

**BY ORDER OF THE COMMANDER  
HILL AIR FORCE BASE (AFMC)**

**HILL AFB INSTRUCTION 13-202  
5 AUGUST 2004**



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

**FLIGHT LINE VEHICLE CONTROL**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*. This instruction outlines responsibilities and procedures for controlling ground vehicles operating in the flight line environment. It sets forth requirements for training and authorization based on need, necessary knowledge, safety and other considerations. It applies to all organizations having a need to drive on the Hill AFB flight line. This publication prescribes the use of OO-ALC IMT 528, **Flight Line Training Record and Request**. Maintain and dispose of records in accordance with AFMAN 37-123, *Management of Records*, and the WebRIMS Records Disposition Schedule (RDS). See Attachment 1 for Glossary of References and Supporting Information.

**SUMMARY OF REVISIONS**

Office symbols and references have been updated. Flight line drivers are required to complete the Computer-Based Training (CBT) provided by the Chief, Airfield Management. Augmentees assigned to another unit are the responsibility of the using unit. Flight line drivers will now be required to use OO-ALC IMT 528 for AF IMT 483, **Certificate of Competency**, to record the completion of the flight line CBT training before requesting an AF IMT 483. The Unit Vehicle Control Officers/Flight line Driving Program Manager will be responsible for training and monitoring contractors as well as individuals in their unit. Refresher training now includes mandatory completion of flight line driver CBT. Privately owned vehicle (POV) passes will be reissued annually effective 1 January. The radio-monitoring area is depicted in Attachment 4.

## 1. General.

**1.1. Applicability.** All personnel operating a vehicle on the flight line must be familiar with local flight line rules and procedures (as outlined in Attachment 2) and must possess a valid AF IMT 483 authorizing flight line driving. All base assigned personnel who operate a vehicle on the flight line must complete all training and testing requirements. Flight line experience (e.g., operating vehicles or aircraft) is not a substitute for completion of flight line driving training and testing requirement.

**1.2. Environment.** Hill AFB is an extremely congested airport with a high volume of aircraft and vehicle traffic in a limited area.

## 2. Responsibilities.

### 2.1. Unit Commanders or Directors will:

2.1.1. Ensure a primary and alternate unit Flight line Driving Program Manager (normally the VCO or vehicle control noncommissioned officers (VCNCO) are appointed according to AFI 13-213, *Airfield Management*. A copy of the appointment letter will be forwarded to 75 OSS/OSAM to be kept on file.

2.1.2. Certify personnel to be qualified to drive on the flight line. (Authority may be delegated in writing to individual unit Flight line Driving Program managers.) A copy of the delegation letter will be forwarded to 75 OSS/OSAM to be kept on file.

2.1.3. Be solely responsible for flight line drivers owned or controlled by the unit (including contractor personnel) by signing OO-ALC IMT 528 prior to testing. (Authority may be delegated in writing to individual unit Flight line Driving Program Managers). Augmentees temporarily assigned to another unit are the responsibility of the receiving unit.

2.1.4. Limit the number of personnel authorized to drive on the flight line to the absolute minimum necessary to accomplish the mission.

2.1.5. Ensure the proper administration of the unit's flight line driver training program.

2.1.6. Upon suspension/revocation of a unit member's base driving privileges, suspend/revoke the member's flight line driving authorization and notify the unit Flight line Driving Program Manager and 75 OSS/OSAM (Airfield Management) in writing. Request for reinstatement must be processed according to AFI 13-213, *Airfield Management*, paragraph **4.1.2**.

2.1.7. Suspend an individual's flight line driving privileges and order retraining when appropriate. (See paragraph 3.6)

**2.2. The Chief, Airfield Management (CAM) or Deputy Chief, Airfield Management (DCAM) Will:**

2.2.1. Ensure the quality of each unit's flight line driver training program and procedures periodically.

2.2.2. Provide Flight line Driving Program managers with a standard lesson plan outline (Attachment 2) and an airfield diagram IAW AFI 13-213, Chapter 4.

2.2.3. Coordinate on all flight line unit specific training programs.

2.2.4. Provide a specific briefing and a written examination for all first-time Hill AFB flight line drivers.

2.2.5. Train unit Flight line Driving Program managers on flight line driving requirements and provide information needed to train personnel operating vehicles on the flight line. Training of new Flight line Driving Program managers is the responsibility of the previous Flight line Driving Program manager.

2.2.6. Validate with the unit Flight line Driving Program manager a current list of authorized flight line drivers assigned to the unit no later than 1 January each year.

2.2.7. Have the authority to revoke flight line driving privileges.

2.2.8. Notify Unit Flight line Driving Program managers of any changes to flight line operations by sending or posting to the Flight Line Driving Web Site a change in operations or procedures to be used by the unit for their annual flight line driver refresher training.

**2.3. Unit Flight line Driving Program Managers** (Reference AFI 24-301; *Vehicle Operations*, AFI 31-204; Air Force *Motor Vehicle Traffic Supervision*; and AFMAN 24-306, *Manual for Wheeled Vehicle Driver* Chapter 25, AFOSHTD 91-100, *Aircraft Flight line Ground Operations and Activities*.) **will:**

2.3.1. Be trained and certified to drive on the flight line. Schedules training for replacement Flight line Driving Program manager with the DCAM at least 30 days prior to relinquishing unit duties.

2.3.2. Develop a unit specific flight line driver training program for the unit's organization and coordinate it through the Safety Office (OO-ALC/SE) and airfield manager or their designated representative.

