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**Transportation**

**POLICIES AND PROCEDURES GOVERNING  
MOTOR VEHICLE OPERATIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(1Lt Patrick S. Holland)  
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This instruction implements AFD 24-3, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*. It is consistent with guidance provided in AFI 24-301, *Vehicle Operations* and AFSPCI 24-0301, *Sharp Wheels Program*. This instruction establishes procedures and guidance for all personnel assigned to the 341st Space Wing and subordinate units, and personnel assigned or attached to, or supported by, Malmstrom AFB. See **Attachment 1** for a glossary of abbreviations and acronyms. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974. The authorities to collect and or maintain the records prescribed in this publication are Title 40 U.S.C. Section 491, and Title 31, U.S.C., Sec 638a, and EO 9397. Forms affected by the Privacy Act have an appropriate Privacy Act Statement. Maintain and dispose of records created, as a result of prescribed processes in accordance with AFMAN 37-139, Records Disposition Schedule (will become AFMAN 33-322, Vol. 4).

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

This instruction supersedes the previous edition, Malmstrom Air Force Base Instruction (MAFBI) 24-301, dated 10 January 2000.

<b>Chapter 1— TRIP REQUEST AND TRAVEL PROCEDURES</b>	<b>5</b>
1.1. General Information. ....	5
1.2. Permissible Operating Distance (POD). ....	5
1.3. Missile Complex Dispatches. ....	5
1.4. Required Information. ....	5
1.5. Driving Conditions and Driver Selection. ....	5

Table 1.1. Road Conditions ..... 6

    1.6. Team Chief or Vehicle Operator Responsibilities: ..... 6

    1.7. Speed Limits. .... 7

Table 1.2. Speed Limits ..... 7

    1.8. Following Distances. .... 7

    1.9. Use of Spotters. .... 8

    1.10. Vehicle Chocking Requirements. .... 8

    1.11. Vehicle and Equipment Safety and Securing Requirements. .... 8

    1.12. Safety Requirements. .... 9

    1.13. Trip Reporting to Control Centers. .... 9

    1.14. Trip Numbers. .... 10

    1.15. Route Types: ..... 10

    1.16. Single Person Dispatch. .... 10

    1.17. Transporter Erector (TE) and Large Vehicle Travel Restrictions. .... 10

    1.18. Travel During Adverse Weather and Driving Conditions. .... 11

    1.19. Driving Condition Change Requests. .... 11

    1.20. Mobile Maintenance and Wrecker Service: ..... 11

    1.21. Flightline driving. .... 12

**Chapter 2— TELEPHONE INSTRUCTIONS AND IMPORTANT TELEPHONE NUMBERS** **13**

    2.1. Telephone Instructions. .... 13

Table 2.1. Flight Telephone Numbers: ..... 13

Table 2.2. Key Personnel Telephone Numbers: ..... 14

Table 2.3. Civilian Law Enforcement Agencies: ..... 15

Table 2.4. Medical Services. .... 16

**Chapter 3— RADIO COMMUNICATIONS** **17**

    3.1. Radio Procedures. .... 17

    3.2. Flight Channels. .... 17

    3.3. Radio Discipline. .... 17

**Chapter 4— EMERGENCY PROCEDURES (ACCIDENT/INCIDENT/BREAKDOWN)** **18**

    4.1. Emergency Procedures. .... 18

4.2.	Vehicle Accident or Incident. ....	18
4.3.	Instructions for Use of Accident Identification Card (DD Form 518): ....	18
4.4.	Instructions for Use of Operator's Report of Motor Vehicle Accident (SF 91). ....	18
4.5.	US Government Motor Vehicle Operator's Identification Card (AF Form 2293). ....	18
4.6.	Vehicle Breakdown Procedures: ....	18
4.7.	Survival Instructions. ....	19
4.8.	Use of Highway Warning Kits. ....	19
4.9.	Shelters: ....	20
Table 4.1.	564 MS: ....	20
Table 4.2.	12 MS: ....	20
Table 4.3.	10 MS: ....	20
Table 4.4.	490 MS: ....	20

