

**BY ORDER OF THE COMMANDER
RAMSTEIN AIR BASE (USAFE)**

**RAMSTEIN AIR BASE INSTRUCTION
36-2901**



1 JULY 2019

Personnel

**COMMANDER'S EMPHASIS ON
MILITARY STANDARDS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 86 AW/CCEA

Certified by: 86 AW/CV
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Supersedes: RABI 36-2901,
13 August 2013

Pages: 16

This wing instruction implements AFD 36-29, Military Standards. This instruction provides guidance that was formerly found in 86th Airlift Wing Commander (86 AW/CC) Policy Letters. This instruction supersedes all guidance provided in previous 86th Airlift Wing Commander (86 AW/CC) Policy Letters on the same subjects. It applies to all organizations on Ramstein Air Base and Air Force geographically separated installations in the Kaiserslautern Military Community, unless otherwise specified in subsequent paragraphs. Military members who violate the specific prohibitions contained in this instruction can be prosecuted under Article 92, Uniform Code of Military Justice (UCMJ), or any other article from the UCMJ, as appropriate. Direct questions or comments on this instruction through the appropriate channels to the 86th Airlift Wing, Unit 3300, APO AE 09094. 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 IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS): <https://www.my.af.mil/gcssaf61a/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the AF Form 847, Recommendation for Change of Publications.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed.

1. Leadership Courtesy Patrols.

1.1. All 86 AW commanders, deputy group commanders, group superintendents, and first sergeants will perform a courtesy patrol within 90 days of assignment. These patrols are intended to familiarize senior leadership with local off-base after hours activities.

1.2. Only active duty military personnel may participate. Limit participation to the key leaders identified above. Section superintendents, temporary first sergeants, executive officers, etc. are not the intended participants.

1.3. Tenant organization commanders will determine requirements for Courtesy Patrol participation as deemed necessary but limited by **Paragraph 1.2**.

1.4. Contact 569 USFPS/S3 to schedule leadership courtesy patrols. Patrols may be suspended or rescheduled for force protection or operational reasons.

2. Child Supervision.

2.1. The child supervision matrix (**Attachment 1**) provides standards for the supervision of children within the Kaiserslautern Military Community (KMC). Parents are ultimately responsible for the welfare and actions of their children, and failure to exercise those parental responsibilities may constitute child neglect. Parents must use good judgment and consider the physical, emotional and psychological maturity of their child when determining the level of supervision required. Children with a history of Attention Deficit Hyperactivity Disorder (ADHD), Attention Deficit Disorder (ADD), developmental delay, behavior problems, impulsivity, psychiatric problems or other impairments should not be given the degree of self- management/responsibility indicated in the child supervision matrix.

3. Military Pass Sign-Out Procedures.

3.1. Commanders will establish appropriate accountability procedures for military members within their respective units. At a minimum, commanders must be able to accomplish accountability of all assigned personnel and have established procedures that allow military members to respond to mission requirements as deemed necessary.

3.2. Commanders will ensure that members traveling outside of Germany (or Host Nation for GSUs) have all appropriate travel documents (passports, visa, International Driver's License, Green Insurance card, etc.). Commanders will ensure that prior to such travel, members review current travel requirements and restrictions listed in the Department of Defense (DoD) Foreign Clearance Guide (<https://www.fcg.pentagon.mil/>). Commanders will also ensure compliance with and awareness of current Force Protection guidance and theater or local travel restrictions. Contact the 86th Airlift Wing Antiterrorism office for current guidance, 86aw/atfp@us.af.mil, 480-7029/7972.

4. Off-Base Uniform Wear.

4.1. This section is not intended to supersede existing EUCOM policy limiting uniform wear off base, but to establish a baseline 86 AW policy in the event higher-level restrictions are rescinded. Additionally, further restrictions may be applied depending on conditions within the KMC or the HQ USAFE/AFAFRICA area of responsibility (AOR).

4.2. During Force Protection Condition (FPCON) Normal, Alpha, and Bravo, wearing of military uniforms off base is authorized with the following caveats (unless directed otherwise by a higher directive):

4.2.1. Personnel traveling via commercial means (aircraft, trains, buses, etc.) will wear civilian clothing, and when possible, not carry items that readily convey a DoD affiliation.