2.3.3. Administer the unit's flight line driver training program IAW AFI 13-213, chapter 4 and as outlined in Attachment 2. **NOTE:** Individuals not receiving night orientation/training check rides

will have their AF IMTs 483 restricted (e.g., "AUTHORIZED DAYLIGHT HOURS ONLY"). If the individual later requires a nighttime authorization, the unit Flight line Driving Program manager will ensure training is provided (night orientation) and documented. The CAM, DCAM or designated AM representative will update the AF IMT 483, as required.

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

2.3.5. Ensure all trainees are qualified to drive the vehicle they will be operating on the airfield. Ensure trainee possesses a valid state or government driver's license. Ensure trainee possesses a "Controlled Area Z" badge prior to testing.

2.3.6. Ensure the unit's contracted personnel are flight line trained and monitored. If escorted the escorting individual must be in the same vehicle or leading the individuals with a government vehicle, and have a current competency card and line badge. The escort must stay with the individuals escorted until they leave the flight line area. Escort must also notify airfield management operations of who, what, where, and when these operations will occur. Once the operation is complete the escort will ensure airfield management operations is notified. Airfield Management Operations is not responsible for escort for any organization except when designated by the Airfield Manager.

2.3.7. Maintain records, associated IMTs and listing of all unit personnel authorized to drive on the flight line. Review and update the listing of all unit personnel authorized to drive on the flight line at least quarterly. Forward a copy to the 75 OSS/OSAM.

2.3.8. Suspend, retrain, or revoke driving privileges when necessary of those drivers in the unit.

2.3.9. Ensure all personnel accomplish the annual flight line driver refresher CBT as directed in AFI 13-213 and Attachment 2. Additions or changes to the unit certified training program are approved only by the CAM or DCAM. Annotate completion of refresher training and date on the back side of each individual's AF IMT 483 and on the original OO-ALC IMT 528. Refresher training must be completed by the last day of the anniversary month and not before the first day of the same month. Since the back side of the AF IMT 483 is a record of refresher training, a lost or destroyed card requires an individual to be retrained and tested unless the unit Flight line Driving Program manager can show the necessary current and valid training documentation and signs off all past refresher entries on the recreated "Certificate of Competency".

2.3.10. Send refresher notices to all supervisors of personnel 5 days prior to 1st day of that individual's anniversary month, via e-mail. DCAM will be courtesy copied on this e-mail notice.

#### **2.4. Security Forces Squadron (75 SFS) will:**

2.4.1. Enforce all traffic rules and directives on the flight line, ensure unauthorized vehicles are prohibited from operating on the flight line, and inform base operations of violations. **NOTE:** Special attention should be directed toward the area in front of base operations (building 1) and the flight line gates 1, 2, 45 and 48.

## **2.5. Flight Line Driving Personnel.**

2.5.1. Ensure rules and safety practices are obeyed, and promptly report any violations to the proper level of authority.

2.5.2. Ensure compliance at foreign object debris (FOD) checkpoints (Attachment 3). (Check tires, secure loose items and properly dispose of FOD).

2.5.3. Be alert for FOD items in the flight line environment. When possible pick up FOD. If large volumes of FOD are encountered, report it to base operations for sweeper dispatch.

## **3. Procedures for AF IMT 483.**

**3.1. Obtaining AF IMT 483.** To obtain AF IMT 483, each Hill AFB unit requiring access to the Hill AFB Flight Line will go through their VCO or FDPM to complete the OO-ALC IMT 528 as a minimum.

3.1.1. The Flight line Driving Program managers will ensure accomplishment of all phases of flight line driver training.

3.1.2. After the individual successfully completes the unit's training, the Flight line Driving Program managers will ensure the unit commander signs the OO-ALC IMT 528, indicating completion of all requirements and obtain a testing date with 75 OSS/OSAM or the designated representative. Testing will be completed within 30 days of first training received.

3.1.3. The individual will take their completed OO-ALC IMT 528 to 75 OSS/OSAM or the designated representative to be tested and if scoring 85 percent or higher will obtain an AF IMT 483, stamped "Authorized Flight Line Driving" with applicable restrictions. The AF IMT 483 will be valid from issue date to end of the month of the 1-year anniversary at which time the annual refresher training will be accomplished and annotated on the back of the card by the unit Flight line Driving Program managers for up to and including 7-years total, if no refresher is annotated annually the card becomes invalid and all driving privileges are revoked until initial training is reaccomplished. The AF IMT 483 certificate number will be recorded by the program manager and sent to 75 OSS/OSAM personnel quarterly.

3.1.4. After completing the above requirements, the individual will return the OO-ALC IMT 528 to the unit Flight line Driving Program managers for future refresher documentation.

**3.2. Processing Certifications.** Mission contractors will process certification through the sponsoring unit in accordance with paragraph 3.1.

**3.3. Construction Contractors.** Construction contractors work with the 75th Civil Engineer Group (75 CEG), Army Corps of Engineers, Environmental Management Directorate (OO-ALC/EM) or other contracting organization to obtain flight line certification. The project organization's Flight line Driving Program manager will ensure proper flight line training and monitoring of contractors. The unit will notify the DCAM of the proposed construction and need for POV passes.

**3.4. Visiting Unit TDY Personnel Prior to Driving on Hill AFB Flight Line will:**

3.4.1. Receive from the DCAM or designated representative an airfield safety briefing.

3.4.2. Have in their possession a **valid** home-station AF IMT 483, Certificate of Competency, stamped "Flight Line Authorized" or authorized equivalent.

