



**Transportation**

**FLIGHT LINE VEHICULAR TRAFFIC**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 24-3, *Operations, Maintenance and Use of Transportation Vehicles and Equipment*. It also provides guidance that is outlined in AFD 13-2, *Air Traffic Control, Air Space, Airfield, and Range Management*, AFI 13-213, *Airfield Management*, and AFMAN 24-306, *Manual for the Wheeled Operator*. This instruction establishes the Flight Line Driver Training Program and contains requirements and procedures for safe vehicle operation and control on the airfield, ramp, taxiways, and runways. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Vol. 4). It applies to all wing, base, and tenant organizations authorized to operate vehicles on the Keesler AFB airfield.

**★ SUMMARY OF REVISION**

This change incorporates IC 2001-1. Deletes paragraph 11.2. A ★ indicates changes from previous edition.

**1. REFERENCES.**

- 1.1. AFI 13-213, *Airfield Management*
- 1.2. AFJMAN 24-306, *Manual for Wheeled Vehicle Driver*
- 1.3. AFI 24-301, *Vehicle Operations*
- 1.4. AFI 48-123, *Medical Examination and Standards*
- 1.5. AFOSHSTD 91-66, *General Industrial Operations*
- 1.6. AFOSHSTD 91-100, *Aircraft Flight Line - Ground Operations and Activities*

## **2. FLIGHT LINE DRIVER TRAINING PROGRAM.**

### 2.1. Concept.

2.1.1. 81 OSF/OSAM (Airfield Management) is the Office of Primary Responsibility (OPR) for the Flight Line Driving Program. Airfield Management trains and certifies the unit Vehicle Control Officer (VCO) and Noncommissioned Officer (VCNCO). These personnel will then train and certify unit personnel who have a requirement to drive on the flight line.

2.1.2. All personnel that drive on the flight line must have a valid stamped AF Form 483, **Certificate of Competency**, in their possession. A valid state driver's license is a prerequisite for the issuing of an AF Form 483. Also, refresher training must be completed annually.

2.1.3. Only properly trained and certified personnel will drive on the Keesler AFB flight line. This requirement applies to both military and civilian employees who are either assigned to or visiting the base, and to drivers of military, commercial, or privately owned vehicles (POV).

2.1.4. The host unit provides flight line driver training for TDY personnel who possess a valid AF Form 483 from their home station. OPR's, designated points of contact, and project officers will contact the appropriate VCO. Unit VCO's who are not flight line certified may contact 81 OSF/OSAM for guidance and assistance. TDY personnel will be briefed IAW the Flight Line Driving Rules (Attachment 1).

2.1.5. Units with assigned vehicles must appoint a VCO to perform the full range of duties outlined in AFI 24-301 and related directives. Some units may have a valid requirement to drive on the flight line but may not have a vehicle assigned. In this situation, the unit commander will appoint a flight line driver training VCO only for administering the unit flight line driver program. The appointee's duties are limited to those described in this instruction.

2.1.6. Vendors who are required to drive on the flight line will receive training from the VCO/VCNCO of their Keesler AFB point of contact.

2.1.7. POVs operated on the flight line are subject to the same requirements as Government Owned Vehicles (GOVs).

## **3. GENERAL.**

3.1. Report violations of this instruction to Security Forces and 81 OSF/OSAM (Airfield Management).

3.2. Report all accidents involving aircraft or vehicles on the airfield immediately to 81 TRW/SE (Wing Safety), Airfield Management, and 81st Security Forces.

3.3. Report all vehicular breakdowns and/or mechanical failures on the airfield immediately to Vehicle Maintenance and Airfield Management.

3.4. Do not operate motorcycles, mopeds, and three-wheeled engine driven vehicles in aircraft movement areas or on aircraft parking ramp.

3.5. Operate bicycles for official business only. Bicycle operators must have a current AF Form 483 over stamped with "Authorized Keesler Flight Line." Bicycle must meet base safety statutes, conform to other vehicle traffic flow, have an operable front white light (visible for 500 feet or more), and rear and side reflectors for night operation. Bicycles are prohibited from using the runway and taxiways (Alpha, Bravo, Charlie, Delta, Echo, and Foxtrot).

3.6. Golf carts are authorized for operation on the flight line and will follow all rules established for all general and special purpose vehicles. They will be equipped with forward and rear lamp if operated at night.

3.7. POVs operating on the flight line must comply with all the requirements and safety standards as military vehicles. POVs are not authorized within the restricted areas during actual and exercise emergency security operations.

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

3.9. Flight line entrance gates are located at (see Attachment 2):

3.9.1. Hangar Road, between Hangars 3 and 4

3.9.2. Hangar Road, between Hangars 4 and 5

3.9.3. Back line next to fuel pumps

3.9.4. Fire Department

3.9.5. Base Operations, Building 0233

3.9.6. ISO Dock, Building 4253

**NOTE:** Only authorized personnel may access gates other than the one next to Base Operations during heightened security measures.

3.10. Smoking is prohibited in vehicles or on the flight line except in designated smoking areas.

#### **4. EXPLANATION OF TERMS.**

4.1. Airfield – A generic term encompassing the runway, taxiways, infield, flight line, aircraft parking area, landing area, and grounds surrounding the runway (see Attachment 2).

4.2. Flight Line Area – An area to include the runway, taxiways, aircraft parking ramp, hangars, fire lane road, and associated maintenance and servicing areas where an aircraft may be encountered.

4.3. Aircraft Parking Area – An area specifically designed for parking aircraft. This area includes the main ramps, transient ramps, hangars, hangar access areas, wash rack, Spot 24 on Taxiway Bravo (Hot Break Area), and Spot 25 on Taxiway Foxtrot (Hot Brake and Hazardous Cargo Area) (see Attachment 3).

4.4. Controlled Movement Area – This area includes the runway, displaced thresholds/overruns, taxiways Alpha through Foxtrot, the grass infield and any portion of the airfield perimeter existing within 100 feet of the runway edge or end. The purpose of the controlled movement area is to establish control over aircraft and vehicular traffic. The control tower exercises direct radio control over the controlled movement area (see Attachment 4).

4.5. Aircraft Taxi Area – The portion of the airfield from the aircraft parking area to the controlled movement area.

4.6. Aircraft Landing Area – The serviceable runway within the boundaries of Keesler AFB.

4.6.1. Runway Hold Lines (Attachments 4 and 5) – Reflective yellow markings painted on all taxiways that connect into a runway. The markings consist of two solid yellow lines and two dashed yellow lines, with the dashed lines closest to the runway. Hold lines are 100 feet from runway edge.