## **Chapter 5— US GOVERNMENT FLEET SERVICES CARD PURCHASES AND PROCEDURES**

22

5.1.	Policy on Use of US Government Fleet Services Card. ....	22
5.2.	Procedures and Purchases. ....	22
5.3.	Refusal to Accept Fleet Services Card. ....	22
5.4.	Receipts. ....	22
5.5.	Turn-In the Fleet Services Card and Receipts. ....	23
5.6.	Authorized Oil Companies in the Missile Complex: ....	23
Table 5.1.	Oil Companies ....	23
5.7.	Compliance with Policies and Procedures. ....	23

## **Chapter 6— USAF INVOICE (AF FORM 15) PURCHASES AND PROCEDURES**

24

6.1.	Prior Approval. ....	24
6.2.	When to Request AF Form 15 Use. ....	24
6.3.	Services Authorized on AF Form 15. ....	24
6.4.	Preparation of the AF Form 15. ....	24

## **Chapter 7— EMERGENCY ROADSIDE REPAIR SERVICE**

25

7.1.	Repair and Services. ....	25
Table 7.1.	Repair Facilities in the Wing Complex, East. ....	25
Table 7.2.	Repair Facilities in the Wing Complex, West: ....	27

<b>Chapter 8— PRIMARY MILEAGE AND TIME CHARTS</b>	<b>29</b>
8.1. Mileage and Travel Times. ....	29
8.2. Mileage and Time Charts to MAF/LF from Support Base and MAF/LF by Flight: .	37
8.3. Mileage and Time Chart to All MAFs from Support Base and MAF to MAF: .....	47
<b>Chapter 9— ROUTE FOLDER CONTENTS</b>	<b>48</b>
9.1. Responsibilities. ....	48
9.2. Requirements. ....	48
<b>Chapter 10— VEHICLE EMERGENCY SURVIVAL KITS</b>	<b>49</b>
10.1. Policy. ....	49
10.2. Responsibilities: .....	49
10.3. Inspection Procedures: .....	49
10.4. Contents: .....	49
Table 10.1. Survival Kit Contents Available from Base Supply .....	50
Table 10.2. Survival Kit Contents Available through Local Purchase .....	50
<b>Chapter 11— VEHICLE MANAGEMENT</b>	<b>51</b>
11.1. Sharp Wheels Program. ....	51
11.2. Official Use of Government Vehicles on Malmstrom AFB and in the Missile Complex: .....	52
11.3. Vehicle Damage and Abuse Responsibilities and Procedures. ....	52
11.4. U-Drive it (UDI) Services. ....	54
11.5. UDI Customer and Operator Responsibilities. ....	55
11.6. Inter-Service Support. ....	56
<b>Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>57</b>
<b>Attachment 2— DRIVING CONDITIONS REPORT CHECK SHEET</b>	<b>59</b>
<b>Attachment 3— INSTRUCTIONS FOR COMPLETING AF FORM 15</b>	<b>60</b>
<b>Attachment 4— VEHICLE ACCIDENT/INCIDENT PROCEDURES</b>	<b>61</b>
<b>Attachment 5— TRANSPORTATION CONTROL CENTER TRIP CARD</b>	<b>63</b>
<b>Attachment 6— SAMPLE AF FORM 15</b>	<b>64</b>

## Chapter 1

### TRIP REQUEST AND TRAVEL PROCEDURES

**1.1. General Information.** Units or agencies with a continuous requirement for use of government motor vehicles (GMV) request assignment of specific vehicles through the vehicle authorization utilization process described in AFI 24-301. Units or agencies with authorized vehicles assigned must establish vehicle control functions internally. Unit commanders will appoint an officer or noncommissioned officer and an alternate by letter to 341 TRANS/LGTO to fulfill vehicle control function requirements established by AFI 24-301 and this instruction. Units or agencies without permanently assigned GMVs or with vehicular requirements exceeding assigned capability should contact 341 TRANS/LGTO, Vehicle Dispatch Element at extension 2843 for assistance.

**1.2. Permissible Operating Distance (POD).** The Malmstrom POD is defined as any approved route in the Missile Complex Road Map. Vehicles may be operated within the POD under normal dispatch control through unit work centers. Vehicles operated beyond POD limits require coordination approval through their Vehicle Control Officer (VCO) or Vehicle Control Noncommissioned Officer (VCNCO), and the 341 TRANS Chief Dispatcher.