4.2.2. Uniform wear on local public transportation is limited to taxi use only.

4.2.3. Personnel will limit activities off base in uniform and avoid locations where uniforms are inappropriate or where alcohol is regularly served (i.e., bars, pubs, etc.).

4.2.4. For planned gatherings of fewer than 25 uniformed individuals, the senior sponsoring member determines if uniform wear is appropriate. Off-base gatherings of 25+ in uniform require threat working group review and garrison/installation commander approval.

4.3. During FPCON Charlie or Delta, the off-base uniform policy will be directed by applicable garrison/installation commander.

4.4. Military PT uniforms are only to be worn off base if transiting by vehicle from quarters to base without any en-route stops.

5. Wear of Unit Designator on Desert Sand and Friday Morale T-Shirts.

5.1. Personnel are authorized the wear of unit designation on the desert sand and squadron commander-prescribed Friday morale t-shirts. The silk screen will be affixed to the left side of the chest and will not exceed five inches in diameter. Unit designations will be limited to unit emblems/patches only.

6. Winter Clothing Wear.

6.1. Personnel are authorized the wear of winter clothing items, IAW AFI 36-2903, Personnel Dress and Appearance, to include but not limited to parkas, protective footwear, and specialized winter flight clothing from 1 October through 15 May of each year as weather dictates, and then only in immediate execution of those duties requiring this equipment.

7. Airman Battle Uniform/Operational Camouflage Pattern Fleece.

7.1. Personnel are authorized indoor wear of the sage green Airman Battle Uniform (ABU) or Operational Camouflage Pattern (OCP) fleece. [NOTE: No mixing and matching ABU or OCP fleece with ABU or OCP uniform.]

8. Wear of the Sage Green and Black Watch Caps.

8.1. Personnel are authorized wear of the sage green, black or Coyote Brown watch cap as weather dictates with authorized outer garments IAW AFI 36-2903. The sage green watch cap will only be worn with authorized outer garments or physical training uniform. The black watch cap may also be worn with the service dress uniform.

9. Wear of Headgear.

9.1. Personnel are authorized to wear plain dark blue or black religious head coverings indoors while in uniform. Religious head coverings may also be worn, concealed under the uniform/headgear, outdoors while in uniform.

9.2. Personnel are authorized to wear a solid black or dark blue baseball/sport cap with the physical training uniform during individual physical training. Caps may have the Air Force Symbol or U.S. Air Force printed/embroidered on the front and will be worn outdoors only.

9.3. All 435 SFS instructors are authorized to wear a sage green baseball/sport cap while performing duties as a Ground Combat Readiness Training Instructor. Caps must have the 435 SFS Creek Defender symbol and officer rank (if applicable). Caps will only be worn while in transit to training areas/ranges and while conducting training on training areas/ranges. Caps are intended to provide immediate visual recognition of instructors for training purposes and will not be worn for any other purpose.

9.4. 435 CTS instructors are authorized to wear a sage green baseball/sport cap while performing duties as a Silver Flag Training, Mission Essential Equipment Training and Specialty Course Instructor. Caps must have the 435 CTS DEUCE symbol and officer rank (if applicable). Caps will only be worn while in transit to training areas and while conducting training. Caps are intended to provide immediate visual recognition of instructors for training purposes and will not be worn for any other purpose.

10. Designated No-Hat/No Salute areas.

10.1. The following areas are designated as permanent no-hat/no salute areas at Ramstein Air Base (AB), Vogelweh Air Base, and Kapaun Air Station (AS).

10.1.1. The flight line aircraft maintenance areas, to include the area surrounding the Dual Bay Hangar, bldg 2018 (86 MXS).

10.1.2. Areas 200 feet around bldgs 2208, 2216, 2219, 2224, 2154 and 2295 within maintenance areas (86 MXS).

10.1.3. Area between bldgs 2210 and 2291 (37 AS).

10.1.4. Area between bldgs 2330 and 1331 (76 AS).

10.1.5. The flight line and maintenance areas between bldgs 2089 and 2231 (435 CRS).

10.1.6. Areas around fuels flight bldgs 2283, 2310, 2314 and fuel truck parking area (86 LRS).

10.1.7. AMC aircraft parking area and areas around bldgs 2368 and 3330 (721 AMXS).

10.1.8. Cargo handling areas inside fenced area surrounding bldgs 3334 and 3335 (721 APS).

10.1.9. Immediate vicinity of bldg 2356 (721 AMXS).

10.1.10. Fenced area adjacent to bldgs 2693 and 2694 (86 MUNS).

10.1.11. Inside the fenced area of the Joint Mobility Processing Center (86 LRS).

10.1.12. General Purpose Vehicle Compound, to include the parking area/walkway to the rear of bldg 2406 and front of 2407 (86 VRS).