3.4.3. Have in their possession a home-station "Controlled Area "Z" badge or authorized equivalent.

3.4.4. Receive from their sponsoring units a unit-specific briefing as referred to in paragraph 4.2.

3.4.5. Complete the Flight Line Driver's Training Program IAW Attachment 2 if visiting personnel are not licensed or do not possess the home station AF IMT 483 card they will not be authorized to drive on Hill AFB Flight Line.

**3.5. The DCAM or the Designated Representative Will:**

3.5.1. Verify that a copy of OO-ALC IMT 528 has been properly completed and signed.

3.5.2. Verify the examinee possesses a "Controlled Area Z" badge.

3.5.3. Administer the flight line drivers written examination, ensuring at least an 85 percent score corrected to 100 percent. Failure will require additional study and testing at a later test date.

3.5.4. Issue all AF IMT 483 cards over stamped with "Flight Line Authorized".

3.5.5. Complete the appropriate blocks of OO-ALC IMT 528 and direct the examinee to return the training record to the unit Flight line Driving Program manager.

**3.6. Certificate Suspension/Surrender/Revocation Procedures.**

3.6.1. General. Gross or repeated violations of safety or of flight line driving rules or an overall demonstrated lack of ability on the part of the certificate holder will result in suspension of privileges, surrender or revocation of the certificate without comment. All suspended/surrendered/revoked certificates require written correspondence from the individual's unit commander/director to be reissued.

3.6.2. Suspension. Any supervisor in the driver's chain of command may suspend a driver's certification pending further training. All suspensions will be reported to the Flight line Driving Program manager and airfield manager. Failure to complete annual refresher training or AF IMT 483 not dated and signed is cause for competency card suspension.

3.6.3. Surrender. All certificate holders will surrender certificates upon demand of the unit's Flight line Driving Program manager, unit commander/director, or by the airfield manager or the designated representative. The certificate holder will notify the Flight line Driving Program manager if someone other than the Flight line Driving Program manager has demanded the surrender of his/her AF IMT 483. All surrendered certificates will be forwarded to the airfield manager. All certificate holders are required to surrender certificates upon PCS, separation, retirement or when the need to drive on the Hill AFB flight line no longer exists.

3.6.4. Revocation. The AF IMT 483 may be revoked by the certificate holder's Flight line Driving Program manager, unit commander, airfield manager or the designated representative. Once revoked another certificate will not be reissued without the explicit approval of the Airfield Manager. All revoked certificates will be forwarded to the airfield manager.

3.6.5. Runway Incursion/Intrusion.

In the event of a runway incursion/intrusion the AF IMT 483 will be revoked. Revocation process will be conducted according to paragraph 7.3.

#### **4. Unit Conducted Training.**

**4.1. Base Lesson Plan.** A flight line driver training lesson plan outline will be provided by the airfield manager or DCAM to include general rules, procedures and operations applicable to Hill AFB. Special areas of interest that may pertain to the specific unit may be added by the unit Flight line Driving Program manager. Attachment 2 of this instruction is a lesson plan outline. Other sources of information are AFI 24-301, AFJMAN 24-306, AFI 31-204, Hill AFB Instruction 13-201, AFOSHSTD 91-100, Chapter 6, Flight Line Vehicle Operations, and other airfield Attachments in this instruction.

**4.2. Unit Lesson Plan.** The VCO, VCNCO, or Flight line Driving Program manager is required to develop training that applies to the specific unit and mission. With the squadron commander's consent, the Flight line Driving Program manager may conduct an oral examination, a driving check ride, or a combination of both.

**4.3. Training Review.** The airfield manager or the designated representative will conduct periodic spot checks as required and monitor adverse trends.

**4.4. Certification.** All personnel driving on the flight line must have completed the training and obtained AF IMT 483. They must be physically qualified to perform driving duties to include the ability to recognize red/green/yellow/white/blue colors. The Medical Group (75 MDG) or civilian dispensary may be used for DOD employees to conduct any physical testing that may be required.

## **5. Vehicles Authorized in the Flight Line Environment:**

**5.1. Applicability.** Any vehicle being operated on the Hill AFB flight line must have a direct mission-related reason. The flight line will not be used for convenience to move from one part of the base to another.

**5.2. Government Vehicles.** All flight mission support, GSA vehicles, and special purpose vehicles these are easily recognizable as government vehicles and are not required to display a flight line decal.

### **5.3. Non Government Vehicles.**

5.3.1. Construction Contractors. Contractors' vehicles working construction or repair projects on the airfield will be authorized access ONLY by the airfield manager or the designated representative. The airfield manager will brief contractors on control and safety requirements and acceptable routing at the preconstruction conference. POV passes will be returned as part of the final inspection of the contract.

5.3.2. Mission Contractors. The contracting unit will provide justification for access to the flight line to the airfield manager. Upon approval of the airfield manager, POV passes will be issued for the period of the contract. POV passes will be returned when no longer needed or when the contract ends.

**5.4. Privately-Owned Vehicles and Rental Vehicles.** Privately-owned vehicle to include rental vehicle operation on the flight line is discouraged for several reasons (including security, safety, FOD and liability) and will be kept to an absolute minimum. POV access to the flight line requires a flight line pass from the airfield manager.