**1.3. Missile Complex Dispatches.** Agencies dispatching in the missile complex must strictly comply with security requirements outlined in AFSPCI 31-1101. All dispatches to/from the missile complex will be coordinated with the Transportation Control Center (TCC). Scheduled dispatches in the Improved Maintenance Management Program (IMMP) or units that send TCC their monthly schedules do not have to file a trip card ([Attachment 5](#)) with TCC. Unscheduled dispatches must file a trip card with TCC prior to departure and will be e-mailed, faxed, or delivered. Supervisors will let TCC know that their dispatches are certified. Each agency is responsible to ensure maximum consolidation of trips.

1.3.1. Unit supervisors are responsible to certify that the following is accomplished prior to crews dispatching to/from the missile complex.

1.3.1.1. Safety briefing.

1.3.1.2. Operational risk management assessment.

1.3.1.3. The vehicle has been properly checked out IAW this instruction, AFMAN 24-306, Chapter 15 (*Manual for Wheeled Vehicle Driver*), and any squadron policy.

**1.4. Required Information.** A call sign is required by control centers for 341 SW dispatches. Additionally, all team chiefs will notify TCC of their departure, arrival and all stops via radio or phone. Keys and Codes Control Center (KCCC) will require a trip number for any dispatch to a missile alert facility or launch facility.

**1.5. Driving Conditions and Driver Selection.** Vehicle driver selection will be based on the criteria in [Table 1.1](#), *Current Driving Conditions*. All newly assigned personnel must complete Course II (Local Driving Conditions) before operating a government vehicle. Unit commanders are responsible for designating required training courses prior to personnel operating government owned vehicles in the missile complex.

1.5.1. Vehicle driver selection shall be based on experience in vehicle type, road conditions, experience driving in adverse weather, and safety record. The senior ranking individual is responsible for the safety of the passengers and vehicle, regardless of who is operating the vehicle.

**Table 1.1. Road Conditions**

<b>Condition(s)</b>	<b>Green</b>	<b>Yellow</b>	<b>Red</b>
<b>Winds</b>	<i><b>N O R M A L</b></i>	<b>35-45 knots</b>	<b>More than 45 knots</b>
<b>Wind Chill</b>		<b>-40 to -65</b>	<b>Colder than -65</b>
<b>Visibility</b>		<b>1/10 to 1 Mile</b>	<b>Less than 1/10 mile</b>
<b>Snow</b>		<b>½ inch to 6 inches</b>	<b>More than 6 inches</b>
<b>Drifting Snow/Ice</b>		<b>Patchy</b>	<b>Mostly covered</b>
<b>Standing Water</b>		<b>½ inch or less</b>	<b>More than ½"</b>
<b>Mud</b>		<b>Passable</b>	<b>Impassable/limited traction</b>
<b>Note 1: Chill factor changes will be reported by the 341st Space Wing Command Post.</b>			
<b>TCC is the focal point for all requested changes to driving conditions in the missile complex. TCC will route the requested driving conditions to the 341 SW Roadmaster, who is the approval authority.</b>			

1.5.2. TCC will monitor and track all road and weather conditions by stretch of road using information provided by flight security controllers (FSCs) and teams traveling in the missile complex. TCC will use [Table 1.1.](#) to recommend changes in road conditions to the Roadmaster. Road master will use the table to declare road conditions.

1.5.3. Site FSCs will report the weather status to TCC as weather conditions change.

## **1.6. Team Chief or Vehicle Operator Responsibilities:**

1.6.1. Team chief or vehicle operator will ensure the vehicle is properly prepared, fully serviced and all required systems are operational. Safety equipment will be available in the vehicle prior to departing the support base. Items listed on the appropriate vehicle inspection form and the following will be in the vehicle prior to departure:

1.6.1.1. Spare Tire, Jack, handle and lug wrench (see paragraph [1.11.](#)).

1.6.1.2. Route Folder (see chapter 9).

1.6.1.3. First Aid Kit.

1.6.1.4. Highway Warning Kit.

1.6.2. From 1 October through 30 April, all vehicles traveling within the missile complex will have survival kits ([Chapter 10](#)) and tire chains on board. All military personnel dispatched to the field during this time will have the following items in their possession:

1.6.2.1. Parka.

1.6.2.2. Combat boots.

1.6.2.3. Five-Buckle overshoes, mukluks, bunny-boots or pack boots.

1.6.2.4. Thermal underwear (shirt and pants).

1.6.2.5. Wool or thermal socks.

1.6.2.6. Gloves (suitable for the weather conditions).

1.6.3. Although the senior ranking individual is ultimately responsible, all members of a dispatch team must assist in the responsibility for the safety of the vehicle, equipment, and themselves. Sound judgment and prudent operation within all applicable speed limits are required at all times. Financial liability may be assessed for damages caused through gross negligence.

