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Space, Missile, Command and Control

**DOVER FLIGHTLINE DRIVER'S
FAMILIARIZATION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*. It establishes procedures and requirements for operating government vehicles (GOV) and privately owned vehicles (POV) on the apron areas, taxiways, and runways of Dover AFB. The procedures established in this instruction apply to all personnel, civilian or military (active/guard/reserve), assigned to or working on Dover AFB.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Includes changing flight line driving duties from the Chief, Airfield Management (CAM) to the Deputy, Chief Airfield Management (DCAM), revised violation penalties for not adhering flight line driving procedures, includes established smoking areas and reduced visibility operations, updated flight line driving program training material, updated airfield diagrams, and numerous editorial changes.

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1. Responsibilities.

1.1. Wing Commander/Mission Support Group Commander.

1.1.1. Designate personnel and agencies to support Dover's Flight line Driver's Familiarization Program.

1.1.2. Personnel that are assigned to Dover who lose their base driving privileges may apply for reinstatement of their flight line driving privileges when they are performing critical mission essential duties. The approving authority is the 436th Mission Support Group Commander (436 MSG/CC). Use [Attachment 9](#) to apply for reinstatement.

1.2. Squadron Commanders.

1.2.1. Appoint a primary and alternate unit Flight line Driving Program Manager (FDPM) in writing (normally the Vehicle Control Officer or Vehicle Control Noncommissioned Officer) to conduct training for your personnel whose duties require operating a vehicle on the flight line. Forward this appointment letter to 436th Operations Support Squadron /Airfield Operations Flight (OSS/OSAA). Ensure your FDPM is administered in accordance with this directive.

1.2.2. Certify your unit personnel are qualified to drive on Dover's flight line. Your signature in the squadron commander block on Dover Form 450, **Request for Flight Line Drivers and VCO/VCNCO Training and Certification**, provides this certification. You may delegate this certification authority to your FDPM or alternate provided you do so in writing. If you delegate this authority, maintain a written memorandum in your unit's FDPM Handbook (see Chapter 4).

1.2.3. If any of your unit member's base driving privileges are suspended or revoked, you must also revoke their flight line driving authorization and notify your unit FDPM and CAM in writing by using [Attachment 8](#), Revocation of Dover Flight line Driving Privileges. A request for reinstatement of flight line driving privileges for personnel that perform critical mission essential duties must be processed using [Attachment 9](#). The approval authority for reinstatement of flight line driving privileges for personnel who have lost base driving privileges is 436 MSG/CC.

1.2.4. Revoke the flight line driving privileges of your unit personnel when they commit runway intrusions, or other Controlled Movement Area (CMA) violations. Unit personnel that have their flight line driving privileges revoked will be retrained and recertified according to the procedures in Chapter 4. Squadron commanders, FDPM Managers, Airfield Operations Flight Commander (AOF/CC) and Airfield Management personnel are authorized to revoke driving privileges. When you have revoked someone's driving privileges, use [Attachment 8](#) and forward to 436 OSS/OSAA.

1.2.5. Ensure fixed or mobile obstacles are not installed or erected without prior coordination and approval from CAM:

1.2.5.1. Within 162 feet (C-5 wingtip plus 50 feet) of the main parking ramp, south parking ramp, or the Hazardous Cargo Area.

1.2.5.2. Within 200 feet of the centerline of a taxiway.

1.2.5.3. Within 1,000 feet of the centerline of a runway.

1.2.5.4. Within 3,000 feet of runway ends and 1,500 feet either side of runway end centerline.

1.2.6. Limit the number of your unit/squadron personnel that are authorized to drive on Dover's flight line to the absolute minimum necessary to accomplish your mission.

1.3. Squadron/Unit FDPM.

1.3.1. Train and certify (if delegated to do so by your squadron commander) your unit personnel to drive on Dover's Flight line in accordance with this instruction.

1.3.2. Primary and Alternate must be trained and certified to drive on Dover's Flight line.

1.3.3. Ensure squadron/unit personnel have valid state driver licenses and are authorized to drive the type of vehicles they will operate on the flight line.

1.3.4. Issue AF Form 483, **Certificate of Competency**, to your unit personnel that complete FDPM Training according to the provisions outlined in this instruction.

1.3.4.1. Airfield Management must sign all AF Form 483 issued at Dover. FDPM Primary/ Alternates or unit personnel can bring their AF Form 483 to Building 501 on Monday – Friday from 0730 – 1530 to receive the signature. AF Form 483s can also be sent to 436 OSS/OSAA via Base Information Transfer Center (BITC) for signature.

1.3.4.2. When issuing AF Form 483, FDPM will assign a local number to the AF Form 483 in the top right hand block of the form, labeled "Certificate No."

1.3.4.3. Track AF Form 483s that you have issued using spreadsheet or memorandum. See Chapter 4 for an example.

1.3.4.4. FDPM will determine the level of access needed for your unit's mission and annotate it on AF Form 483. The annotation goes in the middle of the form, after the statement. There are 3 levels of access at Dover:

1.3.4.4.1. Dover Flight line Qualified gives access to all CMA, including runways, taxiways and main ramp. Personnel authorized this access will complete all facets of training outlined in Chapter 4 of this instruction. Annotate the AF Form 483 to read "Dover Flight line Qualified."

1.3.4.4.2. Main Ramp Qualified gives access only to the main parking ramp. Personnel with this level of access are not authorized to drive on taxiways or cross runways unless escorted by another vehicle with direct radio communications and qualified personnel. Personnel with this level of access do not need to complete Phraseology training or Light Gun Signals training, or watch the Federal Aviation Administration (FAA) produced video on Runway Safety. Annotate the AF Form 483 with "Main Ramp Qualified."

1.3.5. Test color vision of unit personnel using the Ishihara Color Blindness Test, or schedule color vision testing through the clinic. When using the Ishihara, FDPM will sign Section II of Dover Form 450. **EXCEPTION:** Career fields that require color vision before entry, such as Air Traffic Control, Flying Positions, etc. do not need to retest color vision. However, they must process through Medical Records to ensure their color vision is current. Medical Records personnel will sign Section II of Dover Form 450.

1.3.6. Revoke/suspend flight line driving certification of unit personnel who violate the provisions of this directive. Prepare suspension/revocation memorandums for your unit commander to endorse (see [Attachment 8](#)).

1.3.7. Unit programs will be inspected annually. Specific inspection items and a self inspection checklist are located on the Base Local Area Network (LAN) "G" drive, in folder Dover Flight Line Driver's Training ("SAV" form package). Annual inspections will focus on program integrity, compliance with this instruction and maintenance of documentation.

1.3.7.1. To prepare for your annual inspection, FDPMs are encouraged to complete a Self-Inspection prior to the annual inspection by using the SAV checklist.

1.3.7.2. If SAV checklist has been completed, maintain the results in your Program Handbook.

1.3.8. Determine and provide annual refresher training needs for your unit.

1.3.8.1. Annual refresher training for flight line driving will be documented on reverse of AF Form 483. The left column is the date refresher training was conducted, middle column is signed by FDPm Managers, and the right column is the next due date, one year later.

1.3.8.2. Annual refresher training due dates can be tracked by using the sample spreadsheet on the Base LAN, or by other computer products.

1.4. Deputy Chief, Airfield Management.

1.4.1. Develops the Dover Flight line Driver Familiarization Program and provides it to unit FDPm. The Program at Dover consists of the following:

1.4.1.1. DOVERAFBI 13-202, *Dover Flight line Driver Familiarization Program*.

1.4.1.2. Flight line Driver Computer Based Training module.

1.4.1.3. Slide presentation that covers local operating procedures and diagrams used for classroom training to reinforce DAFBI 13-202.

1.4.1.4. All necessary forms, including Dover Form 450, AF Form 483, Sample appointment letters, sample databases, etc.

1.4.1.5. An optional FAA Movie, entitled "Driving on the Airport Operations Area" that units are encouraged to view. It is 23 minutes long, requires Real Player to view, and is stored on the Base LAN or is available for download at <http://www.faa.gov/runwaysafety/aoa.cfm>.

1.4.2. Trains and certifies unit FDPm to drive on the flight line and provides information needed to train personnel operating vehicles on the flight line.

1.4.3. Monitor unit FDPm Programs for effectiveness and annually inspect all unit FDPm Programs. Inspections are outlined in Chapter 4.

1.4.4. Develops procedures for issuing POV Car Hats. Procedures relating to the issue of POV Car Hats are outlined in Chapter 5.

1.4.5. Signs AF Form 483 granting flight line driving privileges to personnel.

1.4.6. Develops procedures for reporting, enforcement and violation consequences of this directive. The DCAM develops procedures for revoking AF Form 483 and for recertification.

1.4.7. Briefs all CMA violations, including those resulting in filing of Hazard Air Traffic Reports (HATRs), at the quarterly Airfield Operations Board (AOB). The CAM/DCAM ensures violations are included in the AOB minutes.

1.4.8. Conducts spot checks on the flight line for driver compliance with flight line driving procedures.

1.4.9. Revokes or suspends flight line driving privileges for personnel who are not in compliance with this instruction. Any Airfield Management Operations (AMOPs) personnel can also suspend or revoke driving privileges.

1.4.10. Develop proactive approaches utilizing local resources, such as the Dover Airlifter, commander's access channel, e-mail advisories, VCO/VCNCO Meetings, etc. to educate, update and inform users on flight line changes and trends (exercise activities, driving violations, closures, inclement weather conditions, etc).

1.5. **436th Medical Group.**

1.5.1. Provide color vision testing status of individuals, when requested by unit FDPM. Color vision testing must certify individuals are able to distinguish between red, green, yellow, blue and white.

