

1 MAY 2000



**Space, Missile, Command, and Control
FLIGHTLINE VEHICLE OPERATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO/PP WWW site at:
<http://afpubs.hq.af.mil>

OPR: 43 OSS/OSAA (MSgt Grady)
Supersedes

Certified by: 43 OG/CC (Col Simmons)
Pages: 24
Distribution: F

This instruction establishes responsibilities, requirements, and procedures for safe operations of motor vehicles on Pope AFB flightline. It applies to all personnel assigned, attached, or employed on Pope AFB, to include contractor personnel and visitors in accordance with AFI 13-213/AMC Sup 1.

SUMMARY OF REVISIONS

This revision deletes the use of flightline stickers and placards and creates policies and procedures for use of vehicle cones for vehicles not identified by a US Government license plate. Other administrative revisions are included for clarity.

Chapter 1—INTRODUCTION	3
1.1. Procedures for Recommending Changes.	3
1.2. Responsibilities:	3
Chapter 2—FLIGHTLINE VEHICLES AND PERSONNEL REQUIREMENTS	5
2.1. Requirements for Flightline Vehicles.	5
2.2. Authorization to Operate Vehicles on the Flightline:	6
Chapter 3—RULES FOR VEHICLE OPERATIONS	7
3.1. Right of Way	7
3.2. Speed Limits on the Flightline.	7
3.3. Vehicle Operations on Taxiways:	7
3.4. Vehicle Operations on Aircraft Parking Ramps.	8

Chapter 4—OPERATING VEHICLES IN THE AIRCRAFT MOVEMENT AREA	9
4.1. Policies.	9
4.2. Procedures.	9
4.3. Communications	9
Chapter 5—MISCELLANEOUS PROCEDURES AND RESTRICTIONS	11
5.1. Foreign Object Debris (FOD) Program:	11
5.2. Two/Three-Wheeled Modes of Transportation.	11
5.3. Driving Violations and Enforcement Procedures:	11
5.4. Flightline Violations. There are two types of violations.	11
5.5. Army Troop Movement.	12
5.6. Flightline Restricted Area.	12
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	14
Attachment 2—AIRFIELD MANAGEMENT FLIGHTLINE DRIVING PROGRAM CHECKLIST	16
Attachment 3—COMMANDERS/SUPERVISORS REQUIREMENTS	18
Attachment 4—VEHICLE CONTROL OFFICER/NCO REQUIREMENTS	19
Attachment 5—MINIMUM FLIGHTLINE TRAINING REQUIREMENTS	20
Attachment 6—FLIGHTLINE DRIVING TRAINING DOCUMENTATION (SAMPLE)	21
Attachment 7—RUNWAY HOLDING POSITIONS DIAGRAM	23
Attachment 8—POPE AFB AIRFIELD DIAGRAM	24

Chapter 1

INTRODUCTION

1.1. Procedures for Recommending Changes. Changes to this instruction are encouraged. All recommendations must first be coordinated with all agencies affected by the change and the Wing Safety Office before it is submitted to Airfield Management (43 OSS/OSAA).

1.2. Responsibilities:

1.2.1. The Airfield Manager or designated representative shall:

1.2.1.1. Manage and be overall responsible for the flightline driving program.

1.2.1.2. Develop and administer a written/oral test to all personnel prior to certifying individuals for flightline driving.

1.2.1.3. Issue and control flightline cones for POVs requiring access to the flightline.

1.2.1.4. Attend VCO/VCNCO meetings and brief attendees on flightline driving incidents, runway violations and trends, and changes in flightline driving procedures.

1.2.1.5. Conduct random inspections/visits with assigned units (at least 3 per quarter) to ensure flightline driving training is properly conducted and documented. Provide guidance as needed to those units requesting assistance in establishing their driving program.

1.2.1.6. Act as the final authority for flightline certification/decertification, POV authorization for contractors, and any other procedures involving flightline driving.

1.2.1.7. Ensuring civilian contractors are briefed on the provisions of this instruction.

1.2.2. The Chief of Safety (43 AW/SE) shall:

1.2.2.1. Monitor the safety aspects of the flightline driving program as they apply to local conditions.

1.2.2.2. Investigate mishaps and incidents and submit required reports in accordance with applicable directives.

1.2.3. Chief of Security Forces shall:

1.2.3.1. Assist the Airfield Manager in enforcing the traffic control provisions of this instruction and AFMAN 24-306, *Manual for the Wheeled Vehicle Driver*.

1.2.3.2. Ensure unauthorized drivers and vehicles are removed from the airfield and escorted or reported to Airfield Management, as required.

1.2.3.3. Establish procedures for routine patrols of the flightline. Traffic tickets will be issued for infractions.

1.2.3.3.1. Patrols will check for:

Speed limits being maintained within flightline limits.