4.6.2. Instrument Hold Line (Attachments 4 and 5) – Reflective yellow marking painted on taxiways at the outer boundaries of Instrument Landing System (ILS) critical area which are used as a guide to show that individuals are clear of the ILS critical area. The markings consist of two solid yellow lines, with double vertical bars within the lines. Use this as the runway hold line during inclement weather.

4.7. Entry Control Point (ECP) – Designated locations authorized for entry to or exit from a restricted area.

4.8. Major Parking Areas (Attachment 3):

4.8.1. 403d Ramp (Spots 1 through 12, 17 through 23 and 26 through 29)

4.8.2. Hazardous Cargo Area (Spot 25 on Taxiway Foxtrot)

4.8.3. Hot Brake Areas (Spot 24 on Taxiway Bravo and Spot 25 on Taxiway Foxtrot)

4.8.4. Transient Parking (Spots 13 through 16, 30 and 31)

4.8.5. 45 ALF Parking (Spots 33-38)

4.9. Ramp Access Lane (Flight Line Road) – A roadway that is primarily a fire lane. It is used as an access lane for vehicles servicing and supporting aircraft parked on the main ramp. This road is a two-lane, opposite direction thoroughfare; drivers are to remain in their respective right lane while enroute.

4.10. Restricted Area (Attachment 6) – A legally established military zone under Air Force jurisdiction into which persons may not enter without specific authorization (AFI 31-101). Vehicles requiring access to and from restricted areas will do so only at designated entry/exit control points (ECP). Ensure that all personnel entering a restricted area have the AF Form 1199B, **USAF Restricted Area Badge**, on their person or be escorted by an individual with a badge. **NOTE:** AF Form 1199 will be used until phased out.

4.11. Vehicle – Any mechanical device moving on the ground, including bicycles, excluding aircraft.

4.11.1. General Purpose Vehicles: Government vehicles required for airfield mission support.

4.11.2. Parked Vehicles: Vehicles that are unattended (i.e., no one sitting directly in the driver's seat).

4.11.3. Priority Vehicles: Crash or fire vehicles, ambulance, base operations and security forces vehicles responding to an emergency or immediate response situation which have operational priority over other vehicles.

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

4.12. Runway Intrusion – Any occurrence involving an aircraft, vehicle, person, or object that enters the aircraft landing area without prior permission from the Control Tower.

## **5. RESPONSIBILITIES.**

5.1. Unit Commanders of personnel that drive on the flight line will:

5.1.1. Ensure a flight line driving program is administered in accordance with this instruction and other reference directives.

5.1.2. Assign a VCO or VCNCO and an alternate to administer the unit flight line driver-training program. Appoint these individuals in writing and forward to 81 OSF/OSAM. Ensure the VCO/VCNCO complies with all requirements of this instruction. When VCO/VCNCO personnel change, forward an updated appointment letter. The VCO/VCNCO must be trained and certified to drive on the flight line.

5.1.3. Determine if an individual has a valid need to drive on the flight line and is qualified for the type vehicle and task. Limit the number of personnel authorized to drive on the flight line to the absolute minimum to accomplish the mission.

5.1.3.1. Along with VCO or alternate VCO/VCNCO, will ensure personnel whose duties require vehicle operation on the flight line, understand and comply with all of the directives and requirements to operate a vehicle on the flight line.

5.1.4. Upon suspension/revocation of a unit member's civilian driver's license by civil authorities, suspend/revoke the member's flight line driving authorization and notify the unit VCO/VCNCO and 81 OSF/OSAM in writing.

5.1.5. Unit Commanders have the authority to revoke flight line driving privileges at any time.

5.2. Unit VCO/VCNCO will:

5.2.1. Ensure the trainee is qualified to drive the type of vehicle tasked to operate and possesses a valid state driver's license.

5.2.2. Ensure individuals selected to drive on the flight line do not have a vision impairment that would preclude safe vehicle operation.

5.2.2.1. Check the individual's state driver's license for vision restrictions and annotate vision restrictions, accuracy and expiration (Soldiers and Sailors Act).

5.2.2.2. Trainee must prove to VCO/VCNCO that he/she can distinguish between red, green, white, yellow, and blue. If this task cannot be satisfied or the VCO/VCNCO requires assistance, send the individual to the Base Hospital Optometry Clinic for color vision testing. Individuals unable to pass a color vision test are not eligible for authorization to drive in the controlled movement area (Attachment 4).

5.2.3. Administer day and night flight line training ride. The night orientation is required for all personnel that drive on the flight line.

5.2.4. Ensure the AF Form 483 is properly completed (see Attachment 7 for example).

5.2.5. Keep all publications, forms, and records associated with unit's flight line driving program current and filed within the unit's file plan.

5.2.6. Maintain a current list of unit personnel with valid flight line driver's licenses. The list shall include each individual's name, grade, and date of last refresher training, AF Form 483, **Certificate of Competency**, and card number.

5.2.7. Prepare runway intrusion violation letters for the Unit Commander's signature, when applicable. Ensure these individuals are retrained and re-certified to drive on the flight line.

5.2.8. Conduct annual refresher training on 1) all changes/additions to this instruction, 2) information provided by Airfield Management through the VCO/VCNCO meetings, and 3) any

flight line driving violations (i.e., taxiway violations, runway intrusions, parking around aircraft violations, etc.).

5.2.9. Replacement VCO/VCNCO's will be trained at least 30 days prior to assuming unit VCO/VCNCO duties.

5.2.10. VCO/VCNCOs have the authority to revoke driving privileges at any time.

5.3. 81 OSF/OSAM will:

5.3.1. Monitor and control all policies and procedures applicable to the operation of vehicles on the flight line and airfield.

5.3.2. Write and maintain currency of Keesler AFB Flight Line Driver's Test.

5.3.3. Administer a flight line driver **CLOSED** book written test.

5.3.3.1. The flight line test is administered to all personnel that drive on the Keesler AFB flight line. The test consists of 25 questions developed by Airfield Management.

5.3.3.2. Passing grade for the test is 80% corrected to 100%.

5.3.3.3. If trainee does not attain the minimum score of 80%, he or she will receive remedial training through his or her VCO/VCNCO. Once the trainee feels he or she has received sufficient training and study time, the test will be administered again. This process will be repeated until the member has obtained the desired score.