1.5.2. Complete Section II of Dover Form 450 for individuals who have been color vision tested.

NOTE: If an individual cannot distinguish between red, green, white, yellow and blue, they are ineligible to drive inside the Controlled Movement Area. They can be issued Limited Access to drive only on the Main Ramp. Personnel that require color vision to enter their career field, i.e. flying Air Force Specialty Code (AFSCs), Air Traffic Control (ATC), etc. are exempt from color vision testing; however they must process through Medical Records to ensure their color vision is current. Medical Records personnel will sign Section II of Dover Form 450.

2. **Operating Procedures.**

2.1. Units with vehicles assigned but no mission to drive on the flight line are exempt from there requirements listed in this instruction. Should a need arise for those units to drive on the flight line, they will contact the DCAM for training and appointment of FDPM.

2.2. All personnel assigned to Dover, regardless of military, civilian or contractor status that drive on the airfield or flight line will complete training, testing and certification, or be escorted. Personnel driving without a valid AF Form 483 will automatically have their flight line driving privileges revoked, and their unit's FDPM will retrain and recertify them.

2.2.1. Vehicle operators will have their driver's license and AF Form 483 signed by the CAM or DCAM while driving on the flight line.

2.2.2. Contractors working for long durations on Dover will be trained by their sponsoring unit's FDPM.

2.2.3. Contractors working for short durations, i.e. contract flight reps, will review the briefing at AMOPs prior to driving on the flight line. This briefing will be done prior to issuance of POV Car Hat.

2.2.4. Personnel TDY from other bases will be trained by the gaining unit's FDPM Manager. A new AF Form 483 for Dover can be issued after training, or the home station AF Form 483 can be used. If using the home station AF Form 483, FDPMS will annotate training on the reverse of the form.

2.2.4.1. Personnel TDY from other bases will undergo the same training as personnel assigned to Dover.

2.2.4.2. When personnel TDY from other bases have completed their mission at Dover, FDPM may dispose of their training forms.

2.3. Airfield Diagrams and Attachments. See [Attachment 2](#), [Attachment 4](#), [Attachment 5](#), [Attachment 6](#), and [Attachment 10](#).

2.3.1. The CMA for Dover is depicted on [Attachment 2](#). The diagram also depicts uncontrolled movement areas.

2.3.2. The location and description of Visual Flight Rules (VFR) and instrument (INST) hold lines are contained in [Attachment 11](#).

2.3.3. Flight line entry control points (ECPs), Restricted Area (RA) boundaries, and Restricted Area ECPs are depicted on [Attachment 10](#).

2.3.4. Critical area boundaries for precision electronic navigational aids (Instrument Landing System (ILS), PAR, etc.) are depicted on [Attachment 5](#), [Attachment 6](#), and [Attachment 4](#).

2.3.5. Vehicle traffic lanes and general traffic flow on the Main Parking Ramp is depicted in [Attachment 12](#).

2.3.6. Examples of airfield signs and markings are depicted on [Attachment 3](#).

2.3.7. A POV Car Hat request sample memorandum is contained in [Attachment 7](#).

2.3.8. A revocation of flight line driving privileges sample memorandum can be found at [Attachment 8](#).

2.3.9. A reinstatement of flight line driving privileges sample memorandum can be found at [Attachment 9](#).

2.4. Terms Explained.

2.4.1. Aircraft Parking Area. An area specifically designated for parking aircraft. At Dover AFB this includes the areas listed below in para. [2.5](#).

2.4.2. Controlled Movement Area (CMA). The CMA consists of runways and taxiways, except for Alpha and Charlie between Runway 14 and Bravo and Echo. The CMA establishes control over aircraft and vehicular traffic. The Control Tower exercises direct radio control over the CMA (see [Attachment 2](#)). If you intend to drive within the CMA, you will have direct radio contact with the Tower. Telephone coordination is never acceptable.

2.4.3. Crew Change Area (see [Attachment 10](#)). The crew change area is along Taxiway A abeam the Control Tower. All vehicles will use extreme caution when an aircraft is in the crew change area. Position all vehicles so that no contact is made between aircraft and vehicles, should the aircraft move forward.

2.4.4. Secondary Crew Change Area (see [Attachment 10](#)). The secondary crew change area is located on Taxiway Charlie, between Runway 14 and Taxiway Bravo.

2.4.5. Entry Control Points (ECP). The designated locations authorized for restricted area entry/exit and flight line entry/exit. (See [Attachment 10](#))

2.4.6. Restricted Area. A legally established military zone under Air Force jurisdiction into which persons may not enter without specific authorization. Vehicles requiring access to/from restricted areas will do so only at designated entry/exit control points (ECPs - see [Attachment 10](#)). If you must "break red" and enter at other than an ECP, coordinate through your work center to obtain permission from Security Forces before doing so.

2.4.7. Priority/Emergency Vehicles. Crash/Fire Department vehicles, Ambulances, Security Forces and Airfield Management vehicles responding to emergency or immediate response situations. These vehicles have priority over all other vehicles.

2.4.8. Special Purpose Vehicles. Government vehicles designed for a special purpose, such as tugs, forklifts, K-loaders, etc., required for flight line mission support.

2.4.9. Ramp Access Lane. An area southwest of the entire main C-5, and Transient Ramps, primarily used as an access lane for vehicles servicing and supporting aircraft parked on "A" through "CC" spots. This is an integral part of the aircraft parking ramp, requiring a POV Car Hat for civilian vehicles. Standard flight line vehicle operating procedures outlined here apply except where noted. See [Attachment 12](#).

2.5. Major Parking Areas.

2.5.1. Main C-5 Ramp. The entire area parallel to Runway 14/32 from midfield to the northwest. Lies east of and includes the ramp access lane and contains aircraft parking rows "E" through "CC."

2.5.2. Transient Ramp. The area separated from the Main C-5 Ramp by a taxi lane, containing aircraft parking rows "A" through "D".

2.5.3. South Ramp. Aircraft parking area south of Taxiway Echo, joining approach ends of Runways 1 and 32.

2.5.4. Hazardous Cargo Area. Three (3) parking spots at the eastern point of Taxiway Delta designated as the primary hazardous cargo loading and unloading site.

2.5.5. Christmas Tree Area. The seven concrete alert aircraft parking pads located southeast of the approach end of Runway 01 and south of the Taxiway Foxtrot hold line.

2.6. Operating Procedures and Standards.

2.6.1. All personnel driving on the flight line will receive training and certification prior to entering the flight line. All personnel not assigned to Dover but required to drive on Dover's flight line will be trained and certified by the gaining unit's FDPMP.

2.6.2. All personnel performing escort duties on the flight line must be certified to drive on the flight line.

2.6.3. Driving in the CMA. General procedures for operating vehicles in the CMA are included in the Flight line Driving Computer Based Training (CBT), which is installed on the G Drive of the Base LAN. Specific procedures for Dover are listed here.

2.6.3.1. Vehicles operating in the CMA will be assigned call signs (i.e. Airfield Lighting, Fire Department, Transient Alert/Maintenance, Airfield Ops, etc.). Vehicle call signs are only approved by the CAM to ensure duplicate call signs are not used. Vehicle call signs for Dover are listed in Chapter 5.

2.6.3.2. No vehicle or person may enter Dover's CMA without specific approval from the Control Tower. Vehicles or persons entering the CMA must have direct two way contact with the Control Tower. Telephone coordination is not acceptable to gain permission to enter the CMA. Only mission essential vehicles will drive on the flight line or in the CMA; vehicles needing to transit various areas but not in the performance of assigned duties are to use the perimeter road.

2.6.3.3. See Chapter 3 for examples of correct phraseology to use when contacting the Control Tower.

2.6.3.4. Vehicles that are directed to hold short of a runway will come to a complete stop at least 200 feet (yellow hold line) from the runway and will not proceed until permission is received from the Control Tower. During periods of inclement weather or at night, the Control Tower may instruct vehicles to hold short at the instrument hold lines located approximately 650 feet from the edge of Runway 01 (see [Attachment 3](#) for depictions of the various hold lines and critical areas).

2.6.3.5. In the event of a radio failure or loss of communication with the Control Tower while driving on a taxiway inside the CMA, the Control Tower will turn the taxiway lights on and off to indicate they have lost radio contact with you. Continue obeying the last instruction given to you by Control Tower. **NOTE:** If on the runway exit to nearest taxiway or road and contact AMOPs for instructions. Tower will contact AMOPs to track down vehicles that have lost contact and remove them from the CMA.

2.6.3.6. All vehicles operating within the CMA will use rotating beacon lights or hazard/warning flashers.

2.6.3.7. Airfield Signs/Markings. A comprehensive listing of general airfield signs/markings is contained in the Flight line Driving CBT and the Dover FDP Slide Presentation. The following airfield markings are unique to Dover:

2.6.3.8. Taxiway A, Main Ramp Clearance. A white line is painted behind the C-5's on spots E thru CC. When a C-5 is taxiing on Taxiway "A" centerline, there is 25' wing tip clearance between that line and the rear of the parked airplanes.

2.6.3.8.1. Taxi lane on Main Ramp. A white line is painted on either side of the taxi lane between spot E and Delta Row that indicates wing-tip clearance. If all vehicles and equipment are behind these lines, a C-5 has the necessary 25' wing tip clearance while taxiing.

2.6.3.8.2. Vehicle Stop Bar, Delta Taxiway. A short white line is painted perpendicular on Delta Taxiway, near the Hazardous Cargo Pad. The white line is a vehicle stop bar; vehicles will stop before proceeding.

2.6.3.9. Speed limits. Speed limits for the various areas on Dover's flight line are listed below:

2.6.3.9.1. Within the Aircraft Parking Area/Ramp Access Lane:

2.6.3.9.1.1. General Purpose Vehicles - 15 mph.

2.6.3.9.1.2. Special Purpose Vehicles (tractors, tugs forklifts, etc.) - 10 mph.

2.6.3.9.1.3. Vehicles Towing Aircraft - 5 mph.

NOTE: Vehicles using C-5 tow bars are restricted to 2.5 mph IAW T.O. 35B5-23-1, *Operation and Servicing Instruction with IPB for Aircraft Tow bar Assembly*).