Unauthorized vehicles on the flightline.

Unqualified operators (random spot checks).

Use of seat belts (random spot checks).

1.2.4. Unit Commanders shall:

1.2.4.1. Appoint a Unit Vehicle Control Officer (VCO)/Vehicle Control NCO (VCNCO).

1.2.4.2. Review vehicle operators' personal history file, checking for violations and accidents.

1.2.4.3. Ensure assigned vehicle operators are physically, mentally and emotionally capable of performing assigned driving tasks.

1.2.4.4. Authorize only the minimum number of essential personnel to operate vehicles on the flightline.

1.2.5. Unit VCO/VCNCOs shall:

1.2.5.1. Be appointed, in writing, by their unit commander and forward a copy to Airfield Management (43 OSS/OSAA).

1.2.5.2. Conduct/manage their flightline driver's training program. They must ensure their program contains, as a minimum, the course contents covered in **Attachment 5** and **Attachment 6**. Provide classroom flightline driving training, a day and night flightline orientation tour, and a written test.

1.2.5.3. Ensure drivers possess a valid state driver's license (District of Columbia, Puerto Rico, or similar license included) and if required, a current U.S. Government Motor Vehicle Operator's Permit and they are fully qualified to drive the types of vehicles they are required to operate. Ensure drivers have attended the flightline driver's training program and possess an AF Form 483, **Certificate of Competency**, prior to operating vehicles on the flightline.

1.2.5.4. Certify that individuals can identify the various colors associated with the airfield, i.e., airfield lights and markings. Color vision testing must include red, green, white, yellow, and blue. Failure to identify all light colors will require a color vision test from the hospital. Individuals failing the color vision test will not be authorized to operate vehicles in the aircraft movement area.

1.2.5.5. Conduct annual flightline vehicle operations refresher training and document on back of AF Form 483.

1.2.5.6. Train their replacement VCO/VCNCOs at least 30 days prior to (PCS) permanent change of station or reassignment. Replacement VCO/VCNCO must be flightline qualified prior to assuming VCO/VCNCO duties.

1.2.5.7. Ensure vehicles operating on the flightline are free of all potential or existing mechanical deficiencies that could adversely affect or interfere with aircraft operations. Immediate actions will be taken to remove defective vehicles from the airfield.

1.2.5.8. Report flightline driving violations and or license suspensions to Airfield Management within 5 duty days for appropriate action.

Chapter 2

FLIGHTLINE VEHICLES AND PERSONNEL REQUIREMENTS

2.1. Requirements for Flightline Vehicles. Vehicles are authorized to operate on the airfield only when justified by the performance of required duties. Government owned vehicles (GOVs) and official use vehicles leased by the government, identified by a US Government license plate, are the primary vehicles authorized for flightline operations.

2.1.1. Vehicles Not Identified by a US Government License Plate. Vehicles not identified by a US Government plate, to include Privately Owned Vehicles, may operate on the flightline in the performance of official duties provided an authorized flightline cone is issued and prominently displayed on the vehicle hood. When exiting the airfield, cones must be removed from the hood of the vehicle. **NOTE:** Displaying the cone on the hood will visually remind operators to remove the cone upon exiting the flightline.

2.1.1.1. Base Operations shall issue flightline cones (JSOC/J4TR shall issue cones for JSOC operations). There are four categories of personnel that may be authorized flightline cones on the flightline.

Blue: Pope AFB Officials (as authorized by the 43 OG/CC)

Yellow: TDY personnel (as authorized by the 43 OG/OGJ)

JSOC personnel (as authorized by JSOC/J4TR)

White: Contractors/Others (as appropriate/authorized by 43 OSS/OSAA)

2.1.1.2. Procedures for obtaining and using flightline cones.

2.1.1.2.1. The blue flightline cones will be permanently issued to Pope AFB key personnel for POV use. The 43 OG/CC will determine the key individuals authorized the usage of permanent blue cones.

2.1.1.2.2. The yellow flightline cones will be issued, as required, to TDY personnel for rental vehicles if base transportation is not sufficient to meet mission needs. TDY personnel must make authorization requests in writing to 43 OG/OGJ for approval. Following 43 OG/OGJ approval, TDY personnel will take the signed authorization and home base flightline drivers license (AF Form 483) to Base Operations for validation, obtain local orientation, and will then be issued a yellow cone via hand receipt. Cones shall not be interchanged between vehicles.

2.1.1.2.3. The white flightline cones will be issued to authorized contractors requiring access to the airfield. The Pope AFB unit sponsoring the project will coordinate with Airfield Management (43 OSS/OSAA) to obtain white flightline cones for necessary vehicles. Sponsoring units will also provide qualified flightline escorts as needed. Cones shall not be interchanged between vehicles. Contractors will be issued a flightline cone on hand receipt and receive a briefing on flightline vehicle operations. Safety access routes will be determined prior to entering the work areas. All work areas will be kept as clean as possible to minimize FOD potential.

