This instruction implements Air Force Policy Directive 91-2, Safety Programs. It provides policies and procedures for vehicle safety, general information regarding vehicle operator responsibilities, driver-training requirements, speed limits and other safety requirements in Air Force Global Strike Command and contingency operations not covered by other directives. It applies to individuals at all levels in Air Force Global Strike Command, except where noted otherwise, to include associated Air Force Reserve and Air National Guard (ANG) members when supporting or conducting vehicular operations to, from, and at missile alert and launch facilities. Units may supplement this instruction to allow for local requirements. Process unit level supplements to the office of primary responsibility (OPR) for coordination and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, Publications and Forms Management, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Comply with AFI 33-332, The Air Force Privacy and Civil Liberties Program, for documents containing privacy act information. Comply with DoD 5400.7-R_AFMAN 33-302, Freedom of Information Act Program, for documents containing “For Official Use Only” information. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, Recommendation for
SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Vehicle Operator/Occupant Responsibilities, establishes the requirement for commanders to develop local Driving Risk Assessment Worksheets or Cards. Driver’s Training Courses/Requirements, adds the Fatigue & Human Performance training as an additional training requirement. This chapter also allows units the ability to train in traffic condition (TC) red and yellow with a formal risk assessment and approval from the Group/CC and Squadron/CC’s, respectively. Furthermore, Group/CCs may waive vehicle training requirements up to 90 days.


1.1. Vehicle Crew Concept (VCC). The vehicle operator is responsible for safe vehicle operation. Each passenger shares responsibility, and is accountable for safely completing the mission. The VCC applies to all Government Motor Vehicles (GMV) driven in the missile field complex for missile field operations. Each occupant will participate in mission planning, to include route selection and risk management and ensure all personnel and equipment are secure.

1.2. Ensure all safety equipment is in the vehicle prior to departure IAW 49 CFR Part 571, Federal Motor Vehicle Safety Standard, Training Circular 21-305-20, AFMAN 24-306_IP, Manual for the Wheeled Vehicle Operator, or AFI 91-203, Air Force Consolidated Occupational Safety Instruction, requirements. First aid kits are maintained IAW AFI 24-301, Vehicle Operations. Additionally, during locally determined periods, all occupants will carry personal cold weather gear as directed by unit commanders and the vehicle will be equipped with a winter survival kit. See Attachment 2 for suggested vehicle survival kit items. (T-3). Secure all items within vehicle during travel.

1.3. Use vehicle headlights at all times. Exception: Emergency/tactical responses by security forces are exempt (night vision devices will be used as appropriate). (T-2).

1.4. The front seat passenger will be the safety observer. They will remain alert during the dispatch, handle all radio communications, read maps, assist in identifying hazards and ensure compliance with driving regulations and laws. The front seat passenger will not engage in tasks such as reading, headphone use, or cellular phone use, unless in direct action related to the dispatch. NOTE: The safety observer should be selected from among the most qualified passengers as determined through risk assessment during mission planning. (T-2).

1.5. All other passengers will stay alert and assist the front seat passenger with his/her duties when mission requirements allow.

1.6. When factors affecting road conditions deteriorate enough to implement a change in travel condition, engage hazard/warning lights immediately and stop at the first available safe location. To minimize the potential for a traffic mishap, stop at a rest area, gas station or parking lot, if available. Notify MFCC of road conditions and await permission to continue travel. (T-3).
1.7. Commanders will develop local Driving Risk Assessment Worksheets or Cards, with assistance from wing safety, to aid risk management decision-making during mission planning. Wings will review and document worksheets and or cards annually. See Attachment 3, Risk Management for Personnel Dispatching to the Missile Complex, for additional risk management guidance for personnel dispatching to the missile complex.

2. Speed Limits.

2.1. The maximum speed limit on all gravel roads is 25 miles per hour (MPH) or lower, as road and weather conditions dictate. **Note:** See Paragraph 2.2 for Security Forces (SF) exception. (T-2).

2.2. SF Team vehicle operators responding to a real world Covered Wagon, Back-up Force or emergency situation involving life or limb are authorized to exceed 25 MPH on gravel/dirt roads but at no time will vehicle operation exceed a speed reasonable for weather, visibility, traffic or roadway conditions.

3. Driver’s Training Courses/Requirements.

3.1. There are seven types of driver’s training required for personnel who dispatch in the missile field complex. Maintain all training documentation at the wing commander’s discretion. NOTE: When training takes place, it shall be in a controlled environment and only on the installation. Train in TC yellow after approval from the squadron commander. Train in TC RED after prior coordination and approval from the Group/CC. In all circumstances, a formal risk assessment shall be accomplished prior to the start of training. (T-2).

3.1.1. Vehicle Orientation and Operation Training. Each unit will conduct a driver-training program for each vehicle that the individual will operate. Tailor this training to the driver’s experience. (T-2).

