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Command Policy



DISTINGUISHED VISITORS SUPPORT

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This instruction implements AFD 90-1, *Policy Formulation*, and its provisions apply to all units located on Osan Air Base, Republic of Korea. This instruction establishes procedures for scheduling events and activities requiring support of distinguished visitors to Osan Air Base. It describes what routine inspections the protocol office conducts of supporting agencies.

1. Policies and Procedures.

1.1. Notification and Coordination.

1.1.1. To ensure effective use of base facilities and to avoid conflicts in scheduled events, any organization associate unit or assigned individual who wishes to request approval for an activity requiring protocol support will complete a 51 FW IMT 90, **51 FW Reception Support Request**.

1.1.2. Notify the Seventh Air Force Director of Staff (7AF/DS) of visits by staff assistance teams, inspectors, and evaluators, regardless of numerical composition of the group, but not transient air crews.

1.1.3. Notify the 7 AF/51 FW Protocol Offices (7 AF/CCP and 51 FW/CCP) of any visits by an officer grade O-6 and above (DV Code 7, active duty or retired) or civilian grade GS-15 and above or any activities/visits involving the 7 AF/CC, 7 AF/CV, 51 FW/CC, or 51 FW/CV.

1.2. Distinguished Visitors (DVs).

1.2.1. DVs to Osan AB are of command interest and must receive every consideration to ensure visit requirements are managed in a courteous and professional manner. Every effort will be made to host DVs to Osan AB in a manner commensurate with their rank and status. This includes DVs visiting for formal inspections such as ORIs and UCIs. Osan will support them IAW 51 FWI 90-202, *Red Carpet Plan*.

1.2.2. Any office with knowledge of a proposed visit of distinguished persons will notify 7 AF/CCP and 51 FW/CCP immediately, 7 AF/CCP and 51 FW/CCP will, in turn, notify 7 AF/CC, 7 AF/CV, 51 FW/CC, and 51 FW/CV.

1.2.3. Foreign visitors of equal status to US Forces (unless otherwise advised by Headquarters USAF International Affairs (SAF/IA)) will be considered DVs.

1.3. Greeter Duties for Military Arrivals.

1.3.1. The unique missions and location of Osan AB results in large numbers of DVs traveling to or through Osan AB. All grade O-6 and above (active duty or retired) or civilian equivalent will be greeted upon arrival and departure by a colonel or colonel selectee or above, and extended courtesies commensurate with their rank. The 51 FW/CC or his designated representative will greet general officers. This does not include DVs arriving via POV or GOV. DVs arriving via front gate will be met by the point of contact at pre-designated location (lodging, Bldg 882, etc), not necessarily by the designated greeting officer.

1.3.2. Greeting officers will be available from 0700 to 2200 on the designated day for the purpose of greeting short/no-notice DVs. During non-duty hours, the greeting officer will plan his/her activities to ensure availability and minimize response time.

1.3.3. If the greeting officer is unable to perform duties on the scheduled date and time due to personal reasons, the greeting officer must obtain a substitute eligible colonel. If the greeting officer is unable to perform duties on the scheduled date and time due to official reasons (Leave or TDY), the greeting officer will inform the 51 FW Protocol office ASAP and Protocol will find a substitute colonel.

1.3.4. Wearing of duty uniform: During non-duty hours, appropriate civilian dress may be worn. During duty-hours, a uniform must be worn.

1.3.5. In some instances, arrival/departure officials will be designated specifically for certain visitors and will be reflected in the visitor's itinerary prepared by the OPR and/or 51 FW/CCP.

1.3.6. 51 FW/CCP will provide an estimated time of DV arrival as soon as one is obtained. 51 FW/CCP will use all available means to track arrival of the DV.

1.3.7. Should a DV arrive/depart unannounced, 51 OSS/OSAM (Base Ops) will immediately notify 51 FW/CCP who will in turn notify the greeting officer. In this case, 51 OSS/OSAM personnel will greet the visitor and attend to his or her needs until the greeting officer verifies that all appropriate courtesies have been rendered.