5.4.1. Commanders and Key Supervisors. Unit commanders will certify by letter to the airfield manager that there is a valid need to respond to the flight line for mission related reasons. A pass is specifically issued to an individual and is to be used for only that individual's specific vehicle and license plate number. The pass will be returned when the individual no longer requires flight line access or when the individual's specific vehicle or license plate number changes.

5.4.2. Deployed, Transient, TDY Personnel. Use of POVs and rental vehicles on the flight line for deployed unit missions, inspection teams, etc., may be authorized by the airfield manager or the designated representative on a case-by-case basis. When operating a vehicle in the radio Monitoring area (see Attachment 3), radio communication with the tower is required. Radios can be checked out from base operations. All passes will be returned to base operations at the completion of the stay.

5.4.3. Flight Line Place of Duty. Individuals needing POV access to the flight line to reach a duty place will be issued a decal upon approval of the 75 OSS/CC. The airfield manager will designate the route to be taken to the place of duty. A pass is specifically issued to an individual and is to be used for that individual's specific vehicle and license plate number only. The pass will be returned when the individual no longer requires flight line access or when the individual's specific vehicle or license plate number changes.

5.4.4. Non Operations Personnel. Some positions may have a requirement for access to the flight line on a recurring basis (such as the Office of Public Affairs (OO-ALC/PA)). Justification and individual arrangements will be made with the airfield manager. A temporary pass with an expiration date may be authorized.

## **6. Flight Line Operating Procedures and Standards.**

**6.1. General.** All personnel driving in the flight line environment and having obtained AF IMT 483 in accordance with this instruction will comply with the procedures, directions, and limitations described in AFJMAN 24-306, Chapter 25, Operation of Motor Vehicles on Air Force Flight Lines and AFOSHSTD 91-100, Chapter 6, Flight Line Vehicle Operations.

**6.2. Operating A Vehicle On The Flight line.** All personnel driving/working on the airfield/flight line will receive training, briefing or an escort in accordance with this instruction, prior to entry to the flight line. Sponsoring agency (e.g., fire department, contracting, civil engineering, etc.) will provide a flight line qualified escort for personnel working on the airfield. Personnel acting as an escort must be authorized and certified to drive on the flight line.

**6.3. Operating A Vehicle In The Controlled Movement Area (CMA).** In accordance with AFI 13-204, no vehicle or person may enter the CMA without specific approval from ATC (see Attachment 5). Paragraph 7.1.2. provides procedures for emergency removal of vehicles in the event of vehicle/control tower radio failure. Vehicles operating in the CMA must use rotating beacon lights or hazard/warning flashers.

**6.4. Operating A Vehicle In The Radio Monitoring Area (RMA).** In accordance with Hill AFB Instruction 13-201, no vehicle or person may enter the RMA (Attachment 4) without manually tuning their radio to the tower ground frequency or airfield talk net. Monitor tower continually while in the RMA. Direct communication with the tower ground controller is not

necessary, monitor the radio for tower to communicate with the vehicle if needed. Establish communications if entering the CMA.

**6.5. Proper Radio Terminology/Phraseology And Discipline.** The phrase "clear" shall not be used by personnel operating vehicles on the airfield. Vehicles operating in the CMA will be assigned call signs (e.g., barrier maintenance, airfield lighting, fire department, transient alert/maintenance, AM Ops, etc.). Vehicular call signs are approved by AM to ensure duplicate call signs are not used. Attachment 6 identifies common vehicular call signs that operate in the CMA.

**6.6. Control Tower Light Gun Signals (Attachment 7).**

6.6.1. For determining if an individual can distinguish between red, green, white, yellow and blue. Contact base hospital/medical treatment facility for assistance in determining best process for testing individuals for color vision. Coordination with hospital and safety officials may be necessary to evaluate those cases where individuals fail the color vision testing to determine if issuance of a limited access permit should be approved. Access to the CMA is not granted in these cases. **EXCEPTION:** Personnel that have a mandatory requirement for normal color vision (entry and retention) in their Air Force Specialty Code (AFSC) are exempt from color vision testing portion of the flight line driver's program provided previous test results indicate the member can distinguish red, green, white, yellow and blue. Individual must provide official documentation of test results from wing or base medical facility when submitting a request for a driving permit.

**6.7. Required Knowledge on the Airfield.**

6.7.1. Airfield Signs and Markings. All airfield signs and markings will be properly observed with strict compliance.

6.7.2. Speed limits for vehicle parking areas, aircraft parking ramps, flight line access roads, taxiways, runways and aircraft/equipment/trailer towing operations (See Attachment 7).

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

6.7.4. Parking and chocking requirements.

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

6.7.6. FOD control/prevention. Include written procedures for off-pavement operations and entering the flight line driving area.

6.7.7. Restricted visibility or night operations to include requirements to stop and hold

at an INST holding position during instrument flight rules (IFR) conditions.

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

6.7.9. Procedures or restrictions for operating motorcycles, mopeds or scooters, bicycles, tricycles and other vehicles as required.

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

6.7.11. Procedures for use of perimeter roads, in-field, intermediate, perpendicular or other airfield roads to reduce nonessential vehicle movement on the airfield.