2.6.3.9.2. All vehicles within 50 feet of an aircraft - 5 mph.

2.6.3.9.3. Maximum towing speed for Aerospace Ground Equipment (AGE) equipment, i.e. compressors, ground power units, oxygen carts and similar equipment is 15mph.

2.6.3.9.4. "FOLLOW ME" vehicles operate at a safe speed commensurate with the aircraft they are directing, but not in excess of 25 mph.

2.6.3.9.5. Snow and ice removal vehicles will operate at a speed commensurate with safety during snow and ice control operations.

2.6.3.9.6. Vehicles operating on taxiways/runways – 40 mph, with these exceptions:

2.6.3.9.6.1. Emergency vehicles responding to an emergency may operate at any prudent speed commensurate with safety. Chapter 5 contains more information on Emergency Procedures.

2.6.3.9.6.2. Airfield Management vehicle when responding to an emergency, when asked to expedite by the Control Tower while on the runway(s), or when determining the Runway Condition Reading (RCR).

2.6.3.9.6.3. The perimeter road is marked with various speed limits. Obey the posted speed limit.

2.6.3.10. Procedures for operating vehicles in the vicinity of aircraft. General information is listed below. More specific information is contained in the Dover FDPM Training Handout and on the Flight line Driving CBT.

2.6.3.10.1. All vehicles will approach parked aircraft with the driver's side nearest the aircraft.

2.6.3.10.2. Do not drive vehicles between two aircraft parked on adjacent parking spots.

2.6.4. Vehicle Headlights/Day-time Running Lights Procedures.

2.6.4.1. If a vehicle's headlights are directed toward a taxiing aircraft during nighttime operations, the driver will immediately turn off the headlights and turn on the parking lights. All vehicles will use emergency warning flashers (directional lights, front and rear) when parked on the flight line during the hours of darkness or inclement weather.

2.6.4.2. Vehicles with daytime running lights will park in a safe location with the ignition off, parking brake set, and emergency flashers on. Exceptions to this procedure are:

2.6.4.2.1. Vehicles parked in designated parking boxes "white rectangles" as described in para. **2.8.1.** below.

2.6.4.2.2. Specialized aircraft service vehicles (calavars, passenger staircase trucks, latrine servicing trucks) after the vehicle is positioned at the aircraft being serviced.

2.6.4.2.3. AGE tow vehicles during the momentary pick up and drop off of equipment.

2.6.4.2.4. Vehicles exempted under these circumstances must be reflectorized to indicate length, width and height IAW T.O. 36-1-3, *Painting, Marking, and Lighting Requirements*

for USAF Vehicles.

2.6.5. In the event of a vehicle breakdown, contact the Mobile Maintenance section of Transportation through your control center. If you are in the CMA, immediately inform the Control Tower of your location, the vehicle problem and the estimated length the vehicle will be out of commission. Do not leave your vehicle unattended. Control Tower will inform Airfield Management, who can respond.

2.6.6. Motorcycles, scooters and mopeds are not authorized to operate on the Dover flight line. Organizational bicycle and tricycle operators must comply with this instruction and normal safety rules of the road, i.e. lights, horns, etc. Helmets for bicycles are not used because it will interfere with hearing protection. Privately owned bikes and tricycles are not allowed

2.6.7. There are no traffic lights controlling vehicular movement on Dover's flight line, or across taxiways/runways. On the perimeter road, at the approach end of runway 19, a sign controls traffic during ILS CAT II operations.

2.7. Parking Procedures/Chocking Requirements.

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

2.7.1.1. The ignition is turned off.

2.7.1.2. Ignition key is left in the ignition switch.

2.7.1.3. Doors remain unlocked.

2.7.1.4. Transmission is placed in PARK (for automatic transmission vehicles) or the lowest gear (for manual transmission vehicles) to take the vehicle away from the nearest aircraft (e.g. headed toward an aircraft, use reverse; headed away from an aircraft, use lowest forward gear).

2.7.1.5. Parking brake set. Vehicles without a parking brake will have one rear wheel chocked in front and behind the wheel.

2.7.1.6. Only vehicles performing duties on the airfield may be parked.

2.8. Parking in Main C-5 Ramp Area.

2.8.1. Park vehicles within the painted white rectangles in front and to either side of each aircraft parking spot (see [Attachment 12](#)). Position vehicles forward and to the left within the rectangle to allow room for additional vehicles.

2.8.2. After approaching an aircraft from the front, vehicles will turn right and park perpendicular to the fuselage of the aircraft. A maximum of two (2) rows of vehicles will be parked adjacent to C-5 aircraft.

2.8.3. To park on the right side of an aircraft (opposite side of most aircraft crew entrance doors), proceed to the adjacent aircraft at which the vehicle is to be parked, positioning the vehicle within the parking rectangle as described above.

2.8.4. Escort officials may not deviate from this procedure to accommodate a distinguished visitor (DV) due to safety.

2.8.5. Do not park unattended vehicles or equipment on an unoccupied aircraft parking spot in the area bounded by the wing tips of adjacent aircraft on the sides, and by the security boundaries of the parking ramp at the front and rear.

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

2.8.7. When passenger loading or unloading aft of the aircraft wing, the bus or van will park 20 feet from the passenger steps with the front of the vehicle pointed toward the rear of the aircraft. After the vehicle is properly positioned, turn the front wheels away from the aircraft.

2.8.8. Personnel performing duties in buildings adjacent to the airfield will not park on the airfield. Temporary exceptions must be approved by the CAM.

2.8.9. Do not park vehicles during inclement weather in the Instrument Landing System (ILS) critical area. The ILS critical area for the approach end of Runway 19 is the perimeter road (see [Attachment 4](#)). The ILS critical area for the approach end of Runway 01 is the South Ramp parking spots 4, 5, and 6 (see [Attachment 6](#)).

2.8.10. Parking procedures around flare-loaded aircraft.

2.8.10.1. Unnecessary stopping, standing, or parking in front of flare loaded aircraft is restricted to a distance of 100'. When the placard is positioned in front of the aircraft, remain at least 300' from the front of the aircraft. The placard indicated that canisters on the aircraft can forward fire.

2.8.10.2. When flares are being loaded, do not use the parking boxes in front of the aircraft. Use parking locations at adjacent aircraft instead.

2.9. Procedures for Driving on Taxiway A behind C-5 Parking Spots.

2.9.1. Vehicles with direct radio contact with the Control Tower will make certain no C-5 engines are running prior to entering Taxiway Alpha behind the parked C-5s. Maintain radio contact with the Control Tower until your vehicle exits the area.

2.9.2. Vehicles without direct radio contact with the Control Tower will contact Airfield Management at ext. 2861 to determine if C-5 engines are running before operating a vehicle behind parked aircraft. Use your control center to contact Airfield Management.

2.9.3. During aircraft loading operations, a 25K or 60K loader may operate behind C-5 aircraft when the aircraft engines are running at idle speed (based on weight of the K-loader and low profile). The Air Terminal Operations Center (ATOC) will coordinate with the Command Post maintenance representative so ground support personnel conducting engine runs can direct and control throttle adjustment and vehicle traffic flow.

2.10. Procedures for Crossing Taxiways and Runways.

2.10.1. Vehicles will not cross runways or taxiways for convenience. The primary route to the far side of the airfield, i.e. South Ramp, Hazardous Cargo Area or Christmas Tree is the perimeter road.

2.10.2. Runway crossings are restricted to vehicles transporting hazardous materials, vehicles engaged in the continued operation of the airfield (snow plows, airfield management, mowers,

etc.), K-loaders, tugs, responding emergency vehicles, and those vehicles that have been designated as too large to transit the perimeter road. Only mission essential vehicle will cross the runway. Vehicles crossing the runway must be kept to an absolute minimum.

2.10.3. Before entering a taxiway, bring your vehicle to a complete stop. Visually check and ensure the taxiway is free of taxiing aircraft. Establish two-way radio communications and receive permission from the Control Tower before crossing a runway, entering a taxiway, or entering/exiting the CMA.

2.10.4. Follow the phraseology in Chapter 3 when requesting permission from the Control Tower to enter taxiways, the CMA, or to cross a runway.

2.11. **Control Tower Blind Spots/Radio Problem Areas.** The following areas are identified as Control Tower visual blind spots:

2.11.1. Aero Club parking spots 5, 6 and 7 of Christmas Tree.

2.11.2. Taxiway Charlie between Taxiway Alpha and Runway 14 when a C-5 is parked on spot Echo.

2.11.3. The following areas are identified as Control Tower or vehicular radio problem areas.

2.11.4. No radio blind spots or problem areas have been identified.

2.12. **Transient Alert Vehicle Procedures.**

2.12.1. Transient Alert vehicles performing "Follow Me" services to arriving aircraft are granted approval to access portions of Taxiways Bravo and Delta without Control Tower approval. Portions are as follows:

2.12.1.1. Taxiway Bravo - from Alpha parking row to the hold line at Runway 14/32.

2.12.1.2. Taxiway Delta - from Taxiway Alpha to the hold line at Runway 14/32.

2.12.2. During period of reduced visibility, the Control Tower can not see taxiways so normal entry authorizations will apply.

2.12.3. Transient Alert vehicles not performing "Follow Me" services will adhere to current procedures for entering all CMA's.

2.13. **Foreign Objects of Debris (FOD) Control and Prevention.**

2.13.1. All vehicles that drive on unpaved surfaces will stop the vehicle and check for FOD prior to entering a paved surface. This required FOD check will focus on the tires. Remove FOD from the vehicle and from the grooves of tires.

2.13.2. Prior to entering the flight line area, perform a FOD check on your vehicle and remove any FOD found.

2.13.3. All vehicles will maintain FOD cans to dispose of FOD either removed from their vehicles or found while driving on the Dover Flight line.