1.6.4. The senior ranking individual is responsible to ensure all occupants of a GMV wear seat belts while the vehicle is in operation.

1.6.5. Operators and passengers in GMVs will not possess or consume any alcoholic beverages.

1.6.6. Smoking is prohibited in all DOD owned motorized vehicles.

1.6.7. The team chief or operator will notify the TCC when driving conditions deteriorate to the point that, in their opinion, it is unsafe to continue traveling. The decision to up- or downgrade roads within the missile complex will be determined by the Roadmaster.

**1.7. Speed Limits.** Driving and weather conditions within the missile complex expose vehicle operators to potential accidents; therefore, GMVs will observe speed limits as shown in [Table 1.2](#).

**Table 1.2. Speed Limits**

Type of Vehicle	Interstate	Non-Interstate Hard Surface	Gravel	Snow Packed
General Purpose Vehicles	65 max	65 max	25 max	25 max
Vehicles weighing > 2½ tons	55 max	55 max	25 max	25 max
Up-Armored HMMWV	55 max	55 max	25 max	25 max
4WD Vehicles in 4WD	35 max	35 max	25 max	25 max
<b>Note: The maximum speed is 20 mph for any vehicle with tire chains installed.</b>				

1.7.1. The speeds listed in [Table 1.2](#) are maximum speeds. Speed shall be reduced, as dictated by existing or posted speed limits, or road conditions allow.

1.7.2. Reduce speed on snow-packed or icy roads. NOTE: Montana State Law Section 61-9-406(3), Paragraph 3, *Revised Code of Montana* authorizes studded tires from 1 October through 31 May only.

**1.8. Following Distances.** Drivers will use a six-second following distance interval when driving on dry roads in general purpose vehicles. When the car ahead passes an object to the side or above the highway, you should count “1001-1002-1003-1004-1005-1006” before passing the same object. Six seconds provides a two-second-reaction time and adequate braking distance at any speed. When driving in larger, heavier vehicles, increase the interval to eight or ten seconds to allow for increased stopping distances. On snow and ice, a ten- to twelve-second interval at 25 mph increases the chances for collision avoidance.

These intervals are minimums, and can be expanded at the driver's discretion. All vehicle occupants should be watchful for tailgating, reckless passing and inattentive driving on field dispatches.

**1.9. Use of Spotters.** A spotter will be used whenever vehicle-backing operations occur.

1.9.1. When operating a vehicle with adequate visibility to the rear and sides, use a spotter, when available. If no spotter is used, the operator will walk around the vehicle, looking for obstacles and other objects in the vicinity of the backing operation.

1.9.2. When using spotter(s), they must be positioned to observe both the driver and the backing area. If at any time the driver loses sight of the spotter, the vehicle must be stopped until visual contact is regained between the driver and spotter. The spotter must remain close enough to the driver to effect voice communications and hand signals.

1.9.3. Sound horn twice prior to backing up if the vehicle is not equipped with an automatic backing alarm.

**1.10. Vehicle Chocking Requirements.** All vehicles will be chocked when parked on launch facilities (LFs), missile alert facilities (MAFs), on an incline, or when explosives laden. In addition, all vehicles weighing over 1½ tons will be chocked when parked. Vehicles may be left idling, only while chocked, while at launch facilities to prevent the engine from freezing or battery from draining.

**1.11. Vehicle and Equipment Safety and Securing Requirements.** The team chief or vehicle operator is primarily responsible for complying with this instruction and immediate correction of any infractions observed.

1.11.1. Items such as spare tires and wheels, survival kits, and vehicle accessory kits will be secured or tied down in all vehicles to prevent further damage or injury in cases of accidents or incidents. These items must also be secured against pilferage.