6.7.12. Procedures to limit vehicle traffic crossing the runway to an absolute minimum.

6.7.13. Tower or vehicle radio problem areas and visual blind spots.

6.7.14. Procedures and minimum refresher training requirements to be covered on an annual basis.

6.7.15. Emergency vehicle operations (fire and rescue, ambulance, security forces).

6.7.16. Procedures for vehicle traffic control devices/lights for crossing active taxiways/runways.

## 7. Specific Local Instructions:

**7.1. Radio Monitoring Area.** Hill AFB tower controls all ground traffic in the radio monitoring area (see Attachments 4 and 5) which includes the main taxiway (Alpha), 1,000 feet either side of the runway centerline, the portions of taxiways between taxiway Alpha and the runway, access from taxiway Alpha to Hot Pads 6, 2, 1, and the north and south EOR areas. Vehicles operating in this area must have the ability to communicate with the tower by radio or be escorted by another vehicle that can. *Before crossing the runway hold lines for any reason, permission must be obtained from the control tower.* When necessary, hand-held radios may be checked out from base operations (75 OSS/OSAMB) dispatch section for temporary use. **NOTE:** When communicating with the tower never use the word "cleared" with any radio transmissions.

7.1.1. Instrument Hold Lines (see Attachment 8). *Under no circumstances will a vehicle cross the instrument hold line when the "INST" sign is turned on without permission from the tower.*

7.1.2. If radio contact is lost, or suspected to be lost while operating on the runway, the tower should be monitored for light gun signals while the driver immediately exits the runway at the nearest exit. Repeated changes of intensity of runway lights indicate a need for tower to

communicate with the driver by either radio or light gun signals. If radio failure is known or suspected proceed to base operations and brief them on the incident.

7.1.3. Repeated flashing on and off of taxiway lights indicate a need for tower to communicate with the driver by either radio or light gun signals.

7.1.4. Work Within the Radio Monitoring Area. Any work to be accomplished within the radio monitoring area (see Attachment 4) must be approved by base operations or the airfield manager.

7.1.5. Alert Launches. During an actual alert, the alert vehicle has priority over all ground traffic, including taxiing aircraft or emergency vehicles responding to a declared emergency.

7.1.6. Taxiing/Towed Aircraft. Drivers will give way to taxiing or towed aircraft. Do not overtake and/or pass a taxiing aircraft. The responsibility to avoid aircraft rests with vehicle operators. To the maximum extent possible, vehicles will be driven on the shoulder of the taxiways and within the painted ramp roadways. Vehicle operators will not “cut corners” or drive off the paved surfaces to take short cuts. Vehicles encountering an aircraft coming from behind or in front within 100 feet will stop until the aircraft passes. If the aircraft has a large wingspan, the driver will reverse course well ahead of, or quickly move out of the way of, the aircraft and drive back along the edge of the taxiway to a point where the vehicle can turn off the shoulder onto a prepared surface and avoid the aircraft wing tip having to pass in the vicinity of the vehicle.

7.1.7. Congested Areas. While the whole flight line is congested, there are certain areas where extra caution should be exercised.

7.1.7.1. The north and south arming areas often have aircraft of various sizes. Last chance personnel are also in the area checking their aircraft.

7.1.7.2. The north ramp in front of base operations often has large transient, medevac, distinguished visitor aircraft and helicopters operating on it. In addition, there are frequently people unfamiliar with flight line operations visiting base operations or meeting visiting aircraft. It is also a major crossroad for ground traffic, taxiing and towed aircraft operating between the east and west sides of the flight line. This area has high visibility and mishap potential. Use extreme caution when driving in this area.

7.1.7.3. Other congested areas include the ramp road near building 9, the fire station and around the 388th Fighter Wing and 419th Fighter Wing aircraft restricted parking areas.

**7.2. FOD Control.** Due to the possibility of FOD, do not drive vehicles onto the airdrome immediately after having been on an unsurfaced area. If the vehicle has been driven off a paved surface on the airfield or being driven on to the airfield from street surfaces, before coming back

on the paved airfield surface, stop and clean tires of any rocks or soil. Operators will make sure all equipment carried on vehicles is stowed properly and secured.

### **7.3. Runway intrusions.**

7.3.1. Runway intrusions will be treated as a ground emergency. The tower will call base operations on the hot line and inform the specialist on duty that there has been a runway intrusion and the exact location of the vehicle. The specialist will respond to the location and escort the vehicle and occupants to base operations. At this time all persons involved in the intrusion will provide a statement to the airfield management specialist describing the events that occurred leading up to the intrusion. After all the information is acquired the individuals supervisor will be called to retrieve the vehicle. Once the supervisor arrives he will be informed that no one involved in the intrusion will be allowed to drive any vehicle on the flight line and to have his personnel surrender their AF IMT 483 cards to the specialist. The tower will fill out a AF IMT 457, USAF Hazard Report, and send to 75 OSS/OSAM. The 75 OSS/OSAM will ensure OO-ALC Safety receives the hazard report for action.

7.3.2. Reinstatement process after AF IMT 483 revocation is as follows:

7.3.2.1. Initiate a new OO-ALC IMT 528.

7.3.2.2. Complete entire training program again.

7.3.2.3. Letter from the individual's commander or above requesting the individual to be retested and all training have been reaccomplished must accompany completed OO-ALC IMT 528.

7.3.2.4. Only the 75 OSS/OSAM can retest individuals after their AF IMT 483 has been revoked.

**8. Enforcement.** The chief, airfield management, commanders, supervisors and safety officers will enforce this publication. Any person violating procedures should be reported to the security forces and base operations. If at all possible, obtain vehicle registration/plate number and/or driver information, time, place and violation witnessed.