2. Terms Explained.

2.1. Distinguished Visitor: Any visitor of DV Code 7 (military grade O-6 or GS/GM-15s) equivalent or above (active duty or retired), Wing Commanders, Chief Master Sergeants (CMSgt) of the Air Force (active or retired), Medal of Honor recipients (active or retired), national or internationally known personalities, foreign dignitaries, corporate vice presidents and above, and prominent government or elected officials. However, depending on the nature of the visit, wing leadership may designate anyone to receive the courtesies afforded DVs.

2.2. Official Visitors: Persons other than those listed above who are visiting Osan AB in an official capacity.

- 2.3. The 51 FW IMT 90 will be used as a starting point for each DV visit to be approved by the Reception Working Group.
- 2.4. The 51 FW IMT 91, **51st Fighter Wing DV Visit Request Worksheet**, used for each DV visit to Osan AB and will ensure visit requirements are managed in a courteous and professional manner.
- 2.5. Function, Event, or Activity: A major operational activity or other event of special interest to the 51 FW/CC that will have an impact on Osan AB support facilities and base resources.
- 2.6. Installation-Wide Function: Events that include breakfasts, luncheons, banquets, golf tournaments, and other related activities. For installation-wide events that involve guest speakers, the 51 FW/CC will normally be the host of the function and there will be a committee formed to help plan and execute the event.
- 2.7. Office of Primary Responsibility (OPR): The agency acting as host of any visit, event, or activity.
- 2.8. Project Officer: The person appointed to be the primary coordinator (single point of contact) for a designated visit, event or activity.

3. Responsibilities.

- 3.1. No formal commitment will be made by an individual or organization for a visit to Osan AB that will use 51 FW resources and/or facilities without the approval of the 51 FW/DS, in coordination with the 7 AF/DS or designated individual as appropriate.
- 3.2. The 7 AF/CC is the final authority for all visits, events, and activities that involve 7 AF resources. The 51 FW/CC is the final authority for all visits, events, and activities that involve 51 FW resources.
- 3.3. The 7 AF/CCE is responsible for:
 - 3.3.1. Determining whether or not 7 AF resources will meet the requirements of a requested visit or event and coordinating and approving/disapproving the visit with 7 AF/CC.
 - 3.3.2. Initiating efforts to reconcile conflicts on the Schedule of Events.
 - 3.3.3. Ensuring a project officer has been appointed by 7 AF for each visit that affects the 7 AF. This project officer will normally be from a functional office, and not the Protocol office.
- 3.4. The 51 FW/CC is responsible for:
 - 3.4.1. Determining whether or not 51 FW resources will meet the requirements of a requested visit or event and approving/disapproving the visit.
 - 3.4.2. Initiating efforts to reconcile conflicts on the Schedule of Events.
- 3.5. The 51 FW/DS is responsible for:
 - 3.5.1. Ensuring a project officer has been appointed by 51 FW for each visit that affects the 51 FW. This project officer will normally be from a functional office, and not the Protocol office.
- 3.6. 51 FW/CCP will:
 - 3.6.1. Provide policy, counsel, and recommendations on protocol and related issues.
 - 3.6.2. Advise the 51 FW/CC of activities for visitors.

