

**20 JULY 2004**



***Space, Missile, Command, and Control***

***FLIGHTLINE DRIVER'S FAMILIARIZATION  
PROGRAM***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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

***SUMMARY OF REVISIONS***

**This document is substantially revised and must be completely reviewed.**

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## 1. Flightline Driver's Familiarization Program.

### 1.1. Concept:

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

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

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

### 1.2. Responsibilities:

1.2.1. 305th Air Mobility Wing Commander (305 AMW/CC)/305th Mission Support Group Commander (305 MSG/CC):

1.2.1.1. 305 AMW/CC designates personnel and agencies to support the flightline driving program.

1.2.1.2. Upon suspension/revocation of base driving privileges, 305 MSG/CC can amend the suspension/revocation to allow the individual to drive on the flightline to perform critical mission essential duties.

1.2.2. 305th Operations Support Squadron, Deputy Chief, Airfield Management:

1.2.2.1. Maintains currency of the MAFB flightline driver's test and provides it to unit FDPMs for administration.

1.2.2.2. Develops a local flightline driver familiarization program and provides it to unit FDPMs.

1.2.2.3. Retains a current copy of the Flightline Driving computer based training (CBT) and distributes it to unit FDPMs.

1.2.2.4. Trains unit FDPMs on flightline driving requirements. Training will be done initially and annually, and annotated on Documentation of Flightline Driver Training and Certification Letter (**Attachment 3**) and AF Form 483, **Certificate of Competency (Attachment 2)**.

1.2.2.5. Revokes/suspends flightline driving privileges as necessary. In the event of a flightline driving revocation/suspension, informs the member's unit commander and unit FDPM.

1.2.2.6. Validates the need for flightline access of non-base assigned individuals such as contractors working on the airfield, commercial delivery vehicle drivers, and POV drivers assigned to the base who have immediate and temporary need to drive on the flightline and do not have access to a GOV. Once the need is validated, individuals are trained, and information

is annotated on McGuire AFB Flightline Driving Briefing for Contractors and TDY Personnel Letter. An AF Form 483 is issued authorizing flightline access.

1.2.2.7. Conducts spot checks to monitor compliance with flightline driving procedures and monitors radios for proper radio terminology/phraseology and discipline.

1.2.2.8. Annually inspects all unit flightline driving programs IAW Chapter 4 of AFI 13-213. Results are briefed to the 305 OSS/CC and reported at the quarterly Airfield Operations Board.

1.2.2.9. Reviews Documentation of Flightline Drivers Training and Certification Letters and signs AF Forms 483 as necessary. This authority is also designated to the Chief, Airfield Management (CAM) and Chief, Airfield Management Operations (CAMO).

1.2.2.10. In the event of a runway incursion/intrusion or Controlled Movement Area (CMA) violation:

1.2.2.10.1. Revoke the member's flightline driving privileges.

1.2.2.10.2. Submit an AF Form 651, **Hazardous Air Traffic Report (HATR)**, to 305 AMW/SE, (Wing Safety), if a runway incursion had an adverse impact on flight operations.

1.2.2.10.3. Submit an AF Form 457, **USAF Hazard Report**, to the CAM for specific incidents of runway intrusions and other CMA violations that did not impact aircraft operations. The CAM will take immediate action to correct the problem or apply interim control measures. When circumstances surrounding the event cannot be corrected immediately, the incident will be reported to Wing Safety.

1.2.3. Unit Commanders of personnel who drive on the flightline:

1.2.3.1. Appoint a primary and alternate unit FDPM in writing (normally the Vehicle Control Officer or Vehicle Control Noncommissioned Officer) to conduct training for all personnel whose duties require operating a vehicle on the flightline. Forward a copy of the appointment letter to 305 OSS/OSAA, DCAM.

1.2.3.2. Certify the need for an individual to access the flightline. Limit the number of unit personnel authorized to drive on the flightline to the absolute minimum necessary to accomplish the mission; personal convenience is not a reason to grant access. This can be determined IAW the FDPM's responsibilities in paragraphs **1.2.4.3.** – **1.2.4.5.** and the following:

1.2.3.2.1. Review individual AF Form 1313, **Driver Record**, (located at Security Forces), to determine each member's qualifications before permitting them to operate vehicles and/or equipment on the flightline.

1.2.3.2.2. Ensure individuals do not pose a security risk.

1.2.3.2.3. Ensure all base-assigned personnel who operate a vehicle on the flightline complete all initial and refresher training and testing requirements. Flightline experience (e.g., operating vehicles or aircraft) is not a substitute for completion of flightline driving training and testing requirements.

1.2.3.3. Request certification/issue of AF Form 483 to unit personnel who have completed appropriate flightline driving training by forwarding Documentation of Flightline Drivers Training and Certification Letter to 305 OSS/OSAA. This authority may be delegated in writ-

ing to individual unit FDPMs.

1.2.3.4. Upon suspension/revocation of a unit member's base driving privileges, suspend/ revoke the member's flightline driving authorization (confiscate AF Form 483) and notify the unit FDPM and DCAM in writing. Request for reinstatement must be processed IAW paragraph **1.2.3.3**.

1.2.4. Unit Flightline Driving Program Managers:

1.2.4.1. Must be trained and certified to drive on the flightline.

1.2.4.2. Administer the unit flightline driver's training program IAW AFI 13-213 and this instruction.

1.2.4.3. Ensure all trainees are licensed or certified to operate either a private, government, contractor owned or leased vehicle.

1.2.4.4. Ensure all trainees are qualified to drive the vehicles they will be operating on the airfield.

1.2.4.5. Ensure individuals selected to drive on the flightline do not have a vision impairment which would preclude safe vehicle operation. It is the FDPMs responsibility to check the individual's driver's license for vision restrictions/impairments and annotate on Documentation of Flightline Driver Training and Certification Letter (**Attachment 3**).

1.2.4.5.1. Ensure personnel can distinguish between red, green, white, yellow and blue. Individuals requiring a color vision test will be referred to the local Medical Records Flight and their records screened to determine the results of previous tests. If the individual has a previous failure, the individual should be retested. If the individual fails they should be referred to the optometry clinic for testing using the Farnsworth Dichotomous 15 Test. This test identifies the degree of deficiency and in what areas the member is deficient.

1.2.4.5.2. Coordination with hospital and safety officials may be necessary to evaluate those cases where individuals fail the color vision testing to determine if issuance of a limited access permit should be approved. Access to the controlled movement area (CMA) is not granted in these cases.

1.2.4.5.3. For civilian employees, it should be listed as a requirement for employment. The color vision exam is accomplished on the pre-employment exam; if the member fails, they are referred to optometry to determine the level of deficiency.

1.2.4.6. Administer/document a day and night flightline orientation ride. Individuals who do not receive a night orientation ride will not be permitted to operate on the flightline.

1.2.4.7. Administer the 25 question flightline driving written test provided by Airfield Management. The test must be administered (closed book) to all personnel who drive on the McGuire AFB flightline. Passing grade for the test is 80% corrected to 100%. The flightline written test is a controlled document. FDPMs are responsible for protecting the integrity of the test and safeguarding against compromise.

1.2.4.8. Ensure AF Forms 483's are properly completed before requesting DCAM, CAM, or CAMO signature.

1.2.4.9. Ensure forms and records associated with unit's flightline driving program are current

and readily available IAW DCAM established guidance for all FDPMS.

1.2.4.10. Maintain a list of all unit personnel authorized to drive on the flightline (valid Certificate of Competency). The list shall include each individual's name, grade, and date of last refresher training. Review and update the listing of all unit personnel authorized to drive on the flightline at least quarterly. Forward a copy of the list to 305 OSS/OSAA, DCAM no later than the 5<sup>th</sup> of January, April, July, and October.

