errors. Refer to AFMAN 91-223 paragraph 9.1 for reportable Hazardous Air Traffic Report reporting procedures and for reportable Controlled Movement Area Violation events.

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

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

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

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

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.

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

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

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

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

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

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

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

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

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

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

Runway Hold line—A designated boundary intended to protect the runway environment. Found at the point a taxiway/runway intersect and runway/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. Runway incursions have the potential to result in aircraft endangerment and loss of life. While there are several factors involved in a runway incursion, the leading causes of these incidents result from failure to follow procedures, inadequate vehicle operator training, and loss of situational awareness. These are further classified into three operational categories:

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

Pilot Deviation—The action of a pilot that results in the violation of Air Traffic Control instructions, Air Force Instructions and/or Federal Aviation Regulations.

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

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

Spot Check—A spot check is conducted randomly for the purpose of enforcement and compliance with airfield driving procedures. Spot checks include but are not limited to the accuracy/currency of the driver's Air Force Form 483 and the availability/currency of the local airfield diagram, Air Force Visual Aids (i.e., AFVA11-240, AFVA 13-221, AFVA 13- 222).

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

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

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

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

Attachment 2

RUNWAY INCURSION PREVENTION WORKING GROUP (RIPWG)

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

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

A2.3. Attendees. The RIPWG includes Operations Support Squadron Commander, AOF/CC, AFM, Wing ADPM, Tower Chief Controller, Wing Safety, Unit Commanders and/or Unit ADPMs, and other organizational leadership as determined locally.

A2.4. RIPWG. The RIPWG will:

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

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

A2.4.1.2. Implement mandatory briefings to all airfield drivers, aircrew and Air Traffic Control personnel, as applicable.

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

A2.4.1.4. Increase penalty for Controlled Movement Area Violations.

A2.4.1.5. Alter the shape and/or increase the size of the Controlled Movement Area (Controlled Movement Area).

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

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

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

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

A2.4.2.4. Painting Federal Aviation Administration enhanced taxiway centerline marking prior to the runway hold position markings. **NOTE:** This option requires coordination with Civil Engineer and Wing Safety and a work order request to change is implemented uniformly over the entire airfield.

A2.4.2.5. Installing runway guard lights if applicable.

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

A2.4.2.7. Installing Location Signs.

A2.4.3. Consider procuring vehicle-tracking devices to include Global Position System, ground radar, or video surveillance. (T-3). **NOTE:** Coordinate with Major Command OPR for Airfield Operations prior to the procurement and/or use of new systems/technology.

A2.4.4. Consider installation of additional FM radio repeaters for Air Traffic Control and the base station/ramp net. (T-3).

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

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

A2.4.7. Publish minutes of the RIPWG and provide an informational copy to the Major Command OPR for Airfield Operations within 30 calendar days. (T-3).

Attachment 3

AIRFIELD SIGNS, MARKING, AND LIGHTING

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

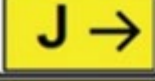
EXAMPLE	TYPE OF SIGN
	Mandatory: Hold position for taxiway/ runway intersection
	Mandatory: Holding position for runway/runway intersection
	Mandatory: Holding position for runway approach area
	Mandatory: Holding position for ILS critical area/precision obstacle free zone
	Mandatory: No entry
	Taxiway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

Figure A3.2. Airfield Signs, Marking, and Lighting Part2.

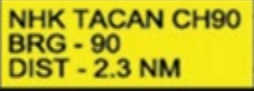
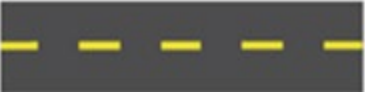
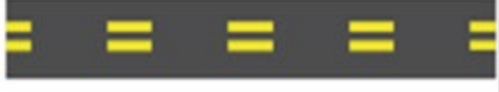
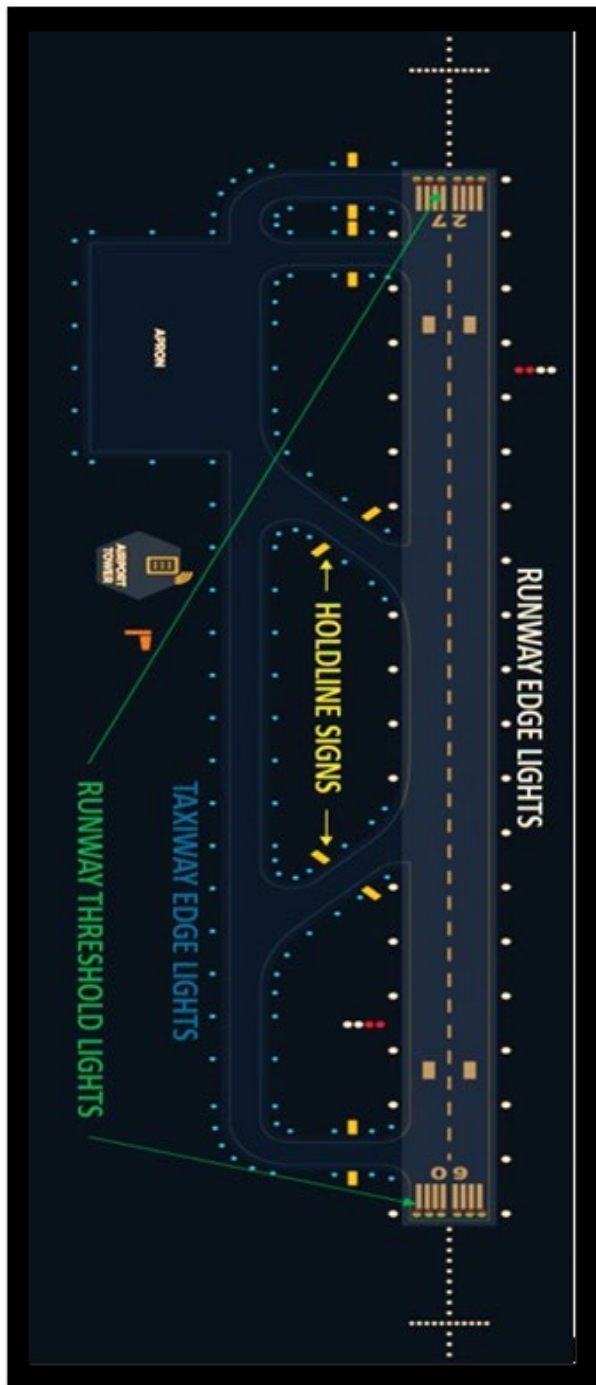
	Inbound Destination
	TACAN Checkpoint Sign
	Distance Remaining
EXAMPLE	TYPE OF MARKING
	Holding Position
	ILS Critical Area/POFZ Boundary
	Taxiway/Taxiway Holding Position
	Non-Movement Area Boundary
	Taxiway Edge
	Dashed Taxiway Edge

Figure A3.3. Airfield Signs, Marking, and Lighting Part3.