- 3.6.3. Serve as financial manager for the commander's Official Representation Fund IAW AFI 65-603, *Official Representation Funds-Guidance and Procedures*, and the Special Morale and Welfare fund IAW AFI 34-201, *Use of Nonappropriated Funds* (NAFs).
 - 3.6.4. Maintain liaison with Department of Defense (DoD), Department of State, appropriate service agencies, and other agencies regarding visits of DVs.
 - 3.6.5. Arrange and confirm lodging, transportation, and dining requirements for DVs to include any specific requirements, i.e. cell phones, dietary restrictions, etc.
 - 3.6.6. Advise the greeter of scheduled arrivals the night before the greeter's assigned duty day.
 - 3.6.7. Reserve appropriate facilities for required 51 FW/CC social functions, issue invitations and receive responses.
 - 3.6.8. Provide parking signs, seating charts, and head table name cards for events involving 51 FW/CC or 51 FW/CV.
 - 3.6.9. Receive draft itineraries from project officer and prepare final itinerary. Distribute itineraries to 51 FW/CC and 51 FW/CV and all other individuals associated with visit. Distribute itineraries to 7 AF/CC and 7 AF/CV upon request.
 - 3.6.10. Arrive at Base Operations with sufficient time to ensure all required support is available.
 - 3.6.11. Determine need for photographic and media coverage when necessary (if CCP is the OPR/POC). Coordinate with 51st Communications Squadron, Graphics/Photo Lab for photograph support and 51 FW/PA for media coverage, if required.
 - 3.6.12. Set up coffee/water for 51 FW/CC and 51 FW/CV office calls and wing mission briefings.
 - 3.6.13. Coordinate welcome baskets, welcome notes from 51 FW/CC or 51 FW/CV, and other identified amenities.
- 3.7. The Project Officer will:
- 3.7.1. Have overall ownership and responsibility for the visit including preparation of draft itinerary and welcome packages, etc. Protocol will assist as workload permits.
 - 3.7.2. Complete 51 FW IMT 91 as required. This form must be coordinated through 51 FW/CCP who will forward it to 51 FW/CC for approval.
 - 3.7.3. Fill out and execute the 51 FW IMT 92, **Distinguished Visitor Checklist**.
 - 3.7.4. Determine need for photographic and media coverage when necessary. Coordinate with the 51st Communications Squadron, Graphics/Photo Lab for photograph support and 51 FW/PA for media coverage if required.
 - 3.7.5. If transportation is required, complete the transportation request provided by 51 FW/CCP. 51 FW/CCP will forward the request to Vehicle Dispatch, 51 LRS/LGRVO, who will provide UDIs (You-Drive-It).
51 LRS/LGRVO is not responsible for providing drivers for the duration of a DV's visit; only exceptional circumstances will warrant a driver. Exception: If DV pick-up or drop-off at an off-base location, e.g. Kunsan AB, Incheon IAP, Yongsan Army Post, etc. is required, 51 FW/CCP will coordinate with 51 LRS/LGRVO to arrange the transportation. All helicopter support is arranged by the USFK Protocol office at Yongsan Army Post, DSN 723-8208.

3.7.6. If a DV will arrive and/or depart by military aircraft, contact 51 OG/CC or delegated personnel to work DV arrival/departure into the daily flying schedule. The project officer will also brief 51 OG/CC at the last weekly scheduling meeting before the DV visit.

3.7.7. Brief the itinerary to the 51 FW/CC no later than one week prior to the visit. Exceptions to this rule must be coordinated with 51 FW/CCE, the wing executive officer. The briefing will include inclement weather plans.

4. Installation-Wide Functions

4.1. Installation-wide functions should be scheduled at least six months in advance and the date must be cleared with 51 FW/CCE to be placed on the wing schedule. Specifically, the committee chair should submit an email recommending a date for the function. The email should include information such as the name and purpose of the event, availability of a facility to house the event, target audience, and contact information for the office of primary responsibility.

4.1.1. If the committee has recommendations for a proposed guest speaker, provide the speaker's name and a brief biography. If the proposed speaker information is not available at initial scheduling, then the committee chair should submit a staff summary package not later than four months prior to the event. The package will include the proposed agenda, proposed invitees (especially guests other than Osan AB attendees), the proposed guest speaker, and a letter of invitation to the guest speaker. This package should also include the committee's intent for the speaker's memento and address any funding issues. All of these details will be approved by the 51 FW/CC.

4.2. Once the agenda and guest speaker have been approved, committee chairmen should work with 51 FW/CCP and 51 FW/PA on the event details. 51 FW/CCP will be able to give insight into items and details the committee should be planning for the specific event. 51 FW/PA can assist with advertising the function and reviewing the prepared comments.

4.3. Not later than three weeks prior to the event, the Protocol office and wing command section will review the printed program prior to submission to the print office. Additionally, the committee chair should submit proposed comments for the commander or vice commander to make during the event to allow time for review and rework, if required. Not later than one week out, provide Protocol with a copy of the script, sequence of events, and list of distinguished guest attendees so Protocol can assist with seating and inform the wing commander of the function's details.

5. Facility Inspections.

5.1. 51 FW/CCP will conduct inspection of DV support facilities once per quarter or after any significant renovation work. These facilities include DV suites, base operations DV lounge, and base lodging business suites.