2.13.4. FOD Prevention at Dover AFB is everyone's responsibility.

3. **Phraseology Training and Light Gun Signals.**

3.1. **Phraseology.**

3.1.1. When you are requesting access from the Control Tower to cross a runway, use the following phraseology/examples (**NOTE:** these examples are only for crossing runways – if you obtain permission from Tower to cross, this doesn't give you permission to do anything else within the CMA):

<u>NO AIRCRAFT IN PATTERN OR VISIBLE</u>
YOU: "Dover Ground, this is (your call sign, e.g. 'Golf 9')."
Dover Ground: "(your call sign, 'Golf 9'), Dover Ground."
YOU: "Yes, Ground, I am on Taxiway Bravo requesting permission to cross Runway 01."
Dover Ground: "(your call sign, 'Golf 9'), proceed across Runway 01 at Bravo."
YOU: "Ground, (your call sign, 'Golf 9'), proceeding across Runway 01."
<u>AIRCRAFT IN PATTERN</u>
YOU: "Ground, this is (your call sign)."
Dover Ground: "(your call sign), Dover Ground."
YOU: "Yes, Ground, I am on Taxiway Echo requesting permission to enter Runway 32."
Dover Ground: "(your call sign), hold short of Runway 32."
YOU: "Ground, roger, holding short of Runway 32."

NOTE: If you notice aircraft in the pattern, or approaching the runway from the air, wait until after they land to contact Dover Ground.

NOTE: Never use the words "Clear", "Cleared", or "Clearing".

NOTE: More examples are contained in the Flight line Driving CBT, the FAA video, and the Dover FDP Slide Presentation, all of which are on the Base LAN.

3.1.2. When you are requesting permission to enter the CMA, use the following phraseology:

YOU: "Dover Ground, this is (your call sign, e.g. Ramp 2)."
Dover Ground: "(your call sign, Ramp 2), Dover Ground."
YOU: "Yes, Ground, I am on the Transient Ramp, request permission to enter Taxiway Bravo."
Dover Ground: "(your call sign, Ramp 2), Proceed onto Taxiway Bravo, hold short of all runways. Report when off."
YOU: "Ground, (your call sign, Ramp 2), roger, permission to enter Taxiway Bravo and hold short of all runways. I will report when off."

3.1.3. If you are intending to enter Taxiway Alpha, first determine that no engine runs are happening with the following phraseology:

YOU: "Dover Ground, this is (your call sign, e.g. 'Manager 2')."
Dover Ground: "(your call sign, 'Manager 2'), Dover Ground."
YOU: "Yes, Ground, I am on the Transient Ramp, request permission to enter Taxiway. Alpha – are there engine runs in progress?"
Dover Ground: "(your call sign, 'Manager 2'), proceed onto Taxiway Alpha, negative engine runs in progress. Report when off"
YOU: "Ground, (your call sign, 'Manager 2'), understand I have permission to enter Taxiway Alpha – negative engine runs in progress. I will report when off."

3.1.4. More examples may be included with the Flight line Driver CBT or with your unit training plan. Ask your Flight line Driving Familiarization Manager (FDFM) for more examples.

3.2. Common Terms Explained.

3.2.1. "Proceed As Requested": Said by Ground to you, and means whatever you requested is approved. If you asked to cross a runway, and you are told to proceed as requested, cross the runway via the route you requested. When you have been told to proceed as requested, you are not authorized to deviate from your request. If you must change the permission you have been given, you need to contact Ground and change your request.

3.2.2. "Hold Short": Said by Ground to you, and means to remain behind the VFR Hold Line (or Instrument Hold Line in Category II) until they instruct you differently. Used when aircraft are landing or departing.

3.2.3. "Say Again": Said by anyone, and means to repeat your last transmission. It was not understood.

3.2.4. "Wilco": Said by anyone, and it means "I have received your message, understand it, and will comply with it."

3.2.5. "Speak Slower": Said by anyone, and means that the other party is speaking too fast for you to understand.

3.3. Light Gun Signals.

Steady Green Light - Permitted to cross.
Steady Red Light - STOP. Vehicle will not be moved.
Flashing Red Light - Clear active runway immediately.
Flashing White Light - Return to starting point.
Alternating Red and Green Light - General warning exercise extreme caution.

3.3.1. Every vehicle that drives in the CMA on Dover will have FAA Form 5280-7, **Ground Vehicle Guide to Airport Signs and Markings**, affixed to the dashboard. These forms are avail-

able to FDPM by the DCAM. An acceptable substitute is AFVA 13-221, *Control Tower Light Signals*.

3.3.2. Light gun signals are also covered in the FDPM Slide Presentation.

3.4. Phonetic Alphabet.

Use this alphabet to ensure your communication is clear:

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

4. How To Train & Certify Your Personnel; FDPM Handbook Contents; Annual Refresher Training; Vehicle Call Signs.

4.1. Training.

4.1.1. Unit Personnel Training and Initial Certification checklist.

4.1.1.1. Start a Dover Form 450. This form can be handwritten or used electronically.

4.1.1.2. Read DAFBI 13-202. This is on the Base LAN and the e-publishing website.

4.1.1.3. Successfully complete the test for DAFBI 13-202. Passing scores must be a minimum of 80 percent and it is correctable to 100 percent (meaning the FDPM discusses wrong answers, if any, with the trainee). This is also stored on the Base LAN.

4.1.1.4. Pass the Ishihara Color Blindness Test online, or have an examination performed by the clinic. This test or exam is not applicable for those AFSCs that are mandated to have color vision, such as ATC, aircrew, etc. If you choose to use the Ishihara, it is stored on the Base LAN. If you choose to have the clinic perform the examination, contact Physical Exams for appointments and times.

4.1.1.5. Complete the online CBT module. Double click on the flight line CBT icon in the folder on the Base LAN. Ensure personnel that are taking the CBT print out the certificate at the end of the module. At the opening screen, Dover AFB is not listed as one of the choices, so

have your unit personnel select any base. They must enter their name and SSN in the blocks provided.

4.1.1.6. Successfully complete the test at the end of the CBT. Minimum passing score is 80 percent. There are 25 questions. Wrong answers are automatically reviewed by the program.

4.1.1.7. View the Dover FDPM presentation located on the Base LAN.

4.1.1.8. Complete a day orientation ride and a day check ride. This orientation is normally given by the FDPM, although some larger units have designated trainers for different shifts that provide this orientation. Your unit determines the scope of and the makeup of the orientation and check ride, i.e. units that do not drive on runways do not provide orientation or check rides of runways, etc.

4.1.1.9. For units that work at night or are 24-hour work centers, complete a night orientation and night check ride. Your unit determines the scope of and makeup of the orientation and check ride.

4.1.1.10. Issue AF Form 483. This form can be handwritten or completed electronically. The FDPM will assign a local number to the form (one local number could be office symbol and sequential numbering, i.e. SE-01, SE-02, etc.) in the top right-hand block. The FDPM will determine what level of access the unit needs, and write/type this access in the space provided (middle of the form), i.e. Dover Flight line Qualified for all areas, Main Ramp Authorized for main ramp areas only, etc. This form, with the 3 levels of access pre-printed, is kept on the Base LAN.

4.1.1.11. Either forward the AF Form 483 to Airfield Management through BITC, through email as an attachment, or hand deliver it to Bldg 501 to obtain CAM/DCAM signature at the bottom of the form. All AF Form 483s must be signed by the CAM or DCAM; unit FDPMs are not authorized to sign this form.

4.1.1.12. After the AF Form 483 has been signed, your initial training is now complete.

4.1.2. How to train personnel TDY to your unit.

4.1.2.1. Personnel that are TDY to your unit will undergo the same training as your permanent party personnel, with the exception of the Flight line Driving CBT. If they state they have taken the CBT before, skip this step and proceed with all other training (Dover 2003 test, FDPM Slide Presentation, orientation, etc).

4.1.2.2. When personnel TDY to your unit have completed training, the unit FDPM will sign the reverse of their AF Form 483 with the date you completed their training in the far left hand block. Leave the far right hand block empty.

4.1.3. Annual Refresher Training Requirements.

4.1.3.1. IAW AMC Supplement, AFI 13-213, Chapter 4, *Airfield Management*, now prescribes annual refresher training requirements to units.

4.1.3.2. Annual refresher training consists of viewing the Dover FDPM Slide Presentation and re-reading DAFBI 13-202. No testing occurs during annual refresher training.

4.1.3.3. The FDPM documents annual refresher training on the reverse of AF Form 483. The far left column is the actual date your annual refresher training is completed, the middle block

is the FDPMS signature, and the far right-hand block is the next due date of annual refresher training.

4.1.3.4. FDPMS can add more requirements for specialized or additional unit training; the requirements listed here are the minimum.

4.1.4. After training actions.

4.1.4.1. Maintain all completed Dover Form 450s for your unit personnel until they no longer drive on Dover's flight line (permanent change of station (PCS), separation, retirement, etc.) in your unit handbook. FDPMS will ensure they are part of any unit checklist for deployments or PCS/Separation/Retirement in order to maintain an accurate listing of unit personnel certified to drive.

4.1.4.2. Track unit personnel trained by using the tracking spreadsheet provided on the Base LAN. This tracking spreadsheet can be locally tailored using other media or software, but must contain at least the information outlined. After the trainee has completed FDPMS training, enter the information onto your spreadsheet. The spreadsheet can be maintained electronically, or printed out and handwritten.

4.1.4.3. Provide annual refresher training when due.

4.2. FDPMS Handbook.

4.2.1. A FDPMS Handbook must be set up the same for all units. Contents will include:

4.2.1.1. Appointment letters signed by your commander.

4.2.1.2. Availability and currency of the flight line driving instruction, prescribed forms and other associated publications. At a minimum, DAFBI 13-202 and the most current Dover test need to be maintained in hard copy format. All other publications, forms, etc can be kept on the Base LAN.

4.2.1.3. A current listing and total number of certified flight line drivers in the unit. The example spreadsheet can be used to meet this requirement. You can tailor this spread sheet as you need as long as the information originally listed is contained in whatever product you use, such as GO81, etc.