5.3.4. Certify the individual to drive on the Keesler AFB flight line by signing AF Form 483, **Certificate of Competency**, after the appropriate flight line driver training and test has been administered.

5.3.5. Provide initial Keesler AFB flight line driver training and certification to VCO/VCNCOs (reference paragraph 5.2) and annual (mass briefing) review of the program for all VCO/VCNCOs.

5.3.6. Suspend or revoke flight line driving privileges as necessary.

5.3.7. Train, certify, and issue flight line authorization to non-unit individuals, such as contractors working on the airfield and POV drivers assigned to the base who have immediate and temporary need to drive on the flight line.

5.3.8. Will conduct random inspections of unit flight line driving programs to ensure procedures outlined in KAFBI 24-301 are accomplished.

5.3.8.1. At a minimum, the Chief of Airfield Management (CAM) or designated representative will inspect two flight line driving programs per quarter. The inspection results will in turn be

briefed at the quarterly Airfield Operations Board (AOB). The inspection schedule will be random and as determined by the CAM. This schedule will ensure that every unit with a flight line driving program will be inspected at least once annually.

5.3.8.2. Spot inspections on the flight line vehicle operations will be accomplished to ensure that FOD checks are being accomplished and that the operator is authorized to drive on the flight line by having all of the appropriate documents on hand.

5.3.9. Provide assistance to unit commanders as necessary.

5.4. The 81st Medical Group will conduct additional follow-on physical, mental, or visual testing for potential/disqualified flight line drivers at the unit commander's request.

5.5. 81 SFS/CC ensures safe vehicle operation on the airfield by monitoring traffic and issuing citations for unsafe vehicle operations (speeding, reckless driving, and other dangerous or improper acts).

5.6. Contractors will periodically be required to work on or near the flight line. In these particular instances, the functional area responsible for requesting this contract work will ensure proper coordination has been accomplished with 81 OSF/OSAM prior to start of any work.

5.7. Ensures safe operation of vehicles on the flight line by conducting spot inspections to ensure that FOD checks are being accomplished and that the operator is authorized to drive on the flight line by having all of the appropriate documents on hand.

## **6. FLIGHT LINE DRIVER TRAINING PROGRAM FORMS.**

6.1. Keesler AFB Form 20, **Flight Line Driver's Training and Certification**, is the primary documentation source for flight line driving (see Attachment 8 for sample). Retain all previous AETC Form 80 documentation; however, any new driver documentation will be completed on the Keesler AFB Form 20.

6.1.1. The unit commander will sign Section I of this form. The unit commander's signature indicates all the following items have been accomplished for the member listed on the above form:

6.1.1.1. Receive a flight line *orientation ride* day and night (including date administered, trainee's initials and name of the person who conducted the orientation ride).

**NOTE:** Anyone within the trainee's respective unit who is qualified to drive on the flight line may provide orientation rides. Check rides, however, can only be conducted by the designated unit VCO/VCNCO.

6.1.1.2. Does not have color vision or depth perception impairment that would preclude driving on the flight line. Transcribe identified vision impairments on the Keesler AFB Form 20.

6.1.1.3. Successfully passed the flight line driver's written test. Include score attained (minimum of 80% corrected to 100% is passing).

6.1.1.4. Completed appropriate flight line driver training, day and night check rides, and is qualified to drive on the Keesler flight line.

## 6.2. AF Form 483, **Certificate of Competency**.

6.2.1. Initiated by VCO/VCNCOs to personnel within the respective unit who drive on the flight line. VCO/VCNCOs will fill in all available blocks on the form to include:

6.2.1.1. Individual's name, date, command, and installation.

6.2.1.2. VCO/VCNCOs will maintain an adequate supply of AF Form 483 for their unit. (**NOTE:** AF Form 483 is available in electronic format through Form Flow.)

6.2.3. Upon completion of all above listed training procedures, the Keesler AFB Form 20 and completed AF Form 483 will be hand-carried to the Airfield Management section for final approval.

6.2.4. Upon arrival, Airfield Management personnel will stamp "Keesler Flight Line Authorized" on the AF Form 483. Units retain a copy of the Keesler AFB Form 20 in unit files until the individual is no longer authorized to drive on the Keesler AFB flight line. See records disposition schedule in AFMAN 37-139, Table 24-3, Rule 10. Personnel who fail the color vision test or whose duties do not require controlled movement area access from control tower may be issued a limited access permit. The AF Form 483 will reflect that individual is not authorized to drive in the controlled movement area.

6.2.5. Annual refresher training will be documented on the back of AF Form 483 or personnel training records.

## 6.3. Privately Owned Vehicle (POV) Driver's Training.

6.3.1. A POV driver operating on the Keesler AFB flight line requires the same flight line driver training and documentation as the driver of a general-purpose military vehicle. The 81 OSF/OSAM provides abbreviated flight line driver training for individuals having a need to operate in a specific area of the flight line for a relatively brief period of time. In the interest of both personnel and aircraft safety, privately owned vehicles authorized to permanently operate on the flight line will be kept to a minimum and will also be fully justified annually. Commanders must ensure personal convenience is not a consideration in determining POV flight line requirements.

## 7. UNIT FLIGHT LINE DRIVING PROGRAM.

7.1. The following are minimum requirements for a unit flight line driver's training program:

- 7.1.1. Comprehensive training on all provisions of this instruction with emphasis on:
- 7.1.2. Speed Limits
- 7.1.3. Runway and airfield markings
- 7.1.4. Vehicle parking requirements
- 7.1.5. Runway intrusion avoidance
- 7.1.6. Tower controlled movement areas
- 7.1.7. Runway entry and crossing procedures
- 7.1.8. Two-way radio procedures (control tower/vehicles)
- 7.1.9. Operation and parking in vicinity of aircraft and right of way
- 7.1.10. Foreign Object Damage (FOD) control and prevention
- 7.1.11. Night and inclement weather driving conditions to include requirements to stop at "INST" holding positions during Instrument Flight Rules (IFR) conditions
- 7.1.12. Vehicle traffic flow
- 7.1.13. Unit-specific operations
- 7.1.14. Color vision, depth perception, and non-restriction verification
- 7.1.15. Flight line day and night orientation rides
- 7.1.16. Required forms (paragraph 6)
- 7.1.17. Upon receipt, units will utilize the HQ ACC Flight Line Driver Computer Based Training software as a part of the unit's flight line driving program.