5.2. Inspection of DV Suites will be conducted by one member of 51 FW/CCP, 51 CES/CEO, and 51 SVS/SVML.

5.2.1. 51 FW/CCP will use the 51 FW IMT 93, **DV Suite Inspection Checklist**, to inspect DV Suites for cleanliness, a complete set of amenities, and identify needed repairs. Completed checklists will be kept on file in the 51 FW/CCP office for one (1) year from the date of inspection.

5.2.2. 51 CES/CEO will make note of any identified repairs, initiate work orders, and update 51 FW/CCP weekly of their status.

5.2.3. 51 SVS will make note of any missing amenities and cleanliness issues and address them through the Turumi Lodging Housekeeping staff.

5.3. Inspection of base operations DV lounge will be conducted by one member of 51 FW/CCP, the 51 FW/CV, the 51 OSS/CC, and Base Operations Facility Manager.

5.3.1. 51 FW/CCP will use the 51 FW IMT 94, **DV Lounge Inspection Checklist**, to inspect DV Lounge for cleanliness, a complete set of amenities, and identify needed repairs. Completed checklists will be kept on file in the 51 FW/CCP office for one (1) year from the date of inspection.

5.3.2. The Base Operations Facility Manager will make note of any identified repairs, initiate work orders, and update 51 FW/CCP weekly of their status. The Facility Manager will also brief the status of these repairs at CES quarterly update meetings.

5.4. Inspection of base lodging business suites will be conducted by one member of 51 FW/CCP and/or 7 AF/CCP and 51 SVS/SVML.

5.4.1. 51 FW/CCP will use the 51 FW IMT 93 to inspect base lodging business suites for cleanliness, a complete set of amenities, and identify needed repairs. Completed checklists will be kept on file in the 51 FW/CCP office for one (1) year from the date of inspection.

5.4.2. 51 SVS will make note of any identified repairs, initiate work orders, and update 51 FW/CCP weekly of their status. 51 SVS will also make note of any missing amenities and cleanliness issues and address them through the Turumi Lodge housekeeping staff.

6. DV Aircraft Parking Operations.

6.1. Refer to Flightline Diagram ([Attachment 1](#)) and Fixed Wing Aircraft Types and Rotary Wing Aircraft Types ([Attachment 2](#)). There are three Red Carpets for DV arrivals:

6.1.1. East Base Ops Apron. Primary DV reception spot. This parking spot can be used for all helicopter aircraft and fixed wing aircraft no larger than 94 feet wide and 97 feet long. This spot has been used for Boeing 757 operations, though it requires extreme caution because of wing tip clearances. Aircraft with a wing span no larger than the UH-60 can park two abreast on this spot.

6.1.2. West Base Ops Apron. Secondary DV reception spot. This parking spot can be used for all aircraft, although aircraft larger than a KC-10 or aircraft parked two-abreast restrict the size of aircraft that can use Taxiway Foxtrot.

6.1.3. AMC Apron. Primary DV reception spot for CDR, UNC/CFC/USFK transit operations.

6.2. The current configuration on Base Ops Ramp was designed around a VC-37 on East Base Ops with two H-60s parked abreast north/south of each other on West Base Ops. The taxi lines allow the VC-37 to taxi out of the parking ramp while the UH-60s remain in the chocks. The taxi lines do not allow UH-60s to taxi out while the VC-37 remains parked on East Base Ops. To ensure wing tip clearance in this second case, the northern most UH-60 would have to leave the parking ramp first.

6.3. In addition to the lines explained in paragraph [6.2](#), there are taxi lines for two small aircraft (details below), line abreast, on both West and East Base Ops. Additionally, there is a taxi line for MD-11/DC-10/L-1011 aircraft on West Base Ops.

7. CDR, UNC/CFC/USFK Operations: Osan AB frequently hosts the 4-star commander of United Nations Command, Combined Forces Command and United States Forces Korea. If the general is only using small aircraft, East Base Ops is the primary parking location. If the general is flying on the KC-10, the following will be used:

7.1. The KC-10 "Silver Bullet" is the primary aircraft for long distance flights. The KC-10 parks on the AMC Apron (spot 5), normally facing west.

7.2. AMC must de-conflict KC-10 ops with the dual UH-60 ops. The dual UH-60s park at two spots south of the KC-10 facing east.