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

1.2.4.11.1. Maintain a list of all unit personnel issued a flightline cone or placard. Forward a copy of the list to 305 OSS/OSAA, DCAM no later than the 5<sup>th</sup> of January, April, July and October.

1.2.4.12. Prepare runway incursion violation letters with a detailed description of each incident (include who, what, when, where, and how, type of vehicle/aircraft involved and action taken to prevent a reoccurrence) for unit commander signature, and submit an AF Form 457 or AF Form 651 when applicable to 305 OSS/OSAA, DCAM IAW paragraph **1.2.2.10.** Ensure violators are retrained and recertified to drive on the flightline IAW paragraphs **1.2.4.6.** – **1.2.4.8.**

1.2.4.13. Revoke flightline driving privileges as necessary and notify Unit Commander and DCAM in writing after revoking an individual's flightline driving privileges.

1.2.4.14. Schedule training for replacement FDPMS with the DCAM at least 30 days prior to relinquishing unit duties.

1.2.4.15. Conduct and document annual refresher training for all flightline drivers.

1.2.4.16. When sponsoring a non-flightline driver qualified member or contractor on the flightline, ensure member is provided an escort authorized/certified to drive on the flightline. NOTE: It is the sponsoring agency responsibility to provide the escort, not Airfield Management.

#### 1.2.5. Flightline Drivers:

1.2.5.1. Must pass the color vision test (ability to distinguish between red, green, white, yellow and blue) and not have anything annotated on their license that would preclude them from driving.

1.2.5.2. Must possess a valid driver's license and be qualified to operate the vehicle(s) they may operate on the airfield.

1.2.5.3. Must complete all flightline driving training and testing and receive and maintain an AF Form 483.

1.2.5.4. Must complete annual flightline driving refresher training.

#### 1.2.6. 305 AMW Ground Safety:

1.2.6.1. In conjunction with Airfield Management, administer briefings to temporary duty (TDY) groups (exercises, etc.) on base. The briefings will consist of items peculiar to the

installation environment and vehicle operations. Airfield Management is responsible for briefing TDY personnel on local flightline procedures.

1.2.6.2. Coordinate on lesson plans and tests for local flightline vehicle operations. Ensure vehicle operator briefings include all local flightline traffic rules and hazards.

1.2.6.3. Coordinate on local directives or operating instructions which establish flightline traffic flow patterns and parking plans.

1.2.7. 305th AMW Contracting Office:

1.2.7.1. Notify the CAM as soon as possible or no later than 1 week before pre-construction/pre-performance meetings when it is known or anticipated that contractor personnel will operate vehicles on or near the flightline.

1.2.7.2. Ensures contractors understand and comply with this MAFBI.

1.2.8. 305th Security Forces Squadron:

1.2.8.1. Ensures safe vehicle operation on the airfield by monitoring traffic and issuing citations for unsafe vehicle operations (speeding, reckless driving, and other dangerous or improper acts).

1.2.8.2. Ensures only operators and vehicles designated by the wing commander or Airfield Management are operating on the airfield.

1.3. Flightline Driver Program Forms:

1.3.1. AF Form 483 ([Attachment 2](#)). Mandatory for all flightline drivers.

1.3.1.1. Issued by DCAM to personnel who drive on the flightline. Possession of the AF Form 483 that is signed, dated, and stamped "McGuire Air Force Base Flightline", indicates the bearer has completed all required flightline driver training and is authorized to drive on the flightline.

1.3.1.2. All personnel who drive on the flightline must have a valid driver's license and AF Form 483 in their possession when operating on the flightline.

1.3.1.3. Unit FDPMs will conduct annual refresher training and document on the reverse of the AF Form 483. Training should include changes to this instruction, information provided by airfield management at FDPm meetings, and unit flightline driving violations, i.e., speeding, runway incursion, driving under the wing tip of an aircraft, not parking on the flightline correctly, etc.

1.3.2. Form Letter, Documentation of Flightline Drivers Training and Certification and Request for AF Form 483 Issue ([Attachment 3](#)).

1.3.2.1. The unit commander or unit FDPm (when delegated by unit commander) will sign Section III of the form letter. A signature indicates all of the following items have been accomplished.

1.3.2.1.1. Flightline orientation rides (day and night), including date administered, trainee's initials and name of the person who conducted the orientation ride.

1.3.2.1.2. Verified no color vision or vision restrictions/impairments that would preclude driving on the flightline. Transcribe identified vision impairments onto the form letter.

1.3.2.1.3. Successfully identified light gun signals from the control tower (see paragraph 2.4.12.7.).

1.3.2.1.4. Passed the flightline driver's written test. Include score attained (Minimum of 80% corrected to 100%).

1.3.2.1.5. Completed Flightline Driving CBT.

1.3.2.2. The Documentation of Flightline Driver Training and Certification Letter (**Attachment 3**) is the primary documentation source for flightline driving. Units retain a copy of this document until the individual is no longer assigned/authorized to drive on the McGuire AFB Flightline.

1.4. Unit Flightline Driver Training Program. The following are minimum requirements for a unit flightline driver training program. All areas should be covered in the annual refresher training. Comprehensive training on all provisions of this instruction with emphasis on:

1.4.1. Flightline Restricted Areas and authorized Entry/Exit Control Points (ECPs).

1.4.2. Airfield signs and markings.

1.4.3. Speed limits for vehicle parking areas, aircraft parking ramps, flightline access roads, taxiways, runways and aircraft/equipment/trailer towing operations.

1.4.4. Procedures for operating vehicles in the vicinity of aircraft.

1.4.5. Parking and chocking requirements.

1.4.6. Define and identify lateral distance requirements for mobile obstacles on taxiways/aprons.

1.4.7. FOD control/prevention to include off-pavement operations and entering the flightline driving areas.

1.4.8. Restricted Visibility or Night Operations to include requirements to stop and hold at an INST holding position during Instrument Flight Rules (IFR) conditions.

1.4.9. Procedures for operating vehicles with daytime running lights as required.

1.4.10. Procedures or restrictions for operating motorcycles, bicycles, and other vehicles as required.

1.4.11. Unique unit requirements/operations and local restrictions, as required.

1.4.12. Runway entry and crossing procedures. Procedures to limit vehicle traffic crossing the runway to an absolute minimum.

1.4.13. Runway incursion/intrusion avoidance.

1.4.14. Light gun signal recognition.

1.4.15. Tower controlled movement areas.

1.4.16. Two-way radio procedures (control tower/vehicle).

1.4.17. Vehicle traffic flow.

1.4.18. Restricted area operations.

1.4.19. CMA entry and exit procedures.

- 1.4.20. Priority (emergency) vehicle operations (Crash/Rescue, Ambulance, Security Forces, Airfield Management).
  - 1.4.21. Color vision and non-restrictive verification (no impairments/restrictions).
  - 1.4.22. Flightline day and night orientation rides.
  - 1.4.23. Required forms.
  - 1.4.24. Required instructions.
  - 1.4.25. Flightline driving written test developed and provided by Airfield Management.
  - 1.4.26. Documentation procedures.
  - 1.4.27. Computer Based Training.
- 1.5. TDY and Contractor Personnel Training Requirements:
- 1.5.1. Non-base assigned personnel requiring temporary flightline access must receive a briefing from Airfield Management. Appropriate training requirements will be based on type and location of work. Restricted routes to and from work locations will be developed and imposed, as required.
  - 1.5.2. TDY/contractor personnel must possess a valid AF Form 483 from their home station or complete the base flightline training program to operate a vehicle on the flightline without an escort. As a minimum, TDY/contractor personnel with a valid AF Form 483 from another duty station require a local briefing/training and, when necessary, a practical orientation by the host/sponsoring unit. Training will be documented and a temporary AF Form 483 issued, or the back-side of the AF Form 483 from the home station will be endorsed/stamped.
  - 1.5.3. Permanently assigned contractors (e.g., grass cutters, airfield lighting, pavement repair teams, etc.) must meet the same certification requirements as base assigned personnel.

