BY ORDER OF THE COMMANDER,
51 ST FIGHTER WING

51 FIGTHER WING INSTRUCTION 13-202

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Space, Missile, Command, and Control

OSAN AIR BASE FLIGHTLINE VEHICLE TRAFFIC CONTROL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction consolidates AFPD 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management;* AFI 13-213, *Airfield Management;* AFJMAN 24-306, Chapter 25, *Manual for the Wheeled Vehicle Driver;* AFOSH Standard 91-100, *Aircraft Flightline – Ground Operations and Activities* and 51FWI 13-201, *Osan Air Base Airfield Operations Instruction.* It establishes procedures and standards relating to the operations of motor vehicles on the Osan Air Base flightline. The requirements set forth in this instruction apply to units and personnel assigned, attached or on temporary duty to Osan AB, including local national and contactor personnel.

SUMMARY OF REVISIONS

This document was substantially revised and must be completely reviewed. It replaces 51FWI 10-103, 30 November 2000.

Chapter 1

SCOPE

1.1. This instruction establishes responsibilities and operating procedures for vehicle operations on the Osan Air Base (AB) flightline. Flightline driving is for official use only. Maximum attention must be paid to safety and accident prevention. Drivers may not deviate from procedures or principles set forth in this instruction except in the interest of safety. Airfield safety is paramount; conscientious and safe driving will prevent most accidents. The requirements of this instruction must be included in the unit's self-inspection program if personnel perform flightline driving duties. A self-inspection checklist is included at **Attachment 20**.

1.2. The goal of the Flightline Driving Program (FDP) is to maintain a safe flying environment. Motor vehicles on the flightline present a clear and definite danger to both aircraft and ground personnel. Carelessness, haste, and disregard for established safety standards are the primary sources of aircraft-vehicle incidents.

1.3. The standards set forth in this instruction apply to all motor vehicles on the Osan AB flightline. Only properly trained and certified personnel will be permitted to drive on the flightline. All personnel operating vehicles on the flightline must be knowledgeable of and must comply with this instruction. In addition, they must be trained on local driving procedures and possess a valid AF IMT 483, **Certificate of Competency.** The AF IMT 483 must be endorsed by Airfield Management Operations (AM Ops) in order to be valid. This requirement applies to all military and civilian employees assigned to, visiting, permanently assigned contractor or on temporary duty to this base, and to all types of vehicles (military, commercial and private owned). For limited contractor work see paragraph **2.12.**

1.4. This instruction does not address every possible flightline driving scenario. Contact AM Ops at 784-6957 if you have any questions or require clarification.

Chapter 2

RESPONSIBILITIES

2.1. Unit Commanders will:

2.1.1. Appoint, in writing, a primary and alternate unit Flightline Driving Program Manager (FDPM), normally the Vehicle Control Officer or Vehicle Control Noncommissioned Officer, to conduct training for all unit personnel whose duties require operation of a vehicle on the flightline.

2.1.1.1. Provide a copy of the appointment letter to 51 OSS/OSAM. The FDPM must be flightline driver qualified and possess an Osan AF IMT 483.

2.1.1.2. Ensure unit FDPM replacements are fully trained 30 days prior to incumbent's DEROS.

2.1.2. Certify personnel as qualified to drive on the flightline by signing the completed 51 FW IMT 214, **Flight Line Driver's and VCO/VCNCO Training and Certification**. This authority may be delegated to unit FDPMs. If delegated, forward the written memorandum to 51 OSS/OSAM.

2.1.2.1. Ensure personnel do not drive on the flightline until all requirements have been met, including validation and issue of an AF IMT 483 by Airfield Management Operations (AM Ops). All personnel who operate a vehicle on the flightline must complete training and testing requirements IAW this instruction. Flightline experience (e.g., operating vehicles or aircraft) is not a substitute for training and testing requirements.

2.1.3. Limit the number of personnel authorized to drive on the flightline to the absolute minimum necessary to accomplish the mission.

2.1.4. Suspend or revoke the member's flightline driving privileges when notified of suspension and/or revocation of a unit member's civilian driver's license by civil authorities or suspension of on-base driving privileges by military authorities. Notify the unit FDPM and 51 OSS/OSAM in writing.

2.1.4.1. Upon suspension/revocation of base driving privileges, the 51st Mission Support Group Commander (51 MSG/CC) has the authority to authorize reinstatement of flightline driving privileges to perform critical mission essential duties only. The 51 MSG/CC shall forward a copy of all reinstatement requests, regardless of the decision rendered, to 51 OSS/OSAM for inclusion in program records.

2.2. Airfield Management (51 OSS/OSAM) will:

2.2.1. Develop a local flightline driver's familiarization program and provide it to unit FDPMs.

2.2.2. Train unit FDPMs on flightline driving requirements and provide information needed to train personnel operating vehicles on the flightline.

2.2.3. Coordinate to have this instruction and master tests translated into Hangul for use by Korean National and contractor personnel.

2.2.4. Ensure FDPMs provide appropriate training to contractor/TDY personnel based on type, location, timing, and duration of work. Impose restricted routes to and from contractor locations as necessary.

2.2.5. Approve/disapprove 51 FW IMT 214 and issue/certify AF IMT 483. This authority cannot be delegated to any other agency.

2.2.6. Monitor units' flightline driving training programs for effectiveness.

2.2.6.1. Annually inspect all unit flightline driving programs. Inspections shall focus on program integrity, compliance, and support. Provide information copies to the unit commanders.

2.2.6.2. Perform random flightline spot checks to ensure only trained personnel are driving on the flightline and possess a valid AF IMT 483.

2.2.6.3. Monitor radios for proper radio terminology/phraseology and discipline.

2.2.7. Maintain a record of all runway incursions/intrusions, actions taken, and results for the current and previous calendar year.

2.2.8. Brief annual unit inspection results, all CMA violations, and flightline driving trends at the quarterly Airfield Operations Board.

2.2.9. Maintain a master record of flightline drivers and passes derived from unit FDPM input.

2.2.10. Maintain a master copy of Air Force-mandated Flightline Driving Computer Based Training software and provide it to units for training purposes.

2.3. Unit Flightline Driving Program Manager (FDPM) will:

2.3.1. Be trained and certified to drive on the flightline, including possession of an Osan AB AF IMT 483.

2.3.2. Administer the unit flightline drivers training program IAW this instruction and AFI 13-213, Chapter 4 and act as the unit's point of contact for flightline driver training.

2.3.3. Provide the training outlined in **Chapter 3** of this instruction.

2.3.4. Schedule trainees for a color vision test at 51 MDG to ensure the member can distinguish between red, green, white, yellow and blue.

2.3.4.1. Ensure that trainees unable to distinguish between the colors listed in paragraph **2.3.4.** are restricted to diamonds/aprons only and their AF IMT 483 is marked as such. Under no circumstances will the trainee be allowed to drive in the CMA.

2.3.4.2. Ensure personnel that have a mandatory requirement for normal color vision (entry and retention) in their Air Force Specialty Code are exempt from color vision testing provided previous results indicate member can distinguish between the colors listed in paragraph **2.3.4.** The trainee is still responsible to provide official documentation of test results, via records review, from the 51 MDG and have 51 FW IMT 214 signed.

2.3.5. Ensure all trainees are licensed or certified to operate vehicles they intend to use (state and/or government driver's license).

2.3.6. Ensure trainees have a completed 51FW IMT 214 with the unit commander's signature. Follow up to ensure trainees receive a certified AF IMT 483.

2.3.7. Train TDY/contractor personnel assigned to their unit. Permanently assigned contractors (e.g., grass cutters, pavement repair teams, etc.) must meet the same certification requirements as assigned military/DoD personnel.

2.3.8. Administer annual refresher training and document the training on the back of AF IMT 483. Refresher training is due one year after the issue date and applies to all personnel. Annual refresher training encompasses, as a minimum, re-accomplishing the CBT and reviewing the most current 51 FW driving instruction.

2.3.9. Notify the unit commander and 51 OSS/OSAM, in writing, of retraining/corrective actions taken when requesting reinstatement of a member's flightline driving privileges. Unit commander and Deputy Airfield Manager (DAM) approval is required prior to reinstatement of flightline driving privileges.

2.3.10. Notify the unit commander and 51 OSS/OSAM, in writing, after revoking an individual's flightline driving privileges and of any base driving suspensions involving unit personnel who are flightline qualified (see paragraph **2.1.4.** and **2.1.4.1.** above).

2.3.11. Schedule the replacement FDPM for training with the DAM at least 30 days before the incumbent's DEROS.

2.3.12. Ensure assigned vehicles under their control are properly equipped with radios capable of transmitting to the Control Tower if the vehicles are to be driven in the controlled movement area.

2.3.13. Ensure trainees are qualified to drive the vehicle(s) they will be operating on the flightline.

2.3.14. Maintain a flightline driving continuity book that contains records, associated forms and a current listing of all unit personnel authorized to drive on the flightline. The continuity book shall follow the format in **Attachment 22**. Documents must be maintained IAW Air Force Records Information Management System (AFRIMS).

2.3.14.1. Review and update the listing of all unit personnel authorized to drive on the flightline at least monthly and will forward a copy to 51 OSS/OSAM.

2.3.15. Ensure all vehicles that operate on the flightline have AFVA 11-240, *USAF Airport Signs and Markings*, permanently affixed in plain view of the driver or clipped to the inside of the sun visor on the driver's side so it can be flipped down for ready reference.

2.4. Security Forces Squadron (51 SFS) will:

2.4.1. Inform the DAM of citations issued or incidents reported on the flightline as soon as possible, but NLT the next duty day.

2.4.2. Support and respond to the flightline, as requested by AM Ops, to assist when severe violations occur on the flightline. Examples of severe violations include runway intrusions, failing to yield to aircraft, unauthorized vehicles/drivers and speeding.

2.4.3. Conduct random spot checks of flightline operators and POV passes to ensure compliance with this instruction. Notify 51 OSS/OSAM of violations.

2.4.4. Detain unknown or unauthorized personnel to determine identity and intentions. Inform 51 OSS/OSAM when airfield intruders have been detained.

2.5. Unit Flightline Driving Trainers will:

2.5.1. Be assigned, trained, and appointed in writing by their unit FDPM. Forward the appointment letter to 51 OSS/OSAM. One trainer for every 20 flightline drivers is recommended.

2.5.2. Be trained and certified to drive on the flightline and possess an Osan AB AF IMT 483.

2.5.3. Be assigned duties involving driving on the flightline.

2.5.4. Remain qualified on tasks for which they train or certify others.

2.5.5. Conduct training in accordance with the unit's training program and this instruction.

2.6. Trainees will: Comply with all training requirements in this instruction.

2.7. Medical Group (51 MDG) will:

2.7.1. Verify flightline driver trainee's color vision by reviewing medical records or conducting a color vision screening to ensure the individual can distinguished between red, green, white, yellow, and blue.

2.7.2. Annotate Pass or Fail of color vision on 51 FW IMT 214.

2.7.3. Individuals who fail the color vision screening will be referred to 51 OSS/OSAM to perform a light gun test and verify ability to distinguish between red, green, white, yellow, and blue only.

2.8. Safety (51 FW/SE) will:

2.8.1. Coordinate with the DAM and unit FDPMs to ensure a proper FDP and compliance with AFOSHSTD 91-100, *Aircraft Flight Line – Ground Operations and Activities*.

2.8.2. Conduct periodic spot inspections of flightline drivers to ensure compliance with this instruction. Provide 51 OSS/OSAM a copy of the results and any negative trends, quarterly.

2.9. Control Tower (51 OSS/OSAT) will:

2.9.1. Control vehicles operating on the airfield in accordance with this instruction and air traffic control procedures.

2.9.2. Immediately report violations of this instruction, especially runway intrusions, to AM Ops. File an AF IMT 457, **USAF Hazard Report**, with the DAM or AF IMT 651, **Hazardous Air Traffic Report (HATR)**, with Flight Safety (51 FW/SE) in accordance with 51 OSS/OSA operations instructions. Provide a copy of AF IMT 651 to the DAM.

2.9.3. Notify AM Ops when instrument hold procedures are in effect.

2.9.4. Notify AM Ops when improper radio use occurs and the callsign of the offending party if known.

2.10. Construction Management (51 CES) will:

2.10.1. Coordinate site release dates, work schedules for airfield contractors and estimated project start/completion dates with the Airfield Manager (AM).

2.10.2. Ensure airfield contractors report to AM Ops to sign in/out prior to initiating and after work each day and 24 hours before site release dates to confirm availability. The AM will deconflict with mission operations and mitigate general operational impact.

2.10.3. Ensure project officers, contractors and subcontractors comply with the training, certification and procedural requirements of this instruction prior to estimated site release date.

2.10.4. Ensure all authorized contractors working within the controlled movement area have at least one person capable of operating a radio and capable of speaking/comprehending English well enough to communicate with the Control Tower.

2.10.5. Inform Airfield Management of all contracts within the airfield environment to include clear zones, lateral clearance area, and other areas as described in UFC 3-260-1. Ensure routes to and from the airfield construction sites are approved by the AM and published in the contract.

2.10.6. Inform the AM of all pre-construction meetings involving contracts that will require driving within or near the airfield environment.

2.10.7. Ensure all contracts requiring access to the airfield state that contractors must contact requiring activity's FDPM for training on flightline driving procedures and that compliance with this instruction is mandatory. Airfield Management will assist as needed.

2.10.8. Coordinate with both Airfield Management and Security Forces in advance for contractors requiring access to the flightline.

2.10.9. Ensure contractors and vendors are trained on the provisions of this instruction and comply with flightline driving rules. This requirement will be written into all contracts involving the flightline area. Training for operating on the flightline will be provided by the requiring activity's FDPM. Once these personnel are trained, a listing will be provided to 51 OSS/OSAM along with vehicle information for obtaining temporary vehicle passes (51 FW Form 33**, Temporary Airfield Vehicle Pass (S&I, 51 OSS/OSAM)**).

2.10.10. Ensure contractors entering the radio controlled movement area have an escort capable of clear radio communications with the Control Tower.

2.11. Logistics Readiness Squadron (51 LRS) will: Maintain and coordinate procedures with Airfield Management for immediate deployment of mobile maintenance and/or a tow vehicle when AM Ops reports a stalled or broken vehicle in the CMA. Provide the Deputy Airfield Manager a copy of the procedures.

2.12. Airfield Escorts. Airfield escorts are required for safety and security purposes. All contractor escorts will be trained and certified to drive on the flightline and will have the authority to accompany and monitor drivers who are not. The escort is responsible for the actions of an uncertified driver whether in the same vehicle or a lead vehicle, until the non-certified member completely exits the flightline.

Chapter 3

TRAINING REQUIREMENTS

3.1. No one may operate a vehicle on the flightline unless trained by their unit FDPM or a certified flightline driving trainer. Each individual who drives on the flightline must possess an AF IMT 483 certified by AM Ops, unless otherwise specified within this instruction.

3.2. Prior to issuing trainees a certified Osan AB AF IMT 483, unit FDPMs and flightline driving trainers are responsible for ensuring trainees complete the following requirements:

3.2.1. Read and comprehend this instruction.

3.2.2. Complete the HQ ACC/DORO developed Flightline Driving CBT. A minimum passing score of 80 percent, corrected to 100 percent is required. Print and attach a copy of the training certificate to the 51 FW IMT 214.

3.2.3. Classroom instruction encompassing the attached training guides (**Attachment 13-Attachment 16**).

3.2.4. Practical day and night familiarization ride. ***NOTE:*** Individuals not receiving night orientation/training check rides will have their AF IMT 483s restricted (e.g., AUTHORIZED DAYLIGHT HOURS ONLY) and must not be allowed to operate a vehicle on the flightline during hours of darkness or inclement weather. If the individual later requires a nighttime authorization, the unit FDPM will ensure a night orientation is completed and documented. AM Ops will then issue an updated AF IMT 483.

3.2.5. Control Tower light gun signal recognition training.

3.2.6. A flightline driving test (check ride).

3.2.7. A flightline driving written test. FDPMs will administer the test to their unit members (test provided by DAM). A minimum passing score of 80 percent, corrected to 100 percent, is required. Personnel failing to attain a passing score must retrain and return for a re-test. Attach answer sheet to 51 FW IMT 214. ***NOTE*:** As a quality control measure, AM Ops will administer an additional computer based test to 10% of newly qualified flightline drivers.

3.3. When all training has been accomplished, the unit FDPM will hand-carry, or have the member hand-carry, the completed 51 FW IMT 214, CBT certificate and an AF IMT 483 to AM Ops for certification.

3.4. To maintain the integrity of the training process, 51 OSS/OSAM may perform no-notice staff assistance visits to all units.

3.5. Annual refresher training is due one year after the issue date and applies to all personnel. Annual refresher training encompasses, as a minimum, re-accomplishing the CBT and reviewing the most current 51 FW driving instruction. Document refresher training on the back of the AF IMT 483 and attach new CBT certificate to 51 FW IMT 214.

Chapter 4

LICENSING REQUIREMENTS

NOTE: All personnel operating any vehicle on the flightline must possess an Osan AB AF IMT 483. Individuals not meeting the requirements of this instruction must have an airfield escort (see paragraph **2.12.**).

4.1. Base-Assigned Personnel. Personnel assigned to Osan AB require the following items and training to earn an AF IMT 483:

4.1.1. Valid United States, Host Nation or Government driver's license.

4.1.2. AF Form 2293, **US Air Force Motor Vehicle Operator Identification Card**. Exception: Some aircraft/munitions support equipment (jammers, mules) do not qualify as vehicles and their drivers are not required to have a license, including a GOV license, to operate them. In these instances, the drivers must fulfill all other requirements set forth in this instruction and qualify for and obtain an AF IMT 483 restricted to that type of equipment, e.g. "jammers only."

4.1.3. Completed 51 FW IMT 214. The 51 FW IMT 214 must indicate the type of airfield access required to perform official duties and any other restrictions to be placed upon the driver. See paragraph **4.2.** of this instruction for areas and restrictions.

4.1.4. Pass a color vision screening test conducted by the 51 MDG to verify the individual's ability to distinguish between red, green, white, yellow, and blue. Individuals unable to distinguish between stated colors will be granted diamonds/ramps only access.

4.2. Airfield Licensing Use/Restricted Areas. The AM designates general-use areas and may limit vehicle traffic on the airfield. Commanders and unit FDPMs will strive to limit individual access to those areas required for the individual to accomplish their duties. Access will not be given for the entire airfield unless necessary.