10.1.13. Special Purpose Vehicle Compound (86 VRS).

10.1.14. Munitions Storage Area of bldg 2696 (86 MUNS).

- 10.1.15. Cryogenics Storage Area, bldg 2050, inside fence line and liquid oxygen (LOX) cart ready line (86 LRS).
- 10.1.16. Entire Combat Arms Training Complex (569 USFPS).
- 10.1.17. The area inside the fence from bldg 2220 to Ramp 6, Ramp 1 & Dual Bay (86 AMXS).
- 10.1.18. Picnic, barbeque and athletic areas may be designated as "No Hat Areas" by group or squadron commanders only during special functions.
- 10.1.19. Area between back doors of bldg 2388 (521 AMOW).
- 10.1.20. Sidewalk connecting the Area Dental Lab entrance to the south entrance of bldg 301 (86 DS).
- 10.1.21. Fenced area adjacent to bldg 2196 and area between bldgs 2249 and 2196 (435 SFS).
- 10.1.22. Fenced area located inside bldg 500 PL1 compound (86 CS).
- 10.1.23. Area between bldgs 2303 and 2308 and parking lot north of 2303 (86 OSS).
- 10.1.24. Cargo handling area around bldgs 2126 and 2127 (86 LRS).

10.2. Hats are to be worn at all times in all other outdoor locations.

11. Wear of Reflective Belts.

11.1. Reflective belts and vests are a proven way to enhance the safety of Air Force members. KMC Air Force personnel will wear reflective belts or vests while in uniform when visibility is reduced during hours of darkness and when exposed to traffic hazards in accordance with AFI 91-207, The Air Force Traffic Safety Program.

11.2. Commanders will issue reflective belts or vests to all members exposed to traffic hazards as part of their assigned duties and enforce wear IAW **Paragraph 11.1** Upon application of Risk Management principle and at the discretion of the 86 SFS/CC and/or 569 USFPS/CC, Security Forces personnel requiring a tactical advantage may be exempt from the wear of reflective belts/vests.

12. Use of Headphones, Earphones, Cellular Phones, or other Listening and Entertainment Devices while Running, Jogging, Walking, Bicycling, or Skating.

12.1. These use of these devices is prohibited on or along all roadways on Ramstein AB with the exception of the following areas: the northwestern portion of the Hercules Trail (once it exits sidewalks behind housing), the Rails to Trails track east of Lawn Avenue, and the fitness assessment track. See 786 FSS-Approved Jogging/Running Tracks (**Attachment 2**) for a map of trails.

13. KMC Motorcycle Registration Program.

13.1. Air Force military and civilian personnel and their family members applying for a motorcycle license must complete the licensing and registration requirements IAW AE Regulation 190-1, Driver and Vehicle Requirements and the Installation Traffic Code for the U.S. Forces in Germany, USAFE 31-202, Driver and Vehicle Requirements and The

Installation Traffic Code for The U.S. Forces in Germany and AFI 91-207, The US Air Force Traffic Safety Program.

14. Installation Commander's Critical Information Requirements (CCIRs).

14.1. It is imperative that critical information flows to the appropriate agencies at the earliest possible time. The CCIRs listed below are the minimum requirements that must be up-channeled through the 86 AW Command Post (CP), who will facilitate the C2 process and notify appropriate leadership and lateral support agencies. Commanders and First Sergeants will attend OPREP-3 training IAW AFMAN 10-206 (within 30 days of assignment and on a semi-annual basis.

