

**BY ORDER OF THE COMMANDER  
AVIANO AB (USAFE)**

**AVIANO AIR BASE INSTRUCTION 90-502**

**14 DECEMBER 2009**

**Special Management**

**AVIANO AIR BASE COMMUNITY  
STANDARDS**



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This instruction implements Air Force Instruction (AFI) 90-501, *Community Action Information Board*. This policy applies to all U.S. military members, and U.S. civilian employees assigned to, visiting, or performing temporary duty (TDY) at the 31st Fighter Wing (31 FW), Aviano Air Base, Italy (including tenant organizations, Reservists and ANG members on Title 10). All military personnel, (regardless of branch of service or component), permanently assigned, attached, TDY, or on leave in Italy are subject to the articles of the U.S.–Republic of Italy Status of Forces Agreement (SOFA), and the Uniform Code of Military Justice (UCMJ). Any conflict between this document and formally promulgated instructions, regulations, or other such orders is to be resolved in favor of the instruction, regulation, or order. Commanders at all levels are responsible for the application of and compliance with this instruction. Refer recommended changes and questions to this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change to Publication*; route AF IMT 847s through the appropriate chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in AF Records Management System (AFRIMS): <https://www.my.af.mil/gcss-af61/afirms/afirms/index.cfm>.

**1. Commander's Responsibility.** Commanders will ensure all newly assigned members to their units review the Community Standards within five calendar days of their arrival.

**2. Customs, Courtesies and Conduct.** We are guests in Italy. Our conduct on and off-duty is extremely important to U.S.-Italian relations. All Airmen, DoD civilians, and family members are expected to behave in a manner that reflects positively on the United States Air Force and our Nation. U.S. service members will execute appropriate customs and courtesies to all Italian Air

Force personnel. This includes paying the proper respect for the Italian Flag and Anthem during retreat. Members in uniform should come to attention and render the appropriate salute during the playing of both the Italian and American anthems. Family members will stand quietly and face the music or flag until the last note of the American anthem is played. It is customary for family members to place their right hand over their heart during the playing of the American National Anthem. All Airmen and sister service members are prohibited from:

- 2.1. Acting in a manner that reflects poorly or unfavorably upon the United States of America.
- 2.2. Disrespectful or derogatory action/conduct or speech directed toward an Italian National, another military member, civilian, dependent, or anyone of unknown national origin.
- 2.3. Using foul and/or obscene language or being loud and obnoxious in public in such a manner that brings unfavorable attention on the military member or the United States of America.
- 2.4. Wearing offensive or profane clothing such as t-shirts, shirts or other attire and/or accessories with slogans that are offensive or could be interpreted to be offensive, or which contain words that are considered to be obscene in polite society.
- 2.5. Sleeping in a club, bar, restaurant or other public place due to excessive drinking.
- 2.6. Punching, hitting, kicking or otherwise striking/damaging any public or government property.
- 2.7. Photographing flight line operations without permission of authorized Public Affairs or Base Operations personnel.
- 2.8. Littering on or off-base.
- 2.9. Displaying or affixing obscene, profane bumper stickers or emblems on privately owned vehicles. Playing loud music while traveling or parked in a privately owned vehicle.

**3. Safety.** Everybody's a leader when it comes to safety. If something doesn't look right or someone is deviating from established procedures or checklists, call a knock-it-off and correct the situation. Although safety is a commander's program, first-line supervisors can be the wing's most influential leaders and role models.

- 3.1. Always have a wingman. Travel or go out on the town in groups of two or more for mutual support. Criminals and vandals are less likely to bother people when they are in a group.
- 3.2. Your group should always have a designated driver (DD) to get everyone home safely. The DD does NOT drink. The DD is also the first to recognize when someone in the group has had too much to drink and is getting out of control. The DD is the one who steps in and keeps someone from hurting or embarrassing themselves or our Air Force in public.
- 3.3. In the unlikely circumstance that you're out alone, and you've had too much to drink, and are thinking about driving - ***DON'T DO IT!*** Always carry a cell phone and always have the courage to call someone in the 31 FW or call Airmen Against Drunk Driving at 632-5938 (0434-30-5938) for a ride. Someone will come to the rescue and will applaud your sound judgment.