## 2. Flightline Driving Procedures.

- 2.1. Responsibilities:
  - 2.1.1. Airfield Management monitors and controls all policies and procedures applicable to the operation of vehicles on the flightline and airfield.
  - 2.1.2. Commanders authorized to dispatch vehicles to the flightline have overall responsibility for the safe operation of those vehicles and for compliance with this MAFBI. POVs being operated on the flightline are subject to the same requirements as Government Owned Vehicles (GOVs).
- 2.2. Terms Explained:
  - 2.2.1. Airfield (**Attachment 4**): A generic term encompassing the aircraft parking area, landing area, runway, taxiways, infield, flightline and grounds surrounding the runway.
  - 2.2.2. Flightline Area: An area to include the runway, taxiways, aircraft parking ramp, hangars, and associated maintenance and servicing areas where an aircraft may be encountered.
  - 2.2.3. Aircraft Parking Area (**Attachment 4**): An area specifically designed for parking aircraft. This includes the main ramp, alpha/bravo/romeo/victor rows, hazardous cargo loading areas (HCLA), 108th ANG parking ramp, Army aviation ramp, hangars, wash rack, taxiways, and runways when aircraft are parked on them. Major parking areas include:

- 2.2.3.1. Main Ramp (**Attachment 4**): Fox – November Row redlines and jersey barriers.
  - 2.2.3.2. Romeo Row: Parking ramp adjacent to Buildings 2240 to 3210.
  - 2.2.3.3. Alpha Row: Parking Ramp in front of Buildings 1821 to 1826.
  - 2.2.3.4. Bravo Row: Parking Ramp in front of Buildings 1811 to 1817.
  - 2.2.3.5. Hazardous Cargo Loading Area (HCLA): Areas used to park aircraft to upload/download hazardous cargo.
  - 2.2.3.6. Victor/X-ray row: Parking ramp east of Bldg 1821 and west of Bldg 1929.
  - 2.2.3.7. 108th Air National Guard Ramp: Yankee and Zulu rows; located northwest side of airfield.
  - 2.2.3.8. Army Aviation Ramp: Parking ramp adjacent to the south-west end of taxiway Hotel.
- 2.2.4. Airfield Hold Lines/Positions: Holding positions are reflective yellow or white markings painted on all taxiways/roads that connect to a runway or CMA. They designate areas that aircraft *and vehicles* must remain behind until the control tower grants permission to proceed beyond.
- 2.2.4.1. Taxiway/Runway Intersection Holding Line/Position – referred to as Visual Flight Rules (VFR) hold line (**Attachment 4** and **Attachment 5**): These markings consist of four yellow lines--two solid and two dashed—spaced 6 inches apart and extended across the width of the taxiway. The dashed lines are closer to the runway centerline, and the solid lines are always on the side where the aircraft or vehicle is to hold. The holding position is a minimum of 100 feet from the edge of the runway
  - 2.2.4.2. Instrument Holding Line/Position (**Attachment 4** and **Attachment 5**): This marking consists of two yellow solid parallel lines spaced 2 feet apart and connected by pairs of yellow solid vertical lines spaced 10 feet apart that extend across the taxiway width. A sign with the inscription “INST” in white on a red background is installed next to the hold-position marking. The designation for the instrument holding position, INST, is painted on the runway side of the line and is readable as you face the runway.
  - 2.2.4.3. Airfield Vehicle Access Road Stop Bar: These holding positions are marked by a single, 2 foot wide, white reflective line. It indicates where the CMA begins on these roads.
- 2.2.5. Controlled Movement Area (**Attachment 4**): The purpose of the CMA is for the tower to establish control over aircraft and vehicular traffic. All personnel operating within the movement area will have two-way radio contact with the control tower, or will have an escort with this capability for the entire time within the area. In the event of radio failure immediately vacate the area. The controlled movement area at McGuire consists of:
- 2.2.5.1. Runway 18/36 and 100’ from the runway edge on either side of the runway. The CMA is designated by VFR hold lines and vehicle access road stop bars in these areas.
  - 2.2.5.2. Runway 6/24 and 100’ from the runway edge on either side of the runway, to include the overruns. The CMA is designated by VFR and IFR hold lines and vehicle access road stop bars in these areas.
  - 2.2.5.3. Taxiway G from the INST hold line adjacent to Bldg 1623 to the VFR hold line on Taxiway H northwest of the runway 36 approach end, to include Taxiways A, B, and C.

2.2.6. Aircraft Taxi Area: The portions of the airfield moving from the aircraft parking area to the controlled movement area. Taxiways are areas that connect a runway to a parking area or taxiway to a taxiway. Taxilanes are found within or on the periphery of aircraft parking ramps (aprons).

2.2.7. Aircraft Landing Area: Any serviceable runway within the boundaries of McGuire AFB flightline.

2.2.8. Precision Approach Critical Areas (**Attachment 4**): During weather conditions defined as the ceiling below 800' and/or visibility less than 2 miles, the tower is required to protect these areas to ensure flight safety. All of the precision approach critical areas at McGuire fall within the CMA, except the south side of Runway 06/24, glide slope critical area. Personnel remaining in the glide slope critical area as depicted in **Attachment 4** shall remain in two-way radio contact with tower while in the area.

2.2.9. Approach Zone (**Attachment 4**): The area defined by the VFR hold lines located on Taxiway Golf parallel to the VORTAC and the VFR hold line located on Taxiway Hotel north of the approach end of Runway 36. All vehicles requesting access to this area must receive approval from the tower and must report to the tower once clear of the area. Once approval is received, vehicles may traverse the area without stopping at the Instrument hold line located on Taxiway Hotel, but still must comply with the VFR and Instrument hold lines on Taxiway Alpha.

2.2.10. Crew Change Area: An area along Taxiway D across from Taxiway L and perpendicular to taxiway G. All vehicles will exercise extreme caution at all times when an aircraft is in the crew change area. Position all vehicles so that no contact is made between aircraft and vehicle should the aircraft move forward.

2.2.11. Ramp Access Lane (**Attachment 4**): A roadway that parallels the main ramp and is primarily a fire lane marked by white edge stripes and concrete barriers. It is used as an access lane for vehicles servicing and supporting aircraft parked on the main ramp. This is an integral part of the aircraft parking ramp. Personnel that require access will follow all flightline driving procedures, obtain an AF Form 483 and a flightline cone/placard IAW paragraph **3.5**.

2.2.12. Airfield Infield Access Lane (**Attachment 4**): A roadway north of Bldg 3209 (Big Beige) and adjacent to Bldg 1821 (east side of apron aircraft parking), that is used to access the airfield infield area (tower, fuels, weather ROS, etc.). Personnel that require access will follow all flightline driving procedures, obtain an AF Form 483 and a flightline cone/placard IAW paragraph **3.5**. Vehicle traffic on this lane will remain to the right of the white centerline at all times.

2.2.13. Restricted Area (**Attachment 4**): A legally established military zone under Air Force jurisdiction bound by a red line or concrete barriers into which persons may not enter without an AF Form 1199C, **USAF Restricted Area Badge**, or authorized/certified escort IAW AFI 31-101, *The Air Force Installation Security Program*. Vehicles requiring access to and from restricted areas will do so only at designated entry/exit control points.

2.2.14. Entry Control Point (ECP)(**Attachment 4**): The designated locations authorized for entry to or exit from a restricted area. The markings consist of the letters ECP painted in black on a white background, to include a number designation. These are the only authorized entry points to enter a restricted area without coordinating with 305 SFS.