4.2.1. Diamonds Only. Individuals whose duties are in the Diamonds are given Diamonds Only authorization. This grants access to the Alpha, Bravo, and/or Charlie Diamonds. Alpha and Bravo Diamonds are in restricted areas and access is also dependent on possessing an AF Form 1199D, **USAF Restricted Area Badge**.

4.2.2. Aprons Only. Individuals whose duties are mainly on aircraft parking aprons (exclusive of the Diamond areas) will be issued Apron Only access. This grants access to the Hot Cargo Pad via perimeter road, the Base Operations Ramp, Doorstop Ramp, AMC Ramp, and the Delta Hardstand.

4.2.2.1. The AMC Ramp and Doorstop parking aprons become restricted areas when aircraft are parked within their boundaries. During those times users will also require an AF Form 1199D, USAF Restricted Area Badge in order to access these areas.

4.2.3. End of Runway (EOR). EOR will be stamped on the AF IMT 483 for individuals performing EOR duties. EOR may be added to Diamond Only or Apron Only access as appropriate.

4.2.4. Airfield All. This will be granted to individuals requiring access to all segments of the airfield. This designation will be kept to an absolute minimum.

4.3. Temporary Duty Personnel. Personnel assigned to Osan AB on a temporary basis require the following to earn Osan flightline driving privileges:

4.3.1. An AF IMT 483 from their home station or equivalent.

4.3.2. A TDY flightline driving briefing, outlined in **Attachment 17**, given by an authorized FDPM from the sponsoring unit or organization. If there is no sponsoring organization, the briefing will be given (in mass) by the DAM. Non-unit sponsored TDY personnel shall contact the DAM one week in advance to schedule the briefing.

4.3.3. The individual providing the TDY briefing will then provide a practical airfield orientation for the duty use areas. The TDY personnel will not operate any vehicle outside the duty use areas without an airfield escort (paragraph **2.12.**).

4.3.4. When TDY personnel have a current AF IMT 483 from another base, Osan authorization annotation will be made on the reverse side or a temporary Osan AF IMT 483 will be issued.

4.3.5. If TDY personnel do not have a current AF IMT 483, they must complete the Flightline Driving CBT and a color vision test. The CBT may be accomplished at home base but the test result printout must be presented to AM Ops. After the CBT, color vision, orientation, briefing and test have been completed, these individuals will be issued a temporary Osan AF IMT 483.

4.3.6. The sponsoring unit FDPM will provide a list of assigned personnel: name and rank, duty title, local duty area(s), home unit, duration of TDY, home station AF IMT 483 number, airfield duty areas and call signs.

4.4. DoD or Korean Government Service (KGS) Employees.

4.4.1. DoD and KGS employees must meet the same training and licensing requirements as other personnel assigned to Osan AB. If these employees are not provided access to GOVs and/or are expected to perform airfield duties with their POV, they must contact their unit FDPM to obtain a POV pass.

4.4.2. Other permanently assigned contractors must meet the same training and licensing requirements as other personnel assigned to Osan AB.

4.5. Commercial Contractor Civilians.

4.5.1. Civilian contract personnel will receive a verbal briefing from the requiring activity's FDPM. The DAM and the KGS employee assigned to AM Ops will assist when requested. Contractors will schedule a briefing through the Construction Management project representative. Contractors must abide by applicable rules and principles of this instruction.

4.5.2. Contractors must receive a day and night orientation (as applicable) of designated use areas from their project officer.

4.5.3. Contractors must remain within their work area, designated travel routes and designated haul routes. Any travel outside of these designated areas is considered a safety and security issue and may result in immediate termination of work pending case review and retraining.

4.5.4. Contractors will only be authorized to bring private POVs onto the airfield if a 51 FW Form 33 is issued. Work vehicles will not be left unattended or parked in locations posing a hazard to aircraft operations.

4.5.5. When contract work will involve the runway, instrument critical area or other controlled movement area, contractors must have an employee capable of speaking and comprehending English over the radio; the employee will become the work group control official and will be responsible to effectively communicate with the Control Tower. Failure to provide such an employee will result in revocation of work authorization.

4.5.6. Airfield contractors will not receive an AF IMT 483. In its place, they will receive a temporary vehicle pass for each of their vehicles. Possession of this pass signifies they have completed training requirements and are authorized to drive in the areas designated on the pass. The pass will remain valid for the duration of the project only. When work is "seasonally" stopped, all passes must be returned to AM Ops; new passes will be issued when the work resumes. Passes are assigned to vehicles but only contractor personnel trained and oriented may drive. AM Ops will maintain a list of trained drivers, provided by the foreman or engineer through Construction Management, for each contract. Security Forces will apprehend any driver not on the list.

4.5.7. Contractors will not operate from grass or non-paved areas. If unavoidable, contractors will be responsible for FOD checks, covering open debris transportation vehicles (i.e. dump trucks) and maintaining cleanliness of sites to prevent a debris hazard to aircraft.

4.5.8. Operators of contractor vehicles who violate this instruction will be banned from operating a vehicle on the flightline. It will be the contractor's responsibility to replace the driver.

Chapter 5

POV PASS AND OTHER VEHICLE REQUIREMENTS

5.1. Privately Owned Vehicles (POVs). Individuals requesting a POV pass must be trained and possess an AF IMT 483; possess a USFK Form 134K, **USFK Motor Vehicle Operator's Permit**, or ROK Operator's Permit; and understand the provisions of this instruction. POV passes are not authorized for mere convenience. Unit commanders and the DAM are responsible for limiting the number of passes.

5.1.1. The unit FDPM shall ensure requestors understand the limitations set forth in this chapter prior to completing the POV request memorandum (**Attachment 2**).

5.1.1.1. The letter must state specific justification and areas requested.

5.1.1.2. The vehicle may only travel the locations identified on the pass.

5.1.1.3. Drivers with POV passes traveling to the 25th and 36th Fighter Squadrons into Alpha or Bravo Diamonds will only enter/leave the restricted area at the entry control position (ECP) located on the east-end of Bravo Diamond or the ECP for the 25 FS located next to the golf course. Drivers shall exercise caution when crossing the active taxiway and may only park their vehicles in designated parking spots.

5.1.2. The vehicle must be registered to the individual requesting the POV pass. FDPMs are responsible for ensuring the vehicle is properly registered and a current safety inspection has been performed and passed. Attach a copy of the registration to the pass application.

5.1.3. A POV pass will not be transferred to another person directly or by vehicle sale.

5.1.4. The squadron (or higher) level commander will endorse the letter. Once endorsed by the commander, hand deliver the request memorandum to AM Ops for processing.

5.1.5. AM Ops will verify the AF IMT 483 and issue a POV pass to the individual for the specified vehicle.

5.1.6. POV passes must be displayed on the front left corner of the vehicle dashboard when the vehicle is operated or parked on the flightline. Passes are a controlled item and must be secured when not displayed for flightline access. If a pass is lost or stolen, report the loss to AM Ops immediately.

5.1.7. POV passes are reissued annually. By December 5th of each year, all unit FDPMs will construct a list of current POV passes that require renewal. The list will include personnel and vehicle information and will be signed by the unit commander. Forward the list to AM Ops. New passes of a different color will be issued by 31 December and are effective 1 January of the following year.

5.1.8. The POV pass must be returned to AM Ops by the unit FDPM for destruction when the individual changes station or no longer requires access to the airfield. Failure to collect and return passes after expiration or PCS may result in unit-wide revocation of all POV passes.

5.1.8.1. AM Ops will delete the pass from the master database.

5.2. Rental Vehicles. Rental vehicles contracted for official government use that must be driven on the flightline shall have a POV pass. The rules for POVs also apply to official rental vehicles. Rental vehicles contracted for personal use are not authorized airfield access.

5.3. AAFES Vehicles. Vehicles displaying the AAFES emblem do not require a POV pass while operating on the flightline. However, a letter must be submitted to 51 OSS/OSAM by the controlling authority listing names and vehicles authorized. Individuals driving AAFES vehicles on the flightline must be trained, certified and posses an Osan AB AF IMT 483. AAFES vehicles are not allowed on Taxiway Foxtrot or in the CMA. AAFES taxicabs do not qualify for flightline operations.

5.4. Two Wheeled Motorized Vehicles. Vehicles such as scooters and mopeds are not authorized on any portion of the airfield. Motorcycles are authorized provided the driver possesses a POV pass.

5.5. Bicycles/Tricycles. Bicycles may be ridden on the flightline directly to and from duty sections. Bicycles are not permitted within the CMA. Bicycle operators will abide by all other provisions of this instruction. A POV pass is not required for bicycles.

5.5.1. Bicycle riders do require flightline training, certification and an Osan AF IMT 483. Bicycle riders will also abide by wing safety standards for reflective vests and equipment.

5.5.2. Bicycle riders shall inspect their bicycle to ensure all items are secured and do not pose a safety or debris risk to personnel or aircraft.

5.5.3. Recreational cycling and use of skateboards, roller skates/blades and scooters are prohibited on the flightline.

5.6. Golf Carts. Government owned golf carts (3 or 4 wheeled) intended for government use are authorized within the Diamonds only. Operators must comply with all rules of this instruction, to include possession of an Osan AF IMT 483. Operators will wear a reflective belt and ensure carts are not left in any hazardous areas and do not pose any hazard to aircraft operations.

5.7. Four Wheeled Motorized Vehicles. Government owned four wheeled motorcycles (Quads) are authorized on the flightline and must comply with the requirements set forth in this instruction, to include possession of an Osan AF IMT 483. Operators will wear a reflective belt and ensure quads are not left in any hazardous areas and do not pose any hazard to aircraft operations.

Chapter 6

DRIVING RULES AND PROCEDURES

6.1. Flightline Speed Limits.

6.1.1. 5 MPH (8 km/h) in vehicle parking areas, on flightline access roads, for all vehicles within 25 feet of an aircraft and for vehicles towing aircraft.

6.1.2. 10 MPH (16 km/h) in the diamonds and for special purpose vehicles or vehicles within 50 feet of any aircraft.

6.1.3. 15 MPH (24 km/h) for all general-purpose vehicles on a taxiway or apron and not within 50 feet of an aircraft, and vehicles towing equipment or trailers. See paragraph **6.10.**

6.1.4. 15 MPH (24 km/h) on the Foxtrot taxiway (parallel) or when within 200 feet of parking ramps (AFOSH 91-100)

6.1.5. 20-30 MPH (32-48 km/h) for AM Ops personnel conducting runway condition reading operations.

6.1.6. 35 MPH (50 km/h) on active runway

6.1.7. Emergency response vehicles responding to emergencies may exceed the normal speed limits but in no case shall exceed 35 MPH (58 km/h). Vehicle operators will proceed at a safe speed consistent with ramp conditions, traffic and the situation. Vehicles will have headlights, emergency flashers and beacons operating (if equipped). Emergency response in itself is not sole justification for speeding; critical need to arrive at the destination in a short period of time must be required of the situation.

6.1.8. Vehicles responding to Red Ball situations and precautionary landings are not authorized to exceed speed limits.

6.2. Road Rules.

6.2.1. All vehicles, except responding emergency and alert vehicles, will stop before entering the flightline, regardless of entry point, and conduct a FOD check in accordance with paragraph **7.14.**

6.2.2. Vehicles will yield right of way to all taxiing and towed aircraft. Never cut off or attempt to outrun an aircraft.

6.2.3. Vehicles will never be driven directly in front of or behind a taxiing aircraft or into the path of taxiing or towed aircraft. Only Transient Alert “FOLLOW ME” vehicles may drive directly in front of an aircraft. Vehicles will not be driven between an aircraft and a “FOLLOW ME” vehicle.

6.2.4. Obey the speed limits for the type of vehicle being driven.

6.2.5. Yield the right of way to all emergency response vehicles. Do not follow these vehicles to their response locations. Never drive a vehicle between an emergency response vehicle and an aircraft.

6.2.6. It is the vehicle operator’s responsibility to maintain required distances between the vehicle and aircraft. Required distances can be found in paragraph **6.4.**

6.2.7. When encountering taxiing fighter aircraft and helicopters, proceed to the far edge of the pavement surface, stop the vehicle and wait for the aircraft to pass.

6.2.8. When encountering taxiing cargo or heavy aircraft, exit the pavement surface at the nearest intersection. If there are no pavement surfaces to exit on, quickly evacuate the pavement in a suitable grass or unimproved area. All vehicles evacuating the airfield to a grass or unimproved surface must comply with paragraph **7.9.** before reentering an airfield pavement surface.

6.2.9. Drive on the right side of taxiway surfaces. Stay off the taxiway centerlines. AM Ops, Safety, SOF and the FOD manager are the only vehicles authorized to drive along taxiway centerlines on a regular basis.

6.2.10. Driving lanes in Bravo Diamond and parallel to Taxiway Foxtrot are located between the white line and pavement edge. When an aircraft approaches, stop the vehicle as close to the pavement edge as possible.

6.2.11. Do not park and leave a vehicle unattended in the driving lanes.

6.2.12. Do not leave a vehicle unattended on any taxiway, apron, runway or area within critical clearance distances to those areas. See paragraph **6.4.** for critical clearance distances.

6.2.13. Vehicles crossing taxiway Foxtrot between the north side and south side driving lanes will stop and check for aircraft or vehicles on the taxiway.

6.2.14. Vehicles will yield the right of way to snow removal equipment. Their path and high speed are fixed and required for effective snow removal operations. No vehicles will be driven in their path, between them or stopped within 25 feet of their operational path.

6.2.15. Vehicles traveling in convoy fashion will maintain a single file behind one lead vehicle, to the far right of the shoulder or pavement edge. All vehicles will maintain a safe following distance and will not pass unless required for mission accomplishment.

6.3. Vehicle Rules.

6.3.1. Vehicle movement will be held to the absolute minimum consistent with mission requirements. Non-flightline access routes and perimeter road will be used as much as possible. Airfield routes are not authorized for convenience or shortcuts. Vehicle traffic on or crossing the runway must be kept to an absolute minimum.

6.3.2. Vehicle operators will drive with the driver's side toward the aircraft at all times.

6.3.3. No vehicle will be left unattended in any movement area, taxiway, entrance to hardened shelters or parking aprons unless absolutely necessary for aircraft servicing or mission accomplishment. The driver will remain in the immediate area should the vehicle need to be moved on short notice.

6.3.4. Vehicles are prohibited from driving or parking immediately to the rear of aircraft unless required for maintenance. Vehicles performing maintenance at the rear of the aircraft may be parked there provided the vehicle does not interfere with other taxiing or engine running aircraft.

6.3.5. When it is necessary to park a vehicle in the vicinity of a parked aircraft, position the vehicle behind an imaginary nose wheel line to ensure wing tip clearance for adjacent taxiing aircraft.

6.3.6. Vehicles will not be driven within 25' of any part of an aircraft, with the exception of vehicle directly involved in servicing the aircraft (loaders, refuelers etc.) Vehicles will never pass under any part of an aircraft or helicopter blade.

6.3.6.1. If an authorized, official task requires driving under an aircraft, follow procedures prescribed by technical orders for that task. Guides will be posted to ensure minimum clearance is maintained.

6.3.7. Vehicles will not be backed towards an aircraft except as authorized in certain towing, loading or refueling operations.

6.3.7.1. When backing toward an aircraft a spotter will be posted. Pre-positioned wheel chocks between the vehicle and aircraft are mandatory.

6.3.8. Vehicle operators performing on-the-job-training (OJT) on aircraft will not operate a vehicle within 50' of an aircraft. ***NOTE:*** This restriction does not apply to fire fighting vehicles/equipment, OJT operators towing aircraft, loading or unloading vans or vehicles that are servicing aircraft.

6.3.8.1. Drivers in OJT status must be qualified to operate the vehicle and accompanied by a qualified instructor.

6.3.9. Motorized vehicles will not be permitted to operate inside aircraft hangars when aircraft are present. Exception: Aircraft tow vehicles will be permitted to operate in hangars for entry or removal of aircraft. Refueling trucks are exempt from this rule during wartime contingencies.

6.4. Critical Clearance Distances. Vehicle operators are solely responsible for maintaining proper clearances.

6.4.1. All vehicle operators will maintain the following distances from aircraft with engines running, whether parked, stopped or in motion. These distances also apply to equipment and materials. Failure to abide by these requirements may result in revocation of flightline driving authorization

6.4.1.1. No vehicle will be driven within 25 feet in front of or 200 feet to the rear of an aircraft with engines either operating or being started.

6.4.1.2. Special equipment or cargo loading vehicles may be driven closer to aircraft when necessary to load/off-load if safety spotter and chocks are in place within 10 feet of an aircraft. Refuelers performing hot-pit refueling, maintenance vehicles removing Aerospace Ground Equipment (AGE) from the vicinity of aircraft, maintenance vehicles responding to aircraft that require immediate attention to prevent launch delays and the Supervisor of Flying (SOF) vehicle during visual inspection of an aircraft are exempted.

6.4.2. Distances Between Vehicles, Equipment and Material from Critical Airfield Areas. There are specific areas on the airfield considered critical areas. No objects may be left in these areas. This requirement applies to permanent or temporary objects. Any person, agency or unit requiring objects or work in these areas must contact the AM prior to proceeding.

6.4.2.1. The critical areas at Osan AB are:

6.4.2.1.1. Within 100 feet of the runway edge. Entry into this area requires radio contact with and permission from the Control Tower prior to entering.

6.4.2.1.2. The Instrument Landing System (ILS) critical area when the ceiling is 800 feet or less and visibility is two miles or less. Objects in these areas can interfere with aircraft navigational equipment, causing a severe flight safety hazard. If you are unsure of the weather, contact the Control Tower via radio prior to entering an ILS critical area. The instrument hold signs and markings at Osan AB are located on the hot cargo pad.

6.4.2.1.3. Within 200 feet of a taxiway centerline.

6.4.2.1.4. Within 1,000 feet of the runway centerline.

6.4.2.1.5. Within 750 feet of the VORTAC. Objects in this area may interfere with the navigational signals, causing a flight safety issue.

6.4.2.1.6. The distance is variable near the apron edge. Contact AM Ops for clarification prior to placing equipment near the apron edge.

6.5. Vehicle Malfunctions/Breakdowns. When experiencing a vehicle malfunction preventing operation under its own power, take the following action:

6.5.1. If the vehicle has two-way radio capability, contact the Control Tower or AM Ops via the ramp net. State your call sign and location of vehicle.

6.5.2. If the radio is not keyed to the ramp net, contact your control center or duty section and have them contact AM Ops immediately.