During large-scale construction projects, contractor vehicles owned and operated by the contractor and displaying the company's identification will be granted entry to the construction locations, as coordinated.

2.1.1.2.4. JSOC flightline vehicle operations will be managed by JSOC/J4TR and will be issued yellow flightline cones. To ensure overall effectiveness of flightline vehicle operations, JSOC/J4TR shall provide a comprehensive list of vehicles and corresponding cone numbers to Pope Base Operations and update the list as needed. With the exception of the small U-drive-it fleet identified to Base Operations, JSOC cones shall not be interchanged between vehicles.

2.1.1.3. POVs will not be authorized on the flightline during actual Advanced Security Postures, Levels I and II, and THREATCONs BRAVO, CHARLIE, and DELTA. Base evaluations and exercises are excluded.

2.2. Authorization to Operate Vehicles on the Flightline:

2.2.1. When requesting initial issue of AF Form 483, the unit commander or VCO/VCNCO will sign flightline authorization certification request.

2.2.2. The VCO/VCNCOs will accomplish an initial review of each individual's driving record and ensure all individuals who have lost their driving privileges are reevaluated prior to reinstatement of flightline privileges.

2.2.3. Upon completion of training, the trainee and trainer must complete the flightline certification request letter certifying completion of training and obtain the VCO/VCNCO's signature. Flightline driver's license will not be issued to any individual without the VCO/VCNCO's signature.

2.2.4. The individual will bring the completed request letter along with an AF Form 483 to Airfield Management and be administered a written flightline examination IAW AFI 13-213, *Airfield Management and Base Operations*. The examination will consist of questions covering material in this instruction. A score of 90 percent or higher is required. Failures of the examination will be retrained and tested again. Upon successful testing, the AF Form 483 will be stamped "Pope AFB Flightline Authorized" and signed by the Airfield Manager or designated representative. The Airfield Manager or designated representative will sign the request letter and have the individual return the form to their unit VCO/VCNCO for filing.

Chapter 3

RULES FOR VEHICLE OPERATIONS

3.1. Right of Way . Aircraft taxiing or being towed have the right-of-way over other vehicles at all times. Flightline vehicle operators who encounter taxiing or towing operations will move out of the projected path and hold their position until the aircraft passes safely.

3.2. Speed Limits on the Flightline. The maximum allowable speed limits on the flightline under normal conditions are:

<u>VEHICLE TYPE</u>	<u>SPEED LIMIT</u>
General purpose vehicles (sedans, ¼ ton pickups, MX mules)	15 MPH
Special purpose vehicles (tugs, tractors, buses, forklifts)	10 MPH
Vehicles in close proximity (50 feet) of aircraft	5 MPH
Vehicles towing aircraft	5 MPH
Vehicles towing maintenance stands	5 MPH
Vehicles towing single piece of equipment	15 MPH
Vehicles towing multiple pieces of equipment	10 MPH
Vehicles operating on unpaved surfaces	10 MPH
Vehicles operating on the runway	25 MPH

3.2.1. Emergency Response Vehicles. Fire fighting vehicles, ambulances, security forces, airfield management, transient alert, and crash recovery vehicles may exceed posted speed limits when responding to in-flight, ground, and medical emergencies if adherence to established speed limits would prevent timely response. During emergencies, non-emergency response vehicles will give right-of-way to emergency vehicles. Responding vehicles will have emergency beacon lights on. **ALL VEHICLES RESPONDING MUST OBTAIN CONTROL TOWER APPROVAL PRIOR TO ENTERING THE MOVEMENT AREA (Runway, overruns, and taxiways beginning at the hold lines).**

3.3. Vehicle Operations on Taxiways:

3.3.1. Vehicle operators will not leave vehicles unattended on taxiways.

3.3.2. Vehicles on taxiways and parking ramps will be driven to the right of the taxiway centerline in reference to the direction of travel. Emergency vehicles responding to actual emergencies, sweepers, security police, "Follow-Me", and airfield management vehicles are exempt when performing their duties.

3.3.3. Vehicles will not pass taxiing aircraft. If a vehicle meets a taxiing aircraft, the vehicle will proceed to the nearest intersection or exit the taxiway and allow the aircraft to pass. Under no circum-

stances will vehicles be driven in the path of a taxiing aircraft or between an aircraft and a "FOLLOW-ME" vehicle. Responding emergency vehicles are exempt and are to use extreme caution.

3.3.4. Should taxiing aircraft be encountered at night, proceed to the nearest taxiway intersection to allow the aircraft to pass. Ensure headlights do not blind the aircrew. Turn the headlights off leaving only the parking lights on.