14.2. The following CCIRs require immediate notification to the 86 AW/CP.

14.2.1. Reportable Incidents – All OPREP-3/CCIR reports that apply to 86 AW units and installations.

14.2.2. Non-military member Death – Death of any of the below categories of personnel, that does not meet OPREP-3B, rule 8C criteria:

14.2.2.1. Contractor or local national working on Ramstein AB.

14.2.2.2. Immediate family member of an Airman assigned to the 86 AW.

14.2.3. Any aircraft incident/accident at Ramstein AB and/or involving 86 AW personnel or equipment.

14.2.4. Media Attention – Any time an 86 AW Airman is involved in any incident with a local nation that:

14.2.4.1. Reflects poorly on the Air Force.

14.2.4.2. May garner negative local or international media attention.

14.2.5. Commander's Discretion – Any unusual occurrence or significant event/incident involving installation resources that does not meet any reporting criteria but in the judgment of the unit commander merits 86 AW attention.

14.3. The 86 AW Point of Contact (POC) for CCIRs is 86 AW/CP Reports, 480-1344/2121 or 86aw.cp@us.af.mil.

15. Network Guidance.

15.1. Purpose. Protecting the Air Force Network (AFNet) is paramount because of the increased dependence on cyberspace to conduct operations. All users are required to adhere to the following security measures when accessing the Non-classified Internet Protocol Router Network (NIPRNet) and the Secret Internet Protocol Routed Network (SIPRNet).

15.2. Common Access Card (CAC) and SIPRNet Tokens. All network users are required to protect their CAC and Personal Identification Number (PIN) from unauthorized access. Users will not share their PIN and must lock their computer by removing their CAC prior to leaving their computer. Anyone who suspects that their CAC or PIN has been compromised must notify their organizational Cybersecurity Liaison Officer (CSL), Unit Security Manager, or the 86 AW Cybersecurity Office. These rules also apply to SIPRNet hardware tokens. In addition, a compromised or lost SIPRNet token must be immediately reported to the unit

CSL followed by the 86th Communications Squadron (CS) Local Registration Authority to coordinate revocation of the SIPRNet token.

15.3. Unauthorized Media. Only media devices pre-approved by the 86 AW Cybersecurity Office are authorized to be connected to the AFNet. All other devices, whether privately or government-owned, are strictly prohibited from being connected to the network. Media devices include, but are not limited to: thumb drives, USB hard drives, mobile phones, tablets, audio players, e-readers and cameras. When an unauthorized device is found on the network, 86 CS will lock the user account and notify the respective squadron commander or equivalent. Before the account is unlocked, the user must complete the DoD Information Assurance and Awareness training and the first O-6 in their chain of command must submit a request to the 86 CS/CC for network access restoration. Second and third offenders will have their network account access suspended for 30 and 365 days respectively. Users can contact their unit CSL for further guidance.

15.4. Security Scans. 86 CS conducts security scans of the NIPRNet and SIPRNet in order to identify and remediate network vulnerabilities. These scans include Program Management Office (PMO) systems and unit functional systems on both networks. Network assets, to include PMO/unit functional systems, that exceed the Defense Information Systems Agency (DISA) threshold standard of a 2.5 concern indicator will be removed from the network until they are remediated to compliance or formal documentation listing remediation exemption is provided to the 86 CS via the systems PMO.

15.5. Scheduled NIPRNet Patches. All NIPRNet workstations must be restarted daily, not shutdown. This is essential to ensuring patches are received, Rogue System Detection software is able to function properly, and daily antivirus updates are able to be installed.

15.6. Scheduled SIPRNet Patches. All SIPRNet workstations must be connected to the network every Tuesday and Thursday during the hours of 0800 - 1200 to allow for scanning and vulnerability remediation. Failure to connect devices to the network for three consecutive weeks will result in disconnection from the SIPRNet. Units with devices in violation of this policy must obtain approval from 86 CS/CC to be reconnected to the SIPRNet.

15.7. Functional Systems Administrators (FSAs). FSAs are required to be appointed by their commander in writing and attend 86 CS Cyber Vulnerability Management (CVM) Office quarterly training. Failure to attend will result in suspension of administrator access until training is received. Every quarter, FSA's are required to submit completed Security Technical Implementation Guide (STIG) checklists, for each functional system their unit maintains, to the 86 CS CVM Office, 86 CS/SCOO Network Operations 86CS.SCOO.NetworkOperations@us.af.mil. This is to ensure compliance with Defense Information Systems Agency requirements. FSAs are required to manually patch system vulnerabilities on their systems that don't receive automatic patching. Noncompliant systems will be removed from the network. Units with systems in violation of this policy must obtain approval from 86 CS/CC to be reconnected.