7.3. Dual UH-60s Operations

7.3.1. Primary pickup/drop-off point is AMC Apron.

7.3.2. There are three parking locations for use when dual UH-60s are on station for an extended period awaiting a DV operation.

7.3.2.1. Primary relocation spot is West Base Ops.

7.3.2.2. Secondary relocation spot is Delta Hardstand.

7.3.2.3. Tertiary relocation spot is Doorstop.

8. Multiple DV Operations.

8.1. Osan AB periodically hosts multiple DV operations simultaneously, requiring extra coordination between Airfield Management, Air Traffic Control, Transient Alert and Protocol. The largest operations involve helicopter packages of 6 to 12 aircraft. With precise coordination, it is possible to rotate aircraft through the Base Ops Ramp in an efficient manner.

8.2. UH-60, Multiple Operations (More than 6), Arrivals:

8.2.1. Up to 6 UH-60s can drop off passengers in succession on the Base Ops Ramp, provided the AMC Patriot Express is not parked on West Base Ops. This requires ATC and pilots to sequence the aircraft prior to entering the ramp, as there is no room to maneuver once aircraft have arrived.

8.2.2. Additional aircraft may enter the Base Ops Ramp after the aircraft in front of them rotate out.

8.3. UH-60, Multiple Operations (More than 6), Departures:

8.3.1. Aircraft will be staged by Transient Alert prior to DV departures according to priorities set by Protocol and the parking plan set by Airfield Management and Transient Alert.

8.3.2. When departing (assuming there are 6 UH-60s on Base Ops Ramp), the eastern most aircraft must depart before the other aircraft have wing tip clearance to depart.

8.3.3. Additional aircraft, normally parked on Doorstop and/or Delta Hardstand, will relocate to the Base Ops Ramp as soon as the aircraft in front of them rotate out.

9. Single/Small Scale DV Operations: The most frequent DV operation involves only one to three aircraft at a time. The vast majority of these small scale DV ops can occur at East Base Ops Ramp.

10. ATC Procedures.

10.1. ATC will provide priority handling according to established guidelines.

10.2. CDR, UNC/CFC/USFK support helicopters will generally land at Taxiway Delta for expeditious taxi to the AMC Ramp.

11. IG Team Red Carpet Reception: Conducted in accordance with the 51 FWI 90-202.

12. Cautionary Safety Issues.

12.1. C-5 Operations: Wing-tip clearance for C-5 is reduced to 15 feet when a UH-60 or C-12 is parked outboard on the Base Ops Ramp. This requires wing walkers or runway back taxi operations.

12.2. Base Ops Ramp:

12.2.1. Base Ops Apron parking scenarios can be complex. The most important issue is wing-tip clearance for aircraft entering or exiting between parked aircraft. Another major concern is clearance between aircraft and vehicles parked in front of Base Ops.

12.2.2. Certain aircraft mixes pose an increased risk to each other because the layout of the taxi lines (see paragraphs 6.2. and 6.3. above). Extreme caution must be used when requiring aircraft to taxi off of the taxi lines.

12.2.3. At night the ramp is unlighted and dark. Fixed wing aircraft have lights on the outer edges; helicopters do not have rotor tip lights.