2.2.15. Wing Tip Clearance Lines: These green lines are painted on the airfield to depict wingtip clearance from parked or taxiing aircraft.

2.2.16. Safe temporary storage for AGE equipment when not in use. Green boxes in areas that do not violate aircraft clearance requirements. NOTE: IAW Unified Facilities Criteria (UFC) 3-260-01, equipment in use is defined as support equipment in place not more than 3 hours before aircraft arrival or 3 hours after aircraft departure.

2.2.17. Vehicle: Any mechanical device moving on the ground, including bicycles, excluding aircraft.

2.2.17.1. General Purpose Vehicles: Government and contractor-owned vehicles requiring access to the flightline for airfield mission support.

2.2.17.2. Parked Vehicles: Vehicles which are unattended, that is, no one sitting directly in the driver's seat.

2.2.17.3. Priority Vehicles: Crash/rescue vehicles, ambulances, Airfield Management and Security Forces vehicles responding to an emergency or immediate response situation have operational priority over other vehicles.

2.2.17.4. Special Purpose Vehicles: Government vehicles designed for a special purpose, such as tugs, forklifts, K-loaders, etc., required for flightline mission support.

2.2.18. Runway Incursion: Any occurrence involving an aircraft, vehicle, person, or object that enters the landing area which requires an aircraft to deviate from its intended course.

2.2.19. Runway Intrusion: Any occurrence involving an aircraft, vehicle, person or object that enters any portion of the landing area which does not affect the normal operation of aircraft flight.

2.2.20. CMA Violation: Any occurrence involving a vehicle, person, or object that enters any portion of the CMA without the approval of the control tower.

### 2.3. General:

2.3.1. All vehicle operators are required to report violations of this instruction to Security Forces and/or Airfield Management.

2.3.2. Report all accidents involving aircraft or vehicles on the airfield immediately to Airfield Management who will make the appropriate ground emergency notifications. All vehicular breakdowns and/or mechanical failures on the airfield will also be reported to Airfield Management.

2.3.2.1. When a vehicle has a malfunction which prevents operation under its own power, every means will be used to alert taxiing aircraft. As a minimum, the vehicle operator will:

2.3.2.1.1. Leave the vehicle parking lights or emergency flashers ON if the malfunction occurs at night.

2.3.2.1.2. If the vehicle has two-way radio capability, make the following transmission: "all parties BREAK, BREAK-This is (call sign) with an emergency for AM Operations, Tower and Maintenance Operations Center." State the nature of the problem and your position on the airfield.

2.3.2.1.3. Operators of other radio-equipped vehicles will contact their control center and have the information relayed to AM Operations for relay to the tower.

2.3.2.1.4. If a vehicle is not equipped with a radio, stay with the vehicle and continue attempts to get the attention of the taxiing aircraft.

### 2.3.3. Vehicles authorized to drive on the airfield:

#### 2.3.3.1. Bicycles:

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

2.3.3.1.2. Bicycle operators must have a current AF Form 483 stamped "McGuire Air Force Base Flightline".

2.3.3.1.3. Bicycles are prohibited from using the ramp access lane, unless driving to and from work, in performance of duties. Bicycles are also prohibited in the CMA.

2.3.3.1.4. All operators must wear an approved bicycle helmet IAW MAFBI 31-204, *Motor Vehicle Traffic Supervision*.

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

2.3.3.2. POVs. These vehicles must comply with all the requirements and safety standards as military vehicles. Only those POVs issued the appropriate cone/placard by 305 OSS are authorized on the McGuire AFB flightline.

2.3.3.3. Government vehicles (special and general purpose).

2.3.3.4. Contractor vehicles (special and general purpose).

2.3.4. Vehicles prohibited from driving on the airfield include mopeds and scooters.

### 2.4. Vehicle Operating Procedures on the Airfield:

#### 2.4.1. Foreign Object Debris (FOD) procedures:

2.4.1.1. Before entering or departing the airfield, vehicle operators will stop and check their vehicle for FOD. Vehicle operators will make sure all equipment carried on their vehicle is properly stowed and secured before operating on the airfield.

2.4.1.2. To reduce the potential of FOD to aircraft and support equipment, vehicles will remain on paved surfaces to the maximum extent possible. When operating near the main ramp, all vehicles will make maximum use of the ramp access lane. Vehicles that must operate on unpaved areas will enter and depart surfaces at a (90) degree angle and at the slowest speed possible.

2.4.1.3. Upon return to paved surfaces ensure that all cargo and vehicle accessories are securely attached prior to entering the airfield. Check tires and remove all debris from tires (i.e. rocks/ mud), then drive 100 yards on the edge of surface to dislodge any remaining FOD.

#### 2.4.2. Vehicle passengers:

2.4.2.1. Personnel will not ride on any part of a vehicle not intended for carrying passengers nor will they ride in or upon trailers.

2.4.2.2. Passengers will remain seated while the vehicle is in motion and will keep their arms

and legs within the vehicle.

2.4.2.3. Passengers will use available seat belts at all times while the vehicle is in motion.

2.4.2.4. Passengers will not ride in the doorways or sit on engine covers. Rear door nets will be placed while passengers are transported when the doors are open.

2.4.2.5. Side doors on passenger vans will be closed when the vehicle is in motion.

#### 2.4.3. Vehicle lighting procedures:

2.4.3.1. All vehicles operating within the CMA must have a beacon or emergency warning flashers (directional light, front and rear) on.

2.4.3.2. All motor vehicles will use emergency warning flashers (directional lights, front and rear) when parked on the flightline during the hours of darkness or inclement weather. Exceptions are: specialized aircraft service vehicles (passenger staircase trucks, latrine servicing trucks) after the vehicle is positioned at the aircraft being serviced, and AGE tow vehicles during the momentary, non-delayed, pick up and drop off of equipment. Vehicles exempted from this requirement must have reflectors to indicate length, width and height.

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

#### 2.4.3.4. Reduced visibility operations:

2.4.3.4.1. When visibility is less than 300 feet, refueling vehicles may be operated, however explosive loaded vehicles will not be operated.

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

#### 2.4.4. Speed limits on the airfield:

2.4.4.1. Aircraft parking areas – 15 mph / 5 mph within 50 feet of an aircraft.

2.4.4.2. Ramp access lane / infield access lane – 15 mph.

2.4.4.3. General purpose vehicles - 15 mph.

2.4.4.4. Special purpose vehicles (tractors, tugs forklifts, etc.) - 10 mph

2.4.4.5. Towing: No more than four type B1, B4, B5 and similar small stands may be towed as follows: two sets of two in tandem on a double hitch or two in tandem on a single hitch. Type B3, J7 and similar large stands will be towed singly on a center mounted hitch. Four-wheeled units will not be towed behind two wheel units. Large pieces of AGE, when towed in tandem, will not block the driver's vision of the last item being towed. Safety or cotter pins will be used

to secure pintle hooks and trailer hitches.

2.4.4.5.1. Vehicles towing aircraft and two or more maintenance stands - 5 mph.

2.4.4.5.2. Vehicles towing one maintenance stand – 10 mph.

2.4.4.5.3. Vehicles towing AGE (compressors, ground power units, oxygen carts, etc.) – 15 mph.

2.4.4.6. Vehicles operating within 50 feet of an aircraft - 5 mph.

2.4.4.7. Runways: 35 mph is the maximum speed for any vehicle operating on the runway with the same exceptions as paragraph [2.4.4.9](#).

2.4.4.8. Taxiways: 25 mph is the maximum speed for any vehicle operating on taxiways and the airfield infield access lane with the same exceptions as paragraph [2.4.4.9](#).

