

OPERATING DIRECTIVE

Hillsborough County  
Aviation Authority

Number: D343.00.06

Effective: 10/01/88

Revised: 08/03/04

Page: 1 of 15

Subject: Vehicles and Personnel Access to  
Movement and Safety Areas

**PURPOSE:** To establish procedures for personnel and vehicles to access movement and safety areas at Tampa International Airport in accordance with the airport's rules and regulations.

**GENERAL:**

A. Movement Areas are:

All designated runways and taxiways at Tampa International Airport.

B. Safety Areas are:

Areas abutting the edges of the runways and taxiways and as designated in the Airport's Certification Manual.

**PROCEDURE:**

A. Personnel desiring access to any active movement and safety areas must possess or be escorted by a person possessing a movement area training (MAT) endorsement.

B. Only vehicles authorized by the Senior Director of Operations and Public Safety or his designated representative may access the airport movement areas.

C. The Authority will specifically restrict the issuance of MAT endorsements to:

1. Personnel with direct operational need as determined by the Senior Director of Operations and Public Safety or his designated representative and;

2. Personnel that have successfully completed the necessary MAT requirements.

D. Upon successful completion of the MAT program and required documentation, a MAT designation will be printed on the top left hand corner of the airport ID badge.

E. Movement Area Trained Endorsers:

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1. The department director, company manager or agency chief for each department with personnel who have a need for a MAT authorization must designate a MAT endorser(s). The MAT endorser(s) must have a thorough understanding of the MAT training program and the training curriculum, if required, for their department. To become a MAT endorser, the MAT Endorsement Authorized Signature letter (Attachment 1) must be completed and on file with Operations.
2. MAT endorsers are responsible for ensuring the following:
  - a. Personnel have a need for a MAT authorization in compliance with the associated policies and procedures.
  - b. Personnel have successfully completed all associated training requirements.
  - c. The required movement area training records are maintained within their department in compliance with this operating directive, if required.

**MOVEMENT AREA TRAINING REQUIREMENTS:**

A. Movement Area Training Program – Level 1:

1. Description:

Personnel who access and operate within the movement and safety areas to perform their job duties as specified in the Airport Certification Manual.

2. Training:

Personnel must successfully complete the required MAT program as specified in the attached Movement Area Training Curriculum forms (Attachments 2-6) which outlines the requirements necessary for each department in compliance with FAR Part 139.303.

- a. Initial training will require the employee to successfully complete the

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attached MAT curriculum prior to initial performance of such job duties.

- b. Recurrent training will require the employee to successfully complete the attached MAT curriculum every 12 consecutive calendar months.

3. Record Keeping:

A training folder must be maintained for 24 consecutive calendar months after completion of training within the respective department for each employee requesting a MAT endorsement and include the following:

- a. Current training curriculum signed by the department's authorized MAT endorser,
- b. MAT Program Certificate of Completion, and
- c. All associated training materials.

The company/department's authorized MAT endorser(s) will verify successful completion of all the movement area training requirements by submitting the respective signed MAT endorsement letter, in accordance with the attached template (Attachment 7), on company letterhead at time of airport ID badge renewal. The signed MAT endorsement letters will be maintained by Operations.

B. Movement Area Training Program – Level 2:

1. Description:

Personnel who have a need to access and operate within the movement and safety area, but do not perform job duties specified in the Airport Certification Manual.

Airline personnel requiring a MAT endorsement must be a taxi certified airline mechanic. The employee must provide a copy of their current taxi certificate with

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other required documents when applying for their MAT authorization at time of airport ID badge issuance or renewal.

2. Training:  
Personnel must successfully complete the MAT course on the Authority's interactive employee training system once every 24 consecutive calendar months.

3. Recordkeeping:

The company/department's authorized MAT endorser(s) will verify successful completion of the movement area training course by submitting the respective signed MAT endorsement form, in accordance with the attached template (Attachment 8), on company letterhead at time of airport ID badge issuance or renewal. The signed MAT endorsement letters will be maintained by Operations.

**ENFORCEMENT:** Those persons that fail to comply with the movement area training program and the provisions contained therein are subject to removal from and denial of access to the air operations area as stipulated in the Authority's Rules and Regulations for Tampa International Airport.