1.11.2. Prior to dispatch from the support base, the shop supervisor of the team chief or vehicle operator will inspect all vehicles transporting heavy equipment (e.g., bulldozers, tractors, plows, dump trucks, graders and riding mowers.) The supervisor will ensure the chains used in securing equipment are of sufficient quantity and quality to preclude any equipment damage. This inspection will be conducted before vehicle movement and will include tie-down points, trailer hitches and positive locking mechanisms used in towing. The team chief will also perform this inspection prior to field-to-field and field-to-support base movement using the same criteria.

1.11.3. Government seat belt serviceability. When any of the following seat belt discrepancies exist, the discrepancy should be documented and the vehicle immediately delivered to the 341st Transportation Squadron's Vehicle Maintenance Flight for corrective action. Inspect for the following:

1.11.3.1. Inoperative buckles or retracting devices.

1.11.3.2. Slippage of seat belt material devices.

1.11.3.3. Cuts, tears, holes, frays or burns on the seat belt material.

1.11.3.4. Excessively loose or broken stitching.

1.11.3.5. Loose seat belt anchor bolts.

1.11.4. All vehicle tire pressures and tire tread depths will be checked prior to each vehicle use. If the vehicle is not used, these checks must be accomplished weekly.

**1.12. Safety Requirements.** The following will apply to all vehicles departing Malmstrom AFB for the missile complex:

1.12.1. At least two personnel will be assigned to each off-base dispatch. There will be no exception to this policy without approval from the appropriate squadron commander.

1.12.2. If only one passenger is present in the GMV, they will act as the safety observer and occupy the right front seat, remain awake and alert at all times and ensure the driver remains awake and drives in a safe and prudent manner. In addition to these responsibilities the safety observer will:

1.12.2.1. Act as a spotter on all backing maneuvers and when operating in congested areas.

1.12.2.2. Assist monitoring vehicle instruments, i.e., speedometer, oil, water, amp-meter, fuel, etc.

1.12.2.3. Ensure the center front seat is only used if all other seats are occupied.

1.12.2.4. Ensure the senior individual shares responsibility for the care and safe operation of the vehicle throughout the dispatch.

1.12.2.5. Ensure all passengers, regardless of rank, seniority or position in the vehicle, share the responsibility for a safe, cautious and prudent dispatch.

**NOTE:** The necessity for vigilance on the part of the driver, safety observer and senior individual when approaching the end of the dispatch cannot be overemphasized. Each individual must actively combat the tendency to feel "We've Made It" until the vehicle is safely parked and chocked as required.

1.12.3. Periodic rest stops are authorized to combat driver fatigue and to inspect the vehicle condition and cargo security.

1.12.4. Headlights will be used off base at all times.

1.12.5. If cargo-carrying vehicles, vans, carryalls, metros, etc., are operated with side and rear doors open, then cargo nets or similar restraining devices must be installed across the openings. Cargo-carrying vehicles that have been modified with side seating for passengers must also have cargo nets, or similar restraining devices, installed when vehicles are operated with the doors open. Vehicles regularly configured for passenger carrying will be operated with the doors closed.

**1.13. Trip Reporting to Control Centers.** TCC will track all vehicle movements involving 341 SW personnel.

1.13.1. Search and duress procedures for trips in the missile field will be executed by Missile Security Control (741 SFS/MS). TCC will notify MSC to initiate search and duress procedures when a trip is a maximum of 30 minutes overdue at its destination or when a trip indicates duress. Additionally, the TCC will provide MSC with the team's trip information along with the trip's last known destination.

1.13.2. Helicopter dispatch scheduling will be handled by each group control center. Organizations requiring helicopter dispatches will contact 40 HF at extension 3250.

1.13.3. Weather and road conditions for the missile complex will be maintained by 741 SFS/MSC, (security road conditions), and TCC, (all others). Additional updates will be made as weather or road conditions change. Obtain current conditions from TCC at ext. 2402.

**1.14. Trip Numbers.** The following trip numbers are assigned to 341st Space Wing units. These numbers are permanently assigned and will be preceded by the day of the month when used.

1.14.1. 341 OG: Trip numbers 01 through 50; 300 through 399; and 500 through 575.