6.5.3. If a radio is not available in the vehicle, stay with the vehicle and attempt to flag other drivers for assistance.

6.5.4. Activate the vehicle's four way flashers and raise the hood.

6.5.5. If an aircraft is taxiing toward you, flash your headlights to warn the pilot.

6.5.6. A vehicle cannot remain on a taxiway, apron or within either wing tip or clearance zones indefinitely. If a tow vehicle cannot be dispatched immediately, push the vehicle to a safe location

6.6. Parking on Airfield Areas. Operators will comply with vehicle and equipment parking requirements regardless of airfield area. Vehicles will never be parked and unattended when within critical areas listed in **6.4.**

6.6.1. Park vehicles at a 45-degree angle from aircraft so that if the vehicle does roll forward or backward, it will not travel a path intersecting with aircraft.

6.6.2. All vehicles will be parked so they will not interfere with taxiing or towed aircraft, or potential paths of taxiing or towed aircraft.

6.6.3. Turn ignition off, leave keys in the ignition and position gear lever in 'Reverse' for manual transmissions and 'Park' position for automatic transmissions.

6.6.4. Set the emergency or other internal wheel lock brake. If the emergency brake is inoperable, position chocks in front of and behind the driver's side rear wheels. One chock will be placed between the tandem wheels of dual (tandem) axle vehicles. Only vehicles actively responding to alerts and emergencies are exempt from this requirement.

6.6.5. Emergency vehicles that must remain in operation at the scene of an emergency may park with the engine running but must adhere to parking procedures when the driver's seat is unoccupied.

6.6.6. Apply brakes on all wheeled AGE and maintenance equipment. Chock equipment if not equipped with brakes.

6.6.7. Place AGE-towing vehicles in neutral and leave running while the driver completes hookup operations. This facilitates movement of the AGE-towing vehicle by hand to align pintle and tongue.

Drivers must follow parking procedures if they are not driving off with the AGE equipment immediately following hookup.

6.6.8. Aircraft-servicing vehicles which use their engines as auxiliary power sources may be left unattended with the engine running. Use parking procedures when the driver's seat is unoccupied. Applicable equipment includes vehicle-mounted baggage belt conveyors, water tank trucks, truck-mounted aircraft baggage, truck-mounted air conditioners, fleet-servicing high-lift trucks, refuelers, ambulances and staircase trucks.

6.7. Passengers in Vehicles.

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

6.7.2. Passengers will remain seated while the vehicle is in motion and will keep arms and legs within the vehicle body.

6.7.3. Close side doors on passenger vans when vehicle is in motion. Open doors may allow personnel, debris or objects to fall from the vehicle. This is a ground safety and FOD hazard.

6.8. Restricted Visibility, Night Operations or Inclement Weather.

6.8.1. During hours of darkness and inclement weather, vehicle operators will turn on vehicle headlights and emergency warning flashers (directional lights front and rear).

6.8.2. When visibility is less than 300 feet, refueling and explosive loaded (laden) vehicles will not be operated unless directed by the wing commander.

6.8.3. When visibility is less than 100 feet, only emergency and alert vehicles may be operated on the flightline. Flashing lights will be used on all vehicles temporarily parked on the aircraft parking ramps during periods of lowered visibility.

6.8.4. When visibility is less than 50 feet, a walking guide equipped with a flashing or luminescent wand is required for movement of emergency and alert vehicles.

6.8.5. To avoid affecting aircraft on approach during inclement weather, drivers must hold short of all Instrument Holding Position (INST) hold lines (see **Attachment 11**) until specifically authorized by Control Tower. ***NOTE:*** When in doubt, request Control Tower permission before proceeding past INST hold lines.

6.8.6. At night or in inclement weather, the headlights of vehicles on the flightline will be operated on low beam and will not be aimed directly at moving aircraft.

6.8.7. When encountering a moving aircraft at night, vehicle operators will turn off the headlights and leave the parking lights on. Vehicle operators will turn their headlights back on when the aircraft has passed. Vehicles with daytime running lights will stop and park in a safe location, turn off the ignition, set the parking brake and activate emergency flashers.

6.8.8. Four way flashers must remain on at all times when within the airfield environment during inclement weather.

6.8.9. Vehicle operators will reduce speeds when visibility is reduced.

6.9. Vehicle Equipment Requirements. Vehicles utilizing the airfield will have necessary equipment to comply with safety rules. Operators and vehicle control personnel will ensure all equipment remains secure inside the vehicle when not in use. Object and debris control is paramount.

6.9.1. Emergency vehicles will be lighted and or marked in accordance with T.O. 36-1-191.

6.9.2. Vehicles will be equipped with a tool for removing debris from tires during FOD checks.

6.9.3. Vehicles, including POVs, will be equipped with a working flashlight for FOD checks after sunset.

6.9.4. Vehicles utilized on any portion of the controlled movement area will be equipped with a two-way radio. The radio must have the ramp net programmed for communicating with the Control Tower.

6.9.5. Airfield vehicles will have a FOD can secured inside the vehicle or in the bed (pickup trucks).

6.10. Towing Aircraft and Equipment.

6.10.1. Towing speed is 5 MPH for all vehicles towing aircraft and 2 or more maintenance stands. Towing speed for one maintenance stand is 10 MPH.

6.10.2. The maximum towing speed for AGE, such as compressors, ground power units, oxygen carts and similar equipment is 15 MPH. General-purpose vehicles should not be used to tow these types of equipment unless properly equipped with hitches specifically designed for heavy duty towing.

6.10.3. Large pieces of AGE, when towed in tandem, will not block the driver's vision of the last item being towed.

6.10.4. Use safety or cotter pins to secure pintle hooks and trailer hitches.

6.11. Explosive Laden Vehicles.

6.11.1. Military vehicles carrying explosives will display appropriate signs on both sides.

6.11.2. Headlights and either a flashing light on top of the cab or emergency flashers will be on when the vehicle is loaded.

6.11.3. These vehicles will not exceed 10 mph and will have right-of-way over all other traffic except moving aircraft and vehicles responding to an emergency.

6.11.4. Vehicle operators will signal by horn and by alternating high and low beams when passing stopped vehicles and when approaching vehicles that obstruct their route.

6.11.5. Vehicles in convoy will maintain the proper separation distance for the quantity and type of explosive carried.

6.11.6. Drivers will not normally dismount from explosive-laden vehicles.

6.11.7. If dismount becomes necessary, the vehicle will be parked IAW paragraph **6.6.**

6.12. Grass Mowers and Heavy Equipment. This section applies to any large or small equipment used to cut grass, perform construction or digging operations in the vicinity of the airfield, within 1000' of the runway, 200' of a taxiway or near parking aprons.

6.12.1. Operators will be qualified to communicate via radio with the Control Tower and possess an AF IMT 483.

6.12.2. Operators will report to AM Ops the location and duration of operations prior to beginning. They will also report when operations are terminated.

6.12.3. Operators will notify AM Ops via radio when they cross a taxiway pavement.

6.12.4. Mowers and heavy equipment are not allowed to cross the runway, they must use the shortest route to perimeter road for access to opposite sides of the runway.

6.12.5. Operators will conduct a FOD check of the equipment prior to entering the airfield and after operations cease, and before traversing a taxiway pavement to exit the airfield area. Access roads to perimeter road will be used for airfield entry and exit as much as possible. When airfield pavements must be used, the shortest and most direct route will be utilized.

6.13. Perimeter Road. Perimeter road is not part of the controlled movement area, but traffic may be controlled at selected times. Whenever perimeter road is blocked, drivers will obey the instructions of the guard posted.

6.13.1. Perimeter road may be blocked at areas adjacent to the hot cargo pad during hazardous cargo loading and unloading.

6.13.2. Perimeter road may be closed if an aircraft accident/incident occurs on or near the airfield.

6.13.3. Vehicles must not stop on perimeter road adjacent to the overrun area nor raise any object from the ground or vehicle in this area. These locations have low flying aircraft approaching directly over them.

6.13.4. Personnel are authorized to walk, jog, and cycle along perimeter road during daylight hours.

6.14. Emergency Response Vehicle Policy.

6.14.1. Emergency vehicles (Fire and Rescue, Ambulance, Security Forces and AM Ops) may exceed speed limits only when time limitation is a factor. All drivers must remain safety conscious and alert for other vehicles and aircraft.

6.14.2. Emergency response vehicles will utilize rotating beacons and headlights during response.

6.14.3. Emergency vehicles may not exceed speed limits after an emergency is terminated unless proceeding directly to another emergency.

6.14.4. Emergency vehicles are not exempt from gaining runway access authorization from the Tower.

6.14.5. A lead vehicle is required when multiple vehicles are responding. The lead vehicle will contact the Control Tower for authorization to access the runway. The lead will pass the number of responding vehicles. The lead will also report to the Control Tower when the corresponding vehicles are off the runway.

6.14.6. Access to the runway is granted only for the duration of emergency response.

6.14.7. Responding vehicles not part of the original response must request additional approval from the Control Tower for runway access. They must also report themselves off the runway.

6.14.8. Emergency vehicle operators that respond to an emergency from an unimproved surface must report that fact to AM Ops as soon as practical; a FOD check will be required when the emergency terminates.

6.15. Equipment Rules. This includes all AGE, ground support equipment and fire bottles. Equipment inside hardened aircraft shelters (HAS) or flows are exempt from these requirements.

6.15.1. Equipment must be placed in a manner that will not interfere with aircraft movement.

6.15.2. Equipment will not be put in place earlier than 3 hours prior to use or remain any longer than 3 hours after use.

6.15.3. Equipment will never be placed inside the maximum wing tip clearance zone for the largest aircraft utilizing the pavement area.

6.15.4. When AM Ops finds and reports unauthorized equipment and the user does not remove it, a safety hazard report may be filed with the Wing Safety Office.

Chapter 7

OPERATIONAL HAZARDS

7.1. Diamonds. The Diamonds contain revetments and HAS. Aircraft may exit from any of these areas at any time, whether taxied or towed. Vehicle operators must exercise caution in these areas. There are four legs to each of the three diamonds (Northwest, Northeast, Southwest, and Southeast segments). Vehicles will be driven to the left of the taxiway centerline with the driver's side to the HAS.

7.1.1. All vehicles will drive within the driving lanes to the maximum extent possible. Driving lanes are located in front of buildings 1728 and 1729 running east and west between Alpha and Bravo Diamonds. Driving lanes run south from the flows from buildings 1728 and 1730, north to the flows from buildings 1729 and 1731 between Alpha and Bravo diamonds.

7.1.2. Vehicles will travel directly adjacent to their destination, stop to ensure the way is clear of aircraft and vehicles and perform a 90-degree turn to exit the driving lanes toward their destination.

7.1.3. During snowfall, stop and yield for snow removal equipment. Snow vehicles travel at high speeds to clear snow and have priority over other vehicle traffic.

7.2. Taxiway Foxtrot (Parallel Taxiway). Taxiway Foxtrot is a high traffic surface. Arriving and departing aircraft, AM Ops, emergency response and other airfield support agencies use it constantly. It is also an alternate runway during contingency operations and has a high volume of helicopter landings and departures.

7.2.1. All vehicles will stop and gain permission from the Control Tower before entering the CMA on Taxiway Foxtrot (see **Attachment 6**).

7.2.2. There is sufficient clearance for fighter and small cargo aircraft (i.e., F16/F15/A10/C12/C21) to pass vehicles if the vehicles are positioned on the far right shoulder edge or are within the driving lanes. Vehicles will come to a complete stop and leave wheels aimed directly forward when aircraft are taxiing past their position.

7.2.3. There is insufficient clearance for vehicles to remain on the shoulder for any large or heavy aircraft. In these instances, vehicles will find the nearest paved exit. If a safe exit appears impractical, follow the rules and principles in paragraph **7.10.**, Avoiding Aircraft.

7.2.4. Vehicles traveling at night in Taxiway Foxtrot driving lanes will not use high beam headlights nor aim their headlights toward aircraft. While in the driving lane when small aircraft (i.e., F16/F15/A10/C12/C21) are approaching, vehicles will stop and use their flashers or emergency lights until the aircraft has passed.

7.3. Flows. Flow aprons are used for hot pit refueling. Fuel and fire trucks may be parked near or within the aircraft parking area. Vehicles should not park near these trucks unless required for mission accomplishment.

7.3.1. When driving to the rear of flow aprons be cautious of jet blast. Maintain a safe distance and do not park directly behind any aircraft.

7.3.2. When driving in front of flow aprons, pay particular attention to aircraft taxiing out.

7.4. Aprons. Aprons are used to park, load/unload and service aircraft.

7.4.1. Reduce speeds when driving near parked aircraft. All vehicles will remain out of the loading and unloading zones of aircraft, except for vehicles and equipment used in such operations.

7.4.2. Remain watchful for equipment and personnel operating in these areas.

7.4.3. Watch for aircraft entering and exiting the apron areas.

7.5. Taxiways. Taxiways generally have a high volume of aircraft traffic.

7.5.1. VFR hold lines (see **Attachment 11**) are positioned where taxiways intersect with the runway. Vehicles may never enter the runway without express approval from the Control Tower. Always remain behind VFR hold lines unless given Control Tower approval to cross them.

7.5.2. Operators will remain out of the intended path of aircraft entering or exiting the runway, including the arming/de-arming areas on Taxiways Alpha and Echo.

7.6. Runway. The runway is the most critical of all airfield pavements. Vehicle operators will exercise extreme caution when operating on or near the runway.

7.6.1. The Control Tower is the approving authority for any movement on the runway, including aircraft, vehicles and pedestrians. All operators will contact the Control Tower via the ramp net or ground control frequency to gain authorization to enter the runway or any area within 100’ of the runway. This also includes the overruns.

7.6.1.1. Operators will report to the Control Tower when they exit the runway and must gain additional authorization to re-enter the runway after exiting. This applies to all operators of all types of vehicles or equipment, including emergency responders.

7.6.2. Any vehicle operator told by Control Tower or AM Ops to exit the runway will comply immediately by safely expediting to the nearest exit and reporting off the runway. Operators forced to exit the runway may contact Tower to re-enter the runway after pending operations are completed.

7.6.3. Any operator told to hold short of the runway (remain behind the VFR hold line) will do so regardless of their perceived need to enter the runway.

7.7. End Of Runway (EOR) Areas. End of runway crews must comply with wing tip clearance criteria and remain aware of vehicle and equipment located on Taxiways Alpha and Echo in the EOR areas.

7.7.1. EOR crew vehicles will not be left on the taxiway or shoulder. Vehicles must be parked no closer to the taxiway surface than the EOR shack. This ensures all authorized aircraft can safely pass through the area.

7.7.2. EOR equipment, including fire bottles, will be promptly removed from active areas when operations terminate. Equipment may only be placed 3 hours before planned use and left no longer than 3 hours after use. Equipment shall be stored away from the airfield area over-night or during non-operations periods.

7.8. Control Tower or Vehicle Radio Problems and Visual Blind Spots

7.8.1. Users may experience radio problems on the airfield, such as poor transmission or receive capability. This is commonly known as a radio blind spot. Maneuver your vehicle to another location

and try your transmission again. If a partial transmission is received from the Control Tower, ask for the instructions again. Do not proceed on the runway if the Control Tower transmission was incomplete or unreadable.

7.8.1.1. There are no documented radio blind spots, however, this does not mean Osan is free of blind spots.

7.8.1.2. The Control Tower will not allow any vehicles into the CMA if transmissions are broken, too weak or otherwise unclear. If these problems occur, obtain a different radio and perform a radio check with AM Ops or the Control Tower.

7.8.2. There are also areas on the airfield where the Control Tower cannot see vehicles and pedestrians. These are commonly known as visual blind spots.

7.8.2.1. The known visual blind spots are the Diamonds (except for the north east leg of Charlie Diamond), Taxiway Alpha south of Foxtrot, the 25 FS parking ramp (Draggins Lair) the trim pad, and Delta hardstand.

7.8.2.2. The Control Tower does not normally provide aircraft position advisories to ground vehicles in these areas. They may make a general announcement by vehicle type, location and direction if they observe a dangerous situation. All personnel should remain alert to the ramp net frequency and react appropriately to general calls.

7.9. Traveling From an Unimproved Surface to an Airfield Pavement Surface. Any vehicle leaving a paved surface must adhere to the following rules before re-entering a paved surface. This includes the runway, taxiways, arresting system, perimeter road and airfield lighting access roads.

7.9.1. Vehicles will proceed from the unimproved surface and stop as soon as all four wheels are on the pavement area.

7.9.2. Perform a FOD check of all four tires, the vehicle body, frame and the bumpers. Remove all debris from these surfaces and secure the FOD within a designated container.

7.10. Avoiding Aircraft. Vehicle operators will follow this guidance in order to prevent interfering with aircraft operations and causing an incident or mishap. It is the operator's responsibility to maintain sufficient clearance and to prevent operational interference with aircraft. When an aircraft is approaching and there isn't sufficient clearance, locate the nearest paved exit, proceed directly to it and wait for the aircraft to pass. If an operator cannot locate a paved area, quickly identify a safe non-paved area for exit. Remain away from ditches and marshy areas if possible.

7.11. Spotter Requirements.

7.11.1. Aircraft should not taxi within 25 feet of any obstacle or obstruction, including but not limited to vehicles and equipment. Vehicles and equipment are hereafter referred to as vehicle.

7.11.2. When vehicle operators find themselves in a location where they will be within 25 feet of a taxiing aircraft and they cannot safely exit the vehicle from the area, they must post themselves between the vehicle and aircraft to act as a spotter in a location the pilot can easily observe from the cockpit.

7.11.3. The operator will carefully watch the clearance between the far outer edge of the wingtip and the vehicle to ensure the wing will not strike the vehicle.

7.11.4. If sufficient clearance exists, the operator will waive the pilot through the area, observing clearance until the aircraft is completely past the vehicle.

7.11.5. Aircraft will not taxi closer than 10 feet to a vehicle. If less than 10 feet of clearance exists, the operator must hold up both hands to stop the pilot from taxiing through. In this case, the operator must find a way to remove the vehicle from the area before the aircraft may proceed.

7.12. Airfield Facilities Protection.

7.12.1. Vehicle operators must pay attention to their position relative to all airfield lights. Lights damaged by vehicle traffic cost thousands of dollars per year. Lights and their bases are designed to break when hit, thus limiting damage to aircraft. Airfield lights damaged by vehicles must be reported to AM Ops immediately. Check the vehicle tires and pick up any loose debris before departing the area.