Attachment 4

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

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

MEMORANDUM FOR 86 OSS/OSAA

FROM: UNIT/CC

SUBJECT: Unit Airfield Driving Program Manager (UADPM) and Trainer Appointment Letter

1. The following individuals are appointed as unit Airfield Driving Program Managers (primary/alternate) and trainers. Individuals have completed all training requirements IAW DAFI 13-213 and the Local Driving Instruction. They will be responsible for managing training, administering testing requirements, and certifying unit personnel/temporarily assigned personnel that are required to operate a vehicle on the airfield. Individuals serving as UADPMs will have a minimum of 2 years of driving on an airfield and 6 months experience driving on Ramstein's airfield. Due to manning limitations, the Group Commander (or equivalent) is the delegated authority to waive this requirement.

Position Rank/Name	Duty Phone (DSN)	Email	AF Form 483 #	UADPM Training Completion Date	Date local/86 AW Training Completed	DEROS
Primary: TSgt Joe Dirt	480- xxx	Joe.dirt@us.af.mil	1234- 1122	## Mon Yr	## Mon Yr	Mon Year
Alternate: SSgt Jane Doe	480- xxx	Jane.doe5@us.af.mil	1234- 3344	## Mon Yr	## Mon Yr	Mon Year

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

Rank/Name	Duty Phone (DSN)	Email	AF Form 483 #	Date local/86 AW Training Completed	DEROS
SSgt John Adams	480- xxxx	John.adams22@us.af.mil	1234- 5678	## Mon Yr	Mon Year

3. The airfield is a dynamic, hazardous environment. Vehicle operations in the controlled movement area inherently increase the risk to resources and personnel. To lessen this hazard, access to controlled movement areas will be limited to only those personnel involved in mission critical activities. The number of personnel required to obtain an airfield driver's license will be restricted to the absolute minimum necessary to accomplish the mission.

4. If you have any questions please contact xxx at DSN xxx-xxxx.

Commander Signature Block

Attachment 5

UNIT AIRFIELD DRIVING PROGRAM MANAGER TRAININGCHECKLIST

Table A5.1. Unit Airfield Driving Program Manager Training checklist, Part I.

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

Table A5.2. Unit Airfield Driving Program Manager Training checklist, Part II.

7. Airfield Driver's training requirements.	Date Completed	Trainee Initials	WG ADPM Initials
7.1. Local Qualification.			
7.2. Refresher.			
8. Unit ADPM Continuity Binder.			
9. Reporting, Enforcement, and Violations Consequences.			
10. Vehicle Passes (Privately Owned/Government Leased).			
11. Controlled Movement Area (CMA) procedures and training for unit personnel.			
12. Temporarily assigned personnel/Non-based assigned contractors briefing and/or training requirements.			
13. Escort procedures.			
14. Procedures for issuing, revoking and reissuing an AF Form 483, Certificate of Competency.			
15. Participate with the Unit ADPM on an actual training session and practical check ride.			
16. AF Form 483 CERTIFICATE #:			
SECTION III TRAINING CERTIFICATION (Completed by the Unit Airfield Driving Program Manager and Wing Airfield Driving Program Manager or designated representative)			
Unit Airfield Driving Program Manager			
I have received and completed all of the above training requirements and will comply with Air Force Instruction 13-213 and wing/base supplement.			
Name: (Last, First, MI):	Rank, Civilian Grade or	Signature:	Date:
Wing Airfield Driving Program Manager			
Name: (Last, First, MI):	Rank, Civilian Grade or	Signature:	Date:
NOTE: A local form may be used as long as it includes all information listed above.			

Attachment 6**AIRFIELD MANAGEMENT QUALITY CONTROL MEASURES****A6.1. Airfield Management will:**

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

A6.1.2. Conduct random spot checks for enforcement and compliance with this instruction and wing/base supplement.

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

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

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

A6.2.3. The availability/currency of Air Force Visual Aids (i.e., DAFVA11-240, DAFVA 13-221, DAFVA 13-222, and VISCON Matrix)

A6.3. Airfield Management will:

A6.3.1. Report violations detected during spot checks to the AFM, AOF/CC, individual's Unit Commander, and ADPM. **(T-3).**

A6.4. Wing ADPM will:

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

A6.4.2. Assess each unit airfield driving program in accordance with para2.7.22. **(T-3).**

A6.4.3. Assess unit's annual validation of personnel authorized to drive on the airfield to include CMA access. The WADPM has authority to deny CMA access to any individuals who do not meet the CMA currency requirement.

A6.4.4. Provide results to the unit's commander in writing and brief at the next quarterly Airfield Operations Board. **(T-3).**

A6.4.5. Implement a mandatory 'time-in-training' or minimum practical driving hours requirement for airfield driving trainees if airfield violations and or driving infractions becoming a trending concern.