**4. Vehicle Licensing.** IAW Italian traffic laws the driving age in Italy is 18 years of age. Vehicles can be purchased from other military members, on the economy or from AAFES vendors. Personnel desiring to drive in Italy must have an Armed Forces Italy (AFI) license. Licensing is conducted at Right Start or through the 31st Logistics Readiness Squadron (31 LRS). Visiting family members may qualify to drive an AFI plated vehicle if visiting for less than 60 days. They will have to review the local signs and traffic laws and then complete the necessary paperwork at Pass and ID. Under Italian law, vehicle owners must maintain, at a minimum, liability insurance. Insurance is required regardless of the vehicle's operational status. All personnel must display an insurance expiration card issued by their company on their front windshield. For specifics on any of the above, please consult AI 31-204 or contact the Pass and Registration office at 632-7769.

**5. PMV and Motorcycle Safety.** Traffic accidents are high interest item for the 31 FW. Aviano local driving conditions are much different than one might experience in CONUS and must be taken into account. Aviano Airmen, DoD civilians, and family members are at fault for the majority the reported accidents. The primary causes are excessive speed and inattention. All Aviano Airmen, DoD civilians, and family members put their driving privileges at risk with aggressive driving habits and/or multiple accidents. An AFI license is a privilege, not a right.

5.1. Prior to receiving a motorcycle endorsement on their AFI license, all motorcycle operators must have "MOTORCYCLE" endorsed on their stateside license and complete the Aviano Course IV (Motor Safety Foundation Course). Contact your unit motorcycle representative for sign up requirements and course dates.

5.2. Prior to completion of the 31 FW motorcycle safety course, motorcyclists will not be authorized to ride, borrow or rent a motorcycle or moped.

5.3. Motorcyclists will wear correct protective gear when operating a motorcycle or moped. Required personal protective equipment includes the following (IAW AFI 91-207 paragraph 3.4.2.4):

5.3.1. European Union (EU) approved helmet. Operator must also wear full face shield or impact resistant goggles on their helmets, unless their motorcycle is equipped with a windshield

5.3.2. Long sleeve shirt or jacket

5.3.3. Long trousers

5.3.4. Full finger motorcycle gloves or mittens

5.3.5. Sturdy footwear. Leather boots or over the ankle shoes are encouraged.

5.3.6. Motorcycle riders will wear a brightly colored outer upper garment (orange, safety red, safety green, or yellow) during the day and a reflective upper garment during the night. Outer upper garment shall be visible and not covered. Wearing a backpack is authorized if it has brightly colored/reflective properties. Reflective belts strewn across shoulders do not meet this requirement.

**6. Personal Protective Equipment.** All personnel who ride bicycles, skateboards, in-line skates, roller blades, etc., must wear a properly secured and approved helmet and a reflective vest at all times (day and night). Bicycle helmets must be approved by the American National Standards Institute, Snell Foundation, or the Department of Transportation, and specifically

designed for cycling. Bicycles will be equipped with front and rear reflectors and headlight. Bicycles will be equipped with a headlight on the front which will emit a white light, visible from at least 500 feet to the front and a red reflector and tail light on the rear visible from at least 150 feet to the rear. Bicyclists will have their headlights turned on if riding, one hour before sunset to one hour after sunrise or during periods of reduced visibility or during inclement weather. The wear of knee, wrist and elbow pads is mandatory for all roller bladers, roller skaters and skateboarders. Note for all leased family housing residents: The use of skateboards, roller blade scooters or roller skates on public roads is prohibited by Article 46 and Article 190 of the Italian Street Code. They also cannot be used in pedestrian areas if they create any danger for pedestrians.

**7. Wear of Reflective Gear.** All U.S. personnel in military uniform or performing physical training (PT) will wear the reflective safety belt or vest while outdoors during hours of darkness. Hours of darkness are defined as 15 minutes before sunset until 15 minutes after sunrise. The only exception to this rule applies to uniformed security forces personnel when on duty, including augmentees. 31st Security Forces personnel must wear reflective gear when traveling to and from work. Personnel wearing civilian attire are also highly encouraged to wear reflective gear.