4.2.1.4. All training documentation, including completed Dover Forms 450, completed tests, letters of revocation, etc. This documentation must be maintained for everyone in your unit who has flight line driving privileges.

4.2.1.5. Copies of past program reviews completed by Airfield Management. A copy of the program review can be found on the Base LAN. It is highly suggested that each unit perform this checklist as a self-inspection checklist prior to the annual program review.

4.3. Contents of Training Materials on the Base LAN.

4.3.1. All materials needed for this instruction can be found on the Base LAN, under the folder labeled "Dover Flight Line Driver's Training". FDPMS should check this folder often for updated information.

4.3.1.1. DOVERAFBI 13-202.

4.3.1.2. Flight line Driving CBT.

- 4.3.1.3. Dover Form 450. The form is saved as a package form.
- 4.3.1.4. AF Form 483. The three levels of access (Main Ramp, Dover Flight line Authorized, and Daylight hours only) are preprinted as form packages and stored on the Base LAN.
- 4.3.1.5. Dover FDPM Slide Presentation.
- 4.3.1.6. Ishihara Color Blindness Test. A Hypertext Markup Language (HTML) document viewable in Internet Explorer that tests color vision. Units that do not wish to utilize this resource must schedule an appointment through Physical Exams at the Base Clinic.
- 4.3.1.7. Sample tracking sheet to track personnel authorized to drive on the flight line. Tracking sheet is a spreadsheet that uses Microsoft Excel. Units can tailor or alter the spreadsheet as they see fit, but the information listed on the sample sheet must be listed on the new version.
- 4.3.1.8. Sample tracking sheet to track flight line driving violations. Units can tailor or alter the spreadsheet as they see fit, but the information listed on the sample sheet must be listed on the new version.
- 4.3.1.9. A sample appointment letter for FDPM.
- 4.3.1.10. An FAA produced video. This video is not mandatory but highly recommended; it contains sample phraseology training and radio procedures for crossing active runways. Video needs Real Player to be viewable.
- 4.3.1.11. An FAA produced brochure, entitled Airport Ground Vehicle Operator's Guide. Units that drive on runways/taxiways should have a copy inside their vehicles. Format of the brochure is Microsoft Word.
- 4.3.1.12. A subfolder that contains past submissions to The Airlifter about tips for driving safely on the Dover Flight line. Format is in Microsoft Word.

5. Emergency Procedures POV Car Hats Enforcement, Violations Consequence, Vehicle Call Signs, Established Smoking Areas/Reduces Visibility Operations & Miscellaneous Information.

5.1. Emergency Procedures.

- 5.1.1. When the Primary Crash Net is activated, all responding Crash/Fire Dept. vehicles will have immediate access to Taxiways without being required to contact the Control Tower for approval. Crash/Fire Department vehicles will not enter any portion of the Runway without contacting the Control Tower and receiving permission to enter the Runway.
- 5.1.2. Only Crash/Fire Department vehicles and Airfield Management vehicles will enter the Runway when responding to emergencies. All other vehicles responding to emergencies will preposition on a suitable taxiway or in the Main Parking Area. Ambulances, if needed, will be requested by Fire Chief and will call tower to enter the Runways.
- 5.1.3. Vehicles responding to emergencies will advise the Control Tower of their intentions. Crash/Fire Department vehicles already operating on controlled portions of the airfield when the emergency begins will advise the Control Tower of their intentions immediately.
- 5.1.4. Control Tower will ensure responding emergency vehicles are given priority and will hold all other ground traffic that may interfere with emergency responses.

5.1.5. Security Forces will remain at the Transient or North ramp and will not proceed onto the CMA unless requested by the Fire Chief. Security Forces will ask tower ground control for permission to proceed into the CMA.

5.2. Control Tower Evacuation.

5.2.1. When it is necessary for the Control Tower to evacuate their building, all vehicles and operators will exit the controlled movement area immediately. You will be notified through your control center when normal airfield operations resume.

5.2.2. Notifications to exit the CMA are made over all radio channels by the Control Tower and other control centers. The airfield becomes uncontrolled which means that Tower cannot guarantee vehicles are not within the CMA for arriving aircraft.

5.2.3. Tower personnel will pass what vehicles are in the CMA when relaying tower evacuation notification to Airfield Management.

5.2.4. When instructed to leave the CMA during tower evacuations, vehicle operators will report they are out of the CMA to their control centers or Airfield Management. Control centers will relay to Airfield Management that vehicles are out of the CMA when vehicle operators call control centers instead of Airfield Management.

5.3. POV Car Hats.

NOTE: Current AF and 436 AW Policy contained in AFI 13-213 and security directives are to minimize to the greatest extent possible the use of POVs on the airfield. While operating in Force Protection Condition (FPCON) Bravo and higher, POV Car Hats are not authorized inside restricted areas.

5.3.1. Permanently Issued Car Hats.

5.3.1.1. Personnel whose duties require a permanent car hat will complete the Permanent POV Car Hat Request memorandum in **Attachment 7**. When completed, forward to the CAM (436 OSS/OSAA or via email). The Airfield Manager will review the request to ensure it meets AF guidance, and forward to the 436th Operations Group Commander (436 OG/CC) for approval.

5.3.1.2. If approved, the Airfield Manager will issue a Permanent POV Car Hat to the requestor. Permanent POV Car Hats will be signed for, are only valid for the current calendar year, and must be re-validated annually.

5.3.1.3. If the request is disapproved, the CAM will notify the requestor.

5.3.1.4. POV Car Hats are controlled items.

5.3.2. Temporary Issue Car Hats.

5.3.2.1. A limited number of Car Hats are available to be signed out from AMOPs. Personnel signing out Car Hats must meet all training requirements of this instruction (see Chapters 1 & 2). Contractor personnel only needing Car Hats to use on the Transient for short periods of time do not require an AF Form 483 but will review a slide show briefing about driving on the flight line.

5.3.2.2. When a temporary Car Hat is issued, AMOPs notifies the Security Forces Squadron (SFS) Desk (ext. 6666) with the Car Hat number, a general description of the vehicle, the driver's name, and the area it will be operated in.

5.3.2.3. Display the Car Hat on the roof or hood of the vehicle prior to entering the flight line. Display the POV Car Hat on your dashboard during periods of inclement weather (snow and ice coating on vehicle or high winds), or if your POV's body is not made of metal. Make sure the Car Hat is prominently displayed and clearly visible from outside the vehicle.

5.3.2.4. After exiting the flight line, remove the Car Hat from the roof or dashboard and secure it. Ensure POV Car Hats are secured when not in use. Return the Car Hat to AMOPs when you are finished using it.

5.3.2.5. POV Car Hats are controlled items.

5.4. Enforcement & Violation Consequence.

5.4.1. Terms defined:

5.4.1.1. Runway Intrusion - Any occurrence involving an aircraft, vehicle, person, or object that enters any portion of the landing area. A runway intrusion is the most serious violation, and action must be taken to eliminate the potential for reoccurrence. At a minimum, flight line driving privileges will be revoked until the individual is re-certified to drive on Dover's flight line. Any unit that has 2 runway intrusions within the same calendar year will have the program reviewed by the DCAM.

5.4.1.2. Taxiway/CMA Violation - Any occurrence involving an aircraft, vehicle, person, or object that enters any portion of a controlled Taxiway or CMA without the approval of the Control Tower.

5.4.2. Reporting Procedures.

5.4.2.1. When made aware of or upon notice of a violation of this instruction, a runway incursion, or unauthorized runway entry, the Control Tower (or any agency/person noticing the violation) will:

5.4.2.2. Notify AMOPs immediately.

5.4.2.3. Direct the driver to report to AMOPs.

5.4.2.4. If unable to contact the driver either by radio or in person, notify the Security Forces (SF) Desk (ext. 6666). If SF can locate the driver, they will ensure the driver is brought to AMOPs (Bldg 501) to complete a report.

5.4.2.5. If Control Tower is the agency that notices a violation, they will notify the Airfield Operations Flight Commander, and document the event in daily logs and tracking forms.

5.4.2.6. AMOPs will:

5.4.2.6.1. Interview the driver to determine the cause of the event, the intended actions, and the driver's previous training. Use FAA Form 8020-25, **Investigation of Vehicle or Pedestrian Deviation Report**, while interviewing the driver.

5.4.2.6.2. Contact the Control Tower to determine if the violation had an adverse impact on flight operations.

5.4.2.6.3. Determine the type of violation that occurred based on the above information.

5.4.2.6.3.1. For Runway Intrusions (see definition above) **that had an impact** on flight operations (arrivals, departures, approaches, etc) an AF Form 651, **Hazardous**

Air Traffic Report, must be completed and submitted to Wing Safety (see also AFI 91-202, *US Air Force Mishap Prevention Program*).

5.4.2.6.3.2. For Runway Intrusions and Taxiway/CMA Violations (see definition above) **that did not impact** aircraft operations, an AF Form 457, **USAF Hazard Report**, must be completed and submitted to Wing Safety.

5.4.2.6.4. Notify the driver's commander, the Primary/Alternate FDP, Wing Safety, and the CAM. If after duty hours, notifications may be delayed until the next duty day at the discretion of the Airfield Management Operations Supervisor.

5.5. Violation Consequence.

5.5.1. All personnel with flight line access will comply with the rules in this program.

5.5.2. If the violation is a runway incursion or unauthorized runway entry, revoke the individual's AF Form 483 and inform them they no longer have flight line driving privileges at Dover or any other base.

5.5.3. Airfield Management, Security Forces, and FDP observing personnel violating the rules of this program (e.g., exceeding speed limits or conducting unsafe operations) have the authority to detain that individual and may revoke their flight line driving privileges for Dover using **Attachment 8**. Security Forces may also issue traffic tickets for violations.

5.5.4. Failure to conduct a FOD check when driving from an unpaved to paved surface on the airfield will result in a 5 day suspension of flight line driving privileges.