13. Command and Control.

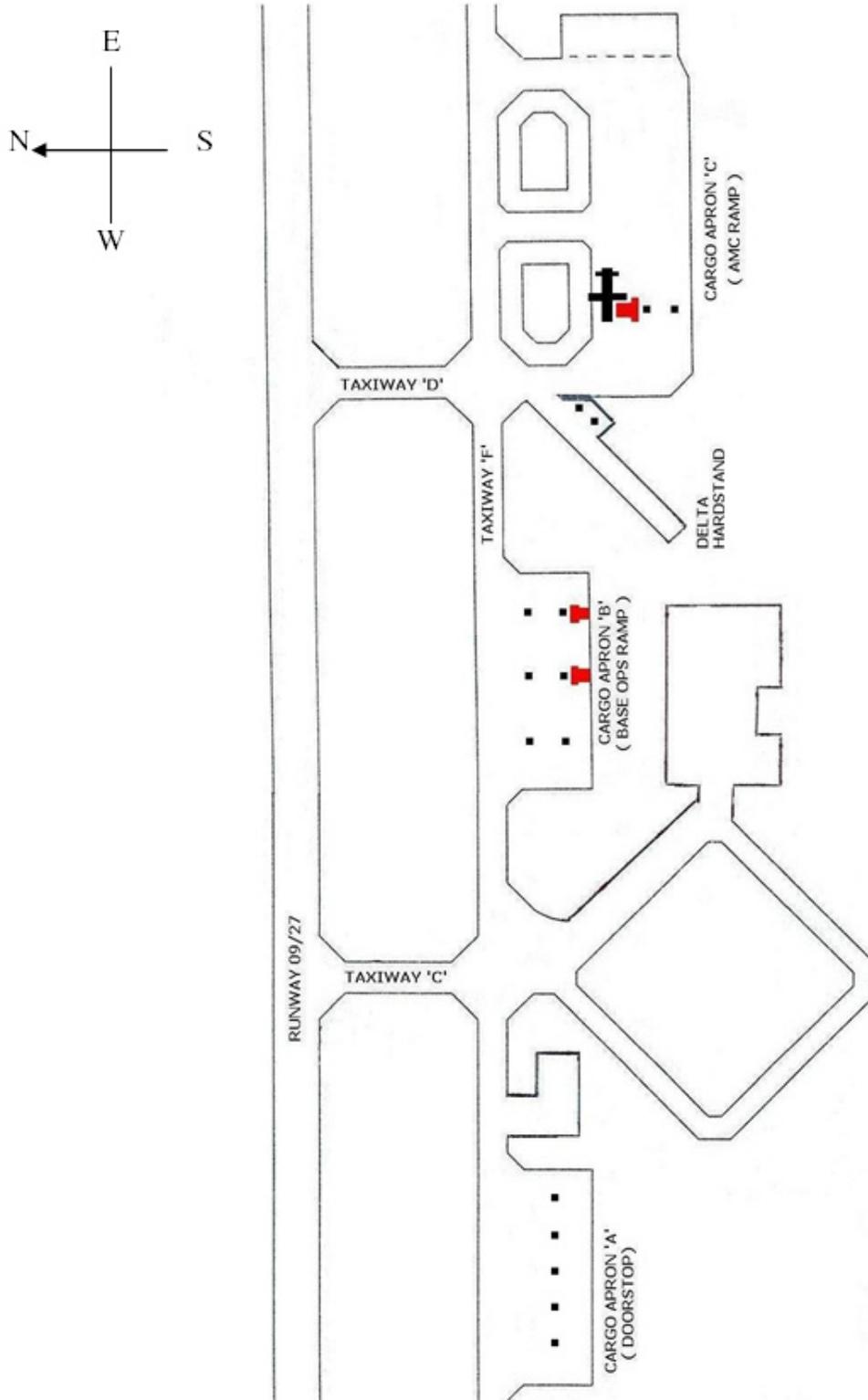
13.1. Execution of complex and/or high priority DV operations must be coordinated with the 51 FW Supervisor of Flying (SOF). The SOF will coordinate with Osan-based flying units to maintain safe, efficient flying operations. While ROK military personnel can act as liaisons and translators in the Control Tower, they are not to be considered supervisors and have no authority to make decisions regarding the conduct of operations. ROK military liaisons and translators can enter the Control Tower only with consent of the SOF and Tower Watch Supervisor. No more than three ROK military members should be in the Control Tower at one time.

14. IMTs Prescribed. 51 FW IMT 90, **51 FW Reception Support Request**, 51 FW IMT 91, **51 FW DV Visit Request Worksheet**, 51 FW IMT 92, **Distinguished Visitor Checklist**, 51 FW IMT 93, **DV Suite Inspection Checklist** and 51 FW IMT 94, **DV Lounge Inspection Checklist**.

JOSEPH REYNES, JR., Brigadier General, USAF
Commander

Attachment 1

OSAN FLIGHTLINE DIAGRAM



Attachment 2**FIXED WING AIRCRAFT TYPES AND ROTARY WING AIRCRAFT TYPES****A2.1. Fixed Wing Aircraft Types:**

A2.1.1. C-12 (King Air).