3.3.5. Tracked vehicles not equipped with serviceable rubber protective pads will not be operated on any portion of paved taxiways or ramps without shoring. Vehicles, which have serviceable protective pads, require shoring at turning points. Tracked vehicles must complete all alignment maneuvering away from paved surfaces.

3.4. Vehicle Operations on Aircraft Parking Ramps.

3.4.1. Vehicles will not be parked and left unattended on the flightline. When outside of the vehicle performing duties, always leave the key in the ignition, engine off, and parking brakes set.

3.4.2. Vehicles will not be driven between aircraft parked on adjacent parking spots or driven under any part of an aircraft. Vehicle operators will not park or drive closer than 10 feet to an aircraft except when the aircraft is being serviced, loaded, or unloaded. Inside of 10 feet, spotters and chocks will be used to safely guide the vehicle's approach to the aircraft.

3.4.3. Vehicles will approach an aircraft with the driver's side toward the aircraft. Never park a vehicle so it is on a collision course with an aircraft.

3.4.4. Vehicles will not be parked or driven closer than 200 feet to the rear or 25 feet in front of any aircraft when engines are in operation. When backing a vehicle during loading or unloading, a safety observer will be used and chocks placed between the aircraft and the approaching vehicle to prevent the vehicle from striking aircraft.

3.4.5. Vehicles will not be operated within 50 feet of any fueling operations unless specifically authorized by major command directives and never if a fuel spill has occurred.

3.4.6. Green arcs painted around all parking spots on the A-10 and C-130 parking ramps designate a 10 foot circle of safety surrounding the aircraft. These arcs serve as a reminder that only mission essential vehicles are allowed within 10 feet of an aircraft. Before entering the safety circle, all vehicles must position chocks and have a spotter to ensure safety clearance.

3.4.7. The A-10 parking ramps have white lines painted around each parking row. Equipment should be positioned behind the white lines to allow proper wing tip clearance for aircraft taxiing on main taxi lines.

Chapter 4

OPERATING VEHICLES IN THE AIRCRAFT MOVEMENT AREA

4.1. Policies.

4.1.1. The aircraft movement area is defined as the runway, the overruns, the assault strip, and the taxiway portions between the runway hold line and the runway. Runway hold lines are painted on each taxiway leading to the runway. Aircraft, vehicles, and personnel are not permitted beyond these lines without approval from the tower. Lighted hold signs are located on the left side of the taxiway as a visual aid to help identify runway hold lines. (See [Attachment 8](#)).

4.1.2. Pope Control Tower shall control all aircraft, pedestrian, and vehicular traffic in the movement area. All personnel/vehicle operators will maintain direct radio contact with the tower while in the aircraft movement area.

4.1.3. Control Tower approval to cross the runway or gain access to the movement area is not a total guarantee that an aircraft/vehicle conflict will be avoided. Vehicle operators are expected to visually check for approaching aircraft, in both directions, prior to proceeding on or across the runway.

4.1.4. Runway crossing for convenience or to save time is strictly prohibited.

4.2. Procedures.

4.2.1. Vehicles will hold short of the “runway hold lines” until radio approval is given by the Control Tower. When making a request to enter the movement area, identify yourself (radio call sign), your location on the airfield, and state your request. Vehicle operators are required to repeat back Control Tower instructions when permission is granted to cross or operate in the aircraft movement area.

4.2.2. While in the movement area, vehicle operators will ensure flashers or beacon lights are on.

4.2.3. Vehicle operators leaving the aircraft movement area will notify the control tower once they have exited. Inform tower of the exit location. Avoid using the word “clear” when informing the tower that you have exited the runway.

4.2.4. When tower requests vehicles to exit the runway/movement area, all vehicles will depart immediately to an area behind the runway hold lines. The last vehicle to exit will inform the control tower that all vehicles are off the runway.

4.2.5. In the event of a radio failure and it becomes necessary for tower to direct vehicles or personnel away from the movement area, the tower will attempt to contact the vehicle through light gun signals. If the vehicle does not respond, the tower will cycle the runway lights from the lowest to highest intensity to signal a loss of radio communication. After observing the lights cycle, personnel on the runway will attempt to contact the tower. If communications can not be reestablished, the vehicle will immediately depart the movement area. If the above procedures fail, the tower will notify Base Operations or the Fire Department for assistance.

4.2.6. The Control Tower will notify Airfield Management of any vehicles/personnel observed operating in the aircraft movement area without complying with the above procedures.

4.3. Communications .

4.3.1. Use accepted terminology (see [Attachment 1](#)) when communicating with the control tower. Communicate and continuously monitor the designated tower frequency (FM Net, VHF 124.55, or UHF 275.8) whenever the vehicle is in the movement area.

4.3.2. Include in order, the following items when requesting approval to operate in the aircraft movement area:

Name of facility being called.

Your vehicle identity.

Your present location.

State your request.