5.5.5. Runway intrusions will not be tolerated.

5.5.6. First-time offenses will result in 3 to 6 months suspension of flight line driving privileges.

5.5.7. Two (2) CMA incursions will result in permanent loss of flight line driving privileges.

5.5.8. Authority for temporary revocation 3 to 6 months rests with the DCAM.

5.5.9. Authority for permanent revocation rests with the DCAM after consultation with offender's commander and the OSS/CC.

5.5.10. Willful violation of established procedures may result in administrative, judicial, or non-judicial actions, including action pursuant to Article 92, Uniform Code of Military Justice (UCMJ), at the discretion of the individual's commander.

5.5.11. Suspension/revocation of civilian driver's license will result in the same for flight line driving privileges.

5.5.12. All CMA violations, regardless of impact on flight safety, must be documented in AOB Minutes. Units must provide specific information (Who, What, Where, When, and How) to ensure accurate trend analysis at the AF-level.

5.5.13. Unit Commanders/FDPs will:

5.5.13.1. Take appropriate disciplinary action depending on severity of incursion.

5.5.13.2. Re-train and re-certify those individuals who lose their flight line driving privileges after one violation. Re-accomplish training forms and re-issue the AF Form 483. Retraining and recertifying must meet time requirements outlined in Chapter 2.

5.5.13.3. Any individual that commits two (2) runway incursions will be permanently disqualified from driving on Dover's flight line.

5.5.14. Airfield Management will:

5.5.14.1. Perform trend analysis to identify causes of runway intrusions/CMA violations.

5.5.14.2. Brief AOB on any violations occurring during the past quarter.

5.5.14.3. Inspect any unit that has 2 violations within a 12 month period.

5.6. Vehicle Call Signs.

5.6.1. Only the Airfield Manager can approve vehicle call signs. Units will coordinate with Airfield Management when wishing to change call signs, or when starting new call signs.

5.6.2. Vehicle Call Signs are:

<u>ACTIVITY</u>	<u>CALL SIGN</u>
436 AW/CC	Command 1
436 OG/CC	Ops 1
436 MXG/CC	Maintenance 1
436 MSG/CC	Support 1
436 MDG/CC	Med 1
512 AW/CC	Hagar 1
512 OG/CC	512 th Ops 1
Airfield Management	Manager xx
Transient Alert	Golf xx
Aerial Port	Ramp xx
Airfield Lighting	Dover Lama
Comm Maintenance	Comm xx
Crew Transport	Transport xx
AMXS	Archer xx
	Astro xx
	Arrow xx
Supply	Scorpion xx
EOD	EOD xx
Safety	Safety xx
Chaplain	Chaplain xx
(Fuels)	(POL ##)

5.6.3. It is the responsibility of Airfield Management to ensure that call signs already in use are not used by other agencies/squadrons.

5.7. Established Smoking Areas/Reduces Visibility Operations.

5.7.1. No smoking 50 feet of any parked aircraft.

5.7.2. Smoking areas have been established at the following locations:

5.7.2.1. Parking spots "E" through "CC", smoking is permitted on the position alpha numeric designation marker west of taxi flow line. If the painted position marker can not be found due to snow, estimate a position 40 feet west of the yellow center line.

5.7.2.2. All other ramps, smoking is permitted at least 50 feet from the aircraft.

5.7.2.3. All drivers should be alert for pedestrian traffic on any parking ramp at Dover AFB.

5.8. Reduced Visibility Operations.

5.8.1. During periods of reduced ground level visibility (300 feet or less) smoking will not be permitted on Dover AFB flight line (including aircraft parking ramp). This includes rain, fog, snow or any weather or man-made phenomenon.

5.8.2. Reflective belts will be worn on the flight line during periods of reduced ground level visibility (300 feet or less).

5.8.3. When visibility is 100 feet or less, personnel will remain on, or within the immediate vicinity of the aircraft. Extreme caution shall be exercised when approaching the vehicle parking boxes forward of the aircraft.

5.9. Miscellaneous Information.

5.9.1. In the event of an accident between vehicles or between vehicles and aircraft, immediately report the accident to SF Desk through your control center, and to AMOPs.

5.9.2. The flight line is a no hat area. For more information, see the Dover Supplement to AFI 36-2903.

5.9.3. Do not disregard these rules because of an exercise.

JOHN I. PRAY, JR., Colonel, USAF
Commander, 436th Airlift Wing

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

AFI 13-213, *Airfield Management*

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*

AFI 91-202, *The U.S. Air Force Mishap Prevention Program*

AFVA 13-221, *Control Tower Light Signals*

DOVERAFBI 13-201, *Airfield and Air Traffic Operations*

T.O. 36-1-3, *Painting, Marking, and Lighting Requirements for USAF Vehicles*

T.O. 35B5-23-1, *Operation and Servicing Instruction with IPB for Aircraft Tow Bar Assembly*

Abbreviations and Acronyms

AFSC—Air Force Specialty Code

AGE—Aerospace Ground Equipment

AMOP—Airfield Management Operations

AOB—Airfield Operations Board

AOF/CC—Airfield Operations Flight Commander

ATC—Air Traffic Control

ATOC—Air Terminal Operations Center

BITC—Base Information Transfer Center

CAM—Chief, Airfield Management

CBT—Computer Based Training

CMA—Controlled Movement Area

DCAM—Deputy, Chief Airfield Management

DV—Distinguished Visitor

ECP—Entry Control Points

FAA—Federal Aviation Administration

FDPM—Flight line Driving Familiarization Manager

FDPM—Flight line Driving Program Manager

FOD—Foreign Objects of Debris

FPCON—Force Protection Condition

GOV—Government Vehicles

HATR—Hazard Air Traffic Reports

HTML—Hypertext Markup Language

ILS—Instrument Landing System

INST—Instrument

LAN—Local Area Network

MSG/CC—Mission Support Group Commander

OG/CC—Operations Group Commander

OSS/OSAA—Operations Support Squadron/Airfield Operations Flight

PCS—Permanent Change of Station

POV—Privately Owned Vehicles

RA—Restricted Area

RCR—Runway Condition Reading

SF—Security Forces

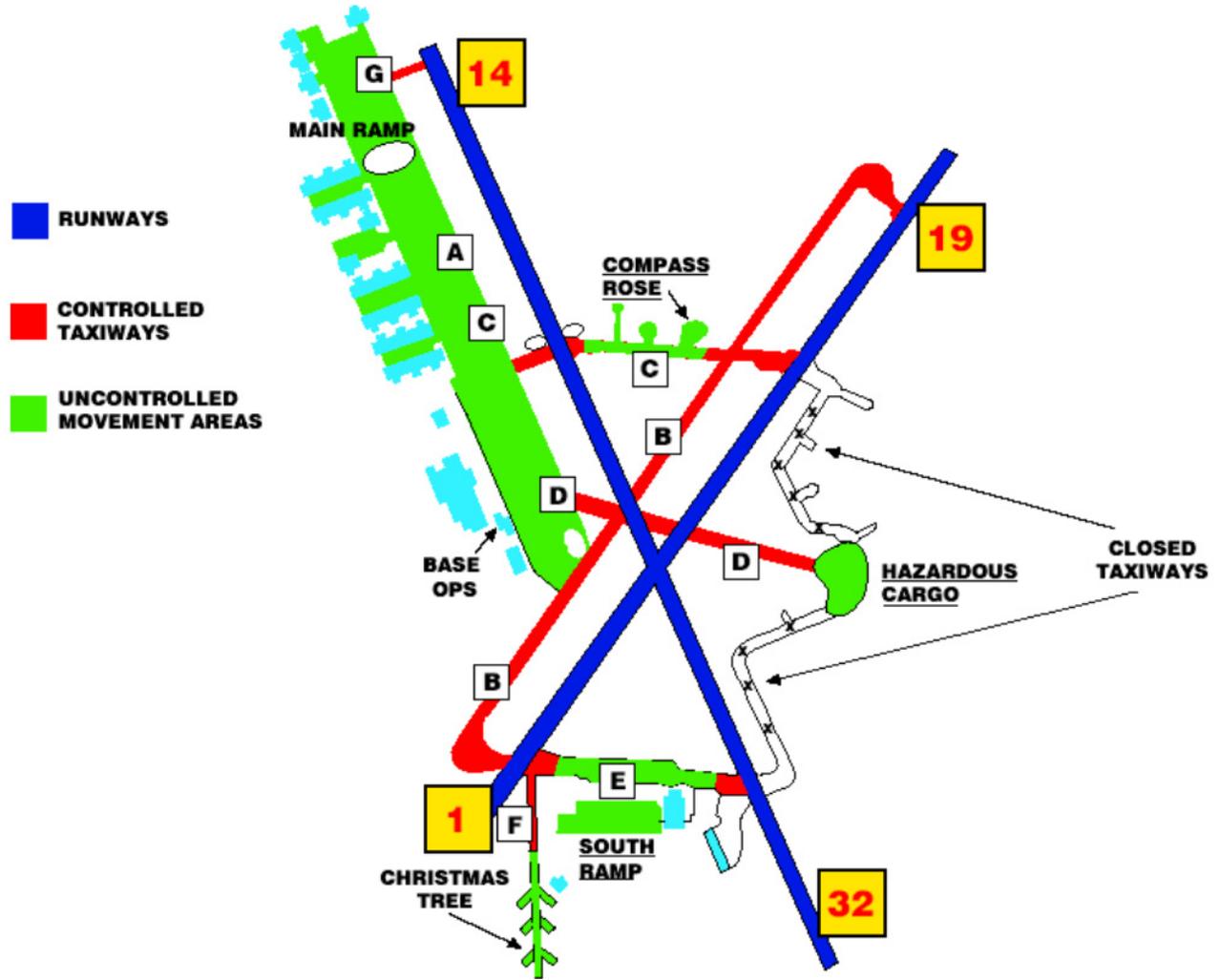
SFS—Security Forces Squadron

UCMJ—Uniform Code of Military Justice

VFR—Visual Flight Rules

Attachment 2

AIRFIELD DIAGRAM WITH CONTROLLED/UNCONTROLLED MOVEMENT AREAS



Attachment 3

AIRFIELD SIGNS & MARKINGS

A3.1. Airfield Sign indicating that you are approaching a Runway Instrument Hold Line (Red for mandatory action).