**8. Fitness and Safety.** To provide maximum protection for personnel participating in physical fitness activities in a traffic environment (roads and streets), personnel will wear a reflective safety belt or vest as part of the upper outer-garment during the hours of darkness. The wear of the USAF PT uniform satisfies reflective gear requirements

8.1. Personnel will minimize their activities on the Area F perimeter road during the peak traffic hours of 0630 – 0800 and 1600 – 1700. Personnel can exercise off the paved surface or on the other roads during those times.

8.2. Personnel who run in formation on the Area F perimeter road will have road guards wearing reflective vests positioned in the front and rear of the formation and will run with the flow of traffic. During the hours of darkness, road guards will carry and use flashlights to alert vehicle operators of their presence.

8.3. All personnel riding a bicycle, roller blading or running in military formations will do so with the flow of traffic.

8.4. Individual joggers and walkers will conduct their exercise activities against the flow of traffic in single file. If jogging or walking on grassy areas of the north and south end of the runway, personnel will do so without creating a runway intrusion. Personnel will walk or jog outside of the yellow marking and will remain on the running path at the North end of the runway.

8.5. Do not wear headphones while running, jogging, roller blading, walking or riding a bicycle in a traffic environment on and off-base (roads and streets). The only exception to this is the running path and the Fitness center running track. Headphones must be removed while on the running path when runners cross roads, driveways and parking lots.

**9. Visitor and Escort Policy (Non-DoD ID Cardholders).** In accordance with DoDD 5230.20, DoD ID cardholders must comply with the following restriction when escorting non-DoD ID cardholders (U.S. or foreign nationals) onto the installation.

9.1. The following is a list of designated countries that are of counterintelligence concern: Armenia, Azerbaijan, Belarus, Georgia, India, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Moldova, Mongolia, Myanmar, Nigeria, People's Republic of China (including the island formerly known as Hong Kong), Russia, Taiwan, Tajikistan, Turkmenistan, Ukraine, Uzbekistan, Vietnam. Access by citizens of these countries will be strictly controlled. Anyone who desires official access for personnel from these countries will comply with all Air Force and EUCOM regulations. Contact our local OSI at 632-7642 for further information.

9.1.1. Non-DoD ID card holders not mentioned above may be escorted on to the installation for up to 24 hours. Non-dormitory residents are not permitted to stay overnight in the dormitories. Family members may visit for longer periods of time.

9.1.2. DoD ID card holders under 18 years of age and high school students are prohibited from visiting the Aviano single unaccompanied dormitories without parental supervision.

**10. Curfew Policy.** The 31 FW/CC reserves the right to impose and/or change a curfew. Curfews will be imposed via policy letter, posted on/at the Aviano Intranet, Post Office, Base Exchange, Commissary, Squadron Bulletin Boards etc. All personnel will comply.

**11. Local and Area Off-Limits Establishments.** The 31 FW/CC reserves the right to establish off-limits establishments as needed to help maintain discipline, health, morale, safety and welfare of service members. Placing certain establishments off-limits is also intended to prevent service members from being exposed to or victimized by crime-conducive conditions. Members who enter "off-limits" areas or establishments are subject to action under the Uniform Code of Military Justice. Any questions concerning off-limits establishments must be resolved prior to an Airman entering such an establishment. Commanders, first sergeants and chiefs will know the designated off-limits establishments. Off-limits establishments will also be posted on the Aviano Intranet and at the main Post Office.