Read back instructions to tower for confirmation before acting.

4.3.3. Regardless of traffic volume or frequency congestion, never hesitate to ask for clarification if uncertain of the tower's instructions. Acknowledge all instructions received from the control tower. Be sure to include vehicle identity in your acknowledgment.

4.3.4. Be aware of other conversations to prevent interrupting another transmission.

4.3.5. All flightline vehicle operators must be familiar with the following control tower light signals:

Steady green - Cleared 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.

Red and green light - general warning.

Exercise extreme caution.

Chapter 5

MISCELLANEOUS PROCEDURES AND RESTRICTIONS

5.1. Foreign Object Debris (FOD) Program:

5.1.1. All flightline personnel have a responsibility in the FOD Control Program to remove FOD from the flightline when it is observed. Base Operations is the focal point for notifying the flightline sweeper for all sweeping requests on the airfield.

5.1.2. Flightline vehicle operators will ensure all equipment transported in/on a vehicle is properly stored and secured. Vehicles operating on the flightline will have FOD containers. Containers will be emptied at the end of each duty day.

5.1.3. At the beginning of each shift, vehicle tires will be checked for foreign objects prior to operating on the flightline. Additionally, if the vehicle is operated on unpaved surfaces or through a construction area, tires must be checked for foreign objects before returning to the flightline pavements.

5.1.4. Vehicles will be operated on paved surfaces to the maximum extent possible. If operating on an unpaved surface is absolutely necessary, drivers will check tires and remove foreign objects immediately after returning to paved surfaces.

5.1.5. Vehicles encountering a large amount of debris (rocks, dirt, pavement material, etc.,) while on the flightline will notify Base Operations to have a sweeper sent to the area.

5.1.6. Hats, except cold weather gear authorized by AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, will not be worn on the flightline. If a hat is carried on the flightline, it will be properly secured. Line badges must be properly secured while working on the flightline.

5.2. Two/Three-Wheeled Modes of Transportation.

5.2.1. Motorcycles, Bicycles, and mopeds are not authorized on Pope AFB flightline.

5.3. Driving Violations and Enforcement Procedures:

5.3.1. Personnel violating the provisions of this instruction may be removed and/or detained by Security Forces or Airfield Management personnel. Flightline driving violations will be reported to Airfield Management at ext. 4-4546/6507. Airfield Management will investigate and report the infraction to the individual's unit commander, VCO/VCNCO, and wing safety. Depending on the severity of the infraction, Airfield Management may revoke the individual's flightline competency card.

5.3.2. If an individual's competency card is revoked, Airfield Management will reevaluate the individual(s) for recertification only after remedial training has occurred and has been documented.

5.4. Flightline Violations. There are two types of violations.

5.4.1. Major violations. Violations that could cause serious damage to life, property, and impair the mission severely. Operators will automatically be suspended from flightline driving for 30 days for the following infractions:

Runway intrusions.

- Failure to yield right-of-way to a moving aircraft
- Failure to yield right-of-way to emergency response vehicles
- Excessive speeding (estimated 20 mph over speed limit)

5.4.2. Minor violations. Any violations that are less severe than those of the major violations, but still warrant the attention of the Airfield Manager. Airfield Management will document names of violators and upon a second violation, suspend driving privileges for 15 days. Some minor violations are:

- Failure to obey posted speed limits (estimated less than 20 mph over limit)
- Failure to check vehicle for FOD before entering the flightline (para 5.1.3. above).

5.4.3. Major/Minor violations listed above are only some examples of infractions and are not all inclusive. Other violations will be evaluated by the Airfield Manager to determine appropriate course of action.

5.4.4. The Control Tower will immediately notify Base Operations of all runway intrusions. Base Operations will immediately respond and escort the individual to Airfield Management. Tower will complete a Hazard Report (AF Form 457) and provide a copy to Airfield Management.

5.4.5. Airfield Management will obtain the individual's AF Form 483. The individual committing the intrusion will file a report of circumstances. All letters concerning the intrusion will be submitted to the 43 OSS/CC for review. A letter from the 43 OSS/CC will be forwarded to the individual's unit commander detailing the incident. Unit Commanders have five duty days to investigate and respond with corrective actions taken to prevent reoccurrence.

5.5. Army Troop Movement. 3rd Aerial Port Squadron (APS) will provide escort for each chalk of paratroopers uploading or downloading of aircraft parked on the Green ramp. 3 APS escorts will wear the red squadron hat when escorting troops and will be in positive control at all times. Troops under 3 APS escort may "break red" when proceeding to their aircraft, after coordination with Security Forces. Army vehicle operators will not be allowed on the ramp area unless escorted by 3 APS or a flightline qualified Ground Liaison Officer/NCO possessing an AF Form 483, **Certificate of Competency**. The vehicle operator must also be briefed by the escort on driving procedures outlined in this instruction prior to entering the flightline.