15.8. Computer Abuse. Government computers are for official business only. Under certain circumstances, your commander may authorize use for educational or morale purposes. Government computers can never be used for entertainment or personal gain. At no time will a government computer be used for the storage or retrieval of pornography, racially, religiously or sexually discriminatory material.

16. Base Appearance Program.

16.1. Maintaining USAFE's premier installation is a cooperative effort among all assigned organizations. The Base Appearance Program consists of two key elements: the Base Pride Program and the Facilities Excellence Team (FET).

16.2. The Base Pride Program provides a systematic, organized approach to maintaining our base appearance at a high-level every day. The Base Pride Program does not release facility managers from their current responsibilities to clean within 100 feet of their facility; instead, it supplements the facility manager program by assigning ownership to all other areas beyond the immediate vicinity of a facility (see Base Pride ownership maps [Attachments 3](#) and [4](#) along with the Base Pride checklist [Attachment 5](#)). The intent of this program is to encourage all community members to take pride in the appearance of their base and provide commanders with an organized and effective means to initiate such efforts. Base pride days are scheduled whenever deemed necessary by the 86 AW leadership, at a minimum twice a year in conjunction with Fall and Spring Cleanup days.

16.3. The FET is an installation-wide detail responsible to police areas and pick-up trash, cigarette butts, debris, empty common area trashcans, etc. During high-visibility visits/events, the FET team focuses on specific routes, to include areas on Ramstein AB, Vogelweh AB, and Kapaun AS.

16.4. Housing residents will comply with the Military Family Housing Occupant Responsibility Checklist.

17. Safety and Health.

17.1. Ramstein Air Base is a strategic location for today's theater(s) and global operations. Our professional airlift capabilities deter our adversaries, influence our region, and can be expected to either lead or support worldwide contingencies at any time. These expectations demand leaders dedicated to caring for our Airmen and mishap prevention programs that produce safe operating environments and risk awareness.

17.2. Wing leaders will define safety and health expectations and set goals; the Air Force Safety Management System provides the framework for structuring efforts to minimize risk and reduce the occurrence and cost of injuries, illnesses, fatalities and property damage. Leaders must foster a culture of safety by implementing mishap prevention programs that identify and control risk, communicate clear expectations and provide opportunity to continuously improve processes.

17.3. Risk is inherent in all activities, on- and off-duty. Risk can be effectively mitigated when personnel at all levels assume responsibility for taking action and making decisions that reject unnecessary risk and reduce necessary risk to the lowest acceptable level. Our activities will never be risk free; however, it is every Airman's duty to ensure the cost of doing business is not paid through the loss of personnel, readiness, or combat capability.

17.4. Applying risk management principles hones decision making during planning and execution; this includes understanding the priority of the mission or activity and consistently evaluating the hazards. Every Airman shares the responsibility to continually assess personnel and operations to identify and mitigate risk. This includes ensuring personnel are

fully qualified to perform assigned tasks, maintaining equipment and facilities properly, adhering to established guidance, and elevating concerns when appropriate.

17.5. Without safety in mission execution our ability to provide professional airlift and take care of Airmen is jeopardized.

MARK R. AUGUST, Brigadier General, USAF
Commander

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

AFPD 36-29, *Military Standards*, 24 September 2014

Air Force Manual 33-363, *Management of Records*, 1 March 2008

AFMAN 33-363_USAFESUP, *Management of Records*, 25 November 2008

AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*, 8 July 2014

AE Regulation 190-1, *Driver and Vehicle Requirements and the Installation Traffic Code for the U.S. Forces in Germany*, 13 July 2017

USAFEI 31-202, *Driver and Vehicle Requirements and The Installation Traffic Code for The U.S. Forces in Germany*, 4 December 2008

Air Force Instruction 91-203, *Air Force Consolidated Occupational Safety Instruction*, 15 June 2012

Air Force Instruction 91-207, *The US Air Force Traffic Safety Program*, 16 February 2017
Ramstein Air Base Instruction 31-218, *Installation Traffic Code*, 3 December 2015

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AE Form 190-IT, *Application for U.S. Forces POV Certificate of License and Allied Transactions*, December 2008