## **8. VEHICLE OPERATING PROCEDURES ON THE AIRFIELD.**

- 8.1. Aircraft have right of way at all times.
- 8.2. Vehicle operators will make sure all equipment being hauled is properly stowed and secured before driving on the airfield.
- 8.3. Each driver will make sure all passengers are seated, with seat belts fastened, while the vehicle is in motion.

8.4. Main Ramp Operations. All vehicles will make maximum use of the flight line road.

8.4.1. Follow proper flight line driver's procedures for flow of traffic on the flight line, keeping the driver's door of the vehicle toward the aircraft. When operating on the Fire Lane access road from Hangar 3 to Spot 1, use driving procedures outlined in paragraph 4.9. Upon leaving the marked roadway, follow normal vehicle flight line procedures, keeping the driver's door to the aircraft. When operating vehicles outside of the marked roadway, utilize extreme caution. Unless restricted by vehicles or limited space, vehicles will not be driven diagonally across the parking ramp, but at 90-degree angles to the driving lanes.

8.4.2. All vehicles will scan the aircraft parking ramp for taxiing aircraft. If engines are operating or about to be started, the operator will remain at least 25 feet in front or 200 feet to the rear of the aircraft. Vehicles parked at the side of the aircraft will be located clear of the wing tips and will be clearly visible to personnel in the aircraft cockpit. Clearance from the taxiway centerline to any fixed or mobile obstacle should be 200 feet.

8.4.3. When departing the ramp, give way to moving aircraft and follow flight line procedures as mentioned in paragraph 8.4.1.

8.4.4. If a taxiing aircraft approaches the vehicle from the front or rear, the vehicle operator will maneuver as safely as possible to a position that will allow him or her to exit the aircraft parking area. Once clear, the operator will stop the vehicle and will remain stationary until the aircraft is well clear. The operator or passenger will visually confirm adequate wing tip clearance (25 ft).

**NOTE:** All vehicles will have a FOD container and operators will do a FOD check prior to entering the flight line. If the vehicle has been driven off the hard surface, check the vehicle tires for FOD prior to entering the aircraft parking/movement area. Ensure all equipment is accounted for and secured properly.

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

8.6. DO NOT drive vehicles between two aircraft parked on adjacent parking spots.

8.7. Do not park or back vehicles (excluding bicycles) within 25 feet of an aircraft except when specifically authorized (i.e., when performing certain towing, loading, unloading, servicing or fueling operations).

8.8. When a vehicle needs to be maneuvered within 10 feet of an aircraft:

8.8.1. Use spotters to guide vehicle's approach in both forward and backing operations. During backing operations, a spotter must be posted to coordinate the vehicle's rear clearance.

8.8.1.1. The spotter will pre-brief the standard signals to be used.

8.8.1.2. Wheel chocks will be pre-positioned in the vehicle's path in order to prevent the vehicle from running into the aircraft. The chocks will remain in place as long as the vehicle is within 10 feet of the aircraft.

8.8.1.3. In all cases, safety will not be compromised.

8.9. Do not park or drive any vehicle in front of a taxiing aircraft.

**NOTE:** Keesler does not employ the use of "FOLLOW ME" vehicles. If a taxiing aircraft needs assistance, tower controllers provide progressive taxi instructions directly to the pilot.

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

8.10.1. Switching off the headlights cannot turn off daytime running lights (DRL). Stopping the vehicle, shifting to the park position, and applying the parking brake can turn off these lights. Proper procedures on the flight line are for an operator to park in a safe location, turn on the emergency flashers, and set the parking brake. The DRL will go off and the flashers will operate normally.

8.10.2. Exempt vehicles must use reflectors to indicate length, width and height IAW T.O. 36-1-3.

8.11. Emergency vehicles responding to an emergency.

8.11.1. The following are agencies that utilize emergency vehicles: Airfield Management, Safety, Security Forces, Crash/Rescue, Airfield Sweeper, and ambulance equipment (when their duties require deviation from normal operations).

8.11.2. All vehicles will yield the right of way to emergency vehicles responding to an emergency.

8.12. Speed limits on the airfield are as follows:

8.12.1. Aircraft Parking Area and Ramp Access Lane:

8.12.1.1. General Purpose Vehicles: 15 mph.

8.12.1.2. Special Purpose Vehicles (tractors, tugs, forklifts, etc.): 10 mph.

8.12.1.3. Vehicles towing Aircraft: 5 mph.

8.12.1.4. Within 50 feet of an aircraft: 5 mph.

8.12.2. Runways: 35 mph is the maximum speed for any vehicle operating on the runway with the following exceptions:

8.12.2.1. Emergency vehicles responding to an emergency may operate at a speed commensurate with safety.

8.12.2.2. Airfield Management vehicle as required, commensurate with safety, when responding to an emergency and/or when asked to expedite by the Control Tower when operating on the runway.

8.13. Security, Crash and Rescue Vehicles:

8.13.1. WILL NOT enter any portion of the runway or controlled movement area without contacting the Control Tower and receiving permission to enter the runway.

8.13.2. Responding vehicles shall advise the Control Tower of their intentions as soon as practical. Vehicles already operating on the controlled portions of the airfield shall advise the Control Tower of their intentions immediately.

8.14. Maintenance equipment operations on the flight line:

8.14.1. Personnel will not leave aircraft support equipment (fire extinguishers, ladders, chocks, work stands, tugs, etc.) where it presents a potential hazard to taxiing or towed aircraft. When personnel are not using equipment, they will remove it from the aircraft parking ramp and store it in a designated location. Personnel will secure all equipment left outdoors to prevent movement by wind or engine blast. **EXCEPTIONS:** May pre-position support equipment (power unit and fire extinguisher) in their marked locations during launch and recovery activities.

8.14.2. Personnel using powered or non-powered Aerospace Ground Equipment (AGE) on the flight line must either set the equipment's brake or chock the wheels. Personnel may deviate from this requirement only when authorized by a technical order.

8.14.3. Personnel will tow maintenance stands IAW AFOSH Standard 91-2. They will tow only stands with hitches designed for this purpose, and they will tow no more than two stands in tandem at the same time.