Figure A3.1. Runway Instrument Hold Line Sign



A3.2. Airfield marking used to denote an Instrument Hold Line – approx. 650' from Runway edge.

Figure A3.2. Instrument Hold Line Pavement Marking



A3.3. Airfield Sign that informs you are on Runway32 (black background – location) and approaching Runways 01-19. Notice the red and black backgrounds – red to indicate a mandatory action (in this case you need permission to cross Runway 01-19), and black background indicates your location (Runway 32).

Figure A3.3. Runway 32 Sign



A3.4. This picture indicates the South Ramp ("S") is to your left, and you are approaching an Instrument Hold Line.

Figure A3.4. South Ramp Sign



A3.5. This sign tells you that you are on Taxiway Bravo (black background) and you are approaching Taxiway Alpha (notice the arrow indicating general location, to the left).

Figure A3.5. Taxiway Bravo Sign



A3.6. This sign tells you that you are on Taxiway Bravo (black background), you are approaching Runway 01 (red background – mandatory action)

Figure A3.6. Taxiway Bravo & Runway 1 Sign



A3.7. A complicated sign that tells you four pieces of information. You are on Runway 32 (black background). You are approaching Taxiway Bravo to the very left (notice down arrow), Taxiway Delta to the left (notice up arrow), and Taxiway Bravo again to the right (notice arrow).

Figure A3.7. Taxiway Sign



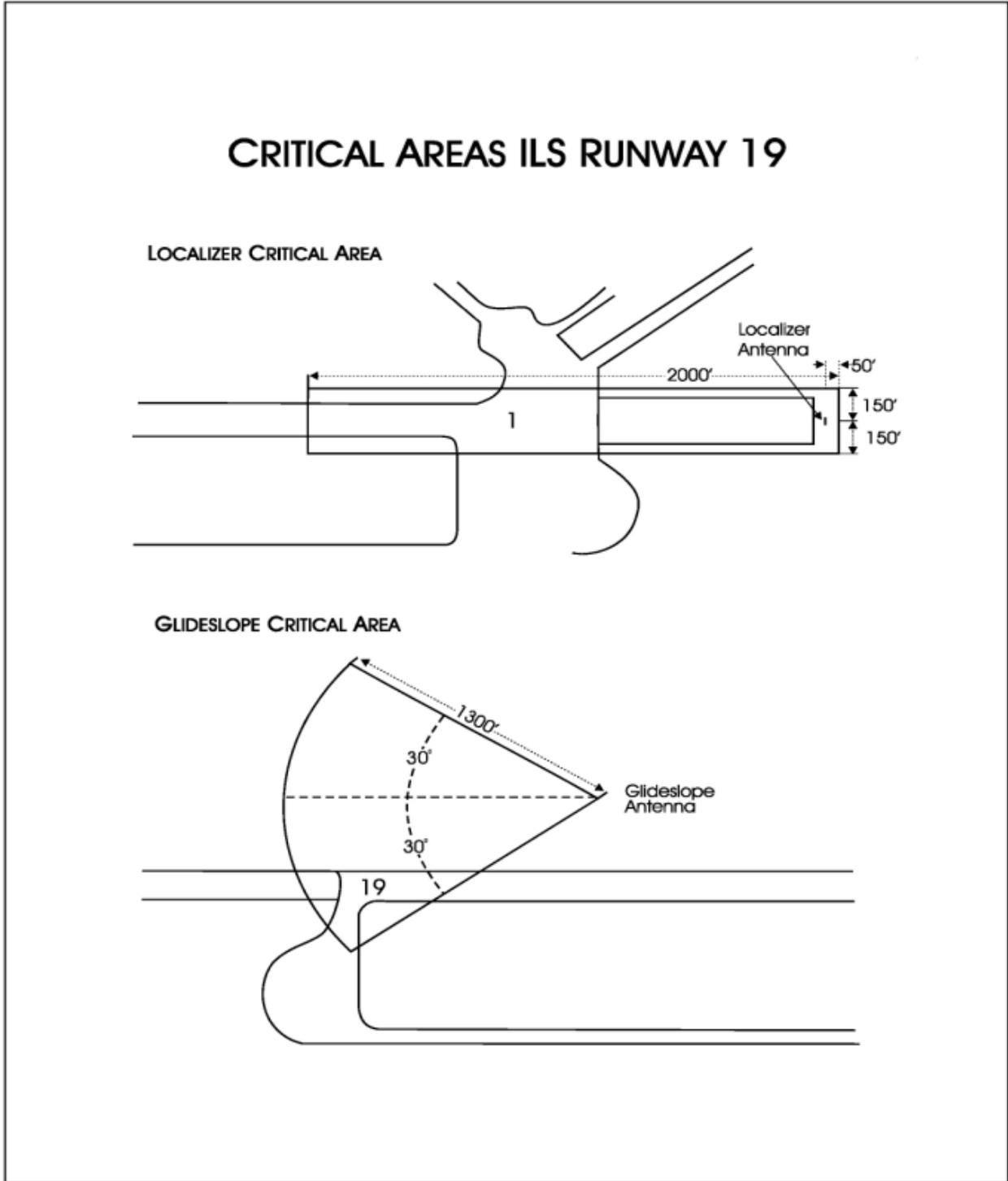
A3.8. Airfield marking depicting the location of a VFR Hold Line – 200' Runway edge.