5.6. Flightline Restricted Area. Access to and from a restricted area is provided through entry control points (ECP).

5.6.1. Vehicles will enter the restricted area only at specifically designated ECPs. Emergency response vehicles responding to an actual emergency are authorized exceptions to this rule. In addition, "Follow-Me" vehicles and Airfield Management are exempt when providing official services and duties.

5.6.2. Vehicle operators entering the restricted area will ensure that all passengers are authorized entry or are under proper escort. Operators will ensure that vehicles are not parked or driven within any internal restricted areas appropriately identified with elevated ropes, stanchions, and signs, i.e., C-5 aircraft or the armament holding area.

5.6.3. Vehicle operators will obey all directions from the Security Forces or other competent authorities.

RICHARD J. CASEY, Colonel, USAF
Commander, 43d Airlift Wing

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

AFI 13-213, *Airfield Management and Base Operations*

AFMAN 24-206, *Manual for the Wheeled Vehicle Driver*

Technical Order 36-1-3, *Painting, Marking, and Lighting Requirements for Air Force Vehicles*

Abbreviations and Acronyms

AGE—Aerospace Ground Equipment

ECP—Entry Control Point

FOD—Foreign Object Debris

GOV—Government Vehicle

ILS—Instrument Landing System

INST—Instrument

JA/ATT—Joint Army Air Transportability Training

MACC—Maintenance Aircraft Coordination Center

POV—Privately Owned Vehicle

SAM—Special Air Mission

VCO—Vehicle Control Officer

VCNCO—Vehicle Control Noncommissioned Officer

Terms

Acknowledge—Let me know that you have received my message.

Advise Intentions—Tell me what you plan to do.

Affirmative—Yes.

Aircraft Movement Area—The aircraft movement area is defined as the runway, overruns, the assault strip, and the taxiways normally within 175 feet of the runway edge.

Authorized Personnel—Those personnel who are required to be on the flightline by the nature of their job and have the permission of the installation commander.

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

Flightline—Consists of the movement area, taxiways, aircraft parking ramps, hangars and access roads between maintenance hangars and the aircraft parking ramps.

Hold—Stay in place where you are currently located.

Immediately—Used by ATC when such action compliance is required to avoid an imminent situation.

Instrument Hold Line—Two solid parallel stripes (yellow in color) perpendicular to the axis of taxiway centerline with double vertical stripes spaced 10 feet apart. Vertical stripes of a pair are spaced two feet apart. (See [Attachment 7](#))

Motor Vehicle—Any form of transportation designed for use on highways, as an automobile, truck, or bus.

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

Out—The conversation is ended and no response is expected.

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

Proceed—Authorization to begin/continue on approved routes.

Read Back—Repeat my message back to me.

Roger—I have received all of your last transmission.

Runway—A paved surface used by aircraft to land and take off.

Runway Hold Line—Four parallel yellow stripes perpendicular to axis of the taxiway centerline and extending across the taxiway and shoulders. The two stripes closest to the runway centerline are dashed lines and the other two are solid lines. (See [Attachment 7](#))

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

Stand By—. To pause for a few seconds to attend to other duties of a higher priority.

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

Taxi Lane—Ramp space between rows of parked aircraft used to maneuver aircraft to and from parking spots and taxiway.

Unofficial Visitors—Relatives, friends, or guests must have approval from Public Affairs and the Security Police for entry to the controlled area or restricted area and be escorted by an approved person.

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

Wilco—I have received your message, understand it, and will comply with it.

Attachment 2**AIRFIELD MANAGEMENT FLIGHTLINE DRIVING PROGRAM CHECKLIST**

- A2.1.** Has the Airfield Manager developed a base instruction governing driving on the flightline?
- A2.2.** Has the Airfield Manger developed a flightline driving training course that includes these minimum required items:
- A2.2.1. Operating procedures.
 - A2.2.2. Training criteria.
 - A2.2.3. Testing requirements.
 - A2.2.4. Procedures for determining if the individual can distinguish between red, green, white, yellow, and blue.
 - A2.2.5. Certification procedures.
 - A2.2.6. Enforcement and violation consequences.
 - A2.2.7. Procedures for issuing, revoking, and reissuing AF Form 483, **Certificate of Competency**.
- A2.3.** Has the Airfield Manager provided unit VCO/VCNCOs with information and procedures needed to operate vehicles on the flightline.
- A2.4.** Has the Airfield manager developed procedures to control and identify privately owned vehicles (POVs) that are authorized access to the flightline?
- A2.5.** Has the Airfield Manager developed procedures to ensure flightline driving violations, including runway intrusions are reported. Are operators decertified, and remedial training conducted prior to recertification? Are violations documented and briefed at the Airfield Operations Board?
- A2.6.** Does the Airfield manager receive VCO/VCNCO appointment letters when the unit VCO/VCNCO changes?
- A2.7.** Has the Airfield Manager provided each unit VCO/VCNCO with a flightline driving training package?
- A2.8.** Does the Airfield Manager coordinate with contractors to ensure they are familiar with flightline procedures?
- A2.8.1. Are restricted routes imposed to and from the contractor job site as necessary?
- A2.9.** Does the Airfield Manager train applicable VCO/VCNCOs and replacements on flightline driving requirements?
- A2.10.** Does the Airfield Manager record all flightline certification testing for base personnel?