3.1.1.1. All personnel operating vehicles such as Large Maintenance Vehicle (LMV), Up Armored High mobility Multipurpose Wheeled Vehicle (UAHMMWV), BearCat, etc., must receive hands-on training, prior to licensing, by certified instructors.

3.1.1.2. All drivers under the age of 24 years must complete annual recurring driver training. Wing Commander’s, or as delegated, will establish local annual driver training requirements. Recurring training may include any of the driver training lessons or hands on training in a skid equipped vehicle or gravel road trainer by certified instructors. All training actions applied should be accomplished to address individual risks. Drivers in this category can be assessed individually by supervisors to determine training needs. The annual training will be documented using existing training databases such as Patriot Excalibur or Integrated Maintenance Data System.

3.1.2. VCC Training and Fatigue & Human Performance. All personnel dispatching to the missile field complex will receive VCC Training incorporating the elements described in Paragraph 1.1 and academic training on fatigue and human performance. Fatigue and human performance training will be standardized across AFGSC and managed by HQ AFGSC/SGP. HQ AFGSC/SEG will provide the instruction plan that will be used for VCC training. HQ AFGSC/SGP will develop the fatigue and human performance training segment of VCC training. Wing safety will provide the AFGSC lesson plans and any updates to the affected units. (T-2).
3.1.3. Gravel Road Training. All personnel who drive GMVs in the missile field complex will complete this training before operating a GMV in the missile field complex. AFGSC/SEG will provide the instruction plan that will be used for this training. (T-2)

3.1.3.1. No missile field complex vehicle operator will receive a government vehicle license until the individual has completed gravel road training. (T-2)

3.1.3.2. To the greatest extent possible, personnel dispatching to the missile complex will receive gravel road training in the vehicle they will operate while in the field. (T-2)

3.1.4. Skid Vehicle Training. All personnel who drive GMVs in the missile field complex will complete this training before operating a GMV in the missile field complex. AFGSC/SEG will provide the instruction plan that will be used for this training. (T-2)

3.1.4.1. Conducting HMMWV Egress Assistance Trainer (HEAT) training for SF personnel at the same time as this training would be optimal. (T-2)

3.1.4.2. To the greatest extent possible, personnel that dispatch to the missile complex will receive skid vehicle training in the vehicle they will operate while in the field. (T-2)

3.1.5. Route Familiarization Training. All Airmen operating vehicles in the missile field area will perform driver’s familiarization of the missile flight area. Route training will included identifying all known road hazards and peculiarities in Route Familiarization Training. (T-2)

3.1.6. Basic Driver’s Safety Training. All personnel will attend driver’s safety training. This training will emphasize driving conditions, proper risk assessment (pre-dispatch and trans-dispatch), proper vehicle inspection, emergencies, radio-use, and instructions and policies within this instruction and local directives governing missile complex travel. (T-2)

3.2. For mission-related dispatches, no operator will operate a vehicle or be a front seat passenger in the missile field complex until they complete Driver’s Safety, Vehicle Orientation and Operation, VCC, Skid Vehicle, Gravel Road, and Route Familiarization training. (T-2)

3.2.1. Group/CC, delegable to Squadron/CC, has the authority to waive drivers training requirements for a period of up to 90 days due to unavailability of training vehicles/equipment (i.e., Skid trainer, gravel trainer, HEAT). (T-3)

3.2.2. All individuals on approved waivers will be tracked at the group level.

3.2.3. The 90-day waivers are not renewable by the Group/CC.

3.2.4. Only the Wing/CC has the authority to waive drivers training for periods over 90 days with written notification to 20 AF/SE and AFGSC/SE.

3.2.5. Senior personnel accomplishing orientation-only dispatches may take distinguished visitors and newly-arrived personnel to the missile complex as front seat passengers. These passengers are exempt from the provisions in Paragraph 3.1. Note: This does not apply to LMVs.
3.2.6. The wing commander has discretion to permit missile complex travel for visiting personnel/teams who lack training/certification required by Paragraph 3.1. Note: This does not apply to LMVs.

3.3. Wing occupational safety staffs will train/certify all instructors on the Gravel Road academic curriculum, vehicle and course. Skid Vehicle training will be accomplished IAW training received from the parent company of the Skid Car assembly. Experienced trainers outside the safety office may train and certify other instructors for Gravel Road Trainers with prior authorization of Wing Safety. AFGSC/SGP will identify and manage subject matter experts in local Medical Groups to train/certify all fatigue and human performance instructors for vehicle crew concept training. (T-2).

3.4. Units are responsible for ensuring the training of their personnel on Gravel Road, Skid Vehicle, Route Familiarization training, Driver's Safety, Vehicle Orientation, HEAT and VCC training to include scheduling and maintaining training records. Units must maintain a list of personnel who have received initial or recurring training and those overdue. (T-2).