7.12.2. During the winter season (November through March) orange "snow poles" are placed on light housings. The poles are anchored to the light housing with the rubber tip removed to prevent it from being a FOD hazard. If the poles are run over or damaged, pick up the debris and report it to AM Ops as soon as possible.

7.12.3. Vehicles that hit equipment or buildings on the airfield must remain in place and contact AM Ops immediately. AM Ops and SFS personnel will respond to the location.

7.12.4. Any operator witnessing damage to pavement or coming across damaged pavement, should report the location to AM Ops as soon as possible. Also report large amounts of hydraulic fluid, oil or corrosive agent spills on pavement areas.

7.13. Combat and Exercise CONOPS.

7.13.1. Personnel required to drive in MOPP4 must receive additional training outlined in **Attachment 15** and 16, to include a practical day and night driving orientation in MOPP4. The orientation training must occur during periods of zero or low aircraft traffic. A certified, normally uniformed, trainer must be in the passenger seat at all times.

7.13.2. After the trainee is deemed competent to drive in MOPP4, the trainer will make "MOPP4" annotations on the back of the trainee's AF IMT 483.

7.13.3. Drivers will reduce speed when driving in MOPP2, MOPP3, or MOPP4. The principles of **Attachment 15** and **Attachment 16** will be observed at all times.

7.13.4. As often as possible, two people will be present in the vehicle to aid situational awareness.

7.14. Foreign Object Damage (FOD) Control/Prevention. Flightline vehicles are major sources of foreign objects on the airfield. All flightline personnel have a responsibility to control/remove FOD from the flightline.

7.14.1. Prior to entering the airfield and at all FOD checkpoints, stop, turn off the engine, properly set transmission and parking brake and perform a FOD check by visually checking the tires, body, frame and undercarriage for debris. (Note: POL RU-11 refueling trucks will be allowed to stop, chalk vehicle, and conduct FOD checks while the engine is running)

7.14.2. Ensure onboard equipment is properly stowed/secured. Check for loose items on the vehicle floorboards, seats, or dashboard for items that can easily fall out if the door is opened while on the airfield.

7.14.3. Obey FOD checkpoint signs at designated flightline entry points (**Attachment 7**).

7.14.4. During winter, ice and snow chunks must be removed from the wheel wells, bumpers and vehicle body before entering the airfield.

7.14.5. Operate vehicle on hard/paved surfaces to the maximum extent possible. If operating on unpaved surfaces, check and remove FOD immediately upon returning to paved surfaces.

7.14.6. Do not wear hats on the flightline. Exception: cold weather gear as authorized by 51 FW policy.

7.14.7. Personnel will only carry items essential to mission and job accomplishment and will abide by formally established tool inventory procedures.

7.14.8. Operators will perform a FOD check after utilizing an airfield access road before the vehicle is again driven on any taxiway, apron or runway.

7.14.9. Operators will perform a FOD check after driving in any airfield median or in-field area. All personnel will notify AM Ops prior to driving in any in-field area.

7.15. Airfield Vehicle Restrictions. At times, vehicle restrictions may be imposed due to construction, operations, emergencies, or other mission requirements.

7.15.1. All personnel will abide by airfield vehicle restrictions. Alternate routes will be identified to support restrictions.

7.15.2. AM Ops notifies airfield users of restrictions via email and by publishing local Notices to Airmen (NOTAM). All personnel may check Osan Local NOTAMs at **https://www.notams.jcs.mil**. Insert "RKSO" in the retrieval box and click "View NOTAMs". When the report appears, scroll down to the Local NOTAM section. Local NOTAM numbers are by "L".

7.15.3. The most serious restriction, a ramp freeze, is initiated when a portion of the airfield must be sterilized or to stop all vehicle traffic for safety and/or emergency purposes. When a ramp freeze is in effect, vehicle operators may have to exit the primary affected area, remain a certain distance from a primary affected area, exit critical airfield areas or temporarily stop their vehicles and remain at their current location until the freeze is terminated. Required actions will be specified and units must have a process to inform airfield operators when freezes are implemented.

7.15.4. Ramp freezes will be coordinated through the Secondary Crash Phone, telephone, email, and FM radio nets (when appropriate).

7.15.5. Ramp freezes do not apply to emergency response vehicles or other vehicles directly supporting the cause of a ramp freeze. Vehicles not directly involved in response will abide by any established cordons.

7.16. Vehicle Tire Chains.

7.16.1. Tire chains may only be employed on airfield pavement after obtaining coordination/approval from AM, Safety and CE. Requesting agency will conduct an operational risk assessment with the

above agencies when evaluating the need for tire chains to minimize pavement damage and FOD hazard.

7.17. Blackout Driving Procedures : (Reference AFJMAN 24-306; Chapter 23 and TC 21-305-2; Training Program for Night Vision Goggle Driving Operations).

7.17.1. Personnel required to drive using a night vision device (NVD) must receive additional training outlined in **Attachment 24** and **Attachment 25**. Practical training will only be conducted after coordination with AM Ops. The orientation training must occur during periods of zero aircraft traffic. A certified trainer must be in the passenger seat at all times.

7.17.1.1. NVD instructor/certifier must be qualified to drive on the flightline and qualified to use the device they are training/certifying on.

7.17.2. After the trainee is deemed competent to drive with NVD, the trainer will make "NVD Qualified" annotation on the back of the trainee's AF IMT 483.

7.17.3. Annual refresher training using NVD will be annotated on the reverse of the AF IMT 483. Annual refresher training encompasses the same requirements as initial training.

7.17.4. Drivers will reduce speed when driving with NVD. ***NOTE:*** Per AFJMAN 24-306, vehicle speeds during blackout operations will be limited to 10 MPH

7.17.5. As often as possible, two people will be present in the vehicle to aide in situational awareness.

7.17.5.1. Primary operator (driver) is responsible to keep the vehicle under control at all times. Driver must inform assistant driver of any deterioration in vision caused by weather, eye fatigue or NVD malfunction.

7.17.5.1.1. Primary operators must focus their NVD for distance vision even though this will make instrument reading difficult.

7.17.5.2. Assistant driver will assist primary driver by compensating for lack of peripheral vision. They must keep the driver informed of any obstacles in or outside their field pf view. Communication is a must.

7.17.5.2.1. Assistant driver will alternate between distance and close-up viewing and keep the primary operator informed of any critical instrument lights that may turn on.

7.17.6. NVD-related accidents will be reported to the Security Forces immediately. If the accident occurred on the airfield, also notify Airfield Management.

7.17.6.1. SF Form 91, **Motor Vehicle Accident Report** and DD Form 518, **Accident-Identification Card** (If POV is involved) must be filled out by the driver and turned in to vehicle maintenance with 24 hours.

Chapter 8

CONTROLLED MOVEMENT AREA OPERATIONS

8.1. Controlled Movement Area (CMA).

8.1.1. Control Tower approval is required before entry into the areas listed below and two-way radio contact must be maintained (see **Attachment 6**). All ground traffic (vehicles and pedestrians) requesting CMA access must initiate and maintain direct two-way radio contact with the Control Tower. The Control Tower can be contacted on the ramp or crash radio nets.

8.1.1.1. RWY 09/27.

8.1.1.2. Overruns.

8.1.1.3. The area north of RWY and around overrun edges extending 100’ or until Perimeter Rd.

8.1.1.4. The area between the RWY/overruns and TWY Foxtrot.

8.1.1.5. TWY Foxtrot, to include driving lanes and all TWYs north of TWY Foxtrot.

8.1.1.6. Localizer and glide slope critical areas.

8.1.2. In the event of a radio failure, watch the top floor of the Control Tower for light gun signal and expeditiously depart the CMA via the shortest route that does not enter/cross the runway. Refer to paragraph **8.4.** for more information regarding light gun signals.

8.1.3. All vehicles operating within any CMA must have a designated call sign on file at AM Ops. This list serves to prevent duplicate call signs and provides a reference for airfield support/control agencies. (See **Attachment 23**)

8.1.4. Vehicles will stop at the VFR hold line markings and contact Control Tower for permission to enter the runway portion of the CMA. VFR runway hold line markings are at least 100 feet from the runway edges.

8.1.5. When approaching the runway in the grassy areas, stop at least 100 feet from the runway edge and contact the Control Tower before proceeding.

8.1.6. Turn on headlights, either four-way flashers or beacon lights must be used while in the CMA.

8.1.7. Vehicles will not enter the CMA unless absolutely necessary. If required, contact Control Tower for authorization. Once approved to proceed, perform a FOD check before entering the runway surface from non-pavement surfaces. The overruns may be used to exit the CMA, but a call to the Control Tower is still required.

8.1.8. POVs, golf carts and bicycles are prohibited from operating within the CMA. Contractor POVs will be given access to the CMA for specific projects.

8.1.9. Aircraft tow vehicles are authorized to recover disabled aircraft with proper radio communication with the Control Tower.

8.2. Airfield Signs and Markings.

8.2.1. There are two types of airfield signs, mandatory and informational.

8.2.1.1. Mandatory signs must be obeyed. For example, the instrument or runway hold line signs. Mandatory signs have white inscriptions on a red background (**Attachment 12**).

8.2.1.2. Informational signs indicate a specific location or destination, or provide useful information, such as taxiway or ramp designations. Informational signs have black inscriptions on a yellow background or vice versa (**Attachment 12**).

8.2.2. Various markings are painted on the pavement. Vehicles must pay strict attention to markings which correspond with mandatory signs. These markings have a direct bearing on flight safety. Other markings define taxiways, roadways, or pavement boundaries.

8.2.2.1. Runway Holding Position Markings are painted on the pavement and correspond to mandatory signs. There are two different hold lines commonly referred to as VFR and IFR hold lines.

8.2.2.1.1. Runway VFR hold Line. Two solid six-inch wide yellow lines and two dashed six-inch wide yellow lines running across each taxiway at least 100 feet from the runway edge (**Attachment 11**). The dashed lines are on the runway side of the taxiway. These markings identify the locations on a taxiway where an aircraft or vehicle is supposed to stop when it does not have clearance to proceed onto the runway.

8.2.2.1.2. Runway IFR hold Line. Two solid yellow parallel lines with double vertical yellow stripes spaced two feet apart, with "INST" painted on the runway side of the line. These markings prevent aircraft and vehicles from interfering with signals transmitted to inbound aircraft from the Instrument Landing System (ILS) during periods of poor weather (**Attachment 11**). During inclement weather, i.e. thunderstorms, fog, snow showers, etc., vehicles must stop behind the INST hold line and request access prior to entering the area. The INST hold lines are in effect at Osan when the ceiling is 800 feet and visibility is less than 2 miles. The instrument hold line is located on the Hazardous Cargo Pad. If unsure of weather conditions or instrument hold procedures, contact the Control Tower before proceeding into these areas.

8.2.3. Taxiway and Apron Edge Stripes. Two continuous 6-inch wide stripes separated by a 6-inch wide gap. This marking is used when there is little contrast between the taxiway and the surrounding area. The marking delineates the edge of the taxiway or apron from other pavements or surfaces which are not intended for use by aircraft.

8.3. Radio Phraseology. Using proper radio phraseology mitigates misunderstandings between vehicle operators and the Control Tower.

8.3.1. Vehicle operators are required to read back all Control Tower instructions when operating in, or requesting to operate in or near the CMA. Reading back instructions indicates to the Control Tower that operators understood the instructions and will comply with them. When in doubt, ask the Control Tower to repeat their instructions.

8.3.2. Never use the words "clear" or "cleared" when in radio communication with the Control Tower. These words are reserved for communications between the Control Tower and aircraft.

8.3.3. Example of Airfield 3 requesting permission to enter the CMA or runway from taxiway Alpha:

8.3.3.1. Airfield 3: "Ground, Airfield 3, request permission to enter Runway 27 from Taxiway Alpha."

8.3.3.2. Control Tower: “Airfield 3, Ground, proceed on Runway 27 from Taxiway Alpha, report when off.”

8.3.3.3. Airfield 3: “Ground, Airfield 3, proceeding on Runway 27 from Taxiway Alpha. Will report when off.”

8.3.3.4. Advising the Control Tower when you are no longer on the runway after exiting on taxiway Echo:

8.3.3.5. Airfield 3: “Ground, Airfield 3 is off Runway 27 at Taxiway Echo.”

8.3.3.6. Control Tower: “Airfield 3, Ground, roger, off Runway 27 at Taxiway Echo. Hold short of the runway.”

8.3.3.7. Airfield 3: “Ground, Airfield 3 will remain off runway.”

8.4. Control Tower Light Gun Signals. The Control Tower controls all traffic (personnel, aircraft and vehicles) operating in the CMA. In addition to, or in place of radio instructions, the Control Tower may use light gun signals. As in radio instructions, light gun signals must be obeyed immediately.

8.4.1. The following light signals are designed to control flightline vehicle traffic.

8.4.1.1. Steady Green Light - Clear to cross.

8.4.1.2. Steady Red Light - STOP. Do not move vehicle.

8.4.1.3. Flashing Red Light - Clear runway/taxiway immediately.

8.4.1.4. Flashing White Light - Return to starting point.

8.4.1.5. Alternating Red and Green Light - General warning. Exercise extreme caution.

8.4.2. The Control Tower will raise and lower the intensity of the runway lights as an alternate emergency exit signal during radio or light gun failure.

8.4.3. The Control Tower will turn the taxiway lights on and off to remove vehicles from the taxiways when vehicles fail to acknowledge them by radio or response to light gun signals.

8.4.4. Prominently display AFVA 11-240 in plain view of the driver or clipped to the inside of the sun visor on the driver’s side of the vehicle so it can be flipped down for ready reference in all government vehicles that operate on the flightline (see **Attachment 21**). AFVA 11-240 is available at **http://www.e-publishing.af.mil**..

Chapter 9

REPORTING, ENFORCEMENT AND VIOLATIONS

9.1. Authority. Unit commanders, unit FDPMs and AM Ops personnel have authority to revoke flightline driving privileges. Individuals who violate the requirements in this instruction may lose their flightline driving privileges and/or subject themselves to administrative or disciplinary action.

9.2. Violations. All violations must be reported to AM Ops, who will then notify the DAM and the Airfield Operations Flight Commander. The DAM will notify the violator's FDPM and Commander.

9.2.1. When notified of a flightline driving violation, AM Ops will respond and escort the violator to building 882.

9.2.2. If the violation is reported well after the fact, the violator will report with their supervisor to building 882 as soon as requested.

9.2.3. Security Forces will respond and provide escort, as requested.

9.2.4. A CMA Violation Report will be completed by AM Ops personnel and violator. Corrective actions will be imposed and notifications will be logged on the report.

9.2.5. The violator will be released to their duty supervisor, first sergeant, unit commander or construction management (for contractors).

9.3. Consequences.

9.3.1. Consequences for flightline driving violations may vary based on the nature or circumstances of the violation. The DAM or AM has final authority to determine consequence actions other than those mandated below.

9.3.1.1. Runway Intrusion. A runway intrusion is the most serious CMA violation. A runway intrusion is defined as an unauthorized entry onto the runway or the operating area within 100 feet of the runway edge. Runway intrusions are often caused by incorrect vehicle driver position, loss of situational awareness and breakdown in communication with the Control Tower.

9.3.1.2. Runway intrusions that have an adverse impact on flight operations require completion of AF IMT 651, Hazardous Air Traffic Report.

9.3.1.3. Forward completed AF IMT 651s to Wing Safety with a courtesy copy to 51 OSS/OSAM.

9.3.1.4. As a minimum, violators will have their AF IMT 483 and POV pass (if applicable) revoked for 30 days.

9.3.1.5. After the 30-day period, violators must be retrained by their unit FDPM. Retraining will include all requirements listed in **Chapter 3**. A letter of reinstatement from the unit commander must accompany the training paperwork to AM Ops.

9.3.2. Runway intrusions and other CMA violations that do not impact aircraft operations require completion of AF IMT 457, USAF Hazard Report.

9.3.2.1. Forward completed AF IMT 457s to 51 OSS/OSAM for corrective action.

9.3.2.2. A violator's AF IMT 483 and POV pass (if applicable) will be revoked for up to 30 days, at the discretion of the AM, or DAM. See **9.4.** for revocation periods.

9.3.2.3. Regardless of the revocation period, the violator must be retrained by the unit FDPM. Retraining will include all requirements listed in **Chapter 3**. A letter of reinstatement from the unit commander must accompany the training paperwork to AM Ops.

9.3.3. Other common infractions are speeding (checked by pacing), failure to yield right of way, failure to maintain safety distances or similar rules, failure to complete FOD check, failure to carry AF IMT 483 while driving on the flightline, inadvertently crossing restricted area lines and failure to wear seat belts.

9.3.4. AM Ops must be notified when Security Forces personnel apprehend a flightline driver who inadvertently crossed the restricted area line.

9.4. Revocation Periods. The actual revocation period will be determined by the AM or DAM after considering the severity and circumstances surrounding the violation.

9.4.1. First violation: 10 to 30-day suspension of privileges.

9.4.2. Second violation: Six-month suspension of privileges.

9.4.3. Third violation: Permanent suspension of privileges.

9.5. Forms/IMTs Prescribed: 51FW Form 33, **Temporary Airfield Vehicle Pass;** 51FW IMT 214, **Fight Line Driver and VCO/VCNCO Training and Certification.**

JOSEPH REYNES, JR., Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 11-218, *Aircraft Operations and Movement on the Ground*

AFI 13-213, *Airfield Management*

AFI 36-2903/PACAF Supplement 1, *Dress and Personal Appearance of Air Force Personnel*

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

AFRIMS, Air Force Records Information Management System

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

AFVA 11-240, *Airport Signs and Markings*

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

51 FWI 13-202, *Osan Air Base Flightline Vehicle Traffic Control*

AF IMT 457, **USAF Hazard Report**

AF IMT 483, **Certificate of Competency**

AF IMT 651, **Hazardous Air Traffic Report**

AF Form 1199, **USAF Restricted Area Badge**

AF Form 2293, **US Air Force Motor Vehicle Operator Identification Card**

USFK Form 134K, **USFK Motor Vehicle Operator's Permit**

Abbreviations and Acronyms

AAFES—Army & Air Force Exchange Service

AFSC—Air Force Specialty Code

AM—Airfield Manager

AM Ops—Airfield Management Operations (51 OSS/OSAM)

CBT—Computer Based Training

CMA—Controlled Movement Area

CONOPS—Concept of Operations

DAM—Deputy Airfield Manager

DOD—Depart of Defense

ECP—Entry Control Position

EOR—End of Runway

FDPM—Flightline Driving Program Manager

FDP—Flightline Driving Program

FOD—Foreign Object Damage

GCE—Ground Crew Ensemble

HAS—Hardened Aircraft Shelters

ILS—Instrument Landing System

INST—Instrument Holding Position

KGS—Korean Government Service

MAJCOM—Major Command

MOPP4—Mission Oriented Protective Posture 4

NOTAM—Notices to Airmen

OJT—On-the-Job-Training

RWY—Runway

SOF—Supervisor of Flying

SP—Special Purpose

TWY—Taxiway

USAF—United States Air Force

VFR—Visual Flight Rules

VORTAC—Very High Frequency Omni-directional Range Tactical Air Navigation

Terms

51 FW Form 33**, Temporary Airfield Vehicle Pass—**This pass, also known as the Privately Owned Vehicle Pass (POV) is used to give drivers access to specified parking areas (Areas A, B, or C) and certain driving activities (Area I, II, or III) on the flightline when a Government Owned Vehicle (GOV) is not available and when such access is essential to accomplishment of their duties.