A2.11. Does the Airfield Manager monitor units flightline driver training program and procedures for effectiveness?

A2.12. Does the Airfield Manager attend VCO/VCNCO meetings and brief flightline driving practices?

Attachment 3**COMMANDERS/SUPERVISORS REQUIREMENTS**

- A3.1.** Are the minimum number of personnel necessary to accomplish the mission authorized to operate vehicles on the flightline.
- A3.2.** Are selected vehicle operators physically, mentally, and emotionally capable of performing assigned tasks?
- A3.3.** Are individual driving records verified with base Security Police prior to permitting personnel to operate vehicles/equipment on the flightline?
- A3.4.** Are VCO/VCNCOs administering day and night flightline orientation tours to their trainers and trainees.
- A3.5.** Are VCO/VCNCOs developing procedures to ensure that flightline tours both day and night are being accomplished?
- A3.6.** Are procedures established to notify the Airfield manager and the unit VCO/VCNCO when flightline driving violations occur?
- A3.7.** Is the Airfield Manager and unit VCO/VCNCO notified when an individual's base driving privilege is suspended or revoked?
- A3.8.** Are vehicle operators decertified, if required, and remedial training conducted prior to recertification?

Attachment 4**VEHICLE CONTROL OFFICER/NCO REQUIREMENTS**

- A4.1.** Are trainers assigned to teach flightline driving?
- A4.2.** Are trainers qualified and certified with an AF Form 483?
- A4.3.** Are flightline operators within the squadron certified by an AF Form 483?
- A4.4.** Are flightline driving documentation forms “**Attachment 6**” on file for all squadron personnel?
- A4.5.** Are prescribed instructions “PAFBI 13-101” maintained?
- A4.6.** Has the VCO/VCNCO established a written practical test to evaluate the knowledge level of all trainees?
- A4.7.** Are flightline orientation tours (day and night) being conducted with individuals being able to demonstrate items listed in **Attachment 5**.
- A4.8.** Are procedures established for color vision testing?
- A4.9.** Are flightline driving violations documented and kept on file?
- A4.10.** Is remedial training accomplished and documented for all decertified operators prior to recertification?
- A4.11.** Is annual refresher training being accomplished and documented on reverse side of AF Form 483.
- A4.12.** Are VCO/VCNCO replacements trained at least 30 days prior to assuming duties as new unit VCO/VCNCO?
- A4.13.** Are vehicles equipped with FOD containers?

Attachment 5

MINIMUM FLIGHTLINE TRAINING REQUIREMENTS

- A5.1.** Are individuals conducting flightline orientation tours trained and qualified to drive on the flightline?
- A5.2.** Has the individual read and understood the base flightline driving instruction?
- A5.3.** Were the following items covered in the training session:
- A5.3.1. Location of flightline entry points and restricted area entry control points. (See [Attachment 8](#))
 - A5.3.2. Vehicle traffic flow patterns.
 - A5.3.3. Flightline speed limits.
 - A5.3.4. Right-of-Way procedures.
 - A5.3.5. Vehicles operating on taxiways.
 - A5.3.6. Vehicles operating on aircraft parking aprons.
 - A5.3.7. Chocking requirements.
 - A5.3.8. Control Tower Light Signals.
 - A5.3.9. Radio communications and phraseologies.
 - A5.3.10. Vehicles operating in aircraft movement/runway crossing procedures.
 - A5.3.11. FOD prevention and control, tire checks.
 - A5.3.12. Associated airfield lighting, airfield markings and signs.
- A5.4.** The section “[A5.3.](#)” will be used as an outline for minimum briefing requirements for TDY personnel.

Attachment 6

FLIGHTLINE DRIVING TRAINING DOCUMENTATION (SAMPLE)

MEMORANDUM FOR 43 OSS/OSAA

FROM: (YOUR UNIT)

SUBJECT: Flightline Driving Training and certification

1. Request the following individual be granted flightline driving privileges:

NAME/RANK:

Civilian License (State):

UNIT/ORG:

Driving Restrictions: YES/NO

Duty Phone:

If yes, state restrictions _____

2. Individual above has been properly trained on the following items:

<u>TRAINING ITEMS</u>	<u>DATE</u>	<u>TRAINEE INIT</u>	<u>TRAINER INIT</u>
Ability to distinguish between Red/Green/Yellow/White/Blue	_____	_____	_____
Control Tower Light Signals	_____	_____	_____
Flightline Driver's Training Program (Classroom)	_____	_____	_____
Day Flightline Orientation Tour (Practical)	_____	_____	_____
Night Flightline Orientation Tour (Practical)	_____	_____	_____

VCO's Flightline Practice Test (Written)

3. I certify that all training requirements have been met and that individual is fully qualified to operate vehicles on the flightline.