8.14.4. Personnel will secure tires loaded on a tire dolly with a strap or chain before towing them.

8.14.5. When a ground power unit is attached to an aircraft, personnel will orient the unit to the nose of the aircraft IAW unit operating instructions for the type of power unit being used. Personnel will place the unit as far away from the aircraft as the power cord permits while still allowing the cord to lie freely on the ground as directed by maintenance manuals.

8.14.6. Personnel will not operate powered equipment within 50 feet of an aircraft during fueling/liquid oxygen servicing operations, except as provided by TO 00-25-172. If possible,

personnel will place ground power units upwind and full length of power cord from the fuel servicing equipment.

8.14.7. Personnel will NOT pre-position ground power units or any other ground support equipment in such a manner that a collision could occur if the aircraft's brakes failed during parking.

8.14.8. While an aircraft is being parked, personnel will NOT pre-position any equipment until aircraft engines are shut down, wheels chocked, and personnel parking aircraft have given an "all clear" signal.

**EXCEPTION:** During engines running on-load/off-load (ERO) operations, personnel may deviate from this procedure if authorized in ERO directives. Also, during launch and recovery operations, the power unit and fire extinguisher may remain in their marked positions.

8.15. Forklift, high-lift truck and K-loader special operations:

8.15.1. Units using forklifts, high-lift trucks and K-loaders will develop and publish safety checklists for this equipment IAW AFOSH Standard 91-66. Supervisors of the operators using the equipment are personally responsible for correcting any deviation from established safety procedures.

8.15.2. Forklift, high-lift truck and K-loader drivers will satisfactorily complete the flight line driver training course conducted by the using organization, and they must satisfactorily accomplish training in the operation of their equipment prior to driving on the flight line.

8.15.3. When maneuvering within 25 feet of an aircraft, forklift, high-lift truck and K-loader drivers will use a safety guide to assist them in determining adequate clearance. Pre-positioned bumper chocks will be used to prevent unintentional collision with the aircraft. Bumper chocks will remain in place as long as the vehicle is within 10 feet of the aircraft.

8.15.4. Forklift, high-lift truck and K-loader drivers will bring their vehicle to a complete stop before tilting, raising, or lowering a load. Drivers will NOT drive under any part of an aircraft unless it is required in aircraft loading/unloading.

8.15.5. High-lift truck drivers and their safety guides will ensure that at least five feet separate a high-lift truck from any portion of an aircraft prior to raising the truck's bed.

## **9. VEHICLE PARKING PROCEDURES ON THE AIRFIELD.**

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

9.1.1. The ignition is turned off.

9.1.2. The ignition key is left in the ignition switch.

9.1.3. The door remains unlocked.

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

9.1.5. Parking brake set. Vehicles without an integral braking system (parking brake) will have one rear wheel chocked fore and aft.

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

9.3. For passenger loading and unloading, the transporting vehicle will be positioned at least 25 feet to the front or rear of the aircraft, except when required to be closer, at which time the driver's side must be toward the aircraft and if within 10 feet, use chocks and spotter.

9.4. DO NOT park vehicles on any portion of the airfield unless the operator is performing duties related to the airfield. Personnel performing duties in buildings adjacent to the airfield will NOT park on the airfield. Temporary exception may be approved with prior coordination and permission from the Airfield Manager.

## **10. PROCEDURES FOR CROSSING/OPERATING ON TAXIWAYS AND RUNWAY.**

10.1. DO NOT cross runway for convenience. Crossings are limited to vehicles engaged in mission support, continued operation of the airfield (maintenance equipment, airfield management, mowers, etc.) and responding emergency vehicles. Holding position markings are necessary on all pavements that lead to an active runway. They designate a boundary from signals transmitted by electronic navigational aids.

10.1.1. The VFR (visual flight rule) hold line is painted on all taxiways 100 feet from the runway edge. VFR hold line consists of two solid yellow lines with two dashed yellow lines closest to the runway edge. Vehicles will hold short behind the solid line unless the control tower authorizes runway entry.

10.1.2. The Instrument Hold Position is located further from the active runway to prevent taxiing or holding aircraft and vehicles from interfering with signals transmitted to inbound aircraft during instrument meteorological conditions. This hold position is painted on Taxiway Foxtrot, and consists of two solid yellow lines, with double vertical bars within the lines and is augmented with the letters "INST" on the runway side of the line. The letters are to be read when facing the runway. During inclement weather, vehicles will hold at the "INST" position marking and await authorization from control tower prior to entering the runway.

10.1.3. Drivers will adhere to all mandatory airport signs. These signs include runway hold signs, and runway/taxiway directional signs (see Attachment 9, **Airfield Visual Aid and Safety Placard**).

10.2. The Keesler Control Tower is responsible for the control of vehicles crossing or operating on the runway and taxiways Alpha, Bravo, Charlie, Delta, Echo and Foxtrot.

10.3. Before entering a taxiway, bring the vehicle to a complete stop. The operator will visually check and ensure that the taxiway is clear. Do not proceed until permission is received from the Control Tower.

10.4. When vehicles are required to hold short of the runway, bring vehicle to a complete stop at least 100 feet from the runway at runway hold line or instrument hold line (see Attachment 6). Do not proceed until permission is received from the Control Tower. Use the following methods to obtain approval to enter the controlled movement area or runway:

10.4.1. Direct two-way radio communication with control tower. A vehicle with direct two-way radio contact with the control tower may request to escort a non-radio-equipped vehicle requiring access onto the controlled movement area or runway. After obtaining tower approval, the escort vehicle will ensure all vehicles have crossed the runway and notify the control tower when all vehicles are beyond the established hold line.

10.4.2. Light Gun Signals. In an emergency, such as loss of communication, the control tower may use light gun signals to control vehicles. If the light gun signals are not observed, the control tower will immediately notify Airfield Management personnel to contact vehicles that are not responding. All vehicles operating in the control movement area must have the light gun signal recognition sticker/placards posted on the dashboard or in an area visible to the driver. The FAA Form 5280-7, N0052-00918-1000, will suffice as the designated placard. Standard light gun signals used to control airdrome traffic are:

10.4.2.1. Steady Green Light – Permitted to proceed or cross the runway/taxiway.

10.4.2.2. Steady Red Light – STOP. Vehicle will not be moved.

10.4.2.3. Flashing Red Light – Clear active runway or taxiway immediately.

10.4.2.4. Flashing White Light – Return to starting point.

10.4.2.5. Alternating Red and Green Light – General warning, exercise extreme caution.

10.5. The vehicle operator is personally responsible to check for approaching aircraft, either in the air or on the ground.