Area A: Parking areas beyond the restricted area boundaries of Alpha Diamond (36FS) and Draggins Lair (25FS) ramps.

Area B: Parking areas in the vicinity of Service Apron Alpha or Buildings 1731 and 1732.

Area C: Parking areas within the interior of Charlie Diamond and the Black Cat ramp. This includes the Aero Club. The Aero Club manager is responsible for submitting Aero Club requests for parking passes to Airfield Management. Vehicles must enter at the road adjacent to the 5 RS ECP or the road between Buildings 104 and 1173 and proceed directly to and from the training center. Vehicular operations elsewhere are prohibited.

Permit Area I: Diamond Parking

Permit Area II: Diamond Taxi Access

Permit Area III: Runway, Taxiways, Aprons (A,B,C)

51 FW IMT 214**, Flightline Driver's Training and Certification—**This form documents flightline training received. The form must be completed and endorsed prior to the individual being issued the AF IMT 483 detailed above.

AF IMT 483**, Certificate of Competency—**This form, once signed and issued by AM Ops, is the only document that authorizes personnel to drive vehicles on Osan AB flightline. Drivers must carry their AF IMT 483 at all times while operating a vehicle on the flightline. This requirement applies to all vehicles: GOV, POV, long-term contractor or registered equipment.

Airfield Management Operations (AM Ops)—Previously known as Base Operations, AM Ops is located in building 882, DSN 784-4222.

Airfield Manager (AM)—Also known as the Airfield Manager. In the AM's absence, the DAM has authority to act in the AM's place.

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

Circle of Safety—The area within 25 feet of an aircraft.

Contractor Vehicles—Vehicles operating on the flightline to fulfill terms of a contract. All contractor vehicles shall display a valid 51 FW Form 33.

Controlled Movement Area—Control Tower approval is required before entry into the areas listed below and two-way radio contact must be maintained (see **Attachment 6**).

RWY 09/27

Runway overruns

The area within 100' of the runway and overruns (not including Perimeter Rd on the east end)

Helipad (taxiway Charlie) and the area within 100' east and west of the helipad (the southern boundary is marked by hold lines)

Localizer and glide slope critical areas

TWY Foxtrot, to include driving lanes and all TWYs north of TWY Foxtrot. The south driving lane is not within the CMA.

A diagram is provided in **Attachment 6**.

NOTE: TWY Foxtrot is Osan's Alternate Combat Runway (ACR).

Deputy Airfield Manager (DAM)—Responsible to develop and manage the base Flightline Driving Program. In the DAM's absence, the AM has authority to act in the DAM's place.

Flightline—The flightline is defined as all runways, overruns, taxiways, ramps, aircraft parking areas, hangars, and associated maintenance/servicing areas where aircraft may be encountered. This includes buildings and roads located within the perimeter fence adjacent to or affecting any portion of the airfield.

Flightline Driving Computer Based Training (CBT)—Air Force mandated computer software program used to aid in the training of flightline drivers.

Foreign Object Damage (FOD)—Any damage to an aircraft engine/aircraft system/tires caused by an external foreign object.

Government Owned Vehicle (GOV)—Vehicles provided by, registered and marked as an official government owned/operated vehicle. GOV classification includes government owned utility vehicles (i.e., Asia or Daewoo types),

Movement Area—The aircraft movement area is defined as the runway, taxiways, and other areas of the airfield which are used for taxiing or hover taxiing, takeoff, and landing of aircraft, exclusive of loading ramps and parking areas.

Privately Owned Vehicle (POV) Pass—See 51 FW Form 33 above.

Runway—Pavement surface used for aircraft takeoff and landing.

Runway Environment—The runway and the area within 100 feet of the runway edges, to include: overruns, taxiways leading to the runway beyond the runway hold line and grassy areas adjacent to the runway and the area within the approach lights at the end of each runway end.

Runway Intrusion—A pedestrian or vehicle entering the runway environment without specific approval from the Control Tower.

Taxiway—Artificially surfaced strip for taxiing aircraft to and from aircraft parking areas and the runway.

Attachment 2

POV FLIGHTLINE PASS SAMPLE REQUEST LETTER

DEPARTMENT OF THE AIR FORCE
YOUR SQUADRON (PACAF)
Your Unit Number
APO AP 96278-xxxx

DATE

MEMORANDUM FOR 51 OSS/OSAM

FROM: (YOUR UNIT)

SUBJECT: Justification and Issuance of Flightline Pass for Privately Owned Vehicles

1. Request the following individual be issued a POV Flightline pass.
   a. Rank/Name of Owner/Operator: (Print Last, First, MI)
   b. ORGANIZATION/OFFICE SYMBOL/DUTY PHONE:
   c. DEROS:
   d. VEHICLE DESCRIPTION: (Year, Make/Model and Color)
   e. DESIGNATED AREA/ ROUTE OF TRAVEL: (i.e. infield between arresting gear)
   f. SPECIFIC JUSTIFICATION: (i.e. Drainage upgrade project, have no other way to get to workcenter)
   g. LICENSES:
      1) Vehicle: (provide plate number)
      2) Driver: (provide license number)
         Civilian: US / Korean (if US, indicate state of issue)
         USFK: YES / NO
         Government: YES / NO
         Flightline - AF IMT 483: YES / NO: (i.e. Yes/Osan ABS - 03-045-YZ)

2. SAFETY BRIEFING: (provide briefer & date)

3. The individual listed above will return the pass to the unit FDPM before reassignment, separation, sale of vehicle or when decal is no longer required.

Unit Commander's Signature

Attachment 3

FLIGHTLINE DRIVING RESTRICTIONS

A3.1. Areas. Driving restrictions may be issued for the following areas:

A3.1.1. Diamonds Only

A3.1.2. EOR Only

A3.1.3. Aprons Only

A3.1.4. All Airfield

A3.1.5. Any combination of **1.1.** through **1.3.** may be issued if required to perform duties.

A3.2. Vehicle Type. Driving restrictions may be issued for vehicle types:

A3.2.1. Car or Sedan Only

A3.2.2. Golf Cart Only

A3.2.3. Bicycle Only

A3.2.4. Jammer only; used to identify users of non-vehicular regulated equipment driven for specialized purposes.

A3.3. Classifications. Driving restrictions may be issued for personal classifications:

A3.3.1. Must wear corrective lenses (i.e. glasses, contacts, etc.)