1.14.2. 341 LG: Trip numbers 51 through 89 and 100 through 199.

1.14.3. 40 HF: Trip numbers 90 through 99.

1.14.4. 341 TRANS: Trip numbers 200 through 210 and 291 through 299.

1.14.5. 341 CS: Trip numbers 211 through 230.

1.14.6. 341 SVS: Trip numbers 231 through 235.

1.14.7. PMI/SBSS: Trip numbers 236 thru 240.

1.14.8. 341 CES: Trip numbers 241 thru 275 and 800 thru 830.

1.14.9. Rivet MILE: Trip numbers 400 thru 499

**NOTE:** Units not listed above will be handled on a case-by-case basis by the TCC.

#### **1.15. Route Types:**

1.15.1. Refer to the current Missile Complex Road Map for primary transporter erector (TE) routes. These routes are improved and capable of handling the heaviest equipment possessed by the Space Wing. TEs and other vehicles exceeding 10,000 pounds gross vehicle weight (GVW) will always use these routes.

1.15.2. General-purpose routes (secondary routes) are GREEN lines on the route folder map and may be used by vehicles that are less than 10,000 pounds GVW when weather and driving conditions permit. Vehicle operators will request authorization to travel on general-purpose routes from squadron commanders or their designated representatives through their work control centers. TCC will be notified when vehicles use these routes. Security Forces are authorized to use secondary routes (as primary routes) when responding to missile field real world security situations.

1.15.3. Suggested changes or additions to these routes may be submitted to the 341st Logistics Group Commander (341 LG/CC). Upon receipt, the 341 LG/CC will coordinate with 341st Civil Engineer Squadron (341 CES), Missile Engineering (341 CES/CEM), and wing safety (341 SW/SE). Final approval or disapproval will be obtained from the 341st Space Wing Commander or Vice Commander.

**1.16. Single Person Dispatch.** With the squadron commander's approval, specific trips may be exempt from the requirement for a safety observer. The absence of a safety observer places an increased demand on the driver, who must be more alert to road and vehicle operating conditions.

**1.17. Transporter Erector (TE) and Large Vehicle Travel Restrictions.** TEs, payload transporter (PT) vans and cranes will not deviate from established TE routes without prior approval of the logistics

group commander. If any TE route becomes impassable, TCC will be notified immediately. The TE will have current road clearance permits during all travel on state highways.

1.17.1. Montana road permits for transporter erectors and other vehicles requiring permits will be obtained by 341 MXS/LGMNH (Missile Handling Team Section, ext. 6411) from the state of Montana.

**1.18. Travel During Adverse Weather and Driving Conditions.** In driving conditions YELLOW or RED (see [Table 1.1.](#)), drivers will reduce speed and proceed with caution. When conditions warrant, chains will be installed on the driving wheels. Four-wheel drive vehicles will only be operated in four-wheel drive when conditions warrant. Drivers of high profile vehicles should slow down when encountering high wind conditions.

**1.19. Driving Condition Change Requests.** Anyone traveling in or through the missile complex may request a change to the current road conditions. Personnel should route their requested road condition change through TCC. Their request should include the current road conditions and the affected area or stretch of road. TCC will then forward the request to the Roadmaster. The Roadmaster is responsible for all road condition determinations. After receiving road condition changes, TCC will broadcast the change over the missile net via radio, and will notify all control centers; MSC (Missile Security Control), MMOC (Missile Maintenance Operations Center), WCP (Wing Command Post), 741st SFS dispatch, COMM (Communications Squadron), CES (Civil Engineering Squadron), 341st TRANS dispatch, and the affected SCP (Squadron Command Post) of the changes. Additionally, TCC will notify each group, squadron commander and designated personnel, via digital paging system, of the road condition change. Each control center is responsible for further notifications and obtaining movement permission from its squadron commander.

1.19.1. After the Roadmaster declares roads YELLOW; respective group commanders or their designated representative approves movement in the missile complex.

1.19.2. After the Roadmaster declares a road RED; the wing commander is the only person who can grant permission to move on that road.

1.19.3. Using [Table 1.1.](#), TCC will notify the control centers listed in paragraph [1.19.](#) when conditions change.