10.6. All vehicles will report when runway crossing has been completed and all vehicles are beyond established hold lines.

10.7. Reporting runway intrusion/flight line driving violation procedures.

10.7.1. Control Tower will:

10.7.1.1. Notify Base Operations.

10.7.1.2. Directs intruder to report to Base Operations.

10.7.1.3. Notify Security Forces if unable to contact intruder by radio.

10.7.1.4. Security Forces will escort the intruder to Base Operations.

10.7.2. Base Operations will:

10.7.2.1. Report to the scene of the intrusion and obtain the proper information.

10.7.2.2. Document intrusion in daily log and tracking forms.

10.7.2.3. Notify Airfield Manager.

10.7.2.4. Interview driver for cause of violation.

10.7.2.5. Obtain written statement from operator.

10.7.2.6. Determine type of violation (Movement Area or Runway).

10.7.2.7. Notify appropriate unit commander, VCO, the individual's supervisor, Wing Safety, and the Airfield Manager/OSF Commander. If after hours, notifications may be delayed until the next duty day.

**EXCEPTION:** The Airfield Manager must be notified immediately of a runway intrusion or violation in which Security Forces was notified.

10.7.2.8. Confiscate driver's AF Form 483.

10.7.2.9. Inform driver he or she CANNOT drive on Keesler flight line until recertified by the unit VCO.

10.7.3. Airfield Manager may:

10.7.3.1. Suspend flight line driving privileges for flight line driving offenders.

10.7.3.1.1. First violation will receive a warning and the offender's VCO/VCNCO will be notified.

10.7.3.1.2. Second violation, a letter will be sent to the member's VCO and Unit Commander.

10.7.3.1.3. Third violation, a letter will be sent to the member's Squadron Commander.

10.7.3.1.4. Fourth violation, member's flight line driving privileges will be revoked.

10.7.4. Unit Commanders will:

10.7.4.1. Take appropriate disciplinary action depending on the severity of the violation.

10.7.4.2. Ensure remedial training is accomplished.

**NOTE:** Upon suspension/revocation of base driving privileges, the 81st Support Group Commander may authorize reinstatement of flight line driving privileges to perform critical mission-essential duties.

## **11. RESTRICTED AREA.**

11.1. If a requirement exists for an individual to enter or exit the restricted area from other than authorized entry/exit control points, prior notification to Security Forces Central Control must be accomplished before the event occurs.

### ★ 11.2. DELETED.

11.2.1. Escort personnel must possess an AF Form 1199(B), **USAF Restricted Area Badge**, a valid AF Form 483 over-stamped "FLIGHT LINE AUTHORIZED" and a Keesler AFB ramp pass conspicuously displayed in the windshield of the tour vehicle. The Public Affairs or Protocol Office representative will instruct the civilian vehicle driver on the safety regulations prior to entering the ramp area and give the driver progressive instructions as the vehicle moves along the ramp to the aircraft. **NOTE:** AFI 31-101, para 9.7.7, prohibits privately owned vehicles from driving or parking in restricted areas containing PL 1, 2, and 3 resources to include external clear zones. **EXCEPTION:** Rental vehicles used for official military duties in lieu of government vehicles and contractor/delivery vehicles authorized by installation commander through established procedures.

**12. CONTROL AND ISSUE OF POV RAMP AUTHORIZATION.** POV decals are required for all civilian vehicles requiring access to the flight line.

12.1. Approving Authority.

12.1.1. The Chief, Airfield Management (81 OSF/OSAM) is the primary approving authority for POV decals.

12.2. POV Decals.

12.2.1. POV decals authorize individuals to operate their POV on the Keesler AFB flight line.

12.2.2. All permanent POV requests must be justified annually and restricted to an absolute minimum. The color of the decal will change during January of each calendar year.

12.2.3. Decals will be displayed in the vehicle windshield at all times when on the flight line.

12.2.4. Chief, Airfield Management (CAM) responsibilities:

12.2.4.1. Has the sole responsibility for the flight line POV decals.

12.2.4.2. Will ensure personnel have a valid AF Form 483, **Certificate of Competency**, over-stamped "Authorized Flight Line KAFB, MS."

12.2.4.3. Will issue decal to appropriate personnel.

12.2.4.4. Will recertify decals annually or upon a change of possession of decals.

12.2.5. Responsibilities of a POV decal holder:

12.2.5.1. Will only drive on the flight line as required to conduct official business.

12.2.5.2. Will acknowledge in writing that they have read and understand the requirements outlined in Keesler AFB Instruction 24-301.

12.2.5.3. Return decal to CAM when the decal is no longer required, i.e., change of assignment, PCS, etc.

12.3. Required forms and requesting procedures:

12.3.1. Obtain a Keesler AFB Form 20 (Attachment 8) from the organization's VCO/VCNCO.

12.3.2. The requester's unit commander must sign the Keesler AFB Form 20.

12.3.3. Forward the request to 81 OSF/OSAM (Airfield Management), Building 0233, for review.

12.3.4. Airfield Management will approve/disapprove the request.

12.3.5. Upon approval, Airfield Management will issue decal to the individual.

12.3.6. Upon disapproval, Airfield Management will return Keesler AFB Form 20 and provide reason for disapproval to requester.

12.4. Temporary POV Flight Line Pass.

12.4.1. Airfield Management will issue Temporary POV Flight Line Passes, when justified, to individuals operating on the Keesler AFB flight line.

**13. PRESCRIBED FORM.** Keesler AFB Form 20, **Flight Line Driver's Training and Certification** (AFMAN 37-139, Table 24-3, Rule 10).

RAY T. GARZA, Colonel, USAF  
Vice Commander  
81st Training Wing

Attachments:

1. Flight Line Driving Rules
2. Airfield Diagram
3. Aircraft Parking Locations Diagram
4. Controlled Aircraft/Vehicle Movement Area Diagram
5. Runway/Instrument Hold Lines Diagram
6. Restricted Area Diagram
7. AF Form 483, **Certificate of Competency**, *Example*
8. Keesler AFB Form 20, **Flight Line Driver's Training and Certification**, *Example*
9. Airfield Visual Aid and Safety Placard
- ★ 10. IC 2001-1 to Keesler AFB Instruction 24-301, *Flight Line Vehicular Traffic*

## Attachment 1

### FLIGHT LINE DRIVING RULES

A1. The purpose of this briefing is to familiarize you with the rules of driving which apply to flight line operation. Awareness of these rules is an absolute necessity for TDY personnel operating motor vehicles on the flight line. Strict adherence will ensure a safe operation. Reference Keesler AFB Instruction 24-301 and VCO Handout.