Attachment 7

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST

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

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST			
SECTION I - TRAINEE INFORMATION (Completed by the Unit ADPM)			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Unit/Office Symbol or Company Name	Duty Phone
SECTION II - QUALIFICATION TRAINING (Completed by the Trainee and Unit Trainer)			
	Date Completed	Trainee's Initials	Trainer's Initials
1. Trainee possesses a valid (List State of Issue) Driver's License (List restrictions).			
2. Trainee possesses a valid Government Driver's License.			
3. Airfield Driver Classroom Training (as determined locally)			
4. Airfield Driving Qualification Training Checklist/Curriculum.			
5. Local Airfield Familiarization. Training Outcome(s): Trainee must be familiar with knowledge of the local airfield environment.	Date Completed	Trainee's Initials	Trainer's Initials
5.1. Non-Movement Area Boundary Marking as applicable.			
5.2. Non-Standard Airfield Markings as applicable.			
5.3. Aircraft Arresting Gear Markings as applicable.			
5.4. Locations of airfield Navigational Aids and Visual Approach Aids.			

Table A7.2. Airfield Driving Training Documentation And Certification Checklist Part II.

5.5. Location of Restricted Area and Entry Control Points.			
5.6. Location of Free Zones as applicable.			
5.7. Location of the Fire Department, Air Traffic Control Tower (ATCT) and Airfield Management.			
5.8. Location/use of traffic control device as applicable.			
5.9. Hazardous Jet Blast locations on the airfield.			
5.10. Runway(s) configuration (e.g. dimensions, location, designation). Also, explain and define runway approach end and departure end.			
5.11. Taxiway configuration (e.g. dimensions, location, designation).			
5.12. Controlled Movement Area Boundaries.			
5.13. Congested Areas.			
5.14. Hot Spots as required locally.			
5.15. ATCT and vehicle blind spots.			
6. Local Vehicle Operator Requirements. Training Outcome(s): Trainee must be knowledgeable on local procedures and requirement for operating a vehicle on the airfield.	Date Completed	Trainee's Initials	Trainer's Initials
6.1. Use of perimeter and infield roadways.			
6.2. Lateral distance requirements for mobile obstacles on an apron/ramp and taxiway.			
6.3. Speed limits for vehicles operating on an apron/ramp and taxiway.			
6.4. Procedures for reporting and removing FOD.			

6.5. Restricted visibility and/or night driving.			
6.6. Procedures for operating bicycles, tricycles, etc. on			
6.7. Use of traction control devices as applicable.			
6.8. Emergency Response Vehicle requirements.			
6.9. Vehicle Escort/Convoy driving procedures as applicable.			
7. Practical Day Airfield Familiarization Training. Training Outcome(s): Trainee must be knowledgeable of the airfield environment. At a minimum, the trainee must demonstrate the ability to operate a vehicle to and from their designated work areas.			
7.1. Practical Day Driving Check-ride.			
8. Practical Night (as applicable) Airfield Familiarization Training. Training Outcome(s): Trainee must be knowledgeable of the airfield environment. At a minimum, the trainee must demonstrate the ability to operate a vehicle to and from their designated work areas.			
8.1. Practical Night Driving Check-ride (as applicable).			
9. Review Local AFI 13-213 supplement.			
10. USAF Airfield Driving CBT (Date Completed).			
11. Runway Incursion Prevention Training.			
12. Airfield Diagram/Layout Test [Score:]			
13. General Knowledge Test (written) [Score:]			
14. Runway Incursion Prevention Test [Score:]			
15. Communication Test [Score:]			

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

Ramp Only	Daylight Only	CMA Authorized	Other (Specify):	
Name: (Last, First, MI):		Rank, Civilian Grade or equivalent:	Signature:	Date:
SECTION VII - AIRFIELD DRIVING AUTHORIZATION (Completed by the Wing ADPM or designated representative)				
Approved		Disapproved	AF Form 483#:	
Name: (Last, First, MI):		Rank, Civilian Grade or equivalent:	Signature:	Date:
NOTE: A local form may be used as long as it includes all information listed above.				

Attachment 8

**TEMPORARILY ASSIGNED PERSONNEL/NON-BASED ASSIGNED CONTRACTORS
TRAINING CHECKLIST**

Table A8.1. Temporarily Assigned Personnel/Non-Based Assigned Contractors Training Checklist.

TEMPORARILY ASSIGNED PERSONNEL/NON-BASED ASSIGNED CONTRACTORS TRAINING CHECKLIST			
SECTION I - TRAINEE INFORMATION (Completed by the Unit Airfield Driving Program Manager or Wing Airfield Driving Program Manager)			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Unit/Office Symbol or Company Name	Duty Phone
SECTION II - QUALIFICATION TRAINING (Completed by the Trainee, Unit Airfield Driving Program Manager or Designated Trainer)			
	Date Completed	Trainee's Initials	Trainer's Initials
1. Explain the difference between mandatory/informational local airfield signs.			
2. Explain the different types of airfield marking (i.e. runway, taxiway, apron/ramp). Provide examples of local airfield markings.			
3. Explain the different types of airfield lighting systems (i.e. runway, taxiway, apron/ramp). Provide examples of local airfield lighting.			
4. Identify the speed limits for general/special purpose vehicles operating on aircraft parking aprons/ramps and taxiways.			
5. Identify the procedures for vehicle operating in the immediate vicinity of base assigned and transient (if applicable) aircraft.			

6. Explain the requirements for parking and chocking vehicles and/or equipment on the airfield.			
7. Identify the lateral distance requirements for mobile obstacles on taxiways and aprons.			
8. Discuss Foreign Object Damage (FOD) control/prevention measures for the airfield.			
9. Identify methods/practices to prevent a runway incursion.			
10. Explain the different types of airfield violations and their consequences.			
11. Identify the proper radio terminology and phraseology.			
12. Provide a local Airfield Diagram.			
13. Identify all restricted areas and entry control points.			
14. Identify all Control Movement Area boundaries.			
15. Identify Free zones, when applicable.			
16. Practical airfield familiarization training. At a minimum, familiarize individual on route(s) to and from the designated work area.			
17. Explain procedures for Night Driving, Reduced visibility and Inclement weather, when applicable.			
18. Explain procedures for reporting an accident or vehicles maintenance problems.			
SECTION III - TRAINING CERTIFICATION (Completed by Trainee, Unit Airfield Driving Program Manager and Wing Airfield Driving Program Manager, as required)			

TRAINEE			
I have received and completed all of the above training requirements and will comply with Air Force Instruction 13-213 and (if applicable) wing/base supplement. I am also fully aware			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
UNIT AIRFIELD DRIVING PROGRAM MANAGER			
I certify that the above individual has completed all training requirements outlined in Air Force Instruction 13-213 and (if applicable) wing/supplement. Check all applicable restrictions.			
Ramp Only	Daylight Hours	Other (Specify):	
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING AIRFIELD DRIVING PROGRAM MANAGER OR DESIGNATED REPRESENTATIVE (as required)			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
NOTE: A local form may be used as long as it includes all information listed above.			