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Movement and Safety Areas

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APPROVED: /s/ John Wheat

DATE: 08/03/04

**PLEASE USE THIS FORMAT**  
**ON YOUR COMPANY LETTERHEAD**

(DATE)

Mr. Robert J. Burr  
Director of Operations  
Hillsborough County Aviation Authority  
P.O. Box 22287  
Tampa, FL 33622

REF: Authorized Signatures for Movement Area Training  
Endorsements

Dear Mr. Burr:

The name(s) signed below are the authorized signature(s) for Tampa International Airport's Movement Area Training Endorsement for **(Company Name)**. The individual(s) indicated agree to verify all personnel requesting a MAT endorsement have a need for a MAT authorization in compliance with the associated policies and procedures and all training requirements have been successfully completed. No other signatures will be accepted for MAT endorsement. We will notify you in writing of any changes.

**(Company Name)** will authorize the MAT endorsement issuance under the procedures and responsibilities as stated in HCAA Operating Directive D343.00.06.

Sincerely

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

\_\_\_\_\_  
(Title)

**AUTHORIZED SIGNATURES**  
**(Maximum (4) signatures)**

\_\_\_\_\_  
(Print or Type Name)

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

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Phone Number)

Employee Name \_\_\_\_\_

	TRAINED BY	TRAINING TASKS	ASSOCIATED RULE	FAA REQUIRED
1		<b>Perform airfield inspection ride along with Operations</b>	139.303 Personnel (C.1) Airport familiarization, including airport markings, lighting, and signs system (C.2) Procedures for access to, and operation in, movement areas and safety areas (C.3) Airport communications, including radio communications between the air traffic control tower and personnel, and procedures for reporting unsafe airport conditions.	No
2		<b>Provide airfield familiarization handout materials</b>	Refer to the associated rule for training task 1	No
3		<b>Complete IET Movement Driver Training Course</b>	139.303 Personnel (C.1) Airport familiarization, including airport markings, lighting, and signs system (C.2) Procedures for access to, and operation in, movement areas and safety areas (C.3) Airport communications, including radio communications between the air traffic control tower and personnel, and procedures for reporting unsafe airport conditions. (e) As appropriate, comply with the following training requirements: 139.329 Pedestrian and Ground Vehicles (b) Familiar with established and implemented procedures for the safe and orderly access to, and operation in, movement and safety areas by pedestrians and ground vehicles, including provisions identifying the consequences of noncompliance with the procedures by an employee, tenant, or contractor. (c) Knowledge of procedures for ATCT to ensure that each pedestrian and ground vehicle in movement or safety areas is controlled by one of the following: (a) two-way radio-communications between each pedestrian or vehicle and the tower or (b) an escort with two-way radio communications with the tower accompanying any pedestrian or vehicle without a radio.	Yes
4		<b>Review ACM</b>	139.303 (C.4) Duties required under the Airport Certification Manual and the requirements of this part	Yes
5a		<b>Review airport self-inspection program</b>	139.303 Personnel (e) as appropriate, comply with the following training requirements: 139.327 Self-Inspection Program (a) Airport familiarization, including signs, marking, lighting (b) Airport emergency plan (c) Notice to Airmen (NOTAM) notification procedures (d) Procedures for pedestrian and ground vehicles in movement areas and safety areas (e) Discrepancy reporting procedures	Yes
5b		<b>Review wildlife hazard management training program</b>	139.303 Personnel (e) as appropriate, comply with the following training requirements: 139.337 Wildlife Hazard Management A training program conducted by a qualified wildlife biologist to provide airport personnel with the knowledge and skills needed to successfully carry out the wildlife hazard management plan required	Yes
5c		<b>Review airport condition reporting</b>	139.303 Personnel (e) as appropriate, comply with the following training requirements: 139.339 Airport Condition Reporting (a) Provide for the collection and dissemination of airport condition information to air carriers (b) Use the NOTAM system as appropriate and other systems and procedures authorized by the Administrator	Yes
6		<b>Complete airfield familiarization worksheet</b>	Refer to the associated rule for training task 1	No
7		<b>Successfully complete airfield check ride</b>	Refer to the associated rule for training task 1	No

1. Initial Training – Individual must successfully complete training tasks 1 -7
2. Recurrent Training – Required every 12 consecutive calendar months
  - a. If the individual **has not** performed duties within the movement area during the previous six months on a frequent basis then refer to **initial training requirements** (training tasks 1-7)
  - b. If the individual **has** performed duties within the movement area during the previous six months on a frequent basis then the individual must successfully complete training tasks 3-5c

I hereby attest that the above mentioned employee has successfully completed the required training requirements in compliance with the Movement Area Training Program.