#### **1.20. Mobile Maintenance and Wrecker Service:**

1.20.1. On base. When a GMV needs mobile maintenance service, call TCC at 2402.

1.20.2. Off base. Need for mobile maintenance or wrecker service in the missile complex will be coordinated by TCC. TCC will contact the 341 TRANS wrecker standby personnel in the case of government-owned vehicles, and will assist in coordination or contacting the closest wrecker / repair service to the vehicle's location (using [Table 7.1.](#)).

1.20.3. Units owning proper tow vehicles will retrieve their own vehicles.

1.20.4. Dispatch support personnel may be called to move POVs, NAF or AAFES vehicles causing traffic safety or fire-fighting obstacles on base. Only security forces or fire department authorities may make these requests.

1.20.5. If wrecker service is required for a government-leased (GSA) vehicle, call the 1-800 number on the back of the card or call TCC for assistance.

**1.21. Flightline driving.** All flightline driving requests must comply with 341<sup>st</sup> Space Wing Instruction (SWI) 13-201, *Flightline Vehicle Control*. Copies are available on the intranet.

## Chapter 2

### TELEPHONE INSTRUCTIONS AND IMPORTANT TELEPHONE NUMBERS

**2.1. Telephone Instructions.** Non-radio-equipped teams will phone TCC to report all departures and arrivals. Non-radio-equipped teams needing to contact TCC for any reason may place a TOLL FREE CALL to Base Operator, 1-800-438-3424, at Malmstrom AFB. Request the extension needed on base. TCC CANNOT ACCEPT COLLECT CALLS. ONLY THE BASE OPERATOR CAN.

**Table 2.1. Flight Telephone Numbers:**

Facility	FSC	LCC	Facility	FSC	LCC
A	3705	3704	K	3884	3883
B	3752	3751	L	3562	3561
C	3985	3958	M	3564	3563
D	3476	3475	N	3946	3945
E	3980	3989	O	3948	3847
F	3465	3464	P	3859	3858
G	3872	3871	Q	3410	3419
H	3882	3881	R	3478	3477
I	3924	3923	S	3518	3517
J	3919	3918	T	3716	3715

Table 2.2. Key Personnel Telephone Numbers:

<b>Key Personnel/Agencies</b>	<b>Extension</b>
<b>341 SW/CC and 341 SW/CV</b>	<b>3411/3413</b>
Wing Command Post (CP)	3801
Wing Safety	6712/6720
<b>341 OG Commander</b>	<b>7535</b>
10th Missile Squadron Commander	6484/6485
12th Missile Squadron Commander	6520/6522
490th Missile Squadron Commander	6509/6510
564th Missile Squadron Commander	6492/7166
741st Security Forces Squadron Commander	7208/7087
Missile Security Control (MSC)	6850/6851
<b>341 LG Commander</b>	<b>3009/3120</b>
341 MXS Commander	3844/2940
341 LSS Commander	2958
Missile Maintenance Operations Center	3991/3992
341 TRANS Commander	6325
Transportation Control Center	2402/2672 2598/2279
341 TRANS Vehicle Dispatch	2843
<b>341 SPTG Commander/Deputy Commander</b>	<b>3791/4862</b>
341 CES Commander	6188
341 CES Snow Control	6464
341 CES Missile Dispatch	6160
Disaster Preparedness Control Center	6695
341 CS Commander	2153
341 CS Control Center	2666
<b>341 MDG Commander</b>	<b>3863</b>
Family Practice	3483

**Table 2.3. Civilian Law Enforcement Agencies:**

<b>Town</b>	<b>County</b>	<b>Agency</b>	<b>Phone</b>
Brady	Pondera	Sheriff	1-800-982-2626
Choteau	Teton	Sheriff	466-5781
Conrad	Pondera	Police (emergency only)	278-5723
Denton	Pondera	Sheriff	278-7601
Dupuyer	Pondera	Under-Sheriff	472-3295
Dutton	Teton	Police	466-5781
Great Falls	Cascade	City Police	727-5881
		Montana Highway Patrol	1-800-525-5555
		Cascade County Sheriff	761-6842
Harlowton	Wheatland	Sheriff	632-5614
Lewistown	Fergus	Sheriff	538-3415/3416
Shelby	Toole	Chief of Police	434-5504
		Sheriff	434-5585
		Highway Patrol	434-2122
Stanford	Judith Basin	Sheriff	566-2212
Valier	Pondera	Chief of Police	273-3663
		Deputy Sheriff (emergency only)	273-3316
	Cascade	Sheriff	622-3225
	Lewis & Clark	Sheriff	442-7880