2.4.4.9. Exceptions:

2.4.4.9.1. Snow and ice on paved surfaces reduce speed to 10 mph maximum. Operate mission essential vehicles only on the flightline.

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

2.4.4.9.2. Reduced visibility - reduce speed to 10 mph maximum.

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

2.4.4.9.4. Airfield Management emergency response vehicle speed limits will be as required, commensurate with safety, when responding to an emergency, asked to expedite by the control tower when operating on the runway, or as necessary when determining the Runway Condition Reading (RCR).

2.4.5. Vehicle parking procedures on the airfield:

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

2.4.5.1.1. The ignition is turned off.

2.4.5.1.2. The key is left in the ignition.

2.4.5.1.3. The door remains unlocked.

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

2.4.5.1.5. The parking brake is set.

2.4.5.1.6. One rear wheel fore and aft on all powered vehicles and all equipment mounted on wheels that do not have an integral braking system are chocked. One chock will be placed between the tandem wheels of dual (tandem) axle vehicles. All wheeled AGE and maintenance equipment will be braked or chocked. EXCEPTION: Alert and emergency vehicles responding to an alert or emergency are exempt from this requirement.

2.4.5.2. Vehicles will not be backed or parked in the immediate vicinity (25 feet to front, 200

feet to rear) of any aircraft, except as authorized for operations such as loading or unloading, servicing or towing. A spotter will be in position when a vehicle is backed toward an aircraft. Pre-positioned wheel chocks will be used to prevent vehicles from being backed into aircraft.

2.4.5.3. When aircraft engines are operating, no vehicle will be parked or driven closer than 25 feet in front of or 200 feet to the rear of any aircraft, except as prescribed in the applicable aircraft handbook. Vehicles parked at the side of the aircraft will be located clear of the wingtips, clearly visible from the aircraft cockpit.

2.4.5.4. Park all vehicles in the aircraft parking area in the front and to either side of each aircraft parking spot. Position vehicles forward and to the left to allow room for additional vehicles.

2.4.5.5. After approaching an aircraft from the front, vehicles will turn right and park perpendicular to the fuselage of the aircraft. Exact locations are IAW applicable unit guidance.

2.4.5.6. Do not park unattended vehicles or equipment on an unoccupied aircraft parking spot in the area bounded by the wing tips of adjacent aircraft on the sides, and by the security boundaries (red lines/concrete barriers) on the parking ramp. NOTE: Reference paragraphs [2.2.14.](#) and [2.2.15.](#)

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

2.4.5.8. When passengers are loading and unloading aft of the aircraft wings, the vehicle will park 20 feet from the passenger steps with the front of the vehicle pointed towards the rear of the aircraft. Use spotter IAW paragraph [2.4.5.11.](#) After the vehicle is properly positioned, turn the front wheels away from the aircraft and chock the vehicle.

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

2.4.5.10. Do not park, back, or maneuver vehicles (excluding bicycles) within 10 feet of an aircraft except when specifically authorized, such as, in certain towing, loading, unloading, servicing, fueling, or de-icing operations.

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

2.4.6. Entering and leaving the flightline driving area:

2.4.6.1. All vehicles, except emergency and alert vehicles responding to an emergency or alert will stop prior to entering the flightline, regardless of where they enter.

2.4.6.2. Traffic lanes on the aircraft parking ramp are normally the areas to the right of the aircraft.

2.4.6.3. Traffic flow on the aircraft parking ramp will normally be parallel to the aircraft nose with the driver's side toward the aircraft. Vehicles will not be driven diagonally across the parking ramp, but at a 90-degree angle to the driving lanes.

2.4.6.4. Before entering/crossing a taxiway, vehicle operators must bring the vehicle to a complete stop. The operator will visually check and ensure that the taxiway is clear.

2.4.6.5. Operators must be particularly cautious when they must drive on/across the runways. They will come to a complete stop at the runway hold line.

#### 2.4.7. Vehicle Operations within aircraft parking areas and around taxiing aircraft:

2.4.7.1. All vehicles operating on the main ramp are required to use the ramp access lane to avoid driving in close proximity to parked or moving aircraft. Vehicle drivers will scan the aircraft parking ramp and yield/stop for all taxiing aircraft. Vehicle operators should use extreme caution when transiting the northeast side of Bldg 1837 (3-Bay Hanger).

2.4.7.2. If an aircraft is taxiing, or about to taxi with engines running, the operator will maintain position and not enter the ramp until the aircraft is clear. NOTE: Avoid jet blast when transiting the ramp access lane. Personnel should use caution when aircraft are taxing off of the main ramp due to jet blast and noise. Hearing protection should be readily available when driving on the flightline.

2.4.7.3. When driving on the ramp and taxiways all vehicles will remain within 5 feet and to the right of the yellow centerline for the direction of travel. All vehicle operators will follow the flow of traffic to a point opposite their destination (e.g., aircraft) and make a 90 degree turn and proceed to destination. When departing, scan the aircraft parking ramp for taxiing aircraft. If no aircraft are taxiing make a 90 degree right turn and follow the reverse of this procedure ([Attachment 4](#)).

2.4.7.4. Vehicle operators may drive from one aircraft parking spot to the next adjacent spot without having to go back to the yellow centerline.

2.4.7.5. If a taxiing aircraft approaches the vehicle from the front or rear, the vehicle operator will maneuver as safely as possible to a position that will allow them to exit the aircraft parking area or taxiway. Once clear, the vehicle operator will stop the vehicle and not proceed until the aircraft is well clear. The operator or passenger will visually confirm adequate wing tip clearance.

2.4.7.6. All vehicles will approach parked aircraft with the driver side nearest the aircraft. This applies when approaching any aircraft military, commercial, or civilian, regardless of the type, or location on the airfield.

2.4.7.7. Do not drive vehicles between two aircraft parked on adjacent parking spots unless specifically authorized, such as, in certain towing, loading, unloading, servicing, fueling or de-icing operations.

2.4.7.8. Except for “Follow Me” vehicles, vehicles will not be parked in front of or driven into the path of taxiing aircraft. Vehicles will not be driven between a taxiing aircraft and its “Follow Me” guide.

2.4.8. Maintenance equipment operations on the airfield:

2.4.8.1. Personnel will not leave aircraft support equipment (such as fire extinguishers, ladders, chocks, work stands, tugs, etc.) where it presents a potential hazard to taxiing or towed aircraft. When personnel are not using equipment, they will remove it from the flightline and store it in a designated location. Personnel will secure all equipment left outdoors to prevent accidental movement by wind or engine blast. NOTE: IAW Unified Facilities Criteria (UFC) 3-260-01, equipment in use is defined as support equipment in place not more than 3 hours before aircraft arrival or 3 hours after aircraft departure.

2.4.8.2. Personnel using powered or non-powered aircraft ground equipment on the flightline must either set the equipment's brakes or chock the wheels. Personnel may deviate from this requirement only when authorized by a technical order.

2.4.8.3. Units using forklifts, high-lift trucks and K-loaders will develop and publish safety checklists for this equipment IAW applicable guidance.

2.4.9. Priority (Emergency) vehicles responding to an emergency:

2.4.9.1. Emergency vehicles are described as: Airfield Management, Safety, Security Forces, crash/rescue, ambulance, transient alert "FOLLOW ME" vehicles, airfield sweeper and snow removal vehicles when their duties require deviation.

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

2.4.9.3. Upon the activation of the Primary Crash Alarm System (PCAS), all responding crash/rescue vehicles are required to contact tower for permission into the controlled movement area. Crash/rescue vehicles will not enter any portion of the runway or the CMA without contacting the control tower and receiving permission.