Attachment 9**AIRFIELD DRIVING PROGRAM CONTINUITY BINDER**

A9.1. TAB A: Unit Airfield Driving Program Manager appointment letter(s). At a minimum, the appointment letter must be signed by the current unit commander/equivalent and on file with the Wing ADPM. (T-3).

A9.2. TAB B: Department of the Air Force Instruction 13-213 and Wing/Base Supplement.

A9.3. TAB C: Annual Program Assessment Results.

A9.4. TAB D: Unit Airfield Driving Program Manager Training Documentation.

A9.5. TAB E: Current list of units assigned airfield drivers. At a minimum, the list of airfield drivers include the individual's full name, rank, unit, Air Force Form 483 certificate number, restrictions (i.e. daytime or ramp only) and refresher training due date. (Added) Annual validation of unit personnel with airfield driving privileges to include CMA access.

A9.6. TAB F: United States Air Force Airfield Driving computer-based training, Training Curriculum, Test/Answer Key.

A9.7. TAB G: Unit airfield driving requirements as applicable (i.e. Fire Trucks, Fuel Trucks, or K-loaders).

A9.8. TAB H: Airfield Violations/Corrective actions.

A9.9. TAB I: References (i.e., AFMAN 24-306, Section 12D, AFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, Chapter 24, and DAFI 21-101).

A9.10. TAB J: Miscellaneous information (i.e. Meeting Minutes, Digest Articles, RIPWG, etc.).

Attachment 10

REQUEST FOR PRIVATELY OWNED VEHICLE AIRFIELD PASS

Figure A10.1. Request For Privately Owned Vehicle Airfield Pass.

MEMORANDUM FOR 86 OSS/OSAA

FROM: Requesting Unit

SUBJECT: Request for Privately Owned Vehicle (POV/GLV) Airfield Pass

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

Owner/Username (Last, First MI) and Rank:

Organization/Office Symbol:

Duty Phone:

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

Vehicle License Plate Number:

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

Area of Operation(s) Requested:

Effective Dates:

2. Justification:

3. The operator of this vehicle understands that he/she will only operate this POV/GLV in the areas listed on the vehicle pass. The operator further understands that he/she will have in their possession; an AF IMT 483, *Certificate of Competency* (Airfield Driver's License) validated for Ramstein Air Base and will comply with all provisions outlined in RABI 13-213, Airfield Driving. The vehicle pass is a "controlled item" will be returned to the 86 AW Deputy Airfield Manager prior to reassignment, separation, pass expiration, or when the pass is no longer needed.

4. Any questions can be directed to Unit ADPM/Contractor representative DSN 480-xxxx or by email at email.

FIRST MI LAST, RANK, USAF
Commander

Attachment 11

REQUEST FOR REINSTATEMENT OF AIRFIELD DRIVER'S LICENSE

Figure A11.1. Request For Reinstatement Of Airfield Driver's License.

ENSURE THE LETTER IS ON THE APPROPRIATE LETTER HEAD

Date

MEMORANDUM FOR 86 OSS/OSAA

FROM: Unit/CC

SUBJECT: Reinstatement of Airfield Driving Privileges

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

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

2. The Unit Airfield Driving Program Manager (UADPM) and/or unit airfield driving trainer has completed all required initial/refresher training items with the named individual IAW DAFI 13-213 and RABI 13-213.