A1.1. Vehicles will not be driven within 10 feet of a parked aircraft. Never drive under any part of an aircraft.

A1.2. Vehicles will be left unlocked with keys in the ignition when parked on the flight line. Emergency brake will be set, and shift lever to park; reverse for manual transmission.

A1.3. Vehicles will not be parked on the flight line pointed directly at a nearby aircraft, park with driver's door facing the aircraft.

A1.4. Vehicles will not be parked or driven closer than 25 feet in front of or 200 feet to the rear of any aircraft when engines are in operation, or about to be started.

A1.5. Vehicles will always yield to taxiing aircraft.

A1.6. Vehicles will not exceed 15 mph on the flight line. Emergency Response vehicles will drive up to 35 mph when responding to an emergency.

A1.7. Turn off your headlights when facing a moving aircraft at night and leave parking lights on.

A1.8. Vehicle operations greeting or delivering DV passengers at the DV parking spot in front of Base Operations will not block both lanes of the flight line road.

A1.9. Vehicle operators will use the flight line roadway to the maximum extent possible.

A1.10. A FOD check is required prior to entry of the flight line.

A1.11. Control Tower Light Gun Signals for the Aerodrome are:

Steady Green -----Cleared to Cross

Steady Red-----STOP

Flashing Red -----Clear Active Runway

Flashing White -----Return to Starting Point

Red & Green -----General Warning-Exercise Extreme Caution

A1.12. Two-way radio contact with Control Tower is required on the movement area (Alpha through Foxtrot taxiways and within 100 feet of the active runway). State your call sign, location, request and duration (if applicable). Example follows:

EXAMPLE FOR ENTRY:

<OPS MOBILE> "Tower, Ops Mobile on Spot 16, request permission onto the movement area to Taxiway Foxtrot"

<TOWER> "Ops Mobile, Tower, proceed to Taxiway Foxtrot, hold short of runway 21.

<OPS MOBILE> "Tower, Ops Mobile, proceeding to Taxiway Foxtrot, holding short of runway 21 at this time."

EXAMPLE FOR EXIT:

<OPS MOBILE> "Tower, Ops Mobile is off the movement area or runway and advise of location of vehicle."

<TOWER> "Roger Ops Mobile."

**NOTE:** Always refrain from using the word "CLEAR" when operating in radio controlled movement areas.

A1.13. Pedestrian traffic in aircraft areas is permitted when specifically required in performance of any assigned duty. Radio contact required with Control Tower within the Movement Area.

A1.14. Only personnel with Restricted Area badges or being escorted by an individual with a Restricted Area badge are authorized inside the restricted areas when Protection Level 3 (C-130, C-141, etc.)

I have read and understand the flight line driving rules.

\_\_\_\_\_  
Name (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Briefer (Signature)

\_\_\_\_\_  
Date





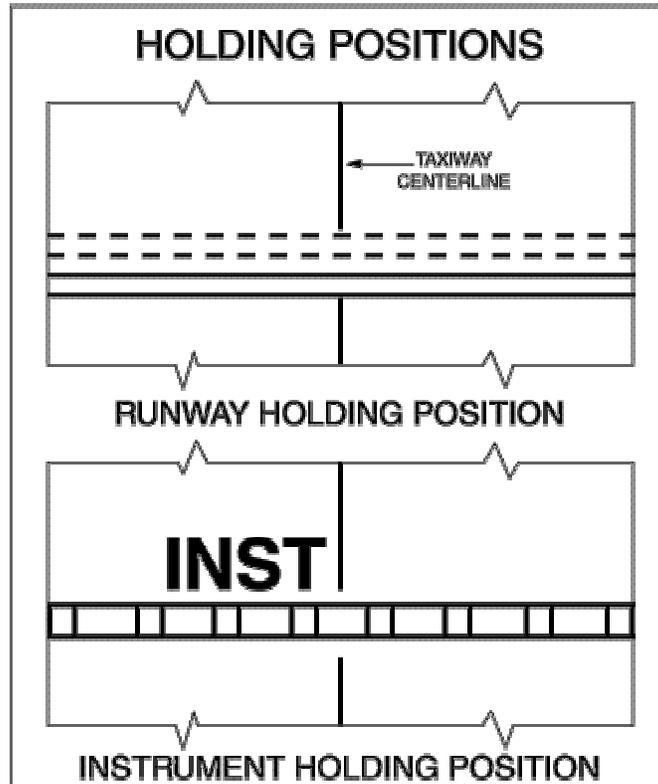


**Attachment 5**

**RUNWAY/INSTRUMENT HOLD LINES DIAGRAM**

**Keesler Air Force Base**

**RUNWAY/INSTRUMENT HOLD LINES**



SPECPROJECT0006-184C



**Attachment 7**

**AF FORM 483, CERTIFICATE OF COMPETENCY, *Sample***

<b>CERTIFICATE OF COMPETENCY</b>		CERTIFICATE NO.
NAME <i>(Last, First, Middle Initial)</i> <b>Smith, James M.</b>		DATE <b>20000612</b>
COMMAND <b>AETC</b>	INSTALLATION <b>Keesler AFB</b>	
HAS SUCCESSFULLY COMPLETED THE PRESCRIBED COURSE OF INSTRUCTION AND/OR PRACTICAL TEST AS REQUIRED BY CURRENT DIRECTIVES AND IS DEEMED QUALIFIED TO PERFORM THE DUTIES OF		
TYPED NAME, TITLE AND ORGN <b>JOHN BROWN Chief, Base Operations</b>		SIGNATURE

PREVIOUS EDITION WILL BE USED

AF FORM 483, 19850201 (EF-V2)

REFRESHER TRAINING		
DATE	INSTRUCTOR	DATE REFRESHER
20010612	Susie Jones	20010612

AF FORM 483, 19850201 (REVERSE) (EF-V2)