**12. Aviano Specific Off-Limits Roads.**

12.1. Roads and areas off-limits to all GMVs:

12.1.1. Via Menegoz: the road behind Area D between Area E and the railroad underpass

12.1.2. From the railroad underpass and Via Garibaldi (the serpentine road leading to the stoplight by Aviano Inn).

12.1.3. Via Sacile in Aviano, the left hand turn before the traffic light at the grey mall.

12.1.4. Roads north of mountain highway including those leading to Piancavallo, Barcis and Mezzomonte.

12.1.5. Via Pedemonte: the road leading to the mountain highway (accessed by turning left out of Area 1).

12.1.6. The town of Castello di Aviano and all roads leading into this town.

12.2. Exemptions to off-limits roads and areas:

12.2.1. Emergency response vehicles (law enforcement, medical and fire response) and GMVs conducting official investigations may proceed on off-limits roads and through the underpass only when responding to emergencies. Emergency response vehicles

performing normal transit between Areas 1 and 2 and the flight line will adhere to the above policies and use the main road through Aviano. Command and Control vehicles may operate on off-limits roads and through the underpass at the discretion of unit commanders.

12.2.2. The 31st Civil Engineer Squadron (31 CES) Housing Flight is exempt in entirety from this policy for the purpose of local housing acquisition and inspection.

12.2.3. Armed Forces Network (AFN) for transmitter servicing and film shoots only.

12.2.4. Traffic Management Office (TMO) for the purpose of quality control visits during household goods inspections.

12.2.5. TDY personnel who are lodged north of "mountain highway" may use their GMV to drive to their lodging site (i.e., GMVs may be used for transport to lodging at Hotel Prata Plana on the road to Piancavallo).

**13. Dress and Appearance.** AFI 36-2903, *Dress and Appearance of Air Force Personnel*, provides guidance and standards on the proper wear of our uniform.

13.1. Off-Base Uniform Wear. Members are reminded that wear of the ABU, BDU and Flight Suit have specific off-installation wear restrictions outlined in Table 2.7. of AFI 36-2903. Some examples of situations in which the uniform can be worn off base are:

13.1.1. Short convenience stops at establishments such as service stations, childcare facilities, post office, hardware stores, etc.

13.1.2. Dining at eating establishments in the local area where comparable civilian attire is worn. Remember that the lunch time services provided in the local restaurants are different than the dinner time services. ABUs, BDUs and Flight Suits may be an acceptable option for lunch dining, but is not comparable attire observed during the evening meal services and is therefore not approved. Personnel should also not wear physical training gear while dining off-base. We not only want to display a professional image, but remember that force protection is also a concern.

13.1.3. Performing official duty at the Venice/Treviso airports to include sponsor duties.

13.2. Individuals are responsible to present a professional military image, and procure and maintain all mandatory clothing items. All uniforms will be neat, clean, pressed (if required) buttoned, and properly maintained.

13.3. Members will not wear offensive or profane clothing such as t-shirts, shirts or other attire and/or accessories with slogans that are offensive or could be interpreted to be offensive, or which contain words that are considered to be obscene in polite society. Additionally, members will not stand or walk with hands in pockets of any uniform combination, other than to insert or remove items. New guidance now allows the use of cellular devices while in uniform. This does not include hands free devices or blue-tooth devices. The policy still requires the appropriate level of customs and courtesies when applicable. Members also may not drink or eat while walking in uniform.

13.4. Body Piercing.

13.4.1. In Uniform: Members are prohibited from attaching, affixing or displaying objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, eye brows,

lips or any exposed body part (includes visible through the uniform). *EXCEPTION* : Women are authorized to wear one pair of conservative earrings.

13.4.2. Civilian Attire: Official Duty: Members are prohibited from attaching, affixing or displaying objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, eye brows, lips or any exposed body part (includes visible through clothing). *EXCEPTION* : Women are authorized to wear one pair of conservative earrings.

13.4.3. Civilian Attire: Off-duty while On-base: Members are prohibited from attaching, affixing or displaying objects, articles, jewelry or ornamentation to or through the nose, tongue, eye brows, lips or any exposed body part (includes visible through clothing). Piercing of earlobes by women is allowed, but should not be extreme or excessive.