A2.1.1.1. Wing Span: 54.5' Length: 43.8'

A2.1.1.2. Number of Seats: 8 (F Model) or 14 (J Model)

A2.1.1.3. Primary Parking Location: East Base Ops, facing west.

A2.1.1.4. Two aircraft can park abreast north/south of each other on both East and West Base Ops.

A2.1.2. C-21 (Lear 35).

A2.1.2.1. Wing Span: 39.5' Length: 48.6'

A2.1.2.2. Number of Seats: ~8

A2.1.2.3. Primary Parking Location: East Base Ops, facing west.

A2.1.2.4. Two aircraft can park abreast north/south of each other on both East and West Base Ops.

A2.1.3. VC-25 (Boeing 747-200).

A2.1.3.1. Wing Span: 195.7' Length: 231.8'

A2.1.3.2. Number of Seats: 102

A2.1.3.3. Primary Parking Location: Base Ops Ramp (entire parking area), facing west.

A2.1.3.4. NOTE: Taxiway Foxtrot between Taxiways Charlie and Delta must be closed.

A2.1.4. VC-32 (Boeing 757-200).

A2.1.4.1. Wing Span: 124.8' Length: 155.25'

A2.1.4.2. Number of Seats: 45

A2.1.4.3. Primary Parking Location: East Base Ops, facing west.

A2.1.4.4. It is possible to stage small aircraft (H-60/C-12 or smaller) on West Base Ops in addition to the VC-32 on East Base Ops.

A2.1.5. UC-35 (Cessna Citation 560).

A2.1.5.1. Wing Span: 48.9' Length: 52.2'

A2.1.5.2. Number of Seats: 8-10

A2.1.5.3. Primary Parking Location: East Base Ops, facing west.

A2.1.5.4. Two aircraft can park abreast north/south of each other on both East and West Base Ops.

A2.1.6. VC-37 (Gulfstream V).

A2.1.6.1. Wing Span: 93.5' Length: 96.4'

A2.1.6.2. Number of Seats: 8

A2.1.6.3. Primary Parking Location: East Base Ops, facing west.

A2.1.6.4. It is possible to stage small aircraft (H-60/C-12 or smaller) on West Base Ops in addition to the VC-37 on East Base Ops.

A2.1.7. C-40 (Boeing 737-700).

A2.1.7.1. Wing Span: 117.4' Length: 11.3'

A2.1.7.2. Number of Seats: 120

A2.1.7.3. Primary Parking Location: East Base Ops, facing west.

A2.1.7.4. It is possible to stage small aircraft (H-60/C-12 or smaller) on West Base Ops in addition to the C-40 on East Base Ops.

A2.2. Rotor Wing Aircraft Types.

A2.2.1. UH-1:

A2.2.1.1. Rotor Diameter: 48' Length: 57.3'

A2.2.1.2. Number of Seats: ~10

A2.2.1.3. Primary Parking Location: East Base Ops, facing east.

A2.2.1.4. Two aircraft can park abreast north/south of each other on both East and West Base Ops.

A2.2.2. UH-60:

A2.2.2.1. Rotor Diameter: 53.6' Length: 64.7'

A2.2.2.2. Number of Seats: ~11

A2.2.2.3. Primary Parking Location: East Base Ops, facing east.

A2.2.2.4. Two aircraft can park abreast north/south of each other on both East and West Base Ops.

A2.2.3. CH-46:

A2.2.3.1. Rotor Diameter: 51' Length: 84.3'

A2.2.3.2. Number of Seats: ~25

A2.2.3.3. Primary Parking Location: East Base Ops, facing east or north.

A2.2.3.4. Two aircraft can park abreast north/south of each other on both East and West Base Ops.

A2.2.4. CH-47:

A2.2.4.1. Rotor Diameter: 60' Length: 99'

A2.2.4.2. Number of Seats: ~33

A2.2.4.3. Primary Parking Location: East Base Ops, facing east or north.

A2.2.4.4. Two aircraft can park abreast north/south of each other on West Base Ops only if Taxiway Foxtrot operations are limited to aircraft smaller than a B-747.

A2.2.5. When using two red carpets for a DV movement (one for fixed-wing and one for the helos) use the AMC Ramp DV spots when the fixed-wing is larger than a VC-37.