3. If there are any questions, please contact (UADPM name and number).

Unit/CC Signature Block

1st Ind, 86 OSS/OSAA, Wing ADPM

MEMORANDUM FOR Requesting UNIT/CC

Recommend Approval/Disapproval

Wing ADPM Signature Block

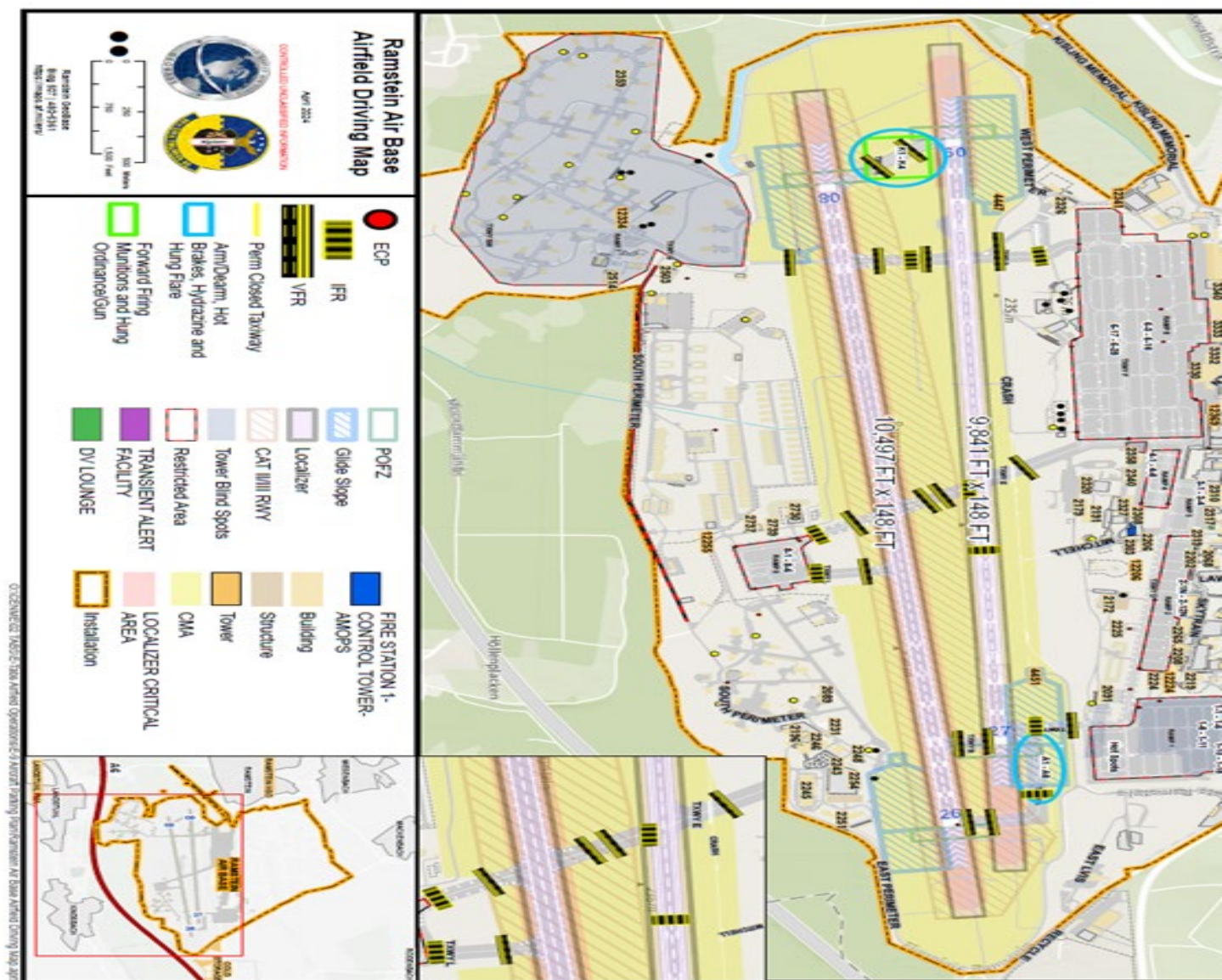
Attachment 12
VEHICULAR CALL SIGNS

Table A12.1. Vehicular Call Signs (Added) .

Unit	Call Sign
USAFE/CC	Falcon 1
USAFE/CV	Sooner 2
86 AW/CC	Command 1
86 AW/CV	Command 2
86 AW/SEF	Safety 1-3 and Scarecrow
86 OG/CC	Ops 1
86 OG/CD	Ops 2
86 MXG/CC	Maintenance 1
86 MXG/CD	Maintenance 2
86 MXG/SUPT	Maintenance 3
86 MXG/QA	QA 1
86 OSS/CC	Spear 1
86 OSS/DO	Spear 2
86 OSS/OSA	AOF 1 – Afld Operations Flight Commander AOF 2 – Afld Operations, Operations Officer AOF 3 – Afld Operations, Systems Officer
86 OSS/OSAA	Airfield 1 – Airfield Manager Airfield 2 – Deputy Airfield Manager Airfield 3/4/5 - NCOIC, Airfield Management, NCOIC, Airfield Management Operations, NCOIC, Airfield Management Training and Airfield Management Operations Personnel or civilian equivalents
86 AMXS	Herk 1
435 AMS	Cheetah 1
86 CES/CED	EOD
86 MXS	Maintenance Super, AGE xx, TA
86 SFS/CC	Sheriff
86 SFS	Defender 2-4, P 1-9, R 1-2
721 AMXS	Zeus 1-4
721 APS	Ramp 1
786 CES/CEOE	Power xx, Barrier xx
86 CS/SCMBA/SCMBR	NAV 12, Radar 1
86 CES/CECS	Sabre 1
886 CES/CEF	Chief 1-2, Crash 1-28
86 LRS/LGRFOD	POL 1
786 CES/CEOFE	Afld Lighting 1-5, High Tension 1-5
786 CES/CEOH	Equipment 1-7, Snow 1, Sweeper 1-6, Painter 1

86 CES/CEC	Construction 1-3
CE Escorts	Escort 1-12 (Assigned to each escort by CE Management)
Ramstein Drop Zone Safety Officer	Tailpipe Delta
Falconer	BASH 1
Ramp POCs for Low Vis Ops: Ramps 1 and 2 Ramps 3 and 4 Ramps 5 and 8 Ramp 7	Herk Super, Herk 1 TA 1 AMCC Spirit Ops

Figure A13.1. Airfield Diagram.



Attachment 14 (Added)**CONTROLLED MOVEMENT AREA (CMA)**

Figure A14.1. Controlled Movement Area (CMA).



Attachment 15 (Added)

CAT I/II/III AIRFIELD DIAGRAM

Figure A15.1. CAT I/II/III Airfield Diagram.