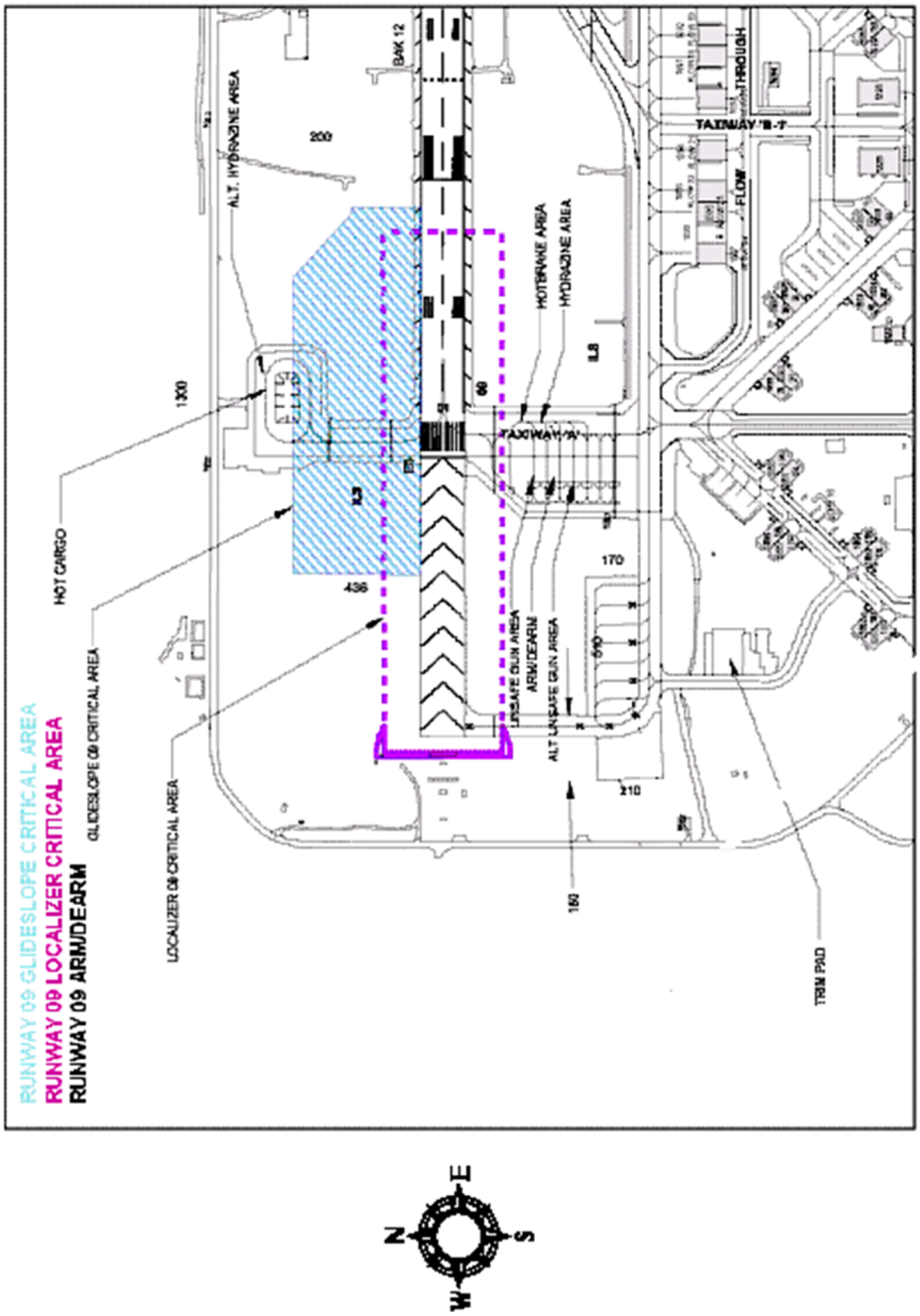
A3.3.2. Color Blind; limited access

A3.3.3. Daylight hours only

A3.3.4. MOPP4 Authorized

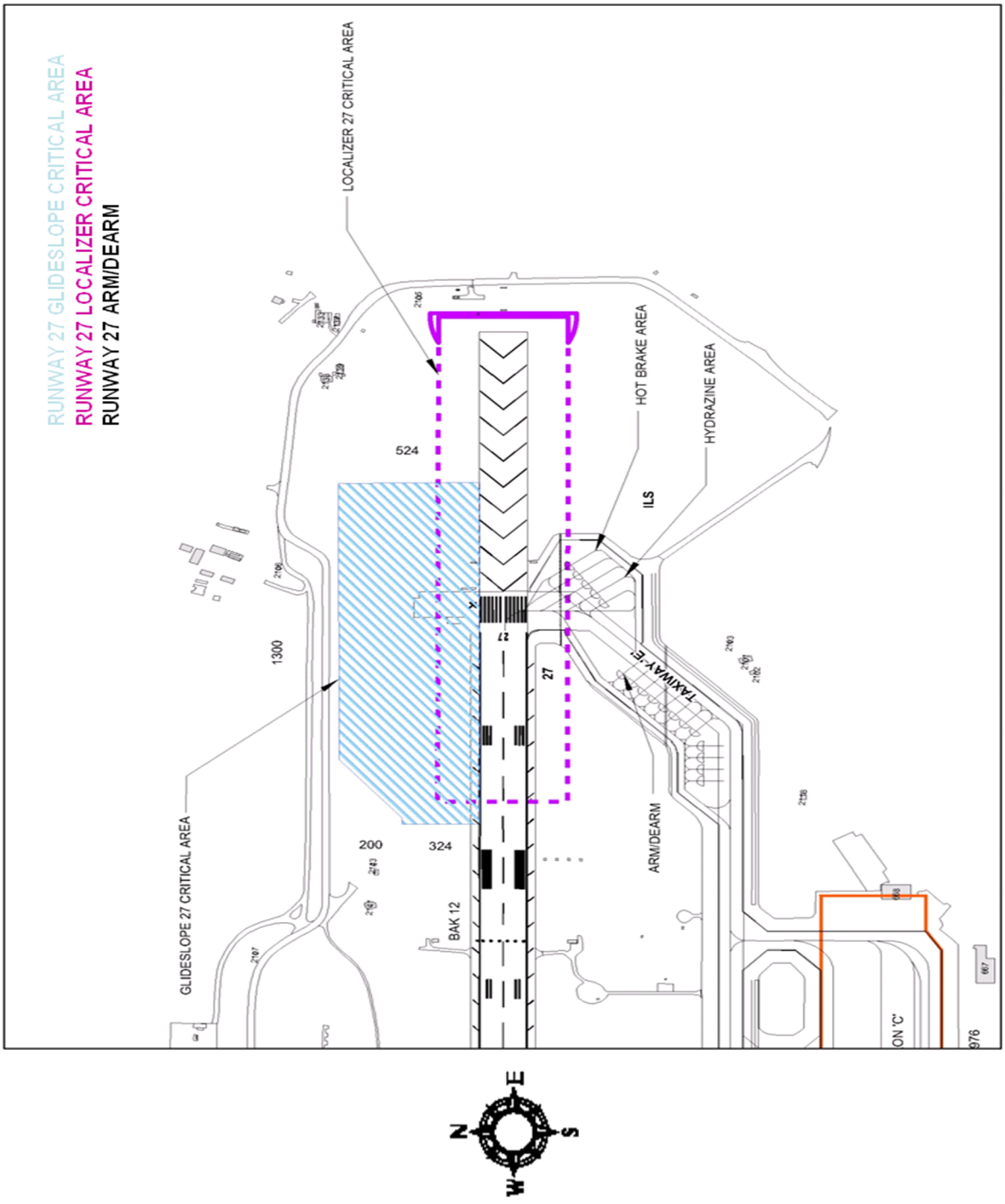
Attachment 4

AIRFIELD DIAGRAM --WEST END



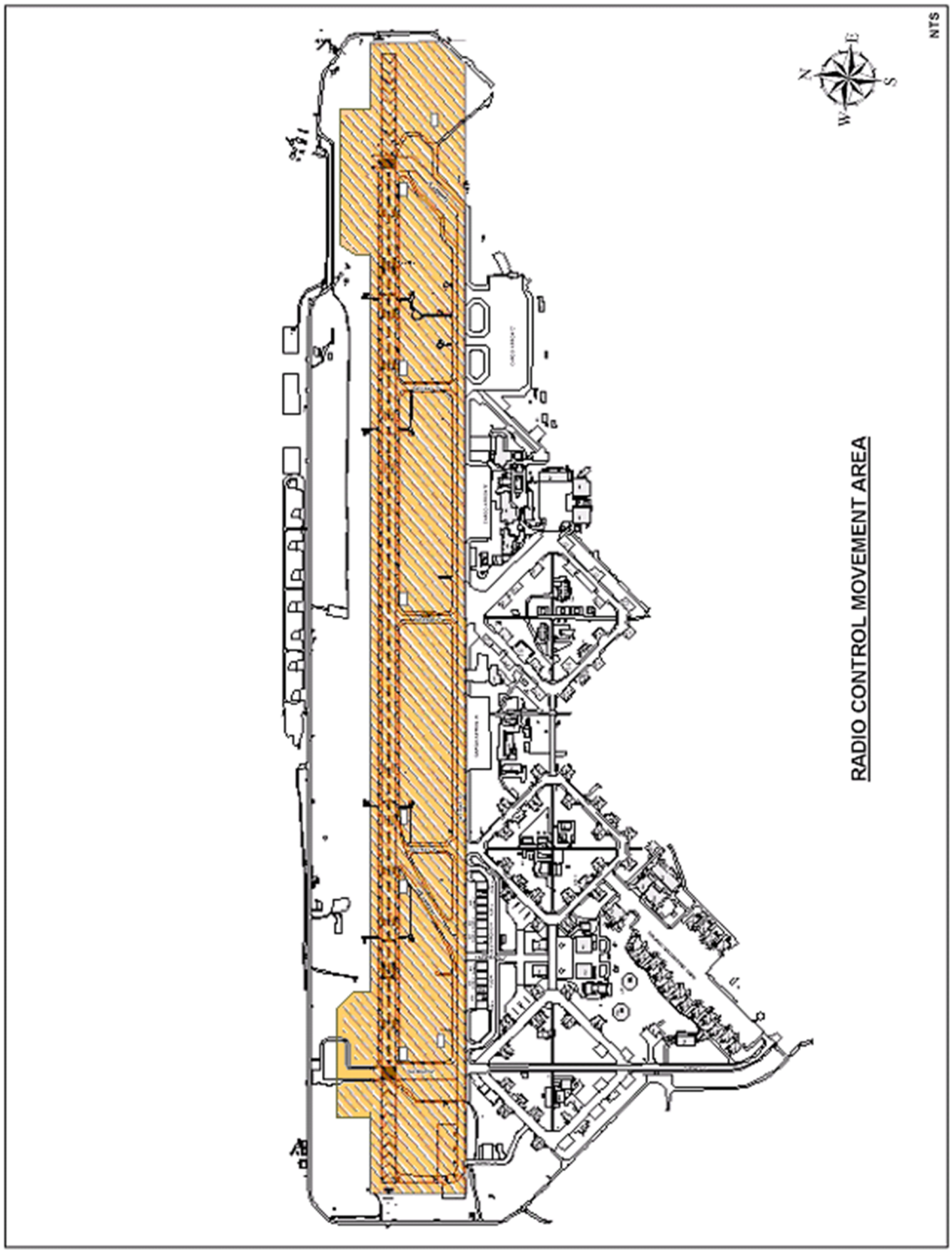
Attachment 5

AIRFIELD DIAGRAM --EAST END



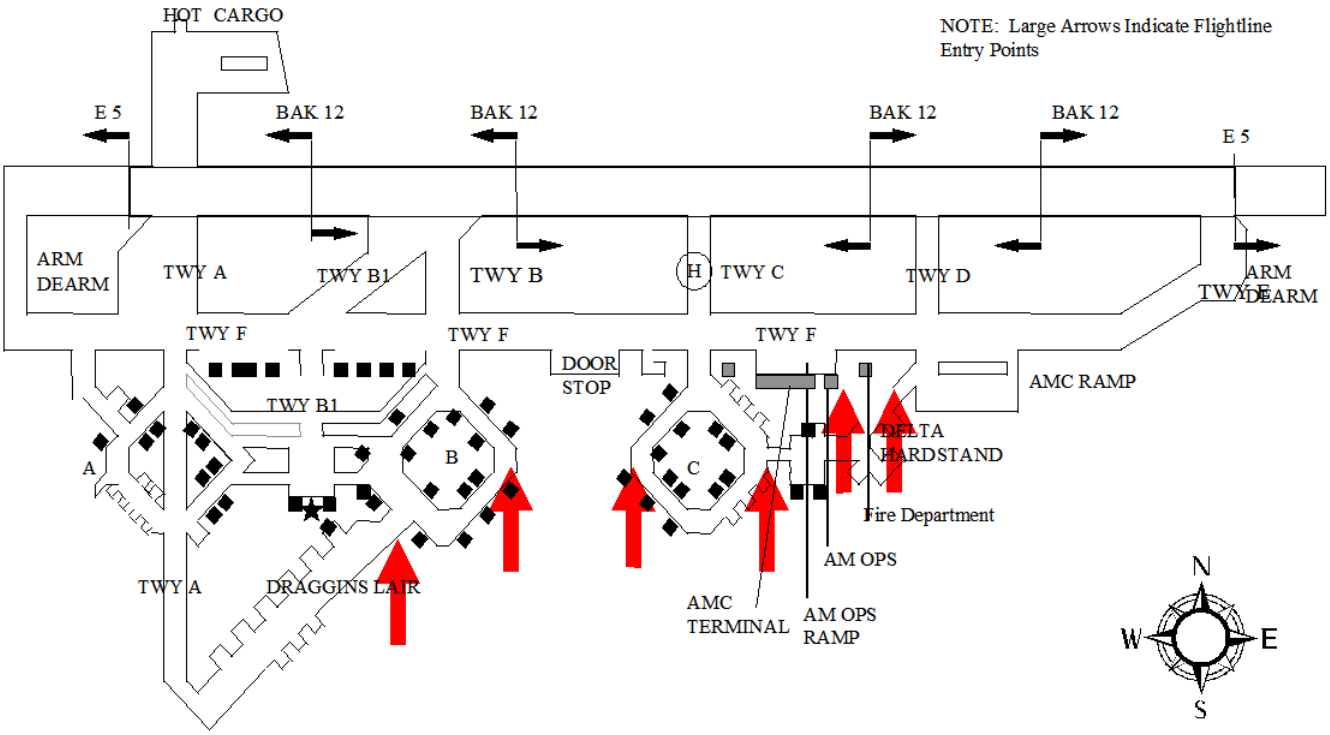
Attachment 6

AIRFIELD DIAGRAM --RADIO CONTROLLED MOVEMENT AREA



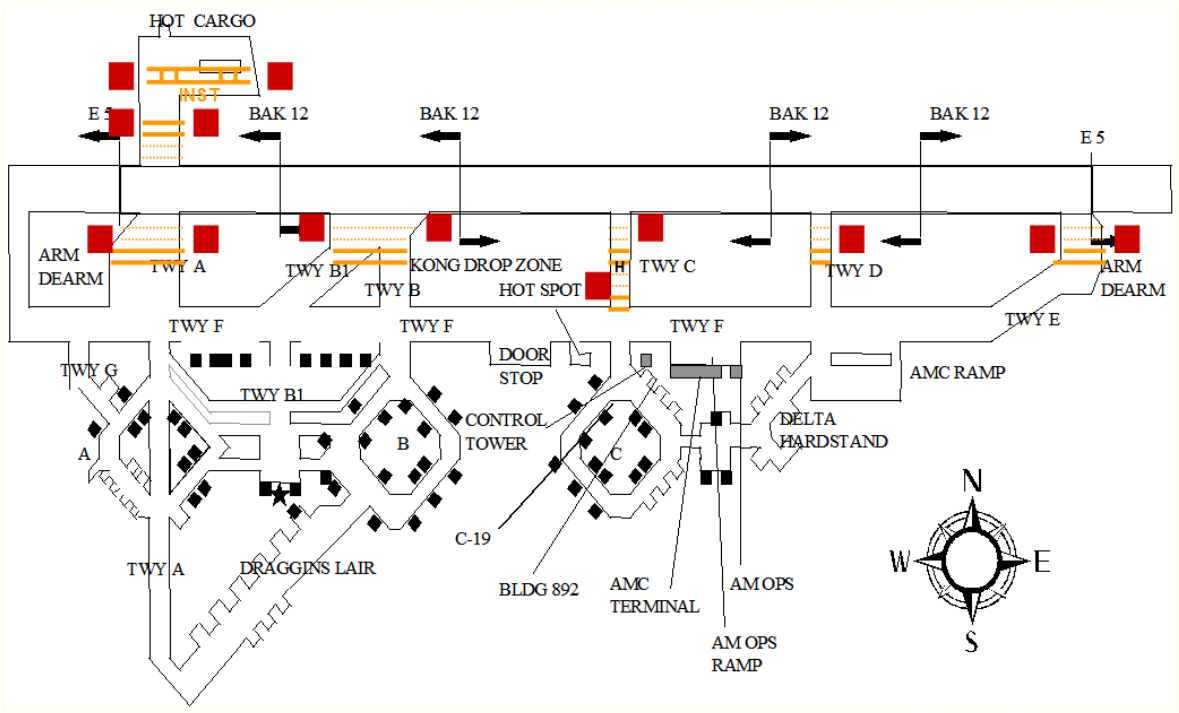
Attachment 7

AIRFIELD DIAGRAM--FLIGHTLINE ENTRY POINTS



Attachment 8

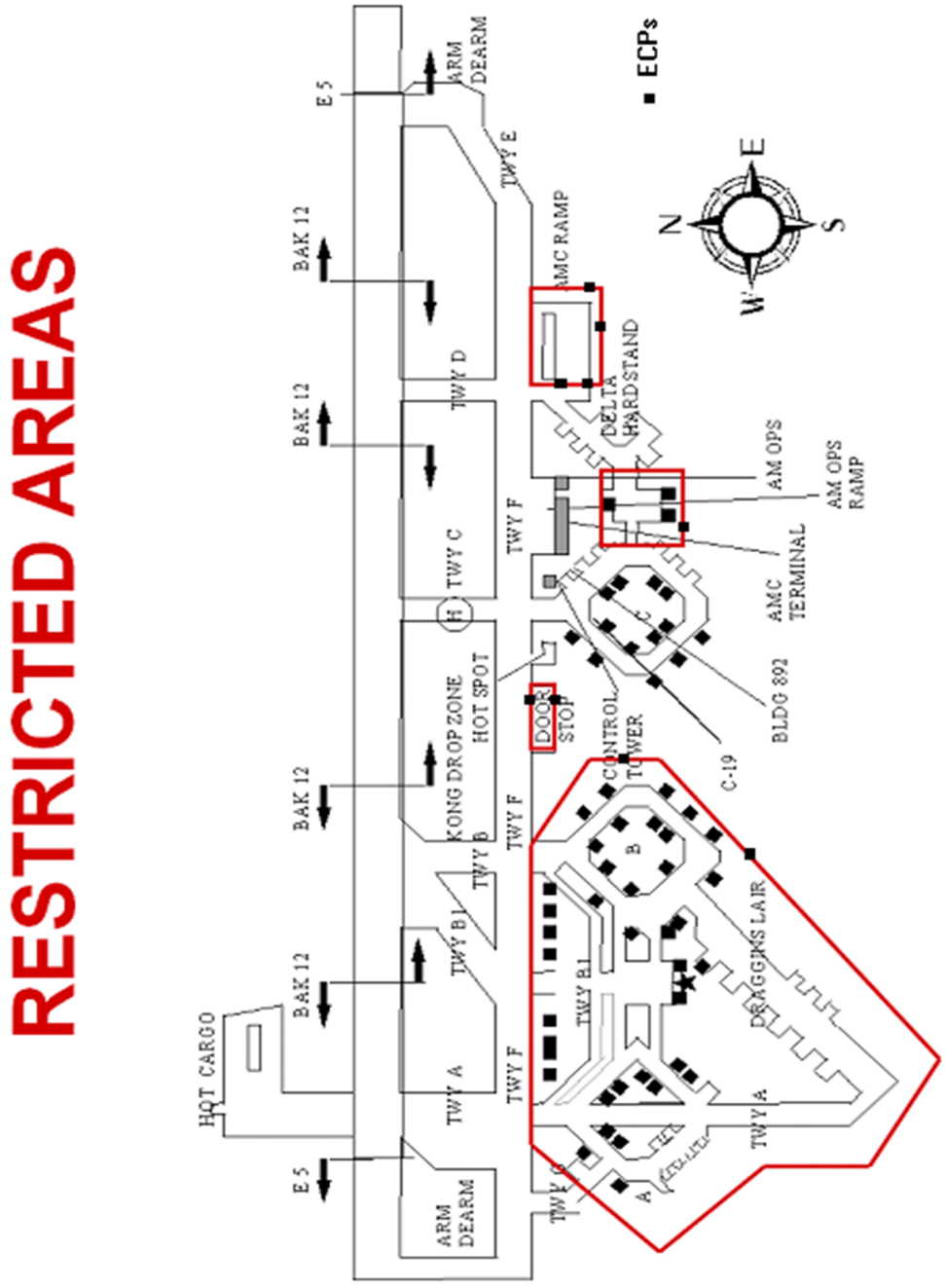
AIRFIELD DIAGRAM--RUNWAY/INSTRUMENT HOLD LINES/SIGNS



NOTE: DRAWING NOT TO SCALE

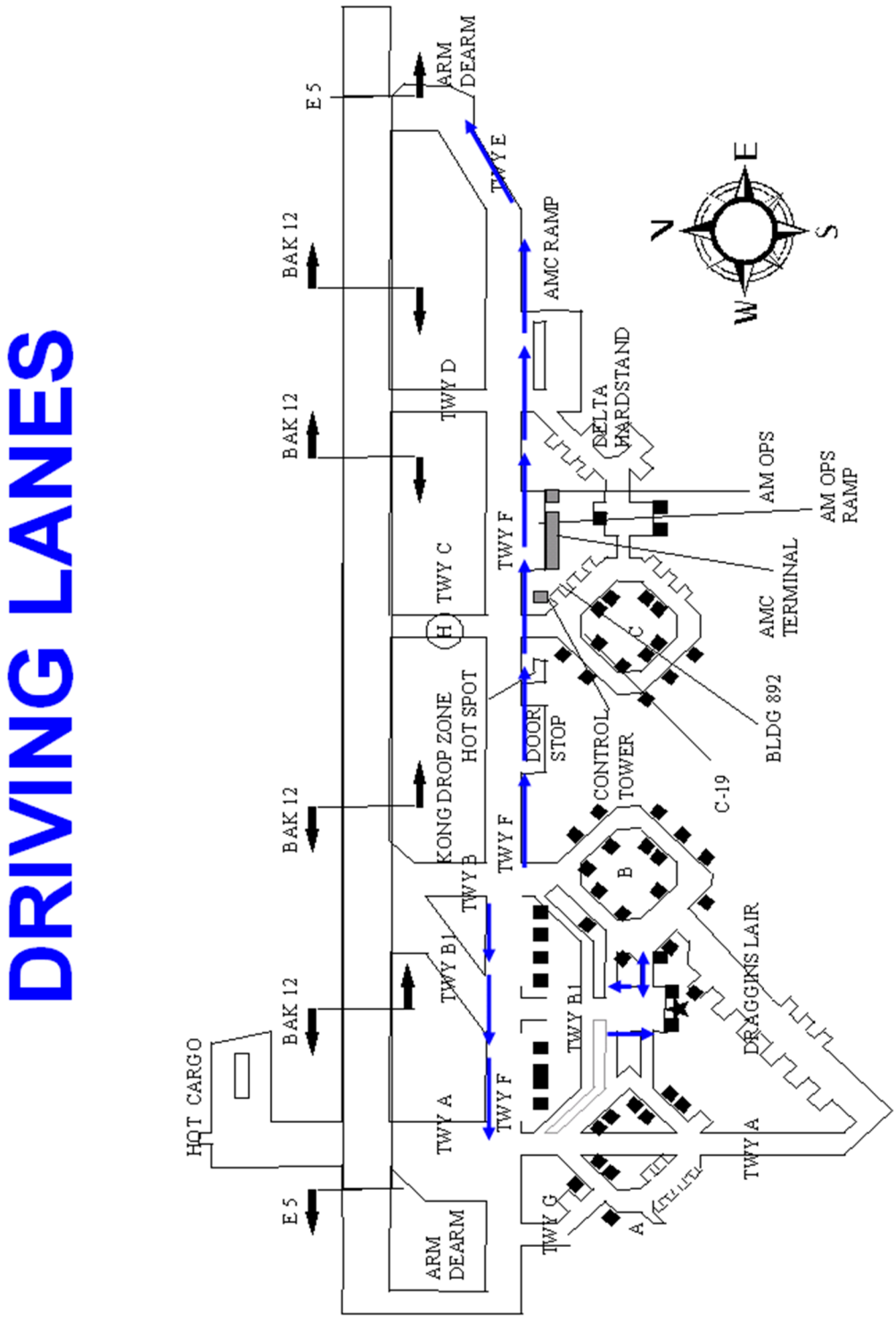
Attachment 9

RESTRICTED AREAS



Attachment 10

DRIVING LANES

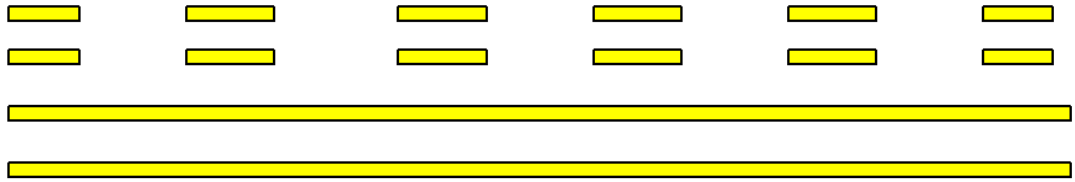


Attachment 11

HOLD LINE MARKINGS

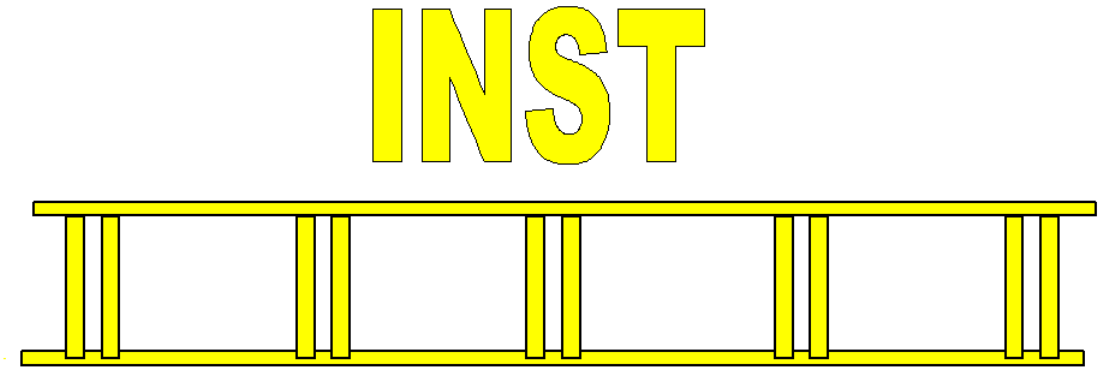
Runway Hold Line Marking

2 solid yellow and 2 broken yellow lines 100 feet from edge of runway. Vehicles and aircraft must have permission from tower to enter the runway side (dashed lines) of this line.



ILS Hold Line Marking

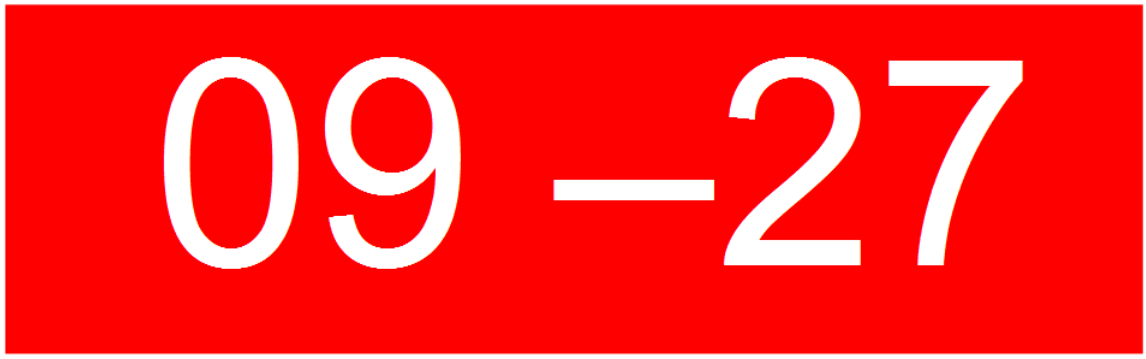
2 solid yellow lines spaced two feet apart connected by pairs of solid lines spaced 10 feet apart. Aircraft and vehicles must have permission from tower to cross into the runway side of this marking. The INST is on the runway side.