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

2.4.10. Controlled movement area (CMA) procedures:

2.4.10.1. Do not enter the CMA for convenience. CMA access is limited to vehicles engaged in mission support, continued operation of the airfield (NAV MX, snow removal vehicles, airfield management, mowers, etc.), and responding emergency vehicles. NOTE: Vehicle drivers must request access to the runway IAW paragraph [2.4.10.4.1](#).

2.4.10.2. The McGuire control tower is responsible for the control of vehicles within the CMA.

2.4.10.3. Vehicles are required to hold short of the CMA by bringing the vehicle to a complete stop at VFR and INST hold lines ([Attachment 5](#)) and will not proceed until permission is received from the control tower.

2.4.10.4. Vehicles must obtain direct two-way radio communication with control tower on the

tower net and request permission to proceed within the CMA. The vehicle will maintain direct two-way radio contact with the control tower. The following procedures/phraseology must be used when requesting control tower approval to access the CMA/Runway: NOTE: Permission to enter the CMA does not authorize vehicles to access the approach zone or runways. Vehicle operators must acknowledge/read back all tower instructions verbatim.

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

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

2.4.10.4.3. Request Approach Zone entry: *Vehicle operator will state: "Ground, (vehicle call sign), request to enter the approach zone at Taxiway (taxiway designator)." The control tower will then state "(Vehicle call sign), enter the approach zone at Taxiway (taxiway designator), report when out."*

2.4.10.4.4. Confirm CMA exit: *The control tower will state: "(Vehicle call-sign), exit the movement area." The vehicle operator will then acknowledge receipt of this transmission by stating: "(Vehicle call-sign), exiting the movement area." The vehicle will state after exiting the movement area: "Ground, (Vehicle call-sign) is out of the movement area." The control tower will respond with: "(Vehicle call-sign), roger."*

2.4.10.4.5. Confirm Runway exit: *The control tower will state: "(Vehicle call-sign), exit Runway XX at Taxiway (taxiway designator). The vehicle operator will then acknowledge receipt of this transmission by stating: "(Vehicle call-sign), exiting Runway XX at Taxiway (taxiway designator)." The vehicle will state after exiting a runway or completing a crossing: "Ground, (Vehicle call-sign) is off runway XX at Taxiway (taxiway designator)." The control tower will respond with: "(Vehicle call-sign), roger."*

2.4.10.4.6. Confirm Approach Zone exit: *The control tower will state: "(Vehicle call sign), exit the approach zone." The vehicle operator will then acknowledge receipt of this transmission by stating: "(Vehicle call sign), exiting the approach zone." The vehicle will state after exiting the approach zone: "Ground, (Vehicle call sign) is out of the approach zone." The control tower will respond with: "(Vehicle call sign), roger."*

2.4.10.5. The vehicle operator is personally responsible for checking for approaching aircraft, either in the air or on the ground at all times when operating within the CMA.

2.4.11. Procedures for proper radio terminology/phraseology and discipline:

2.4.11.1. The word "clear" shall not be used by personnel operating vehicles on the airfield.

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

2.4.11.3. All vehicles required to operate on the airfield and access the CMA will use assigned vehicle call signs. ([Attachment 6](#))

2.4.11.4. Escort vehicles: Vehicle operators without two-way radio communication may not cross/enter the runway/CMA/Approach Zone unless they are escorted by a vehicle with

two-way radio contact with the tower. After obtaining control tower approval to cross a runway, the escort vehicle will ensure all vehicles cross the runway and notify the control tower when all vehicles are beyond the established hold line. NOTE: The escort vehicle is responsible for informing the tower the number of vehicles being escorted prior to crossing/entering the runway/CMA/Approach Zone.

2.4.11.5. Approval from the control tower to operate in the CMA/runway/Approach Zone does not relieve the driver from visually checking the final approach, runway, or movement area for aircraft before proceeding.

2.4.11.6. Two-way radio communications failure: In the event of two-way radio communications failure with the control tower, controllers may use the following procedures to control vehicles within the CMA.

2.4.11.6.1. Light signals: All vehicle drivers must comply with the light signals and post the light signals in plain view of the vehicle operator on either the dash panel or other appropriate location. The following light signals are designed to control flightline vehicle traffic:

2.4.11.6.1.1. Steady Green Light - Permitted to cross/proceed/go.

2.4.11.6.1.2. Steady Red Light - STOP. Hold position. Vehicle will not be moved.

2.4.11.6.1.3. Flashing Red Light – Exit taxiway/runway immediately.

2.4.11.6.1.4. Flashing White Light - Return to starting point.

2.4.11.6.1.5. Alternating Red and Green Light - General warning, exercise extreme caution.

2.4.11.6.2. Flashing of airfield lighting: The control tower may flash the High Intensity Runway Lights (HIRLS), to signal that all vehicles must vacate the runway. When a vehicle operator sees flashing airfield lights, they should immediately vacate the runway at the closest exit point and advise the control tower when they are off the runway.

2.4.12. Restricted Area Procedures:

2.4.12.1. Before entering a restricted area, vehicle operators must make sure they are not transporting personnel or material that constitutes a threat to the security of the priority resources within the restricted area.

2.4.12.2. If a requirement exists for an individual(s) to enter or exit the restricted area from other than authorized ECPs, prior notification must be coordinated with Security Forces Central Control before the events occurs.

### **3. Miscellaneous Procedures.**

3.1. Runway Incursion/Intrusion Reporting Procedures:

3.1.1. Control Tower will:

3.1.1.1. Notify Airfield Management.

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

3.1.2. Airfield Management will:

3.1.2.1. Interview driver for cause of violation. Gather information for AF Forms 457 or 651 as necessary IAW paragraphs [1.2.2.10.2.](#) and [1.2.2.10.3.](#)

3.1.2.2. Obtain a written statement that provides a detailed description of the incident to include (who, what, when, where and how, type vehicle/aircraft involved).

3.1.2.3. Determine type of violation (CMA violation, runway incursion, etc).

3.1.2.4. Notify appropriate unit commander, unit FDP, the individual's supervisor, the CAM and Wing Safety (if required). If after duty hours, notification may be delayed until the next duty day, except the CAM, who is notified immediately of runway incursions or any violation in which the Security Forces were notified.

3.1.2.5. Confiscate driver's AF Form 483 as outlined in 1.2.3.5.

3.1.2.6. Inform driver they can not drive on McGuire flightline until retrained and re-certified by unit commander.

3.1.3. CAM/DCAM will:

3.1.3.1. Suspend first time offender flightline driving privileges for a minimum of seven days.

3.1.3.2. Suspend second time offender flightline driving privileges for a minimum of two months.

3.1.3.3. Revoke third time offenders driving privileges.

3.1.4. Unit Commanders will:

3.1.4.1. Ensure remedial training is accomplished.

3.1.4.2. Ensure offenders who have had their base driving privileges revoked are disqualified from flightline driving. Exceptions will be IAW paragraph [1.2.1.2.](#)

3.1.5. All CMA violations, including HATRs, regardless of impact on flight safety, must be documented in the base Airfield Operations Board (AOB). Units must provide a detailed description of each incident to include (who, what, when, where and how, type vehicle/aircraft involved and action taken to prevent a reoccurrence).

3.2. POV Requirements for Flightline Access: Due to the nature of McGuire AFB's airfield design, certain workplaces require personnel to transit the flightline area. The limited availability of government owned vehicles dictates that privately owned vehicles may need to be used to facilitate access. If frequency of duties is such that an individual only requires occasional access, then a request for a POV cone/placard should not be made. Occasional convenience is not a valid reason for permanent POV cone/placard issuance. Individuals requiring unescorted access on the McGuire AFB flightline while operating POVs must:

3.2.1. Comply with the training requirements in paragraph [1.4.](#)

3.2.2. Have an official reason or duty to perform and have FDP complete/process 305 OSS/OSAA Form 7, **Request for Issue of Flightline Cone/Placard** ([Attachment 7](#)).