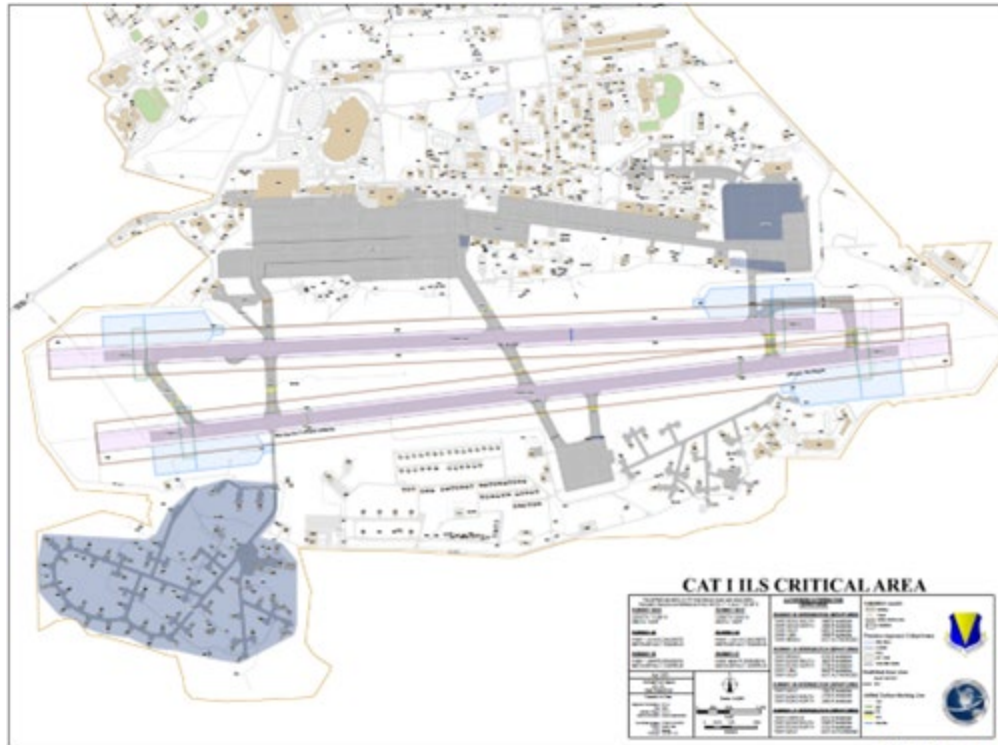
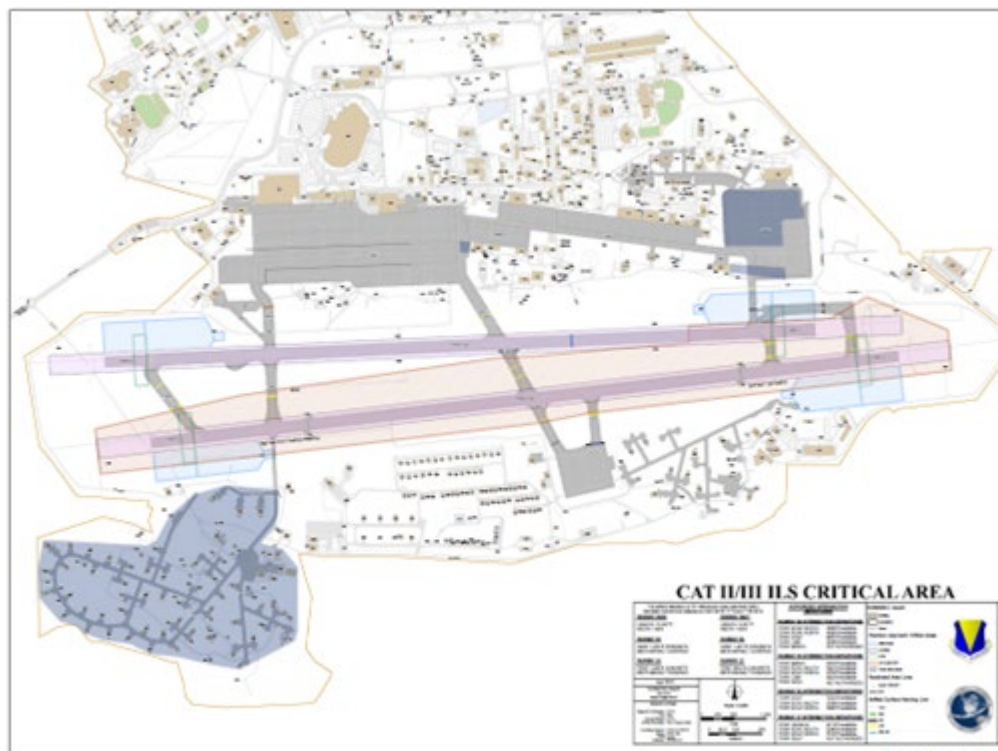


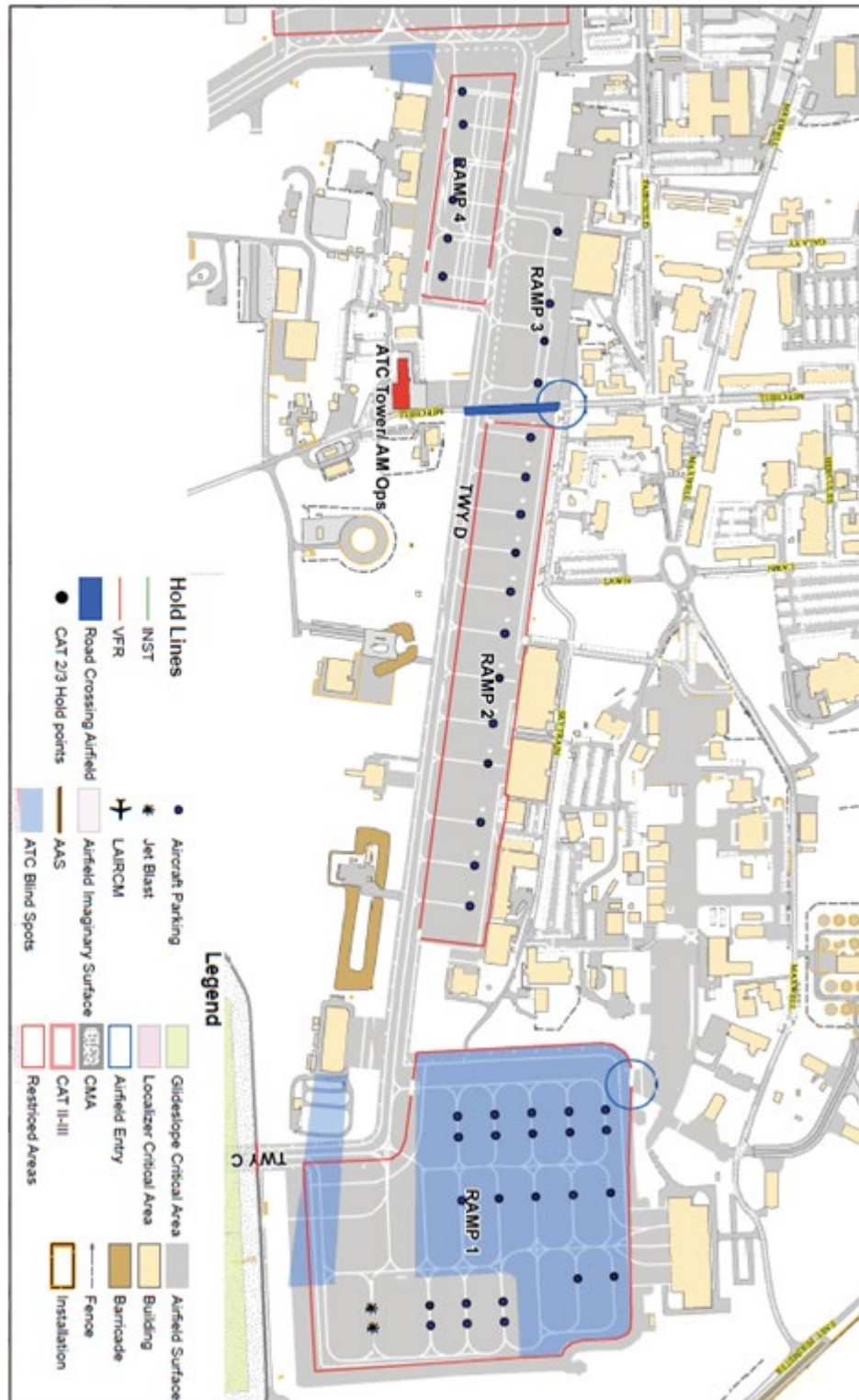
Figure A15.2. CAT II/III ILS CRITICAL AREA.