Attachment 12

AIRFIELD GUIDANCE SIGNS

RUNWAY HOLD SIGN

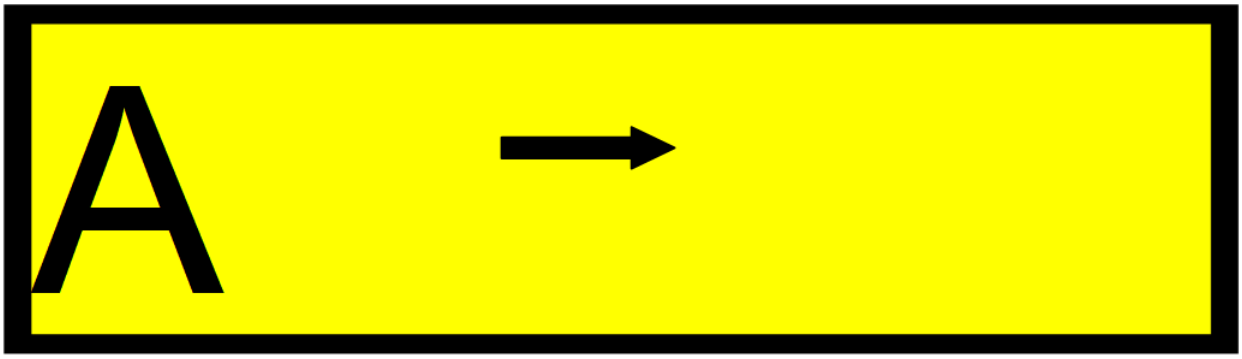


A runway sign informs operators they are at an intersection with a runway. It is colored red to indicate it is mandatory to stop before crossing the hold line associated with this sign. Vehicle operators must request and be granted permission from Control Tower to proceed past this sign onto the runway. It also tells which direction to turn to get to the approach end of each runway. Here, runway 09 is to the left and runway 27 is to the right.

INSTRUMENT HOLD SIGN

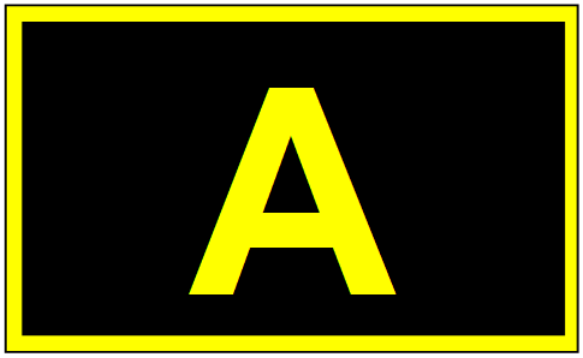
An instrument hold sign informs operators they are at an intersection with a navigational equipment critical area. It is colored red to indicate it is mandatory to stop before crossing the instrument hold line associated with this sign when instrument hold procedures are in effect. Operators must have permission from the tower to cross into that area when instrument hold procedures are in effect; which occurs during inclement weather. Instrument hold procedures are in effect whenever the cloud ceiling is below 800' or the visibility is less that 2 miles. If in doubt, ask the Control Tower. Failure to abide by instrument hold procedures can effect the navigational capability of aircraft on approach to the runway, and causes a flight safety hazard.

DIRECTIONAL GUIDANCE SIGN



Directional signs inform operators of the direction for other pavements or facilities. This sign indicates the direction to taxiway Alpha. These signs can reference any area of the airfield, including aircraft parking aprons. These signs are informational and aid operators in knowing where they are and where they are going.

TAXIWAY LOCATION SIGN



A location sign is placed at the intersection of a taxiway and the runway. This sign reminds operators what taxiway they are entering when exiting the runway. This assists in knowing where operators are for travel and reporting to the tower.

Attachment 13

UNIT FLIGHTLINE DRIVING PROGRAM TRAINING GUIDE AND INSTRUCTIONAL CONCEPTS

A13.1. All personnel will be given ample time, based on grade and experience, to comply with the training requirements.

A13.2. FDPMs should consider having experienced based classes; that is, a class for those with extensive experience and another for those with limited or no experience. This will ease the training burden for those with the experience and ensure complete coverage for those who may need more in-depth training and explanation.

A13.3. No personnel are authorized to receive an airfield orientation at dusk and count it as both day and night orientations. Night orientations will be given no earlier than 1 hour after sunset and day orientations will be given no earlier than 1 hour after sunrise. Though not mandatory, personnel assigned duties within the controlled movement area should be given an inclement weather orientation ride during a period of low visibility. Personnel may receive orientations for only those areas in which they will be required to drive, but those areas must be listed in the restriction portion of the training and certification form.

A13.4. This course of instruction should be taught by chapter, as each chapter was set up to cover specific areas of flightline responsibilities, rules, and procedures.

A13.5. All trainees will be given classroom instruction in **Chapter 4** through **Chapter 9** of this instruction, as the minimum. Trainees that will become trainers or program managers must be given classroom instruction on **Chapter 1** through **Chapter 3** in addition to the above requirements. Future trainers and FDPMs must be given a hands-on orientation of computer programs and files used to support the program.

A13.6. The computer-based training is not optional. It covers important aspects of airfield identification and operations and must be completed by all personnel.

A13.7. All safety precautions in this instruction must be fully understood by all trainees. Special attention will be given to any personnel working within the controlled movement area, including phraseology, signs and markings training.

A13.8. Trainers will use the attachments of this instruction to ensure all points are thoroughly covered.

Attachment 14

PHRASEOLOGY TRAINING

A14.1. Responsibility. It is the responsibility of every individual who talks on the radio to ensure their transmissions are conducted in a professional manner. Slang, CB jargon and incorrect radio procedures can compromise safety. One of the most important items in radio communications is to speak in a manner that ensures others understand what you have said.

A14.2. Radio Operations. Before depressing the transmission button to talk, first think of what you will say. Radio transmissions should be brief and clear. Ensure someone else is not already talking on the frequency or waiting for a response.

A14.3. Phonetic Alphabet. The phonetic alphabet was developed to avoid misunderstanding of communications. Because letters such as "B," "C," "D," and "E" all have similar sounds, they can easily be mistaken for one another, especially during radio transmissions. The following is the phonetic alphabet:

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

A14.4. Radio Phraseology. Certain phrases are used in command and control and airfield operations. Ensure you know the following to better understand what the Control Tower is telling you. These phrases will also be used when communicating with the Control Tower.

Say again = Repeat

Speak Slower = Slow down rate of speech

Standby = Wait

Words Twice = Repeat every word again (twice)

Affirmative = Yes, or it's true

Correction = Made a mistake and will repeat the correct information

Go Ahead = Proceed with message

How Do You Hear Me? = Readability

Negative = No

Out = Transmission has ended, response not necessary

Over = Transmission has ended, response is expected

Roger = Acknowledged

Wilco = Understood message and will comply with instructions

A14.5. Examples of Use.

A14.5.1. When requesting approval from the Control Tower, ensure you state the name of the agency you are calling (OSAN GROUND), followed by your call sign. State your location and your request. Wait until the Ground Control acknowledges your transmission before proceeding. Always repeat the called instructions given by Ground Control to ensure they were received properly.

A14.5.2. If you receive instructions from the Control Tower and do not understand them, ask the tower to "say again" and wait for the repeated message to make sure you understand.

A14.5.3. If you are having a difficult time because the individual is talking too fast, ask the individual to "speak slower" and the individual will repeat the previous transmission more slowly.

A14.5.4. The use of the word "over" indicates your transmission is complete and you expect a response. On subsequent contact, the called agency name and word "over" may be omitted if the message requires an obvious reply and there is no danger of misunderstanding.

A14.5.5. When the Control Tower issues time-critical instructions such as "Exit runway immediately," you may acknowledge by saying "Wilco" or "Negative," as appropriate, preceded by your call sign. You will respond immediately to time-critical requests which may include the word "expedite."

A14.5.6. Example of Airfield 3 requesting permission to enter the CMA or runway from taxiway Alpha:

A14.5.6.1. Airfield 3: "Ground, Airfield 3, request permission to enter Runway 27 from taxiway Alpha."

A14.5.6.2. Control Tower: “Airfield 3, Ground, proceed on Runway 27 from taxiway Alpha, report when off.”

A14.5.6.3. Airfield 3: “Ground, Airfield 3 proceeding on Runway 27 from taxiway Alpha. Will report when off.”

A14.5.6.4. Advising the Control Tower when you are no longer on the runway after exiting on taxiway Echo:

A14.5.6.5. Airfield 3: “Ground, Airfield 3 is off Runway 27 at taxiway Echo.”

A14.5.6.6. Control Tower: “Airfield 3, Ground, roger, off Runway 27 at taxiway Echo. Remain off runway.”

A14.5.6.7. Airfield 3: “Ground, Airfield 3 will remain off runway.”

A14.5.7. Never use the words “clear” or “cleared.” These are only used between the Control Tower and aircraft.

Attachment 15

MOPP 4 DRIVERS TRAINING

A15.1. Objective of the Instructor. To train and qualify each student to properly operate designated Government Owned Vehicles (GOV) and/or Special Purpose Vehicles (SP) while wearing Chemical Warfare Ground Crew Ensemble (GCE) in Mission Oriented Protective Posture 4 (MOPP4).

A15.2. Criterion Objectives for Student Performance. Given a GOV/SP each student will show safe operation and demonstrate all vehicle capabilities while wearing the GCE in MOPP4 in accordance with prescribed publications.

A15.3. Instructor's References:

A15.3.1. AFJMAN 24-306

A15.3.2. 51 FWI 13-202

A15.3.3. ATSO Guides

A15.4. Instructional Aid:

A15.4.1. Government Owned or Special Purpose vehicle to be determined by requirements for each individuals' wartime tasking.

A15.4.1.1. Training on general purpose vehicles of like design will qualify trainees on all vehicles in that category such as sedans, pickups, carryalls, etc.

A15.4.1.2. Training on special purpose vehicles will be conducted for each type of vehicle due to diversity in designs and functional purposes of the various types of special purpose vehicles.

A15.4.2. Chemical Warfare Driving lesson plan

A15.4.3. GCE

A15.5. Student Preparation:

A15.5.1. Have a current AF Form 2293 that is valid for type of vehicle being used for training.

A15.5.2. Bring entire GCE.

A15.6. Presentation Sequence. Using a lecture and demonstration/performance method of instruction, the instructor will explain the importance to the mission of driving while wearing the GCE in MOPP4. The instructor will have each student operate the vehicle while wearing the GCE in MOPP4 as the instructor supervises. The instructor will ask questions and clarify points of procedure. The instructor will conclude his instructions by summarizing the desired learning outcome expected. For evaluation the instructor will have each student operate the vehicle while wearing the GCE in MOPP4.

A15.7. Introduction:

A15.7.1. Instructor Activities: Explain the importance of safely operating a Government Owned/Special Purpose Vehicle while wearing the GCE (MOPP4), and how it effects mission accomplishment.

A15.7.2. Student Activities: The student will listen, observe, ask and answer questions take part in the lesson so that he/she completely understands what the instructor is communicating.

A15.7.3. Student Outcome: The student should understand the importance of safely operating a vehicle while wearing the GCE.

A15.8. Demonstration:

A15.8.1. Instructor Activities:

A15.8.1.1. Give the principals and purpose of safely operating a vehicle while wearing the GCE.

A15.8.1.2. Demonstrate proper vehicle entry and egress while wearing the GCE.

A15.8.1.3. Demonstrate proper vehicle operations:

A15.8.1.3.1. Forward driving

A15.8.1.3.2. Left turn

A15.8.1.3.3. Right turn

A15.8.1.3.4. Full stop

A15.8.1.3.5. Backup 50 feet and stop

A15.8.1.3.6. Back into a designated area from the left direction

A15.8.1.3.7. Back into a designated area from the right direction

NOTE: Spotters must be used in all operations involving backing maneuvers.

A15.8.2. Student Activities: The student will listen, observe, ask and answer questions. The student should take part in the lesson in order to understand what the instructor is communicating.

A15.8.3. Student Outcome: Can state the basic rules for safe operation of the designated vehicle while wearing the GCE in MOPP4

A15.9. <u>Performance:</u>

A15.9.1. Instructor Activities: The instructor will observe each student as he/she operates the vehicle while wearing the GCE in MOPP 4. Assistance will be provided when necessary and key safety items stressed. The instructor will not be dressed in the GCE while supervising the student's performance.

A15.9.2. Student Activities: The student will don the GCE to MOPP4. He/she will then operate the designated vehicle and demonstrate all of the maneuvers outlined by this lesson plan. The student will also demonstrate all capabilities of any special purpose vehicle being used for training. Questions may be asked and instructor assistance may be used as required.

A15.9.3. Student Outcome: The student will become proficient at driving the designated vehicle while wearing the GCE in MOPP4.

A15.10. Conclusion:

A15.10.1. Instructor Activities: Provide remedial training in those areas that were not performed adequately by the student. Answer all questions posed by the student and ensure the student is prepared for the final evaluation.

A15.10.2. Student Activities: The student will ask and answer questions, and take notes if necessary for further study.

A15.10.3. Student Outcome: Correct errors made during the performance phase of instruction. Reinforce those areas that were performed correctly, and ask questions to clarify any areas that are unclear. Must be able to safely operate the designated vehicle while wearing the GCE in MOPP4.

A15.11. Evaluation:

A15.11.1. Instructor Activities: Have the student operate the designated vehicle while wearing the GCE in MOPP4 and evaluate the students performance.

A15.11.2. Student Activities: Don the GCE to MOPP4 and safely operate the designated vehicle.

A15.11.3. Student Outcome: Is able to safely operate the designated vehicle while wearing the GCE MOPP4.

Attachment 16

MOPP 4 DRIVING PROCEDURES AND KNOWLEDGE

Driving in MOPP4 adds more risks than standard daily operations, and makes coordination more difficult. This attachment provides an outline of details that should be covered and items that should be displayed during training. Where applicable, ATSO guides should be used to explain actions necessary during differing situations.

A16.1. Orientations:

A16.1.1. Daytime

A16.1.2. Darkness

A16.1.2.1. Glare from light sources

A16.1.2.2. Airfield lighting “sea of lights” effect

A16.1.3. Ventilation

A16.1.3.1. Windows rolled up

A16.1.3.2. Heat / air conditioner / fan – off

A16.1.4. Visibility

A16.1.4.1. Restricted peripheral vision due to mask

A16.1.4.2. Potential mask condensation and actions

A16.1.5. Situational awareness (pay extra attention to where you are and what you are doing)

A16.2. Maneuvering:

A16.2.1. Shifting and braking

A16.2.2. Dexterity in hands and feet are limited due to GCE

A16.2.3. Restricted peripheral vision due to mask

A16.2.4. Parking

A16.2.4.1. Nose in

A16.2.4.2. Back in (spotter required)

A16.2.5. Backing (spotter required)

A16.2.6. Speed

A16.2.6.1. Drive slower than normal

A16.2.6.1.1. Allow extra time to arrive

A16.2.6.1.2. Allow extra stopping distance

A16.2.6.1.3. Allow more space between vehicles

A16.2.6.2. Double check before proceeding at intersections

A16.2.7. Attack response

A16.2.7.1. Aircraft or ground attack

A16.2.7.1.1. Move vehicle off movement area or to roadside

A16.2.7.1.2. Stay on pavement

A16.2.7.1.3. Ensure wing tip clearance

A16.2.7.1.4. Set parking brake

A16.2.7.1.5. Set 4-way/ hazard flashers (exercise only)

A16.2.7.2. Scud attack

A16.2.7.2.1. Stop vehicle in safe location

A16.2.7.2.2. Remain inside until after attack (vehicle may be closest shelter)

A16.2.7.2.3. Stay on pavement

A16.2.7.2.4. Ensure wing tip clearance

A16.2.7.2.5. Set parking brake

A16.2.7.2.6. Set 4-way/ hazard flashers (exercise only)

A16.2.8. Controlled movement area

A16.2.8.1. Radio protocol

A16.2.8.2. Remove mask immediately for: (exercise only)

A16.2.8.2.1. Emergency

A16.2.8.2.2. Safety

A16.2.8.2.3. Real world task

A16.2.8.2.4. Disorientation

A16.2.8.3. Microphone position from mask or voice amplifier (prevent feedback, remain readable)

A16.2.8.4. Speak slowly and enunciate

Attachment 17

TDY, CONTRACTOR, COMMANDER, AND RED CARPET BRIEFING OUTLINE

A17.1. Certain personnel are not required to complete all portions of the flightline drivers training program. Those normally exempted are temporary duty personnel, newly assigned commanders, or inspection team members. The exemption only applies to personnel who were previously issued an AF IMT 483 for an Air Force airfield. Designated responsible personnel will brief these members on all safety rules, hazards, procedures, and principles for their assigned airfield duty area. Deliver a signed memorandum from the unit commander stating the appropriate training has been completed and the person is fit, has been properly briefed, and is qualified to drive on the airfield.

A17.2. Airfield Management Operations (AM Ops) is available by appointment to assist in training or providing briefings.

A17.3. Contractor personnel will receive a safety briefing from Construction Management, and a briefing from AM Ops. After UFC 3-260-01, Attachment 14 guidelines have been met and a site release issued, AM Ops will issue the contractors vehicle passes for their work site area only. These passes replace the AF IMT 483.

A17.4. The above stated personnel must be briefed on the information below in order to maintain an appropriate level of safety. These are the minimum requirements authorized.

A17.4.1. 51 FWI 13-202 **Chapter 5**, **Chapter 6**, **Chapter 7**, **Chapter 8**, **Chapter 9**; and **Attachment 4** thru **Attachment 12**, **Attachment 14**, and **Attachment 21**.

A17.4.2. Day and night orientation of airfield duty areas.

A17.4.3. Newly assigned commanders will accomplish the CBT, available from the shared network folders.

A17.4.4. AM Ops must certify a previous AF IMT 483, issue a temporary AF IMT 483, issue a Osan AF IMT 483 and/or issue an official vehicle pass (in the case of airfield contractors).

Attachment 18

TDY, CONTRACTOR, AND RED CARPET ACCESS SAMPLE LETTER

	Air Force or Company Letterhead

DATE

MEMORANDUM FOR 51 OSS/OSAM

FROM: (UNIT)

SUBJECT: Airfield Access Letter

1. The below named person has been briefed on Osan specific safety, procedures, hazards, policies, and principles in accordance with 51 FWI 13-202 and is fit and qualified for driving on the airfield. They have completed the MAJCOM CBT (as appropriate), and have had a day and night orientation of their airfield duty areas.