3.2.3. Have an AF Form 483 with an "McGuire Air Force Base Flightline" stamp and a valid driver's license.

3.2.4. POVs are not allowed in restricted areas IAW MAFBI 31-101 (exception, a limited number of cones may be issued by the 305 OSS/CC to key base agencies allowing POV access to the restricted areas). NOTE: This is a temporary process until units obtain adequate government transportation.

3.2.5. POVs on the flightline shall be restricted to an absolute minimum and validated annually.

3.3. Privately Owned Vehicle (POV) Vehicle Operations: POVs are those vehicles other than government or contractor-owned vehicles purchased, maintained, and operated by a private owner that require access to the flightline.

3.3.1. POVs will not be allowed to operate within the restricted area IAW AFI 31-101 and paragraph 3.4.4. of this instruction unless issued the appropriate cone IAW paragraph 3.5.4.1.

3.3.2. All individuals operating POVs on the flightline must possess a valid AF Form 483 and valid driver's license.

3.3.3. Commanders must ensure personal do not pose a security risk and that convenience is not a consideration in determining POV flightline requirements. Procedural requirements are referenced in paragraphs 3.2. and 3.5.

3.3.4. Individuals approved to operate POVs on the flight line will be issued a flightline cone or placard that must be visible at all times. Cones will be placed on the hood or roof of the vehicle. Placards will be placed on the dashboard when the vehicle is in motion and from the rear view mirror when parked on the airfield.

3.3.5. Cones/placards are the responsibility of the person it was issued to. Cones will not be transferred to other individuals without coordination/approval of Airfield Management.

3.4. Contractor Vehicle Operations: Contractor vehicles are those vehicles other than government or privately owned vehicles purchased, maintained, and operated by a base contractor.

3.4.1. Contractors must be escorted in restricted areas. Exception: area has temporarily been designated as a free zone.

3.4.2. Airfield Management will ensure contractor personnel possess a valid AF Form 483 and a valid driver's license.

3.4.2.1. Airfield Management will provide a local briefing/training and a practical orientation when necessary. In addition, document this training and issue a temporary AF Form 483, or endorse/stamp the backside of the AF Form 483 from the home station.

3.4.3. Contractors approved to operate POVs on the flight line will be issued a flightline cone that must be visible at all times. Cones will be placed on the hood, roof or dash of the vehicle only for the period that the vehicle is on the flight line. It will be removed upon departure of the flightline.

3.4.3.1. In the interest of both personnel and aircraft safety, contractor vehicles authorized to operate on the flightline will be kept to a minimum.

3.4.4. Cones are the responsibility of the person it was issued to. Cones will not be transferred to other individuals without coordination/approval of Airfield Management.

3.5. Control and Issue of Flightline Cones/Placards:

3.5.1. The 305th Operations Support Squadron Commander (305 OSS/CC) is the final approving authority for flightline cones which allow access to restricted areas. The CAM, DCAM and CAMO are the only approving authorities for issuing all other flightline cones/placards and overall program management.

3.5.2. Units requesting a cone/placard must comply with paragraph 3.2.1. - 3.2.5. Unit commanders will closely scrutinize individual need and limit the number of POV cones/placards requested to the absolute minimum necessary to accomplish the mission. Also, they will verify the individual does not pose a security risk prior to submitting their requests. The CAM, DCAM and CAMO will validate user need and verify that the unit has performed a security assessment.

3.5.3. Flightline cones/placards reflect areas of authorized access. Cones/placards are issued to the individual, not the vehicle. Cones/placards will only be used for official duties, not personal convenience. The color of the cones/placards will change annually in April. The color transition will begin on the 1st of the month and be complete by the 30th. All authorized drivers must have the correct color of cone/placard before operating on the airfield. NOTE: Cones/placards are not a substitute for restricted area badges.

3.5.4. There are three categories of cones which can be issued:

3.5.4.1. Unrestricted Cones: A pre-determined colored cone issued to personnel approved by the 305 AMW/CC and coordinated with the 305 OSS/CC for unrestricted access to all areas of the McGuire AFB flightline, to include restricted areas.

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

3.5.4.3. Contractor Cones: A pre-determined colored cone will be issued for temporary use by contractors performing work on McGuire Flightline. These cones are also temporarily issued for use by necessary personnel determined by Airfield Management and other personnel granted access to specific areas for temporary use. Access is granted to the specific area of the flightline determined by Airfield Management at the time of issue.

3.5.5. Cones will be displayed anytime the vehicle is operated or parked on the airfield. The cone should be prominently displayed on the roof or hood of the vehicle – always visible. Cones should be secured and not visible when the vehicle is off of the airfield. Cones left unsecured will be confiscated by Security Forces and returned to Airfield Management.

3.5.6. Placards allow access to vehicle parking areas at POL (Bldg 1839/1840), Three Bay hangar (Bldg 1837), Big Beige (Bldg 3209), tower (1605) and other flightline vehicle parking areas with the exception of restricted areas

3.5.7. Cones/placards must be returned to Airfield Management when no longer needed. (i.e. PCS, separation, duties don't require flightline access, etc.)

3.5.8. Immediately report lost cones/placards to Airfield Management or Security Forces.

#### **4. Forms Prescribed. OSAA Form 7, Request for Issue of Flightline Cone/Placard.**

**5. Forms Adopted.** AF Form 483, **Certificate of Competency**, AF Form 651, **Hazardous Air Traffic Report (HATR)**, AF Form 457, **USAF Hazard Report**, AF Form 1313, **Driver Record**, AF Form 1199C, **USAF Restricted Area Badge**.

JIMMIE C. JACKSON, JR., Col, USAF  
Commander, 305th Air Mobility Wing

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFPD 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*

AFI 13-203, *Air Traffic Control*

AFI 13-204, *Functional Management of Airfield Operations*

AFI 13-213, *Airfield Management*

AFI 24-301, *Vehicle Operations*

AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*

AFI 31-101, *The Air Force Installation Security Program*

AFI 32-1042, *Standards for Marking Airfields*

AFI 48-123, *Medical Examinations and Standards*

AFOSHSTD 91-100, *Aircraft Flight Line-Ground Operations and Activities*

T.O. 36-1-191, *Technical and Managerial reference for Motor Vehicle Maintenance*

MCGUIREAFBI 31-204, *Motor Vehicle Traffic Supervision*

Attachment 2

AF FORM 483

<b>CERTIFICATE OF COMPETENCY</b>		CERTIFICATE NO. Squadron option to issue
NAME (Last, First, Middle Initial) Self Explanatory		DATE Date of issue
COMMAND AMC	INSTALLATION McGuire AFB, NJ	
HAS SUCCESSFULLY COMPLETED THE PRESCRIBED COURSE OF INSTRUCTION AND/OR PRACTICAL TEST AS REQUIRED BY CURRENT DIRECTIVES AND IS DEEMED QUALIFIED TO PERFORM THE DUTIES OF		
TYPED NAME, TITLE AND ORGN Leave Blank <small>Airfield Management will complete</small>	SIGNATURE Leave Blank	

AF IMT 483, 19850201, V2

REFRESHER TRAINING		
DATE	INSTRUCTOR	DATE REFRESHER
1 year after date of issue	Signature of person conducting training	1 year after refresher training conducted

AF IMT 483, 19850201, V2

(REVERSE)

**Attachment 3**

**TRAINING CERTIFICATION**

MEMORANDUM FOR 305 OSS/OSAA

FROM:

SUBJECT: Documentation of Flightline Driver Training and Certification

1. The following individual is granted flightline driving privileges:

Name/Rank: \_\_\_\_\_ Unit: \_\_\_\_\_ Duty Phone: \_\_\_\_\_

Civilian License: Yes/No \_\_\_\_\_ Restrictions: \_\_\_\_\_

SECTION II: I verify the above named individual is trained and certified on the following items:

	DATE	TRAINER	TRAINEE
1. Passed color vision test	_____	_____	_____
2. Light gun signal test	_____	_____	_____
3. Flightline Driving CBT	_____	_____	_____
4. Flightline driver training (classroom)	_____	_____	_____
5. Day flightline orientation/training (P)	_____	_____	_____
6. Night flightline orientation/training (P)	_____	_____	_____
7. Flightline Driver Test (Practical)	_____	_____	_____
8. Written Flightline Driver Test (Score )	_____	_____	_____

Section III: I certify the above named individual requires access to the McGuire AFB flightline to perform required duties. Re-certification training will be accomplished annually and this form will be retained by the Flightline Driving Program Manager until the individual is reassigned.