### **9. IMTs.**

**9.1. IMT Prescribed.** OO-ALC IMT 528, **Flight Line Driver Training Record and Request.**

**9.2. IMTs Adopted.** AF IMT 457, **USAF Hazard Report**, and AF IMT 483, **Certificate of Competency.**

SEBASTIAN V. ROMANO III, Colonel, USAF  
Commander, 75 Air Base Wing

8. Attachments

1. Glossary of References and Supporting Information
2. Flight Line Driver Training Lesson Plan Outline
3. Hill AFB FOD Check Points
4. Hill AFB Radio Controlled Area
5. Runway Hold Lines
6. Vehicular Call Signs
7. Control Tower Light Signals
8. Hill AFB Orientation and Restricted areas

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*References*

**AFI 13-213 Airfield Management**

**[HILLI 13-201, Air Traffic Control and Flight Operations - Chapter 5 \(ONLY\)](#)**

**AFMAN 24-301, Vehicle Operations**

**AFJMAN 24-306, Manual For The Wheeled Vehicle Driver**

**AFI 31-204, Motor Vehicle Traffic Supervision**

**AFOSHSTD91-100, Aircraft Flight line - Ground Operations and Activities**

*Abbreviations and Acronyms*

**AFSC**–Air Force Specialty Code

**AM**–Airfield Management

**AMC**–Air Mobility Command

**AT**–Air Traffic Control

**CAM**–Chief, Airfield Management

**CBT**–Computer Based Training

**CMA**–Controlled Movement Area

**DCAM**–Deputy Chief, Airfield Management

**DOD**–Department of Defense

**EOR**–End of Runway

**FOD**–Foreign object damage

**GSA**–General Services Administration

**IFR**–Instrument Flight Rules

**PCS**–Permanent Change of Station

**POV**–Privately Owned Vehicle

**RMA**–Radio Monitoring Area

**TDY**–Temporary Duty

**VCO**–Vehicle Control Officer

**VCNCO**–Vehicle Control Noncommissioned Officer

*Terms*

**USAF Restricted Area Badge**–All persons on the flight line must have and display a current badge with appropriate areas annotated. This is a laminated attachable identification (ID) card issued by the 75th Security Forces Squadron (75 SFS/SFAP).

**AF IMT 483, Certificate of Competency**—Issued by the 75 OSS Chief, Airfield Management (CAM). It will be stamped “AUTHORIZED FLIGHT LINE HILL AFB” and will be validated with the signature of the Airfield Manager or the designated representative.

**AF IMT 457, Hazard Report**—USAF Hazard Report

**Contractor POV Pass**—A POV pass will be issued and controlled by the airfield manager authorizing nonmilitary contractor vehicles to be operated on the flight line. POV passes will be inserted in the driver's window of the contractor vehicle. POV passes will be returned to base operations when no longer required.

**Flight line Environment**—Includes the runway, all taxiways, ramps and aprons, hot pads, hangars, and airfield roadways inside the foreign object debris (FOD) checkpoints.

**Instrument Hold Lines**—Instrument hold lines are located on both sides of the runway at the north end. (see Attachment 3). Both lines are identified by an "INST" sign that can be lighted.

**Privately Owned Vehicle (POV) Pass (Except for Contractor Vehicles), Flight Line, Hill AFB Utah**—This decal authorizes nonmilitary vehicles to be temporarily operated on the flight line and is issued and controlled by the airfield manager. A flight line decal will be issued to operate in the flight line environment for vehicles approved by the unit's commander or director in writing and authorized by the Airfield Manager. Decals will be displayed on the dashboard or hang from the mirror of the vehicle. Passes are reissued annually effective 1 January or are returned to AM when no longer required.

**Radio Monitoring Area**—An area paralleling the runway 1,000 feet either side of centerline to the end of the runway, then an area from the threshold to 3,000 feet beyond the threshold 1,500 feet either side of centerline (see Attachment 2). This is an area of increased hazard due to accident potential. Only vehicles being used to complete mission requirements are authorized to operate within the radio monitoring area. At Hill AFB, a rough estimate of the western edge of the radio monitoring area is the western edge of taxiway Alpha.

**Vehicle Control Officer (VCO) or Vehicle Control Noncommissioned Officer (VCNCO)/ Flight line Driving Program Manager**—The civilian or military individual selected by the commander or director to administer the organization's vehicle program, to include operation of vehicles on the flight line and the associated training required.

## **Attachment 2**

### **FLIGHT LINE DRIVER TRAINING LESSON PLAN OUTLINE**

#### **A2.1. Administration.**

A2.1.1. Review paperwork (prepare OO-ALC IMT 528, have individual read AFJMAN 24-306, Chapter 25, this instruction and applicable unit material).

A1.1.2. Ensure the individual has proper state/government license and necessary unique vehicle training.

A1.1.3. Ensure the individual has a "Controlled Area Z" badge prior to taking the written exam.

#### **A2.2. Flight line entry points.**

A2.2.1. Line badge requirements and use.

A2.2.2. Most commonly used entrances and exits.

A2.2.3. Which gates to use for particular needs.

A2.2.4. Flight line security procedures and individual's responsibility.

#### **A2.3. Briefing Points.**

A2.3.1. Flight line traffic flow.

A2.3.1.1. Painted roadways on ramps, stop points, and flow in nonpainted areas.

A2.3.1.2. Normal aircraft flow patterns (under own power and being towed).