Attachment 16

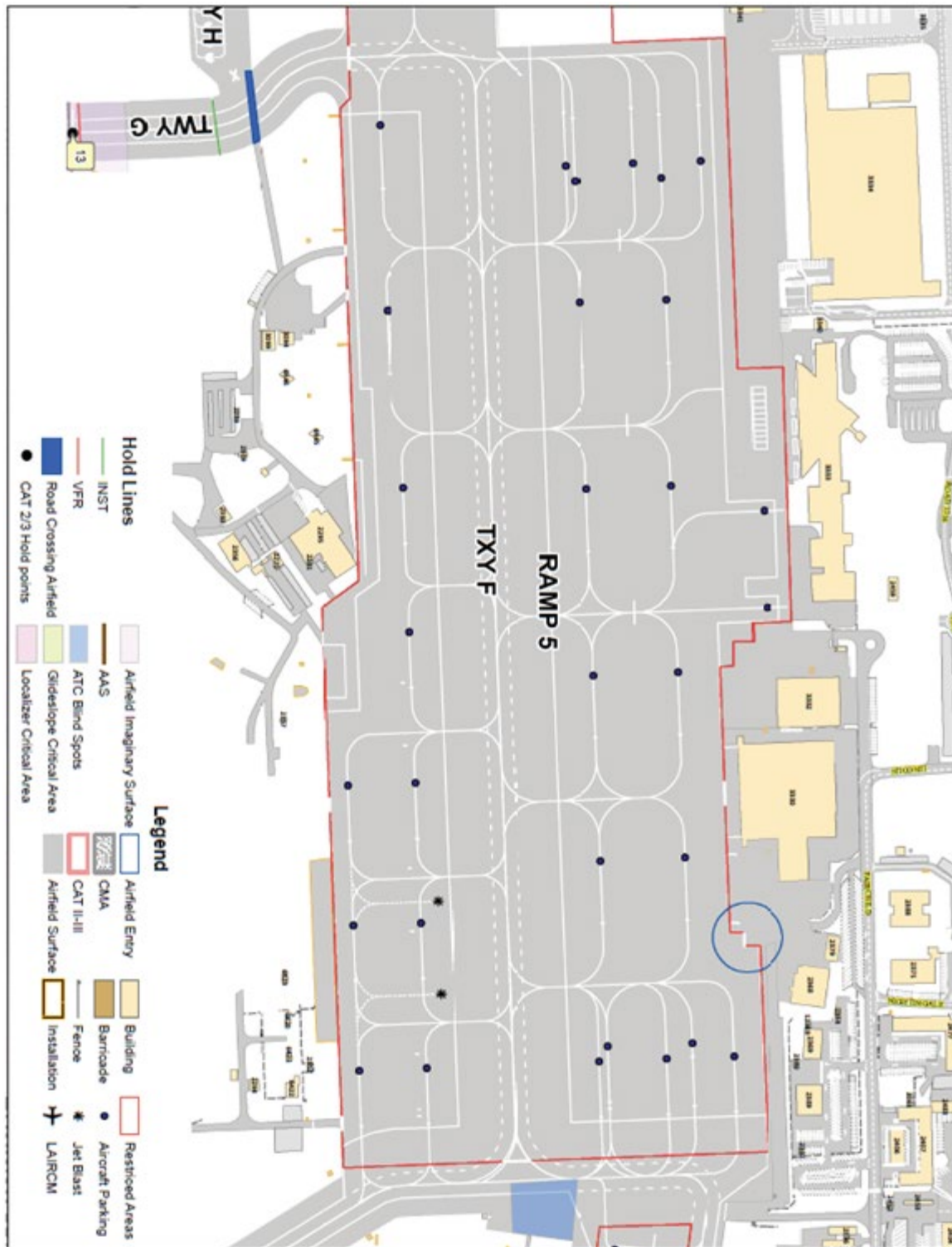
AIRFIELD PARKING RAMP 1-4

Figure A16.1. Airfield Parking Ramp 1-4.