Abbreviations and Acronyms

AB—Air Base

ADAPT—Alcohol and Drug Abuse Prevention and Treatment

AE—Army in Europe

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

AMXS—Aircraft Maintenance Squadron

AS—Air Station

AW—Airlift Wing

CC—Commander

CCIR—Commander's Critical Information Requirements

CP—Command Post

CRS—Contingency Response Squadron

DoD—Department of Defense

FET—Facilities Excellence Team

FPCON—Force Protection Condition

FSS—Force Support Squadron

GSU—Geographically Separated Unit

IAW—In Accordance With

KMC—Kaiserslautern Military Community

LOX—Liquid Oxygen

LRS—Logistics Readiness Squadron

MUNS—Munitions Squadron

MXS—Maintenance Squadron

OPR—Office of Primary Responsibility

POC—Point of Contact

RDS—Records Disposition Schedule

RM—Risk Management

SFS—Security Forces Squadron

TDY—Temporary Duty

UCMJ—Uniform Code of Military Justice

USFPS—United States Forces Police Squadron

VPN—Virtual Private Network

VRS—Vehicle Readiness Squadron

Attachment 2

KMC CHILD SUPERVISION POLICY MATRIX

Figure A2.1. KMC Child Supervision Policy Matrix

PARENTS ARE ULTIMATELY RESPONSIBLE FOR THE SAFETY AND SUPERVISION OF THEIR CHILDREN

Age of Child	Unattended ¹ in yard or playground?	Walk unattended ¹ to school or bus?	Left unattended ¹ in quarters?	Baby-sit others?
Under 5	No	No	No (Will NOT be left unattended in a parked car)	No
Age 5 – 6	No	No	No (Will NOT be left unattended in a parked car)	No
Age 7 – 9	Yes. During daylight with access to an adult.	Yes, but not across busy streets or more than 1	No (Will NOT be left unattended in a parked car)	No
Age 10 – 11	Yes. With access to an adult.	Yes	Yes ² , up to 3 hours with access to an adult	No
Age 12 – 13	Yes	Yes	Yes ² , not to exceed 12 hours.	Yes, not overnight
Age 14 – 15	Yes	Yes	Yes ² , not to exceed 24 hours.	Yes, not overnight
Age 16 – 17	Yes	Yes	Yes ² , not to exceed 3 consecutive days. Must have periodic checks by an adult.	Yes, not to exceed 24 hours.