**14. Tobacco Use Policy.** Smoking and tobacco use (includes snuff, dip, etc.) are restricted to approved designated tobacco use areas whether in uniform or civilian clothes. The 31 CES Commander will designate tobacco use areas for outside all dormitories. The 31st Medical Group in Area 1 and all satellite sites are no smoking areas. The front entrance of the Bella Vista Club, the Base Exchange (BX), Commissary, Mass Briefing Facility (AAFES movie theater), U.S. Post Office, Airman and Family Readiness Center, Community Activities Center and Fitness Centers are no smoking areas. Commanders will designate outside tobacco use areas for their work centers. These designated areas will not be located near (front or rear) entrances of any facility or customer service areas. When possible, designate tobacco use areas that provide some protection from the elements. Tobacco use is permitted on the golf course. You must also observe no smoking areas in Italian restaurants and other public venues. Members may not smoke or use smokeless tobacco, while walking in uniform.

**15. Consumption of Alcoholic Beverages/Open Containers.** The legal drinking age on base is 18 years of age. Glass bottles are prohibited at all outdoor events on base.

15.1. Military personnel off-base may consume alcoholic beverages outdoors, at bars, restaurants, festivals, and community events when the outdoor area is associated with the facility (e.g., benches, pavilions, etc.), festival, or event.

15.2. Military personnel, civilians, and family members will not bring alcoholic beverages to military affiliated functions where alcohol will be sold (e.g., 31st Force Support Squadron (31 FSS) sponsored events, etc.).

15.3. You may only consume alcoholic beverages on base within facilities authorized to serve alcohol, picnic areas, dormitories and housing units, and at squadron or wing events (such as hail and farewells, birthdays, 31 FSS-sponsored social and sporting events).

15.4. You may not walk to and from events, buildings, facilities, etc., while possessing an open alcoholic container, including, but not limited to, an open glass or plastic bottle, can or cup. You may not enter or leave the base while possessing an open alcoholic container.

15.5. 31 FW/CC may restrict or prohibit the sale, purchase, possession, or consumption of alcohol during wing exercises and inspections, or when required by military necessity.

15.6. High school students 18 years of age or older are not allowed to purchase or consume alcohol from any on-base facility such as the Shoppette or 31 FSS clubs.

**16. Substance Abuse.** The policy on substance abuse is plain and simple: the illegal use of drugs or abuse of alcohol by Air Force personnel is a serious breach of discipline and not compatible with service in the Air Force.

16.1. All Aviano personnel must support the following programs to ensure they are used optimally to deter, prevent and treat substance abuse problems affecting our members.

16.1.1. The Air Force provides comprehensive clinical assistance to eligible beneficiaries seeking help for an alcohol problem. The Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program is designed to address prevention, education and treatment needs of military members, retirees, and their eligible family members. If you feel you have a problem or think someone you know may have a problem, be a leader and contact your first sergeant – they can help you.

16.1.2. The Drug Demand and Reduction Program works constantly to deter drug use through random urinalysis, after-hours sweep testing as requested, drug use education and interaction with AF Office of Special Investigation, Staff Judge Advocate and ADAPT.

**17. Equal Opportunity and Treatment Policy.** The Air Force and 31 FW have a zero tolerance policy on unlawful discrimination or harassment on the basis of race, color, national origin, religion, sex (to include sexual harassment) or for civilian employees and applicants, age or disability.

**18. Professional and Unprofessional Relationships.** Improper relationships have a negative impact on morale, good order and discipline, respect for authority, unit cohesion and the mission and will not be tolerated. All unprofessional relationships are subject to action under the Uniform Code of Military Justice (UCMJ). An unprofessional relationship between an officer and an enlisted person may constitute fraternization, subjecting the officer to punitive action under the UCMJ. Commanders will ensure all personnel receive an annual briefing on AFI 36-2909, *Professional and Unprofessional Relationships*.

**19. Human Trafficking.** Human trafficking is the illegal practice of procuring human beings for unpaid work (often prostitution) in physically abusive settings and locations from which they are not allowed to leave. The UCMJ specifically criminalizes prostitution and “pandering,” accepting money in exchange for sex, compelling, inducing, enticing, or procuring a person to have sex in exchange for money; and receiving money for arranged sex. In addition, the Military Extraterritorial Jurisdiction Act allows for prosecution of DoD civilians (including military dependents and civilian contractors) in U.S. federal court for violations of U.S. law, including human trafficking offenses.