#### **A2.3.2. Speed limits and safety practices.**

#### **A2.3.3. Restricted areas, hazards, and congested points.**

#### **A2.3.4. Operations in the vicinity of aircraft.**

#### **A2.3.5. Vehicle parking and chocking.**

#### **A2.3.6. Procedures for operating in the radio monitoring area (see Attachment 3)**

A2.3.6.1. Coordination and radio procedures.

A2.3.6.2. Runway and taxiway markings and signs.

A2.3.6.3. Control tower light signals.

#### **A2.3.7. Hill AFB flight line restrictions.**

#### **A2.3.8. Night and adverse weather operations.**

#### **A2.3.9. FOD control and prevention.**

#### **A2.3.10. 2 Types of violations and reporting procedures.**

**A2.4. Operations and situations unique to your specific unit.**

**A2.5. 2 Driving Orientation--Day/Night.**

**A2.6. Training evaluation.**

A2.6.1. CBT (Mandatory).

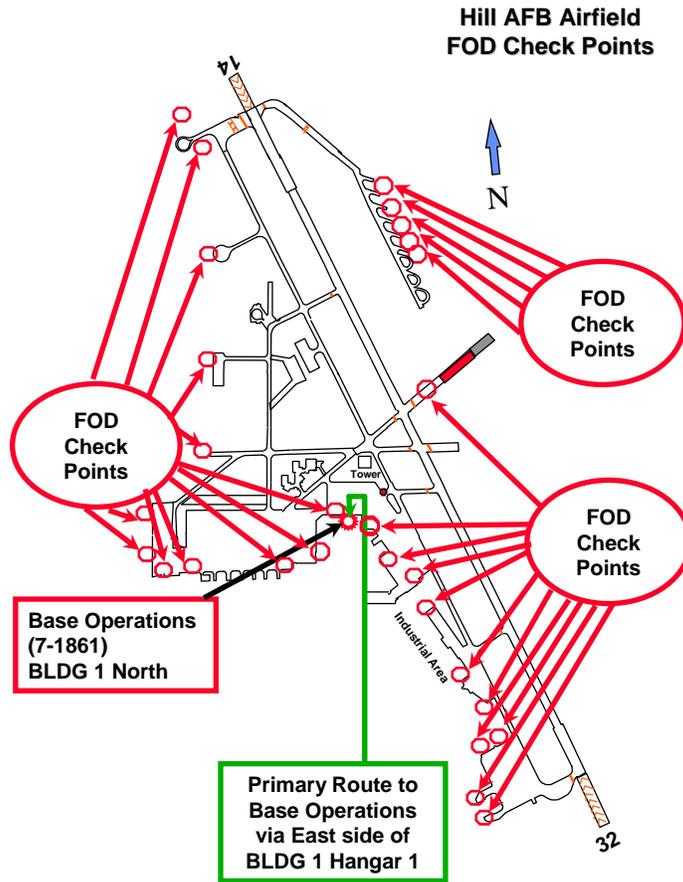
A2.6.2. Driving test.

A2.6.3. Physical and color blindness test (when necessary).

A2.6.4. Multiple choice test administered by airfield manager or the designated representative, within 30 days of first training received.