Unit Commander/VCO/VCNCO Signature

1st Ind, 43 OSS/OSAA

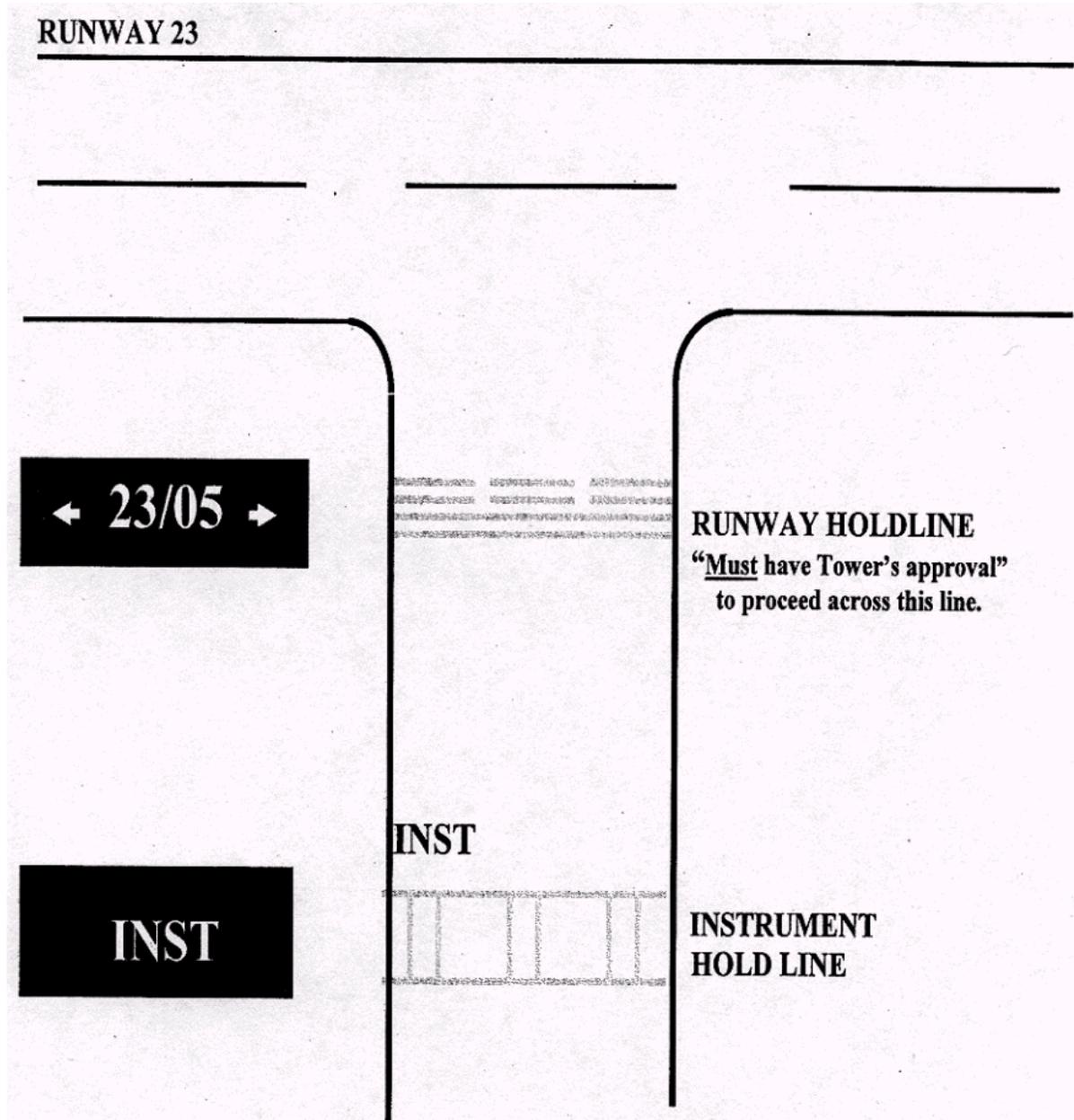
Memorandum for (Your Unit)

Approve/Disapprove Flightline Driving Authorization

Chief, Airfield Management

Attachment 7

RUNWAY HOLDING POSITIONS DIAGRAM



Attachment 8

POPE AFB AIRFIELD DIAGRAM