\_\_\_\_\_  
MAT Endorser Signature

\_\_\_\_\_  
Date

**Employee Name** \_\_\_\_\_

Employee Name \_\_\_\_\_

	TRAINED BY	TRAINING TASKS	ASSOCIATED RULE	FAA REQUIRED
1		<b>Perform airfield inspection ride along with Operations</b>	139.303 Personnel (C.1) Airport familiarization, including airport markings, lighting, and signs system (C.2) Procedures for access to, and operation in, movement areas and safety areas (C.3) Airport communications, including radio communications between the air traffic control tower and personnel, and procedures for reporting unsafe airport conditions.	No
2		<b>Provide airfield familiarization handout materials</b>	Refer to the associated rule for training task 1	No
3		<b>Complete IET Movement Driver Training Course</b>	139.303 Personnel (C.1) Airport familiarization, including airport markings, lighting, and signs system (C.2) Procedures for access to, and operation in, movement areas and safety areas (C.3) Airport communications, including radio communications between the air traffic control tower and personnel, and procedures for reporting unsafe airport conditions. (e) As appropriate, comply with the following training requirements: 139.329 Pedestrian and Ground Vehicles (b) Familiar with established and implemented procedures for the safe and orderly access to, and operation in, movement and safety areas by pedestrians and ground vehicles, including provisions identifying the consequences of noncompliance with the procedures by an employee, tenant, or contractor. (c) Knowledge of procedures for ATCT to ensure that each pedestrian and ground vehicle in movement or safety areas is controlled by one of the following: (a) two-way radio-communications between each pedestrian or vehicle and the tower or (b) an escort with two-way radio communications with the tower accompanying any pedestrian or vehicle without a radio.	Yes
4		<b>Review ACM</b>	139.303 (C.4) Duties required under the Airport Certification Manual and the requirements of this part	Yes
5A	i. ii. iii. iv. v. vi. vii. viii. ix. x. xi.	<b>Review aircraft rescue and firefighting: operational requirements</b>	139.303 Personnel (e) as appropriate, comply with the following training requirements: 139.319 Aircraft rescue and firefighting: operational requirements (i) Airport familiarization, including airport signs, marking, and lighting (ii) Aircraft familiarization (iii) Rescue and firefighting personnel safety (iv) Emergency communications systems on the airport, including fire alarms (v) Use of the fire hoses, nozzles, turrets, and other appliances required for compliance with this part (vi) Application of the types of extinguishing agents required for compliance of this part (vii) Emergency aircraft evacuation assistance (viii) Firefighting operations (ix) Adapting and using structural rescue and firefighting equipment for aircraft rescue and firefighting (x) Aircraft cargo hazards, including hazardous materials/dangerous goods (xi) Familiarization with firefighters' duties under the airport emergency plan	Yes
5b		<b>Review handling and storing of hazardous substances and materials</b>	139.321 Personnel (e) as appropriate, comply with the following training requirements: 139.319 Handling and storage of hazardous substances and materials (1) Bonding (2) Public protection (3) Control of access to storage areas (4) Fire safety in fuel farm and storage (5) Fire safety in mobile fuelers (7) The fire code of the public body having jurisdiction over the airport	Yes
6		<b>Complete airfield familiarization worksheet</b>	Refer to the associated rule for training task 1	No
7		<b>Successfully complete airfield check ride</b>	Refer to the associated rule for training task 1	No

1. Initial Training – Individual must successfully complete training tasks 1 -7
2. Recurrent Training – Required every 12 consecutive calendar months
  - a. If the individual **has not** performed duties within the movement area during the previous six months on a frequent basis then refer to **initial training requirements** above (training tasks 1-7)
  - b. If the individual **has** performed duties within the movement area during the previous six months on a frequent basis then the individual must successfully complete training tasks 3-5b

I hereby attest that the above mentioned employee has successfully completed the required training requirements in compliance with the Movement Area Training Program.