Figure A3.8. VFR Hold Line Sign



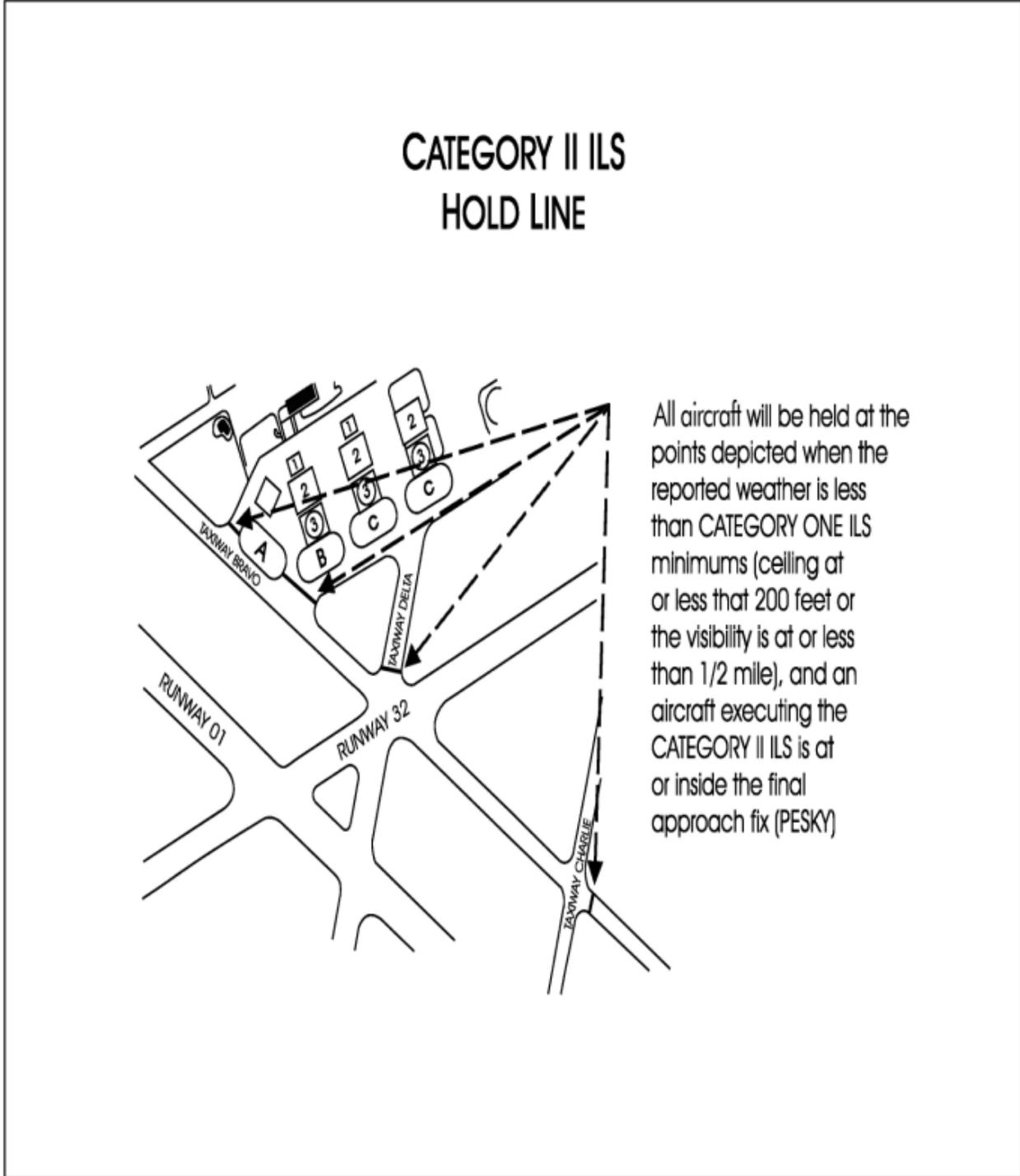
Attachment 4

CRITICAL AREAS ILS RUNWAY 19



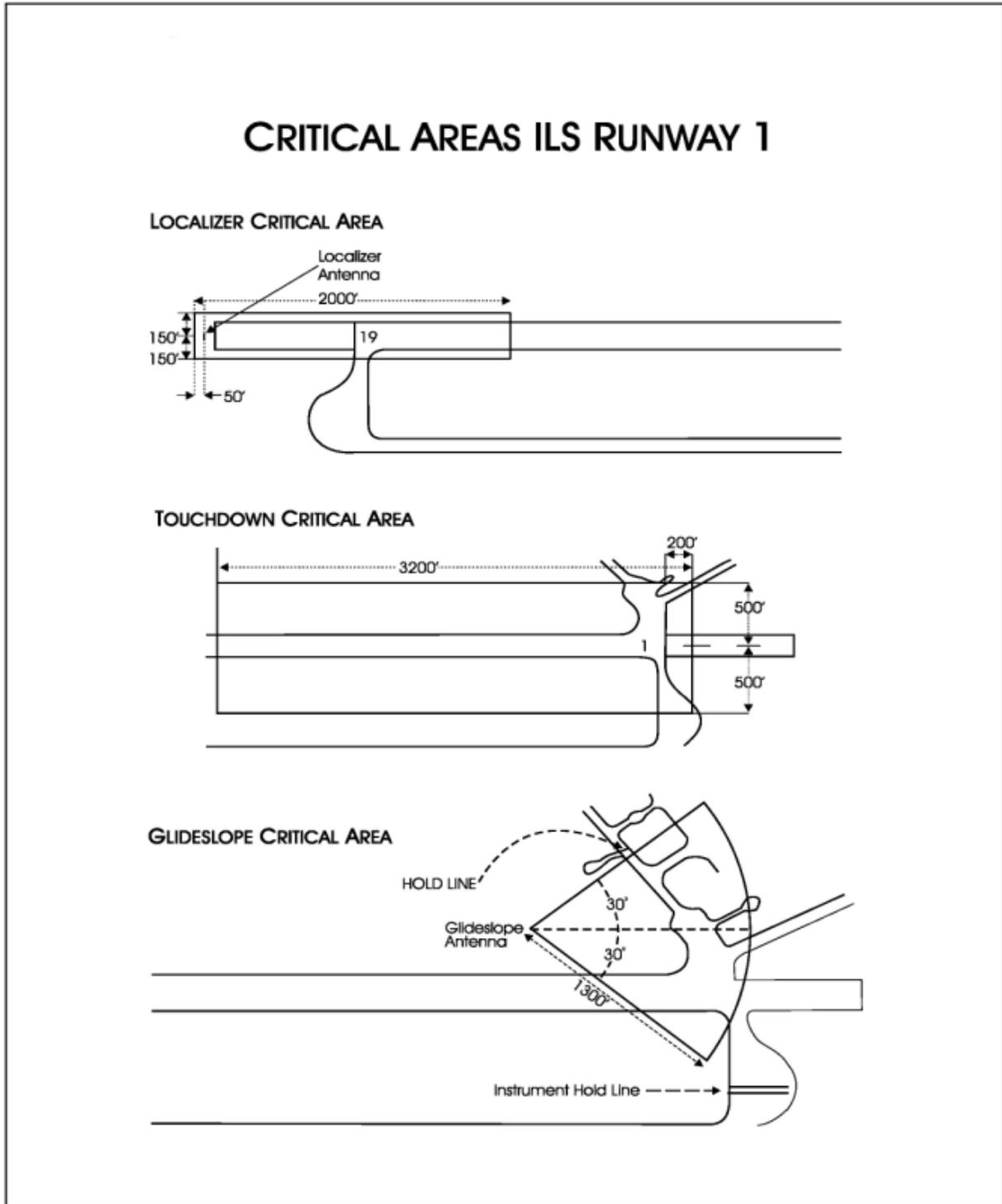
Attachment 5

CATEGORY II ILS HOLD LINE



Attachment 6

CRITICAL AREAS ILS RUNWAY 1



Attachment 7

PERMANENT POV CAR HAT REQUEST

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 436TH AIRLIFT WING (AMC)
Dover Air Force Base, Delaware 19902-7209

Today's Date Here

MEMORANDUM FOR 436 OSS/OSAA

FROM: YOUR OFFICE SYMBOL HERE

SUBJECT: Request for Permanent POV Car Hat

- 1. I request to be issued a permanent POV Car Hat for the Dover Flight line.
- 2. My duties as _____ dictate that I must use a POV on Dover's Flight line in order to

3. I certify that my private car insurance company is aware that I will use my POV in the performance of my military duties, and has issued appropriate coverage.

Your Name, Rank, USAF

Your duty title

Attachment 8

REVOCATION OF DOVER FLIGHT LINE DRIVING PRIVILEGES

**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 436TH AIRLIFT WING (AMC)
Dover Air Force Base, Delaware 19902-7209**

Today's Date

MEMORANDUM FOR YOUR UNIT's FDPM
436 OSS/OSAA

FROM: YOUR UNIT HERE

SUBJECT: Revocation of Dover Flight line Driving Privileges

1. I have revoked the flight line driving privileges for Rank, Name (Last, First MI) of Squadron effective immediately.
2. I have informed Rank, Name (Last, First, MI) that they are no longer authorized to drive on Dover's Flight line. Rank, Name also understands that if they subsequently go to another base for TDY or deployment, they are not authorized to drive on that base's flight line.
3. Rank, Last Name understands that they must retrain and recertify according to the provisions of DOVERAFBI 13-201 in order to be authorized to drive again on the Dover Flight line.

Commander's Name, Rank, USAF
Squadron or Unit Here

Attachment 9

REINSTATEMENT OF DOVER FLIGHT LINE DRIVING PRIVILEGES

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 436TH AIRLIFT WING (AMC)
Dover Air Force Base, Delaware 19902-7209

Today's Date Here

MEMORANDUM FOR YOUR UNIT's FDPM
436 OSS/OSAA

FROM: YOUR UNIT HERE

SUBJECT: Reinstatement of Dover Flight line Driving Privileges

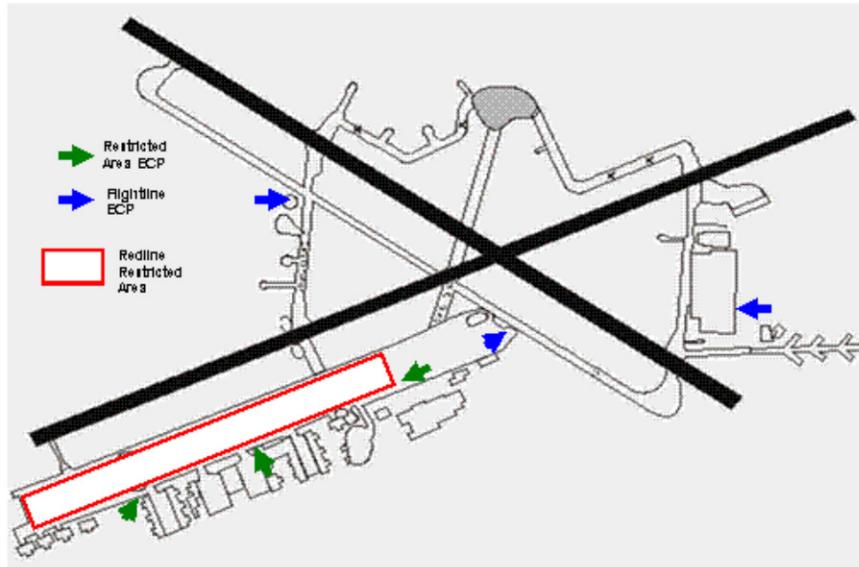
1. I request to reinstate flight line driving privileges for Rank, Name (Last, First MI) of Squadron effective immediately.
2. Please see the attached and completed Dover Form 450. I certify Rank, Name (Last, First, MI) has completed all required training IAW DOVERAFBI 13-201.

Commander's Name, Rank, USAF
Squadron or Unit Here

1 Atch
Dover Form 450

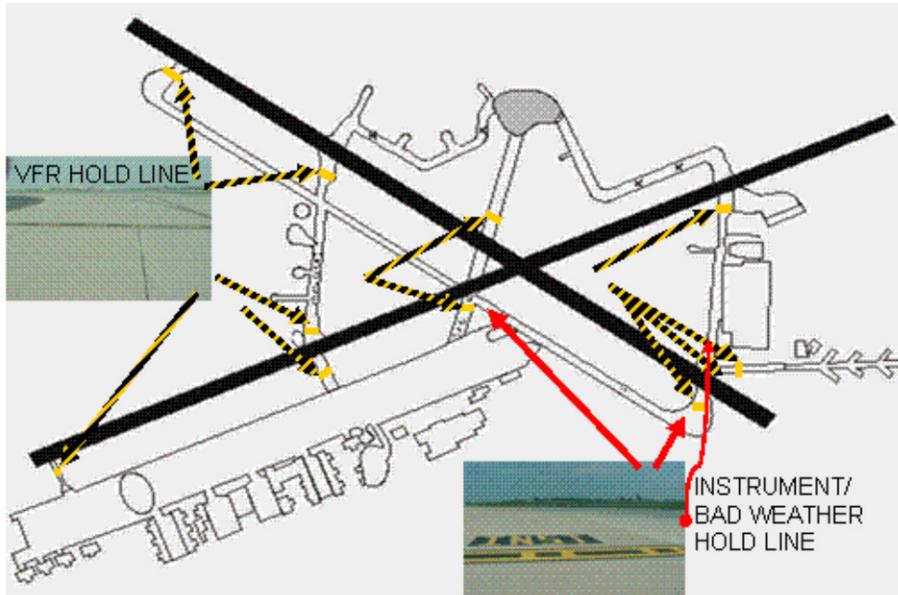
Attachment 10

RESTRICTED AREA BOUNDARIES, RESTRICTED AREA ECPS, AND FLIGHT LINE ECPS



Attachment 11

VFR HOLD LINE AND INSTRUMENT HOLD LINES



Attachment 12

VEHICLE PARKING AND TRAVEL ON THE RAMP