JEFFREY P. ENGELKE, Colonel, USAF
Director of Safety
Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References
May 2016
AFI 91-203, Air Force Consolidated Occupational Safety Instruction, 26 October 2016 AFI 91-204, Safety Investigations and Reports, 12 February 2014
AFMAN 33-363, Management of Records, 1 March 2008
AFPD 91-2, Safety Programs, 24 July 2012
DoD 5400.7-R_AFMAN 33-302, Freedom of Information Act Program, 21 October 2010
T.O.00-35A-39, Instructions for Procurement, Issue, Use and Maintenance of Medical Kits), 15 August 2011

Adopted Forms
AF Form 847, Recommendation for Change of Publication

Abbreviations and Acronyms
AFGSC—Air Force Global Strike Command
BPRA—Baseline Personnel Risk Assessment
DRAC—Drivers Risk Assessment Card
GMV—Government Motor Vehicle
HEAT—HMMWV Egress Assistance Trainer
LF—Launch Facility
LMV—Large Maintenance Vehicle
MAF—Missile Alert Facility
MFCC—Missile Field Control Center
MPH—Miles per hour
RM—Risk Management
UA—Up Armored
UAHMMWV—Up Armored High mobility Multipurpose Wheeled Vehicle
VCC—Vehicle Crew Concept
Attachment 2

SUGGESTED VEHICLE SURVIVAL KIT CONTENTS

Table A2.1. Suggested Vehicle Survival Kit Contents.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>State road report phone numbers</td>
<td>1 per kit</td>
</tr>
<tr>
<td>List of state weather radio stations</td>
<td>1 per kit</td>
</tr>
<tr>
<td>State/Wing Winter Driving Booklet</td>
<td>1 per kit</td>
</tr>
<tr>
<td>Flashlight with extra batteries, chemical light sticks</td>
<td>1 per kit</td>
</tr>
<tr>
<td>Emergency candles</td>
<td>4 per kit</td>
</tr>
<tr>
<td>#10 can to contain candle wax and prevent fire</td>
<td>1 per kit</td>
</tr>
<tr>
<td>Match safe with waterproof matches</td>
<td>4 per kit</td>
</tr>
<tr>
<td>Standard vehicle first aid kit</td>
<td>1 per kit</td>
</tr>
<tr>
<td>Road hazard signal triangles</td>
<td>1 per kit</td>
</tr>
<tr>
<td>Antenna signal (e.g. red ribbon, flag, etc.)</td>
<td>1 per kit</td>
</tr>
<tr>
<td>Small sack of sand or cat litter</td>
<td>1 per kit</td>
</tr>
<tr>
<td>Soft case (hold all contents)</td>
<td>1 per kit</td>
</tr>
<tr>
<td>Basic tools (pliers, screwdriver, adjustable wrench)</td>
<td>1 per kit</td>
</tr>
<tr>
<td>Shovel</td>
<td>1 per kit</td>
</tr>
</tbody>
</table>
Attachment 3

RISK MANAGEMENT (RM) FOR PERSONNEL DISPATCHING TO THE MISSILE COMPLEX

Table A3.1. Risk Management for Personnel Dispatching to the Missile Complex.

1. All personnel dispatching to the missile complex or transiting through on official business will use sound judgement and decision-making to identify, assess and mitigate risk factors.

2. All personnel will use this instruction, guide, and locally generated Driving Risk Assessment Worksheets or Cards to evaluate all dispatching personnel and teams.

3. As a part of detailed mission planning IAW existing instructions, completing the risk assessment worksheet or cards is mandatory and designed to prompt a conversation among all occupants of a vehicle to determine who is best prepared to drive during a particular mission and mitigate risk, if necessary.

4. At a minimum, each individual will assess vehicle operator’s driving experience to include total experience behind the wheel, license qualifications, geographic specific experience on various road conditions, age of driver, operator’s rest/sleep prior to driving, existing weather and road conditions, vehicle type, familiarity with the travel area, time of the day and other factors as directed by local policy and supervision.

5. Vehicle operators will reassess risk prior to departure from the base, the Missile Alert Facility (MAF) or the Launch Facility (LF) enroute to the team’s next destination. In addition, reassess risk when road and/or weather conditions dictate a reevaluation of risk factors affecting safe mission accomplishment.

6. The appropriate level of leadership is responsible for approval should any mitigations to reduce risk not be eliminated prior to mission initiation. The team chief/leader/supervisor must ensure vehicle operators and other team members understand their responsibilities IAW this instruction, guide and local procedures.

7. Note: Security forces will not be delayed during real world response to Covered Wagon, Security Situation (Alarm), Back-up Force or emergency situation involving life or limb. Upon termination of response(s), security forces will reassess risk prior to returning to normal duties requiring vehicle movement.