Attachment 17 (Added)
AIRFIELD PARKING RAMP 5

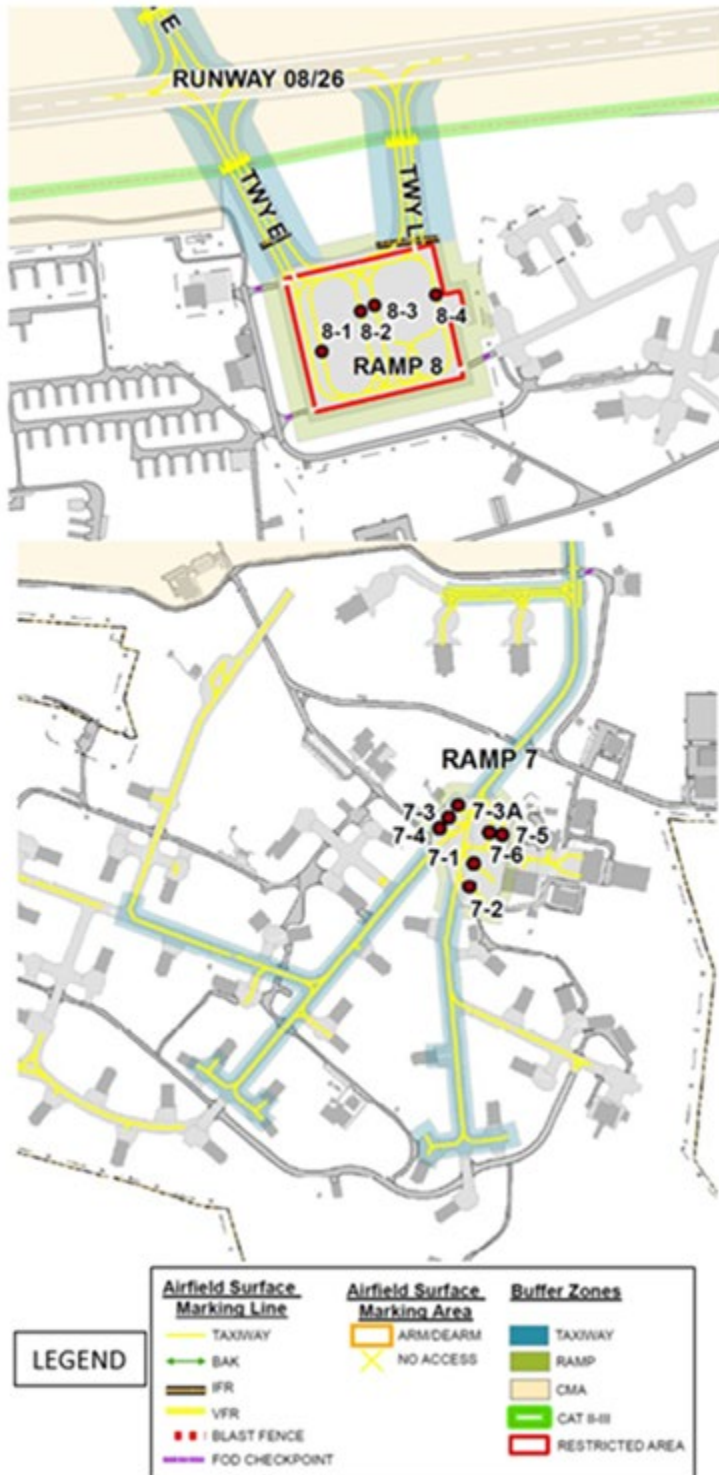
Figure A17.1. Airfield Parking Ramp 5.



Attachment 18 (Added)

AIRFIELD PARKING RAMPS 7 AND 8

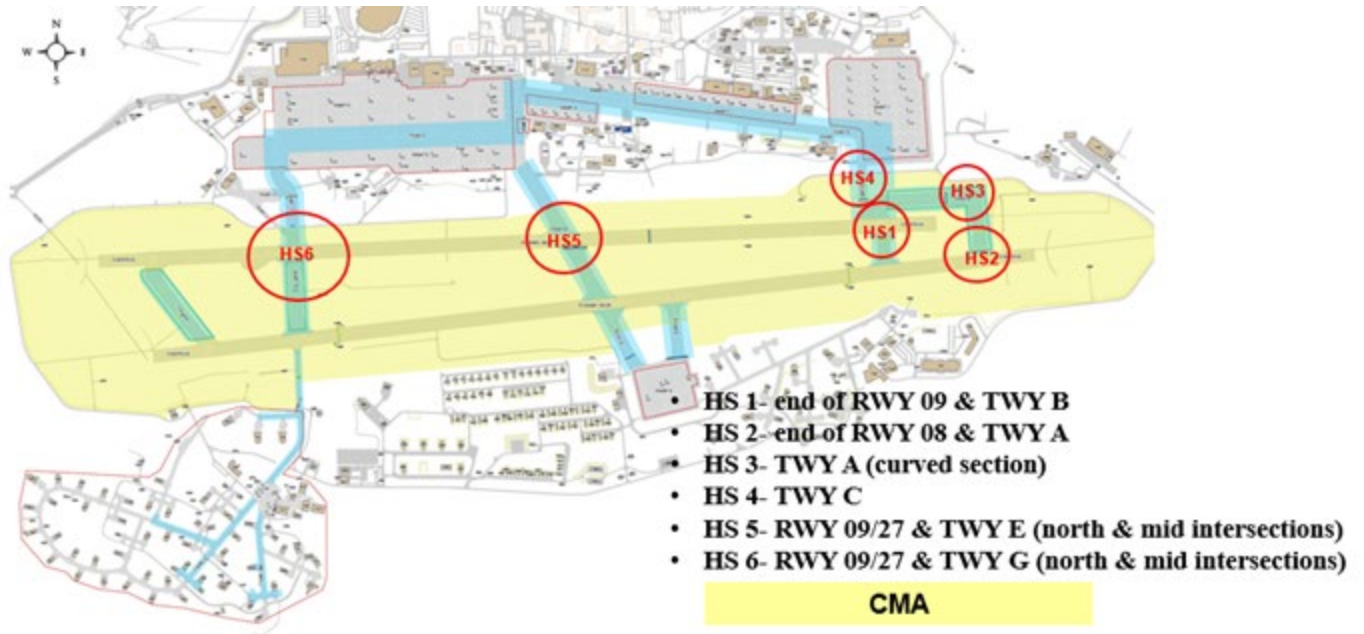
Figure A18.1. Airfield Parking Ramps 7 and 8.



Attachment 19

RAMSTEIN AB HOT SPOT AIRFIELD DIAGRAM

Figure A19.1. Ramstein AB Hot Spot Airfield Diagram.



Attachment 20
CMA COMPLEX AREA

Figure A20.1. CMA Complex Area, Part I.



Figure A20.2. CMA Complex Area, Part II (Complex Area: Intersecting RWYs/TWYs).