\_\_\_\_\_  
MAT Endorser Signature

\_\_\_\_\_  
Date

**Employee Name** \_\_\_\_\_

**Movement Area Training Curriculum Level 1 – Maintenance  
FAR Part 139.303**

Employee Name \_\_\_\_\_

	TRAINED BY	TRAINING TASKS	ASSOCIATED RULE	FAA REQUIRED
1		<b>Perform airfield inspection ride along with Operations</b>	139.303 Personnel (C.1) Airport familiarization, including airport markings, lighting, and signs system (C.2) Procedures for access to, and operation in, movement areas and safety areas (C.3) Airport communications, including radio communications between the air traffic control tower and personnel, and procedures for reporting unsafe airport conditions.	No
2		<b>Provide airfield familiarization handout materials</b>	Refer to the associated rule for training task 1	No
3		<b>Complete IET Movement Driver Training Course</b>	139.303 Personnel (C.1) Airport familiarization, including airport markings, lighting, and signs system (C.2) Procedures for access to, and operation in, movement areas and safety areas (C.3) Airport communications, including radio communications between the air traffic control tower and personnel, and procedures for reporting unsafe airport conditions. (e) As appropriate, comply with the following training requirements: 139.329 Pedestrian and Ground Vehicles (b) Familiar with established and implemented procedures for the safe and orderly access to, and operation in, movement and safety areas by pedestrians and ground vehicles, including provisions identifying the consequences of noncompliance with the procedures by an employee, tenant, or contractor. (c) Knowledge of procedures for ATCT to ensure that each pedestrian and ground vehicle in movement or safety areas is controlled by one of the following: (a) two-way radio-communications between each pedestrian or vehicle and the tower or (b) an escort with two-way radio communications with the tower accompanying any pedestrian or vehicle without a radio.	Yes
4		<b>Review ACM</b>	139.303 (C.4) Duties required under the Airport Certification Manual and the requirements of this part	Yes
5		<b>Complete airfield familiarization worksheet</b>	Refer to the associated rule for training task 1	No
6		<b>Successfully complete airfield check ride</b>	Refer to the associated rule for training task 1	No

1. Initial Training – Individual must successfully complete training tasks 1 -6
2. Recurrent Training – Required every 12 consecutive calendar months
  - a. If the individual **has not** performed duties within the movement area during the previous six months on a frequent basis then refer to **initial training requirements** above (training task 1-6)
  - b. If the individual **has** performed duties within the movement area during the previous six months on a frequent basis then the individual must successfully complete training tasks 3 -4

I hereby attest that the above mentioned employee has successfully completed the required training requirements in compliance with the Movement Area Training Program.

\_\_\_\_\_  
MAT Endorser Signature

\_\_\_\_\_  
Date

**Movement Area Training Curriculum Level 1 – Police  
FAR Part 139.303**

Employee Name \_\_\_\_\_

	TRAINED BY	TRAINING TASKS	ASSOCIATED RULE	FAA REQUIRED
1		<b>Perform airfield inspection ride along with Operations</b>	139.303 Personnel (C.1) Airport familiarization, including airport markings, lighting, and signs system (C.2) Procedures for access to, and operation in, movement areas and safety areas (C.3) Airport communications, including radio communications between the air traffic control tower and personnel, and procedures for reporting unsafe airport conditions.	No
2		<b>Provide airfield familiarization handout materials</b>	Refer to the associated rule for training task 1	No
3		<b>Complete IET Movement Driver Training Course</b>	139.303 Personnel (C.1) Airport familiarization, including airport markings, lighting, and signs system (C.2) Procedures for access to, and operation in, movement areas and safety areas (C.3) Airport communications, including radio communications between the air traffic control tower and personnel, and procedures for reporting unsafe airport conditions. (e) As appropriate, comply with the following training requirements: 139.329 Pedestrian and Ground Vehicles (b) Familiar with established and implemented procedures for the safe and orderly access to, and operation in, movement and safety areas by pedestrians and ground vehicles, including provisions identifying the consequences of noncompliance with the procedures by an employee, tenant, or contractor. (c) Knowledge of procedures for ATCT to ensure that each pedestrian and ground vehicle in movement or safety areas is controlled by one of the following: (a) two-way radio-communications between each pedestrian or vehicle and the tower or (b) an escort with two-way radio communications with the tower accompanying any pedestrian or vehicle without a radio.	Yes
4		<b>Review ACM</b>	139.303 (C.4) Duties required under the Airport Certification Manual and the requirements of this part	Yes
5		<b>Complete airfield familiarization worksheet</b>	Refer to the associated rule for training task 1	No
6		<b>Successfully complete airfield check ride</b>	Refer to the associated rule for training task 1	No

1. Initial Training – Individual must successfully complete training tasks 1 -6
2. Recurrent Training – Required every 12 consecutive calendar months
  - a. If the individual **has not** performed duties within the movement area during the previous six months on a frequent basis then refer to **initial training requirements** above (training task 1-6)
  - b. If the individual **has** performed duties within the movement area during the previous six months on a frequent basis then the individual must successfully complete training tasks 3 -4

I hereby attest that the above mentioned employee has successfully completed the required training requirements in compliance with the Movement Area Training Program.