\_\_\_\_\_  
Unit Commander or Unit Flightline Driving Program Manager

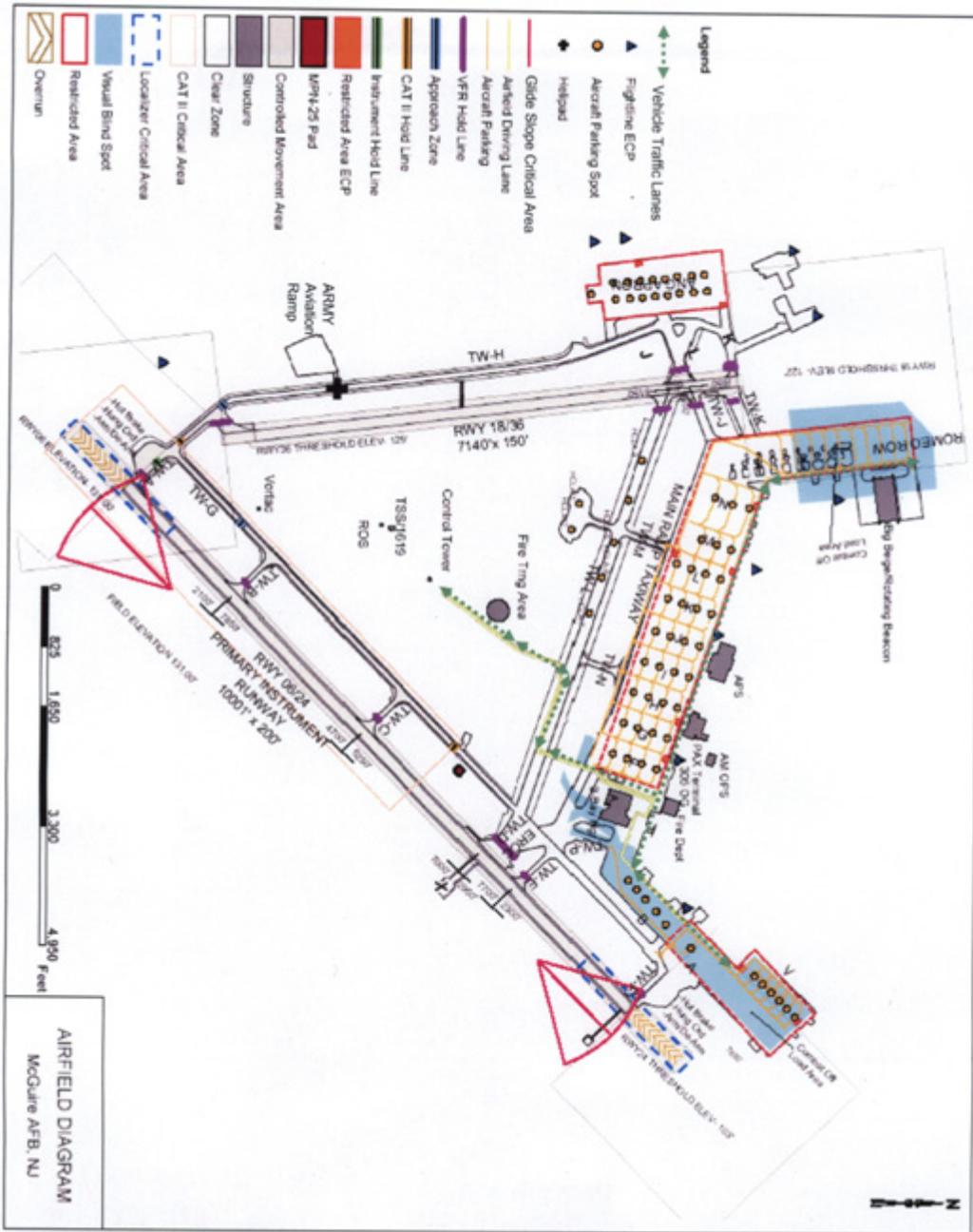
1<sup>ST</sup> Ind., Airfield Management

Approved/Disapproved: Flightline Driving Authorization.

\_\_\_\_\_  
AIRFIELD MANAGEMENT

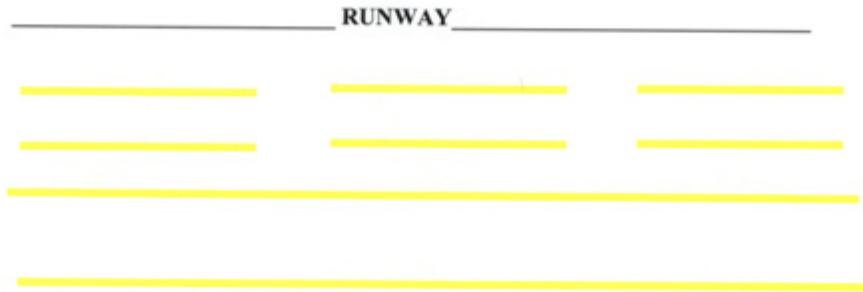
Attachment 4

AIRFIELD DIAGRAM



**Attachment 5**  
**HOLD LINES**

**VFR HOLD LINE**



**INSTRUMENT HOLD LINE**



**Attachment 6**

**VEHICLE CALL SIGNS**

Please contact OPR for current list.

**Attachment 7  
OSAA FORM 7**

REQUEST FOR ISSUE OF FLIGHTLINE CONE/PLACARD		
<b>To:</b> 305 OSS	<b>From:</b>	
<b>Name:</b>	<b>Rank:</b>	<b>Phone:</b>
<b>Justification:</b>  A security assessment has been conducted and the individual does not pose a security risk.		
_____		_____
Rank/Name of person conducting assessment		Date of assessment
I understand that the United States Air Force is in no way liable for any personnel property damage or injury sustained by me due to flying operations while I am operating my privately owned vehicle on the flightline. I further understand that the flightline driving privilege is limited to the undersigned and that I will not be allowed to park my vehicle or leave it unattended inside a restricted area for extended periods of time. I further certify that I have read and understand McGuire AFB Operating Instruction 13-201 and will comply with all requirements therein. I further understand that I can be held pecuniary or any damaged to government property caused by my POV while on the flightline.		
<b>Signature (Individual Requesting POV Access)</b>		<b>Date:</b>
<b>Commander (Squadron/Group, Based On Access Requested)</b>		<b>Date:</b>
<b>APPROVED/ DISAPPROVED</b>	305 OSS/CC or CAM/DCAM/CAMO	<b>Date:</b>
<b>Signature Of Issuing Official:</b>	<b>Date Issued:</b>	<b>Cone/Placard Color and #:</b>

OSAA FORM 7, DEC 03 Previous Editions Are Obsolete