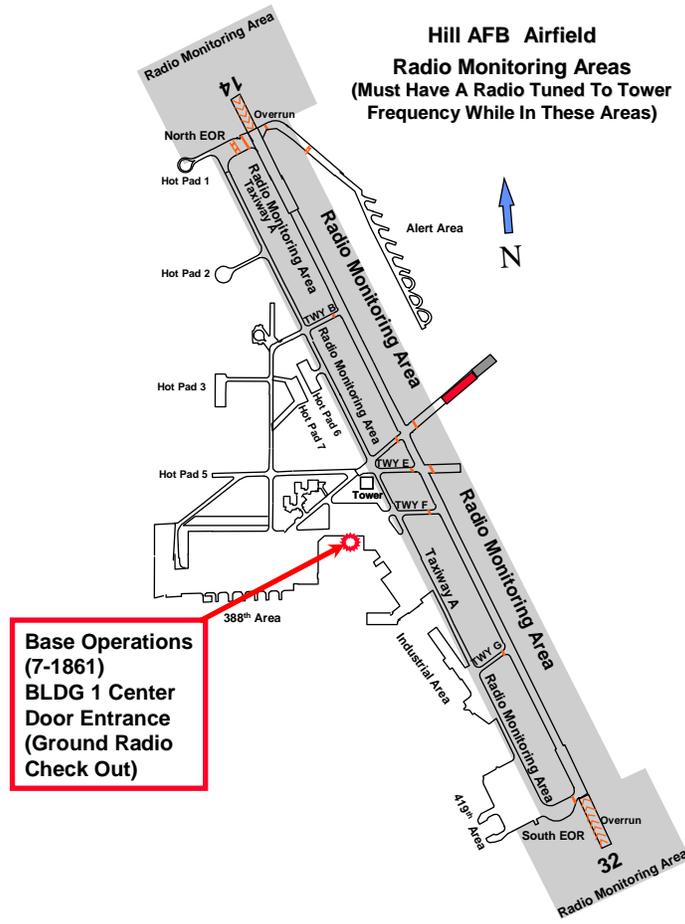
Attachment 3

HILL AFB AIRFIELD FOD CHECK POINTS



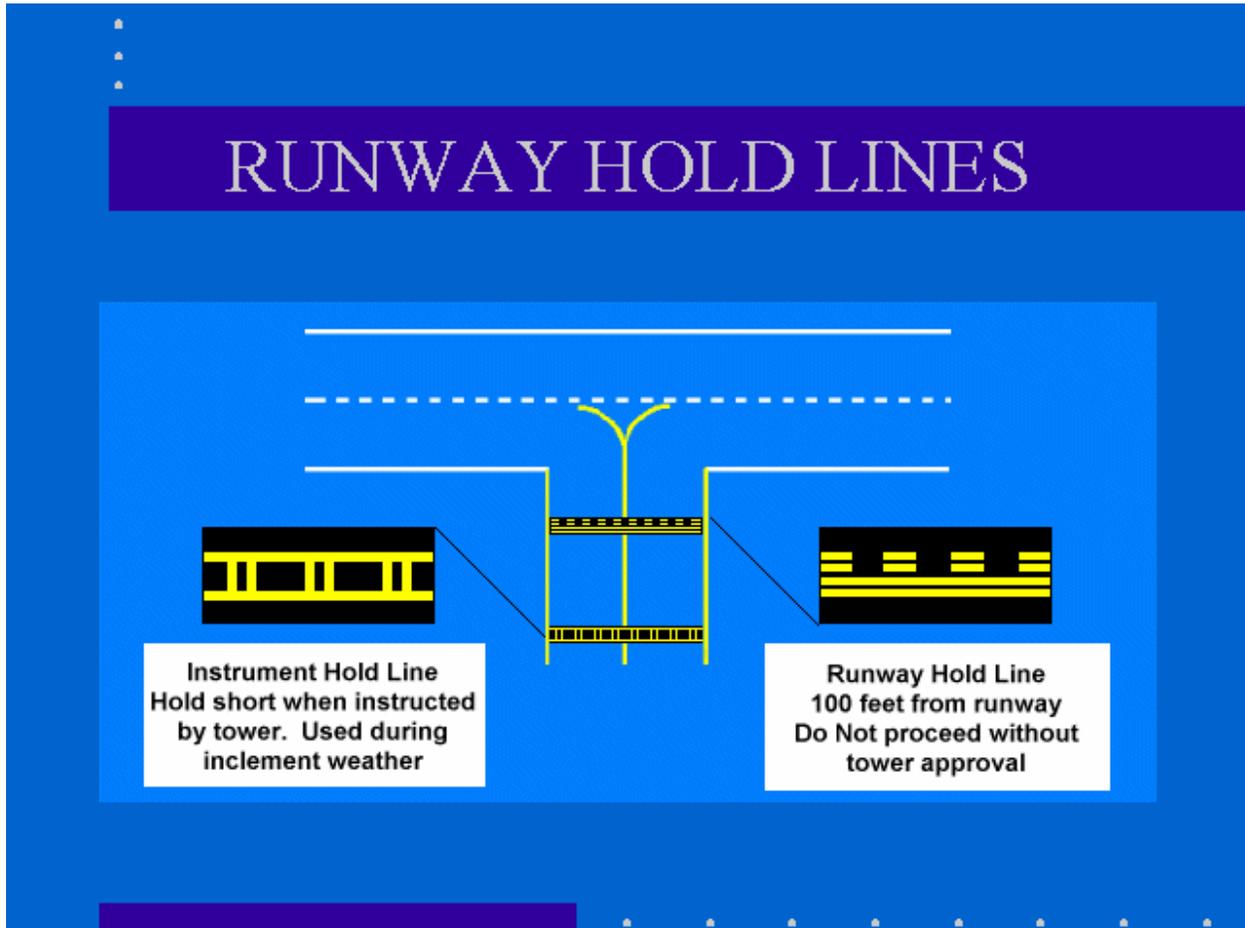
Attachment 4

HILL AFB AIRFIELD RADIO CONTROLLED AREAS



Attachment 5

RUNWAY HOLD LINES



**Attachment 6****VEHICULAR CALL SIGNS**

AO  
BARRIER ONE THRU BARRIER FOUR  
RUNWAY ELECTRICIAN  
DE 7,  
DE 16  
ALERT ONE THRU ALERT THREE  
QA1  
OPS ONE THRU OPS THREE  
CAM ONE  
EOR SUPER  
SWEEPER  
WATER TRUCK  
BROOM (SNOW REMOVAL ASSIGNED NUMBERS)  
TIGER ONE  
OPS DRIVER  
CHIEF ONE  
CHIEF TWO  
UNIT 19

These are the most used call signs all others used on the airfield are coordinated thru airfield management.

Attachment 7

CONTROL TOWER LIGHT SIGNALS

CONTROL TOWER LIGHT SIGNALS		
SIGNAL	FOR AIRCRAFT	FOR VEHICLES
STEADY GREEN 	CLEARED TO LAND CLEARED FOR TAKEOFF	CLEARED TO CROSS
FLASHING GREEN 	RETURN FOR LANDING CLEARED TO TAXI	NOT APPLICABLE
STEADY RED 	GIVE WAY TO AIRCRAFT STOP	STOP
FLASHING RED 	AIRPORT UNSAFE CLEAR RUNWAY	CLEAR RUNWAY
FLASHING WHITE 	RETURN TO STARTING POINT ON AIRPORT	
ALTERNATING RED & GREEN 	GENERAL WARNING SIGNAL EXERCISE EXTREME CAUTION	
AFVA 13-221, 1 November 2001    Distribution: F Prescribed by AFI 13-203		

Attachment 8

HILL AFB ORIENTATION AND RESTRICTIONS