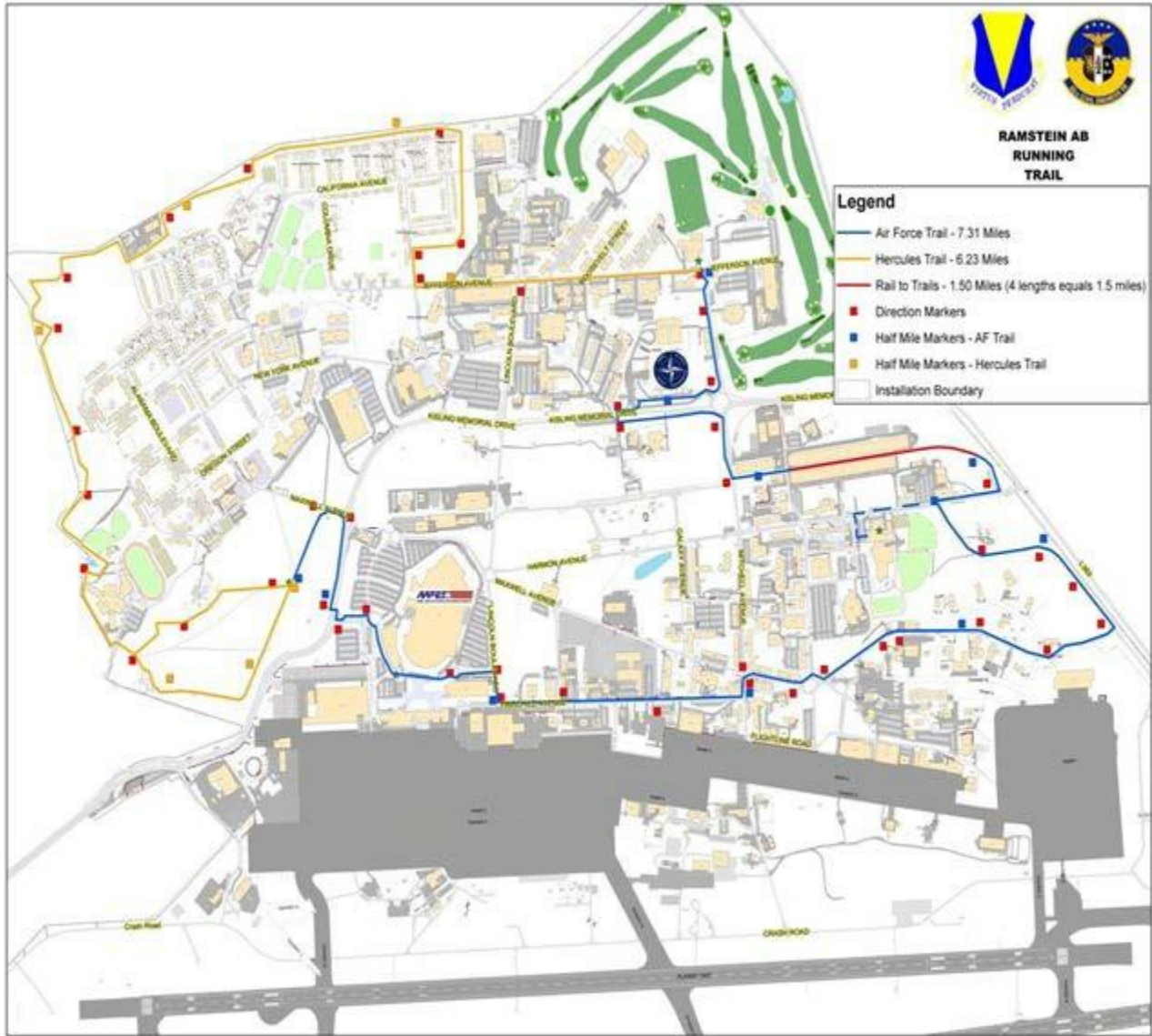
¹A child is considered to be “attended” when in the presence of, or under the protection (within sight or hearing), an appropriate caregiver. Completion of Red Cross Baby-sitting class and Infant/Child CPR is strongly recommended for every teen before caring for other children.

²When left unattended in quarters, children must have access to an adult – parent’s phone number, neighbor, etc. Parents must designate a responsible adult to periodically check in on the children. If left overnight, a medical power of attorney is strongly recommended.

Attachment 3

786 FSS-APPROVED JOGGING/RUNNING TRACKS

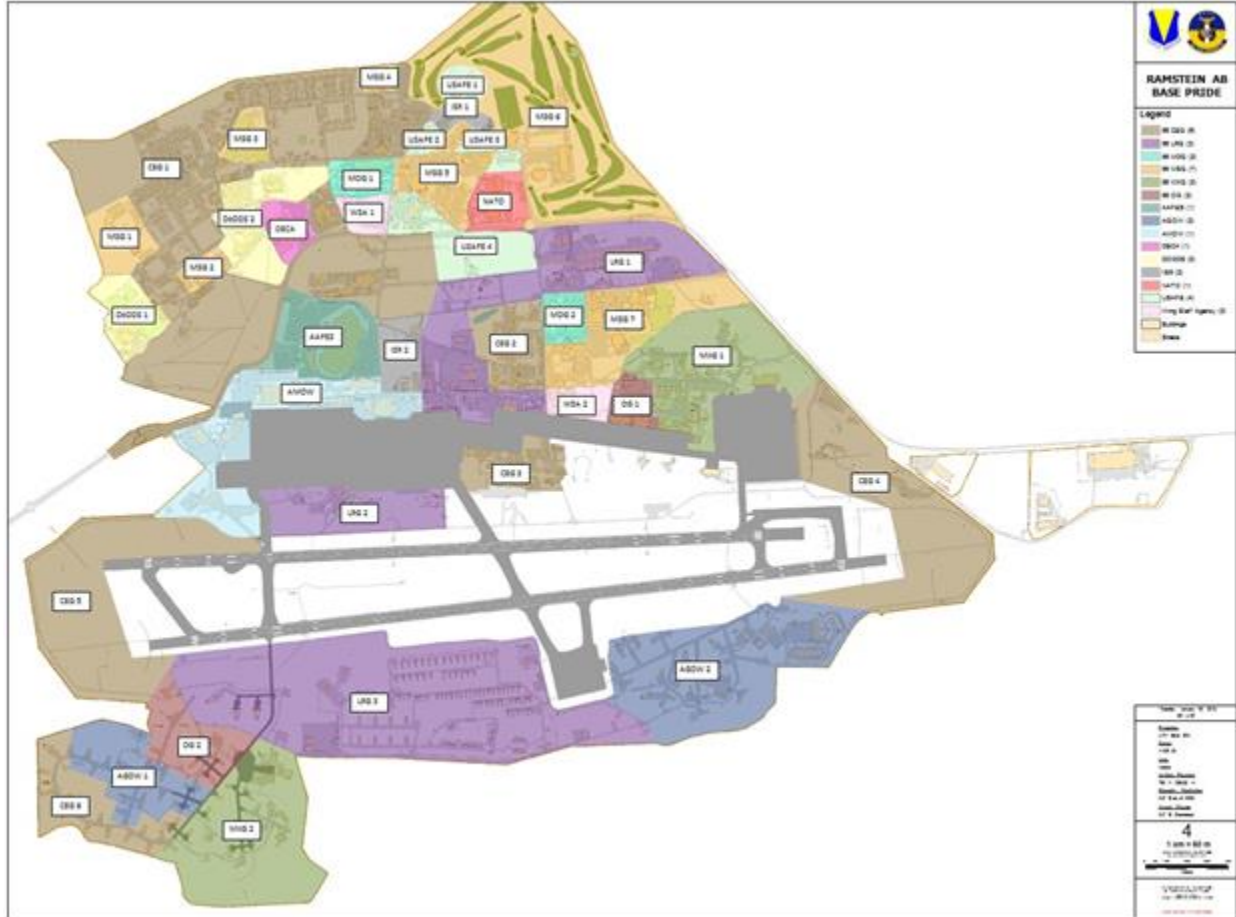
Figure A3.1. 786 FSS-Approved Jogging/Running Tracks