\_\_\_\_\_  
MAT Endorser Signature

\_\_\_\_\_  
Date

**Movement Area Training Curriculum – Planning and Development  
FAR Part 139.303**

Employee Name \_\_\_\_\_

	TRAINED BY	TRAINING TASK	ASSOCIATED RULE	FAA REQUIRED
1		<b>Perform airfield inspection ride along with Operations</b>	139.303 Personnel (C.1) Airport familiarization, including airport markings, lighting, and signs system (C.2) Procedures for access to, and operation in, movement areas and safety areas (C.3) Airport communications, including radio communications between the air traffic control tower and personnel, and procedures for reporting unsafe airport conditions.	No
2		<b>Provide airfield familiarization handout materials</b>	Refer to the associated rule for training task 1	No
3		<b>Complete IET Movement Driver Training Course</b>	139.303 Personnel (C.1) Airport familiarization, including airport markings, lighting, and signs system (C.2) Procedures for access to, and operation in, movement areas and safety areas (C.3) Airport communications, including radio communications between the air traffic control tower and personnel, and procedures for reporting unsafe airport conditions. (e) As appropriate, comply with the following training requirements: 139.329 Pedestrian and Ground Vehicles (b) Familiar with established and implemented procedures for the safe and orderly access to, and operation in, movement and safety areas by pedestrians and ground vehicles, including provisions identifying the consequences of noncompliance with the procedures by an employee, tenant, or contractor. (c) Knowledge of procedures for ATCT to ensure that each pedestrian and ground vehicle in movement or safety areas is controlled by one of the following: (a) two-way radio-communications between each pedestrian or vehicle and the tower or (b) an escort with two-way radio communications with the tower accompanying any pedestrian or vehicle without a radio.	Yes
4		<b>Review ACM</b>	139.303 (C.4) Duties required under the Airport Certification Manual and the requirements of this part	Yes
5		<b>Complete airfield familiarization worksheet</b>	Refer to the associated rule for training task 1	No
6		<b>Successfully complete airfield check ride</b>	Refer to the associated rule for training task 1	No

1. Initial Training – Individual must successfully complete training tasks 1 -6
2. Recurrent Training – Required every 12 consecutive calendar months
  - a. If the individual **has not** performed duties within the movement area during the previous six months on a frequent basis then refer to **initial training requirements** above
  - b. If the individual **has** performed duties within the movement area during the previous six months on a frequent basis then the individual must successfully complete training tasks 3 -4

I hereby attest that the above mentioned employee has successfully completed the required training requirements in compliance with the Movement Area Training Program.

\_\_\_\_\_  
MAT Endorser Signature

\_\_\_\_\_  
Date

PLEASE USE THIS FORMAT  
ON YOUR LETTERHEAD

**TAMPA INTERNATIONAL AIRPORT**

**Movement Area Training (MAT) Program - Level 1  
MAT Endorsement Letter**

**(DATE)**

Mr. Robert J. Burr  
Director of Operations  
Hillsborough County Aviation Authority  
P.O. Box 22287  
Tampa, Florida 33622

REF: **MAT ENDORSEMENT**

Dear Mr. Burr:

This letter will certify that **(EMPLOYEE NAME)** meets the criteria as outlined in the operations memorandum dated November 28, 2001, the Airport Authority Operating Directive D343.00.06, and in conjunction with the training requirements under FAR Part 139.303.

**(EMPLOYEE NAME)** has completed the appropriate training requirements as stated in the Movement Area Training Curriculum in compliance with FAR Part 139 on **(DATE)**.

**(COMPANY/DEPARTMENT)** will authorize the issuance of a SIDA Badge with MAT endorsement under the procedures and responsibilities as stated in Operational Directive (D343.00.06).

Sincerely,

**(NAME)**  
**(TITLE)**

(An electronic template is available by contacting the Operational Training Manager at 870-8700 extension 8504)

PLEASE USE THIS FORMAT  
ON YOUR LETTERHEAD

**TAMPA INTERNATIONAL AIRPORT**

**Movement Area Training (MAT) Program - Level 2  
MAT Endorsement Letter**

**(DATE)**

Mr. Robert J. Burr  
Director of Operations  
Hillsborough County Aviation Authority  
P.O. Box 22287  
Tampa, Florida 33622

REF: **MAT ENDORSEMENT**

Dear Mr. Burr:

This letter will certify that **(EMPLOYEE NAME)** meets the criteria as outlined in the operations memorandum dated November 28, 2001, and the Airport Authority Operating Directive D343.00.06.

**(EMPLOYEE NAME)** has successfully completed the movement area training course on **(DATE)** and has: **(check one)**

- independently operated in the movement area during the previous badge period
- successfully completed actual hands-on driver training conducted by their MAT endorsed supervisor in the movement area and is competent with airfield familiarization and radio communication procedures

**(COMPANY/DEPARTMENT NAME)** will authorize the issuance of a SIDA Badge with MAT endorsement under the procedures and responsibilities as stated in Operational Directive (D343.00.06).

Sincerely,

**(NAME)**

**(TITLE)**

(An electronic template is available by contacting the Operational Training Manager at 870-8700 extension 8504)