**20. Family Care Plan.** All Air Force members with families will have family care arrangements that reasonably cover all situations, both short and long term. Single parents, dual military couples with dependents members, and members with civilian spouses who have unique family situations, as determined by the commander or first sergeant, will complete and update when necessary an AF IMT 357, *Family Care Certification*, in accordance with AFI 36-2908, *Family Care Plans*.

**21. Leave/Pass Policies.** Leave and pass management are commander’s programs. Compliance with AFI 36-3003, *Military Leave Program*, is mandatory.

**22. DEROS Management Policies.** DEROS and departure date management is a commander's program. Commanders coordinate/approve DEROS and departure date requests. PCS departure from Aviano AB is based on the member's DEROS month. Commanders are authorized to retain a member for full duty utilization during their DEROS month.

22.1. Establishing Port Call Dates. It is the unit commander's responsibility to approve departure dates within the established DEROS month. Key factors in determining a final departure date include, but are not limited to, current manning, projected manning, and mission requirements. Unit commanders may retain a member until the last day of their DEROS month.

22.2. DEROS Curtailment. Departure prior to an established DEROS requires a recommendation from the member's commander. All requests for DEROS curtailments will be approved by their respective group commander. Curtailments are processed through the Military Personnel Flight (MPF) and forwarded appropriately for final approval. Curtailment request are not processed through vMPF. Memorandum packages are coordinated through their respective group commanders. DEROS curtailments over 60 days must be approved by wing commander.

**23. Health, Morale, and Welfare (HMW) Calls.** HMW calls allow United States Air Forces Europe (USAFE) members to stay connected to family during TDYs (14 days or longer) and deployments; these calls boost morale and improve performance. To support our team, authorized callers may place one 15-minute HMW call per week. The calling week begins on Sunday and ends on Saturday. HMW calls may be placed at any hour (24/7); however, calls placed during the duty day will not take precedence over official calls. HMW calls placed directly to cellular phones are prohibited. This policy applies to all USAFE units and personnel assigned TDY to the command.

**24. Ration Control.** The purpose of the Ration Control Program is to help prevent black marketing, detect violators, and to ensure the availability of duty-free goods to all authorized patrons.

24.1. Black Marketing. Black marketing is the act of reselling duty-free goods purchased in a duty-free facility to persons not authorized to purchase duty-free goods. Black marketing is a criminal offense punishable under the UCMJ as well as Italian customs laws. Purchasing for individuals not authorized to use Army and Air Forces Exchange Services and the Defense Commissary Agency is also considered black marketing.

**25. Pet Owners Policy.** Each member assigned to Aviano AB, adopting, or purchasing a pet must register their pet(s) with the Aviano Veterinary Treatment Facility (AVTF) no later than 30 days after arrival, adoption or purchase. In addition, all dogs, cats and ferrets must be microchipped. If the pet has not been fitted with a microchip, the member will accomplish microchipping within 30 days of arrival, adoption or purchase. If member places the pet up for adoption or sale, they must notify the AVTF immediately of the pets transfer to new ownership.

**26. Facility Appearance.**

26.1. Base Appearance. It is everyone's responsibility to ensure refuse and recyclable materials are disposed of properly in clearly marked containers throughout the base. Facility managers will ensure that all areas within 50 feet of their facilities are kept clean and in accordance with base appearance standards. All work that requires 31 CES assistance

(tree/hedge trimming, etc) will be coordinated through the customer service unit (DSN 632-5755).

26.2. Built-to-Lease (BTL) Appearance. Occupants will comply with residence appearance standards found in the 31 FW's BTL brochure. Contractors will cut the grass and maintain communal areas; however, occupants are still responsible for upkeep within their designated area. Occupants are encouraged to plant flower gardens and shrubs to beautify their areas.