Attachment 4

BASE PRIDE OWNERSHIP MAP (RAMSTEIN)

Figure A4.1. Base Pride Ownership Map (RAMSTEIN)



Attachment 5
BASE PRIDE OWNERSHIP MAP (GSUS)

Figure A5.1. Base Pride Ownership Map (GSUs)



Attachment 6

BASE PRIDE CHECKLIST

Figure A6.1. Base Pride Checklist

Base Pride Checklist			
NO.	ACTION	NO	YES
	Purpose: To encourage all personnel to take pride in the appearance of RAB, identify specific areas of responsibilities/requirements, and facilitate a fair-shared team approach to base cleanliness		
	Within Designated AOR		
1	Clear trash & debris from sidewalks/parking lots/curbs/street gutters/smoking areas (pick up cigarette butts)/common areas/wooded areas throughout the AOR (pay specific attention to the corners of parking lots where street sweepers cannot access)		
2	Pick up trash and debris adjacent to or along roadway within AOR		
3	Clean area around dumpsters and recycling containers/ensure lids are closed and the dumpsters are not filled above normal capacity		
4	Empty all exterior trash and cigarette butt cans (Cigarette waste should be emptied in a plastic bag with water covering the contents and placed beside the butt can or trash container until the next duty day)		
	Facility Manager's Responsibilities (within 100 ft. of facility)		
1	Accomplish all of the above within 100 ft. of the facility		
2	Rake leaves and pick up litter and debris		
3	Clean glass on all windows/doors inside & out		
4	Clean shared parking lots beyond 100 ft. in the vicinity of facility		
5	Trim bushes/shrubs/hedges ensure a healthy and neat appearance around facility		
6	Visually inspect entire exterior of facility for maintenance needs such as painting/pressure washing/repairs. (Contact CE customer service or submit a work request)		
	Notes		
	Contact the U-Fix It to pick up bio-degradable bags/borrow rakes/shovels/leaf blowers: Ramstein AB <u>blding 505</u> <u>M-Th</u> 0700 -1130 & 1215 - 1600 <u>F</u> 0700 -1130 & 1215 - 1445 Phone # 480-5034/5035		
	Authorized users of the U-Fix It include the following: <u>Sq CC</u> /First Sergeant/Airman Dorm Leader/Facility Managers/Alt Facility Managers		
	Leaves and weeds need to be placed in bio-degradable bags (available at U-Fix It)		