## Attachment 8

**KEESLER AFB FORM 20, FLIGHT LINE DRIVER'S  
TRAINING AND CERTIFICATION, *Sample***

FLIGHTLINE DRIVER'S TRAINING AND CERTIFICATION					
TO: CHIEF, AIRFIELD MANAGEMENT		FROM (Unit) 81 OSF	DATE 20000612		
THE FOLLOWING INDIVIDUAL IS GRANTED FLIGHTLINE DRIVING PRIVILEGES					
<b>I. FLIGHTLINE DRIVER</b>					
NAME (Last, First, Middle Initial) SMITH, JAMES M.		GRADE CIV	STATE DRIVER'S LICENSE NO. 123-45-6789	OFFICE SYMBOL OSAM	TELEPHONE NO. 377-2120
PRINTED NAME OF UNIT COMMANDER BROWN, JOHN		SIGNATURE OF UNIT COMMANDER		DATE 20000614	
(SECTION II WILL BE COMPLETED BY AIRFIELD MANAGER FOR VCO / VCNCO, ALL OTHERS BY THE UNIT VCO)					
<b>II. QUALIFICATION TRAINING</b>			INITIALS	DATE	
1. STATE DRIVER'S LICENSE IS CURRENT.			KE	20000615	
2. DRIVING HISTORY REVIEWED BY SECURITY FORCES.			YO	20000615	
3. DAY / NIGHT DRIVING ORIENTATION TOUR COMPLETE			KE	20000616	
4. FLIGHTLINE DRIVING TEST (PRACTICAL).			KE	20000617	
5. PROPER RADIO DISCIPLINE PROCEDURES BRIEFED.			KE	20000617	
6. FLIGHTLINE VIDEO REVIEWED.			KE	20000619	
7. AFM 24-306 CH. 25, AND KAFBI 24-301 REVIEWED.			KE	20000619	
8. AIRFIELD MANAGER'S VCO / VCNCO BRIEFING COMPLETE.			N/A		
9. POSSESS A VALID AF FORM 1199. YES / NO / NA			KE	20000620	
10. ABILITY TO DISTINGUISH BETWEEN RED / GREEN / YELLOW / WHITE / BLUE.			KE	20000620	
11. LIGHT GUN SIGNAL RECOGNITION TEST.			KE	20000620	
12. I CERTIFY THAT THE ABOVE TRAINING IS COMPLETE.			KE	20000620	
13. CLOSED BOOK EXAM COMPLETED AT BASE OPERATIONS.			PM	20000621	
PRINTED NAME OF VCO / VCNCO OR AIRFIELD MANAGER KENNETH MOORE VCO		SIGNATURE		TELEPHONE NO. 7-2120	DATE 20000621
<b>III. I CERTIFY THAT THE ABOVE INDIVIDUAL HAS PASSED THE COLOR VISION TEST</b>					
PRINTED NAME OF INDIVIDUAL AUTHORIZED TO PERFORM TEST MARTIN JONES		SIGNATURE		TELEPHONE NO. 7-5555	DATE 20000618
<b>IV. THE ABOVE INDIVIDUAL IS AUTHORIZED TO DRIVE ON THE FLIGHTLINE</b>					
PRINTED NAME OF INDIVIDUAL AUTHORIZED TO PERFORM TEST JAMES BOND Flight Service		SIGNATURE		TELEPHONE NO. 7-2120	DATE 20000621
COMMENTS  NOTE: IF NORMAL COLOR VISION IS REQUIRED FOR YOUR CAREER FIELD THEN THE COLOR VISION TEST AT THE HOSPITAL IS NOT REQUIRED. FOR ALL OTHERS THAT DO NOT MEET THE REQUIREMENT AT THE HOSPITAL, A LIGHT GUN CHECK WILL BE CONDUCTED AT BASE OPERATIONS.					
CERTIFICATE NUMBER:					

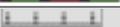
**Attachment 9**

**FAA Form 5280-7, AIRFIELD VISUAL AID AND SAFETY PLACARD**



U.S. Department of Transportation  
Federal Aviation Administration

**AIRFIELD VISUAL AID SAFETY PLACARD**

<b>ATCT LIGHT GUN SIGNALS</b>		<b>AIRPORT SIGN SYSTEMS</b>	
<b>COLOR AND TYPE OF SIGNAL</b>	<b>MOVEMENT OF VEHICLES, EQUIPMENT &amp; PERSONNEL</b>	<b>TYPE OF SIGN AND ACTION OR PURPOSE</b>	<b>TYPE OF SIGN AND ACTION OR PURPOSE</b>
	CLEARED TO CROSS. PROCEED OR GO	<b>4-22</b> TWY/RWY HOLD POSITION: Hold short of runway on taxiway	 RSA/OFZ BOUNDARY: Exit boundary of rwy protected area
	NOT APPLICABLE	<b>26-2</b> TWY/RWY HOLD POSITION: Hold short of intersecting runway	 ILS CRITICAL AREA BOUNDARY: Exit boundary of ILS critical area
	<b>STOP</b>	<b>8-APCH</b> RWY APCH HOLD POSITION: Hold short for acct on approach	 TWY DIRECTION: Defines direction & designation of intersecting taxiway(s)
	CLEAR THE RUNWAY / TAXIWAY	<b>ILS</b> ILS CRITICAL AREA HOLD POSITION: Hold short of ILS apch critical area	 RWY EXIT: Defines direction & designation of exit twy from rwy
	RETURN TO STARTING POINT ON AIRPORT	 NO ENTRY: Identifies paved areas where aircraft entry is prohibited	<b>22</b> OUTBOUND DESTINATION: Defines directions to take-off runways
	EXERCISE EXTREME CAUTION	<b>B</b> TAXIWAY LOCATION: Identifies twy on which vehicle/aircraft is located	 INBOUND DESTINATION: Defines directions for arriving aircraft
<b>4-22</b>  HOLDING POSITION MARKINGS	<b>ILS</b>  ILS CRITICAL AREA MARKINGS	<b>22</b> RUNWAY LOCATION: Identifies rwy on which vehicle/aircraft is located	 TAXIWAY ENDING MARKER: Indicates twy does not continue
<b>PREVENT RUNWAY INCURSIONS -- "READ BACK" YOUR AIR TRAFFIC INSTRUCTIONS!</b>			

**Attachment 10**

**IC 2001-1 TO KEESLER AFB INSTRUCTION 24-301, FLIGHT LINE VEHICULAR TRAFFIC**

**30 August 2001**

**★ *SUMMARY OF REVISION***

This change incorporates IC 2001-1. Deletes paragraph 11.2. A ★ indicates changes from previous edition.

**★ 11.2. DELETED.**