26.3. Government Rental Home Program (GRHP) and Economy Housing Appearance. Occupants will comply with appearance standards found in the 31 FW's GRHP brochure and/or the Aviano Air Base Housing Relocation brochure. Occupant/tenant is responsible for performing interior cleaning and minor maintenance normally expected of a prudent home owner, as well as keeping lawns edged/trimmed and cleaning around the property as necessary to maintain a neat appearance. Members will dispose of trash/garbage/recyclables according to municipality/area-specific directions.

26.4. Trash and Recycling in the Community. In Italy, recycling is required by law and not complying may result in fines. At home, separate trash in accordance with community rules. Each community in the region has different recycling requirements and each town has specific guidelines for recycling. Trash bins designed for glass, cans, plastics, paper, cardboard, wet waste and mixed dry waste are placed either throughout each community or you are given individual containers to separate the wastes. Information specific to your community is posted at <http://www.aviano.af.mil/library/recycling.asp>. For each of the communities listed you will also find a map indicating the nearest eco-platform where you must take large bulk items for disposal.

26.5. Dormitory Appearance. Each dorm resident is issued the Aviano AB Dormitory Standards. Dormitories are centrally-managed, however, each occupant is responsible for their assigned room and common areas shared by each resident adjoining their rooms. Dormitory common areas/dayrooms are maintained by bay orderlies. All residents are responsible for ensuring refuse and recyclable materials are disposed of properly in clearly marked containers.

**27. Fireworks.** For safety purposes, all personnel assigned, attached, or TDY to Aviano AB are prohibited from possessing, purchasing, selling, distributing, or detonating fireworks.

**28. Military Pay.** All personnel assigned to Aviano are responsible for ensuring their military pay is correct. To do this, thoroughly review your Leave and Earnings Statement monthly. Report errors to the Financial Services Office (FSO), as soon as they are discovered. Maximize the use of online services such as MyPay or contact the FSO to make required pay changes. Report changes in dependency status immediately to both the FSO and MPS. Ensure allotments, etc. are being paid as directed (correct financial institution, account number, and amount).

**29. Financial Responsibility.** All personnel must be financially responsible. Contact the Airman and Family Readiness Center for help with budgeting and or the FSO for pay inquiries. Follow guidelines established in AFI 36-2906, *Personal Financial Responsibility*, paragraph 7, and achieve financial responsibility by:

29.1. Paying rent, utilities, and other personal debt on time.

29.2. Ensure you account for foreign currency exchange rate fluctuations. This is especially true for personnel who establish allotments to an on base bank to automatically pay rent, utilities, etc. With the dollar to euro value changing frequently, the allotment amount originally sent may not be enough to cover costs at a later date resulting in non-payment/underpayment. Increase or decrease allotments as needed to account for exchange rate fluctuations.

CHARLES Q. BROWN, JR. Brigadier General, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDD 5230.20, *Visits and Assignments of Foreign Nationals*, 22 June 2005

AFI31-204, *Air Force Motor Vehicle Traffic Supervision*, 14 July 2000

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 2 August 2006

AFI 36-2908, *Family Care Plans*, 1 October 2000

AFI 36-2909, *Professional and Unprofessional Relationships*, 1 May 1999

AFI 36-3003, *Military Leave Program*, 20 October 2005

AFI 91-207, *The U.S. Air Force Traffic Safety Program*, 22 May 2007

***Abbreviations and Acronyms***

**AAFES**—Army and Air Force Exchange Service

**ADAPT**—Alcohol and Drug Abuse Prevention and Treatment

**AFI**—Air Force Instruction or Armed Forces Italy

**AVTF**—Aviano Veterinary treatment Facility

**BDU**—Battle Dress Uniform

**DD**—Designated Driver

**DEROS**—Date Eligible For Return From Overseas

**DoD**—Department of Defense

**DSN**—Defense Switched Network

**GMV**—Government Motor Vehicle

**GRHP**—Government Rental Housing Program

**ID**—Identification

**MPF**—Military Personnel Flight

**TDY**—Temporary Duty

**UCMJ**—Uniform Code of Military Justice

**U.S.**—United States

**USAFE**—United States Air Forces in Europe