2. The following information is provided:

Rank, Name, Unit (or Company):_____

Call Sign:_____

Airfield Duty Area(s):_____

Previous Base/AF IMT 483 #:_____

Point of Contact or Project Officer / Phone #:_____

Project and Work Site Supervisor / Phone #:_____

List of Authorized Vehicles (Registration or License Plate #)

_____

_____

3. Osan Issued Pass #s: _____

4. Printed Rank, Name, Unit, Phone# _____

Signature of POC, Exec. Officer, or Project Manager, FDPM

Attachment 19

FLIGHTLINE DRIVING PROGRAM INSPECTION SCHEDULE

A19.1. IAW AFI 13-213, Chapter 4, the Deputy Airfield Manager (DAM) will:

A19.1.1. Annually inspect all unit flightline-driving programs. Inspections must focus on program integrity, compliance and support. As a minimum, inspection results will be briefed quarterly at the AOB and information copies will be given to the unit commander. As a minimum review/inspect:

A19.1.2. Flightline Driving Program Manager qualifications and letter of appointment.

A19.1.3. Availability and currency of the flightline driving instruction, prescribed forms and other associated publications.

A19.1.4. Current listing and number of certified flightline drivers in the unit.

A19.1.5. Adequacy of training and testing materials.

A19.1.6. Training documentation.

A19.2. The following is the annual inspection schedule:

JAN	51 CES	
FEB	51 MXS	51 AMXS
MAR	25 FS	36 FS
APR	51 SVS	51 MDG
MAY	731 AMS	
JUN	51 LRS	
JUL	51 MOS	51 FW/STAFF
AUG	51 MUNS	
SEP	51 CS	51 OSS
OCT	DET 1/33 RQS	5 RS
NOV	51 SFS	303 IS/7 IWF
DEC	55 ALS	

A19.3. Please contact the DAM at 784-4222 if you any questions or have not received your annual inspection.

Attachment 20

FLIGHTLINE DRIVER'S FAMILIARIZATION PROGRAM STAFF ASSISTANCE VISIT CHECKLIST

ALL PURPOSE CHECKLIST	PAGE 1 OF 2 PAGES		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA FLIGHTLINE DRIVER'S FAMILIARIZATION PROGRAM STAFF ASSISTANCE VISIT	OPR 51 OSS/ OSAM	DATE	

NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)*	Y	N	N/A
1	Has the Unit Commander appointed a FDPM in writing?	☐	☐	☐
2.	Has the Unit Commander delegated the authority to sign 51 FW Form 214 to the FDPM in writing?	☐	☐	☐
3.	Are unit flightline driver's trainer identified in writing by the unit FDPM?	☐	☐	☐
4.	Are copies of the FDPM appointment , trainers appointment, and delegation to sign 51 FW From 214 letters on file with AM Ops?	☐	☐	☐
5.	Does the Unit Commander limit the number of personnel authorized to drive on the flightline to he absolute minimum necessary to accomplish the mission?	☐	☐	☐
6.	Are the FDPM's and unit trainers certified to drive on the flightline at Osan and have an Osan stamped AF Form 483?	☐	☐	☐
7.	Does the FDPM maintain a current listing and number of certified flightline drivers in the unit?	☐	☐	☐
8.	Does the FDPM send AM Ops a copy of this listing monthly?	☐	☐	☐
9.	Does the FDPM maintain flightline drivers training records?	☐	☐	☐
10.	Does the FDPM maintain prescribed and associated publications, test (with answer sheets), and forms and are they current?	☐	☐	☐
11.	Can the FDPM access flightline driving records on request?	☐	☐	☐
12.	Does the FDPM or appointed trainers conduct classroom training for their unit's flightline drivers?	☐	☐	☐
13.	Does the FDPM training include identifying the following airfield markings: Runway holdlines, instrument holdlines, runway stripes, taxiway stripes, restricted are lines and driving lanes?	☐	☐	☐

AF IMT 2519, 19911101, V4 PREVIOUS EDITIONS ARE OBSOLETE.

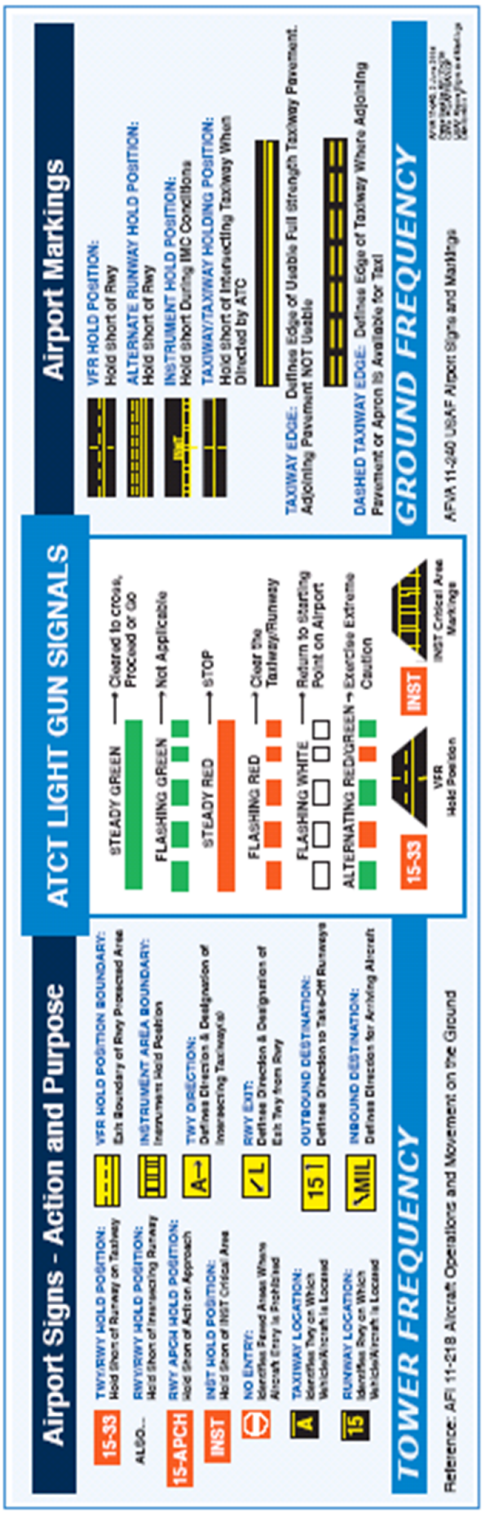
PAGE 2 OF 2 PAGES

NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)*	Y	N	N/A
14.	Does the FDPM's training include identifying the following signs: VFR runway hold, instrument runway hold, informational, FOD check points, ILS and glideslope critical areas?	☐	☐	☐
15.	Does the FDPM ensure control tower light gun signal decals are affixed to all flightline vehicles?	☐	☐	☐
16.	Does FDPM provide training on proper radio terminology, phraseology and discipline?	☐	☐	☐
17.	Is annual refresher training identified and documented? (at a minimum re-accomplish CBT and review most current 51 FW flightline driving instruction.)	☐	☐	☐
18.	Is TDY training identified and documented? Are credentials verified (home station 483 or equivalent)?	☐	☐	☐
19.	Does the FDPM identify and document POV pass requirements? Does the unit make sure all requirements are necessary and kept to the absolute minimum?	☐	☐	☐
20.	Does the FDPM ensure POV registration is current, prior to processing POV pass request?	☐	☐	☐
21.	Does FDPM maintain contractor flightline driving records (if required)?	☐	☐	☐
22.	Does FDPM document contractor flightline driving briefings and provide day and night work-site orientation?	☐	☐	☐
23.	Does the FDPM notify AM Ops and the Unit Commander in writing when revoking an individual's flightline driving privileges?	☐	☐	☐

AF IMT 2519, 19911101, V4 *(REVERSE)*

Attachment 21

AFVA 11-240, AIRPORT SIGNS AND MARKINGS



Attachment 22

FLIGHTLINE DRIVER'S FAMILIARIZATION PROGRAM BINDER REQUIRED TAB LISTING

Tab 1	FDPM Appointment letter signed by Unit Commander
Tab 2	Letter listing all Certified Flightline Driving Trainers, endorsed by FDPM

NOTE: This letter must state that the FDPM has ensured all trainers are qualified to conduct flightline driver's training. Ensure a copy of this letter is submitted to Airfield Management.

Tab 3	51 FW I 13-202 AFOSHSTD 91-100 (Chapter 6) AFJMAN 24-306 (Chapter 25) AFI 13-213 (Chapter 4)
Tab 4	51 FW IMT 214 Flightline Driving Computer Based Training Final Results and written test results

NOTE: After completing the CBT, print the final test results for all personnel and file in this tab along with 51 FW IMT 214. If you're part of a large squadron you may make a note in this section where your 51 FW IMT 214s are located.

Tab 5	FDPM Correspondence
Tab 6	Annual Recertification Log
Tab 7	Annual Inspection
Tab 8	Semi-Annual Unit Self Inspection

NOTE: Utilize FDPM Inspection Checklist provided by Airfield Management. Ensure form is dated and filed in this tab.

Tab 9	Flightline Driving Test and Answer Key
Tab 10	Copies of letters submitted to Airfield Management revoking flightline driving privileges
Tab 11	Letters submitted to Airfield Management listing TDY or Contractor personnel you have trained

NOTE: Anytime you train TDY personnel working with your unit, you need to submit a letter to Airfield Management providing the names of the individuals trained, their home unit, and how long they will be here.

Attachment 23

FLIGHTLINE CALLSIGNS

The following are approved vehicular callsigns that have been approved by Airfield Management for use in the controlled movement area. Normally the name is followed by a number. This avoids confusion when communicating with Control Tower. If you have a callsign that will need to operate in the controlled movement area and it is not on the approved list, please submit in writing to 51 OSS/OSAM for approval.

AIRFIELD LIGHTING 1-2	51 CES/Airfield Lighting
AIRFIELD 1-5	51 OSS/Airfield Operations
AIRFIELD SYSTEMS 1-2	51 CS/METNAV and Radio Maintenance
BARRIER MAINTENANCE 1-2	51 CES/Barrier Maintenance
BIRDMAN	51 FW/SE
BLACKCAT	5 RS
CUSTOMS	51 SFS/Customs
DEERHUNTER	51 CES/Airfield Assessment Team
DIRTBIKE	51 CES/Airfield Assessment Team
FALCOLN	51 AMXS/F-16 AMU
HORIZONTAL	51 CES
MAX SUPER	51 AMXS/ Phase Superintendent
MEDIC	51 MDOS/ (Ambulance)
MOBILE	5 RS
MOC	Maintenance Operations Center
MUSTANG 1-10	51 FW Leadership
RADAR MAINTENANCE	51 CS/Radar Maintenance
RAMP 1-4	51 AMXS/Transient Alert
RECOVERY	51 AMXS/Transient Alert
ROVER	51 LRS/POL
SAFETY 1-2	51 FW/SE
SNOW	51 CES/Snow Removal
SWEEPER	51 CES/Airfield Sweeper
THUNDER	51 AMXS/A-10 AMU
TOPCAT	5 RS
WYVERN 1-2	51 OSS/CC/DO

Attachment 24

NIGHT VISION DEVICE (NVD) DRIVERS TRAINING

A24.1. Objective of the Instructor. To train and qualify each student to properly operate designated Government Owned Vehicles (GOV) and/or Special Purpose Vehicles (SP) while using a night vision device.

A24.2. Criterion Objectives for Student Performance. Given a GOV/SP each student will show safe operation and demonstrate all vehicle capabilities while wearing the NVD in accordance with prescribed publications.

A24.3. Instructor's Training References:

A24.3.1. AFJMAN 24-306

A24.3.2. TC 21-305-2

A24.3.3. NVD Specific Manual

A24.4. Instructional Aid:

A24.4.1. Government Owned or Special Purpose vehicle to be determined by requirements for each individual's tasking.

A24.4.1.1. Training on general purpose vehicles of like design will qualify trainees on all vehicles in that category such as sedans, pickups, carryalls, etc.

A24.4.1.2. Training on special purpose vehicles will be conducted for each type of vehicle due to diversity in designs and functional purposes of the various types of special purpose vehicles.

A24.4.2. NVD lesson plan

A24.4.3. NVD

A24.5. Student Preparation:

A24.5.1. Have a current AF Form 2293 that is valid for type of vehicle being used for training.

A24.5.2. Have an AF IMT 483 and be thoroughly familiar with the airfield

A24.6. Presentation Sequence. Using a lecture and demonstration/performance method of instruction, the instructor will explain the importance to the mission of driving while wearing the NVD. The instructor will have each student operate the vehicle while wearing the NVD as the instructor supervises. The instructor will ask questions and clarify points of procedure. The instructor will conclude his instructions by summarizing the desired learning outcome expected. For evaluation the instructor will have each student operate the vehicle while wearing the NVD.

A24.7. Introduction:

A24.7.1. Instructor Activities: Explain the importance of safely operating a Government Owned/Special Purpose Vehicle while wearing the NVD, and how it effects mission accomplishment.

A24.7.2. Student Activities: The student will listen, observe, ask and answer questions take part in the lesson so that he/she completely understands what the instructor is communicating.

A24.7.3. Student Outcome: The student should understand the importance of safely operating a vehicle while wearing the NVD.

A24.8. Demonstration:

A24.8.1. Instructor Activities:

A24.8.1.1. Give the principals and purpose of safely operating a vehicle while wearing the NVD.

A24.8.1.2. Demonstrate proper vehicle entry and egress while wearing the NVD.

A24.8.1.3. Demonstrate proper vehicle operations:

A24.8.1.3.1. Forward driving

A24.8.1.3.2. Left turn

A24.8.1.3.3. Right turn

A24.8.1.3.4. Full stop

A24.8.1.3.5. Backup 50 feet and stop

A24.8.1.3.6. Back into a designated area from the left direction

A24.8.1.3.7. Back into a designated area from the right direction

NOTE: Spotters must be used in all operations involving backing maneuvers.

A24.8.2. Student Activities: The student will listen, observe, ask and answer questions. The student should take part in the lesson in order to understand what the instructor is communicating.

A24.8.3. Student Outcome: Can state the basic rules for safe operation of the designated vehicle while wearing the NVD.

A24.9. Performance:

A24.9.1. Instructor Activities: The instructor will observe each student as he/she operates the vehicle while wearing the NVD. Assistance will be provided when necessary and key safety items stressed.

A24.9.2. Student Activities: The student will wear NVD. He/she will then operate the designated vehicle and demonstrate all of the maneuvers outlined by this lesson plan. The student will also demonstrate all capabilities of any special purpose vehicle being used for training. Questions may be asked and instructor assistance may be used as required.

A24.9.3. Student Outcome: The student will become proficient at driving the designated vehicle while wearing the NVD.

A24.10. Conclusion:

A24.10.1. Instructor Activities: Provide remedial training in those areas that were not performed adequately by the student. Answer all questions posed by the student and ensure the student is prepared for the final evaluation.

A24.10.2. Student Activities: The student will ask and answer questions, and take notes if necessary for further study.

A24.10.3. Student Outcome: Correct errors made during the performance phase of instruction. Reinforce those areas that were performed correctly, and ask questions to clarify any areas that are unclear. Must be able to safely operate the designated vehicle while wearing NVD.

A24.11. Evaluation:

A24.11.1. Instructor Activities: Have the student operate the designated vehicle while wearing the NVD and evaluate the student's performance.

A24.11.2. Student Activities: Don NVD and safely operate the designated vehicle.

A24.11.3. Student Outcome: Is able to safely operate the designated vehicle while wearing the NVD.

Attachment 25

NVD DRIVING PROCEDURES AND KNOWLEDGE

Driving with NVD's adds more risks than standard daily operations, and makes coordination more difficult. This attachment provides a minimum outline of details that should be covered and items that should be displayed during training. Refer to the training references and specific operating manual for the type of devise you will be using.

A25.1. Orientations:

A25.1.1. Daytime

A25.1.1.1. Drive the route, to be thoroughly familiar with airfield and obstructions

A25.1.2. Darkness

A25.1.2.1. Drive the route with vehicle headlights to give student appreciation for how the airfield looks at night without goggles.

A25.1.2.2. Have student practice operating NVD in a darkened non-moving environment.

A25.1.2.3. Familiarize student by having them view area they will be driving with NVD as a passenger.

A25.1.3. Weather Conditions

A25.1.3.1. NVD effectiveness is reduced in rain, haze, fog, snow, and/or smoke. NVD's also have a limited ability to detect rain, haze, or fog before you enter the area of reduced visibility.

A25.1.4. Speed Limitations

A25.1.4.1. Per AFJMAN 24-306, vehicle speeds during blackout operations will be limited to 10 MPH

A25.1.4.2. Use slower speed while training and adapting to NVD.

A25.1.4.3. You must understand the relationship between your NVD visual range capability and the speed of the vehicle.

A25.1.5. Equipment Preparation

A25.1.5.1. Keep vehicle windshield and windows clean.

A25.1.5.2. Ensure NVD operates properly (battery charged, clean etc)

A25.1.6. Driver Preparation

A25.1.6.1. Keep physically fit and eat well-balanced meal

A25.1.6.2. Get adequate rest. NVD usage can cause earlier onset of fatigue.

A25.1.6.3. Avoid self-medication, tobacco and alcohol

A25.1.6.4. Avoid bright lights as much as possible.

A25.1.6.5. Participate in frequent night driving

A25.1.7. All NVD operations will be conducted with device secured in head harness and worn on driver's head.

A25.1.8. Situational awareness (pay extra attention to where you are and what you are doing)

NOTE: The ability to drive with NVD is developed through continuous hands-on training. The key to that training lies in awareness and understanding of NVD capabilities and limitations.

A25.2. Maneuvering:

A25.2.1. Shifting and braking

A25.2.2. Restricted peripheral vision due to NVD

A25.2.2.1. Field of view is greatly reduced so use slow, continual scanning pattern to compensate.

A25.2.3. Parking

A25.2.3.1. Nose in

A25.2.4. Backing (spotter required)

A25.2.5. Speed

A25.2.5.1. Drive slower than normal

A25.2.5.2. Allow extra stopping distance

A25.2.5.3. Allow more space between vehicles

A25.2.5.4. Double check before proceeding at intersections

A25.2.6. Successfully negotiate and identify selected terrain features, markers, signs etc as seen through the NVD

NOTE: Make sure the trainee notifies the trainer of any vision deterioration that may impede their ability to continue safe driving with the NVD. They should also report any other problems such as eyestrain, headaches, or nausea. Discontinue NVD training if symptoms occur and seek medical attention if necessary.