**Table 2.4. Medical Services.**

<b>Location</b>	<b>Hospital</b>	<b>Ambulance</b>
Cascade	Benefis Healthcare, 455-5000	<b>911</b> , 771-1800, 453-5300, 452-1211
Choteau	Tenton Med Center, 466-5763	466-5781 <b>Note 2</b>
Conrad	Pondera Med Center, 278-3211	278-5500
Harlowtown	Wheatland Memorial, 632-4351	632-4123
Lewistown	Central Montana, 538-7711	538-3413
Shelby	Toole County, 434-5536	434-5585
<p><b>NOTE 1:</b> Due to the widely scattered availability of medical assistance, it is imperative teams contact their control center for assistance as soon as the need becomes known.</p> <p><b>NOTE 2:</b> The Teton County Sheriff's Office in Choteau will contact the closest ambulance for emergencies in the following areas: Augusta, Fairfield, Bynum, Pendroy, Choteau, Power, Dutton</p>		

## Chapter 3

### RADIO COMMUNICATIONS

**3.1. Radio Procedures.** Instructions established below pertain to the use of the missile net radio.

3.1.1. Teams in radio-equipped vehicles will call the TCC and their control center on channel 4 upon all departures and arrivals.

3.1.1.1. Teams west and north of Great Falls, 12 MS and 564 MS, use the Fox Repeater (PL3).

3.1.1.2. Teams east of Great Falls, 10 MS and 490 MS, use the Highwood Repeater (PL1).

3.1.1.3. Teams in the southern 490 MS area, use the West Peak Repeater (PL2).

3.1.2. If TCC cannot be contacted on channel 4, switch to the appropriate flight channel and have MAF personnel relay the message by telephone. If contact still cannot be made, refer to **Chapter 2**, and follow those procedures. Teams in radio-equipped vehicles must monitor radio traffic on channel 4 while traveling to and from their destination. Flight channel use is primarily for flight-specific communications.

3.1.3. Procedures for Radio Transmitting:

3.1.3.1. Teams will call control centers in the following manner: “(Control center call sign), THIS IS (CALL SIGN).” Wait for your control center to answer before transmitting message.

3.1.3.2. After your control center has answered, again relay call sign, trip number and complete message.

**3.2. Flight Channels.** Flight channels are as follows:

3.2.1. Channel 1 is primarily for B, G, J, M, S, and T.

3.2.2. Channel 2 is primarily for C, E, F, I, K, N, P, and R.

3.2.3. Channel 3 is primarily for A, D, H, L, O, and Q.

3.2.4. Channel 4 is the alternate for all the above, and primary for TCC, MSC, MMOC, CP, and 341 TRANS Vehicle Dispatch.

**3.3. Radio Discipline.** All personnel using the missile net radios will maintain good radio discipline at all times. Only transmissions dealing directly with mission support will be permitted. **ABSOLUTELY NO TRANSMISSIONS OF CLASSIFIED OR SENSITIVE INFORMATION ARE PERMITTED.**

## Chapter 4

### EMERGENCY PROCEDURES (ACCIDENT/INCIDENT/BREAKDOWN)

**4.1. Emergency Procedures.** Emergency situations may develop which require immediate assistance. The vehicle operator, team chief, or ranking passenger in the vehicle will comply with the procedures listed below.

**4.2. Vehicle Accident or Incident.** (Refer to [Attachment 4](#))

**4.3. Instructions for Use of Accident Identification Card (DD Form 518):**

4.3.1. Record the following information on the DD 518:

4.3.1.1. Date of accident: The day the accident took place.

4.3.1.2. Make and type of vehicle: Example: Ford pickup, 6 passenger.

4.3.1.3. Registration Number: Example: 96B1234

4.3.1.4. Driver: Legibly print full name.

4.3.1.5. Social Security Number and Grade: Example: 123-45-6789/E-4.

4.3.1.6. Organization: Enter the organization to which the operator is administratively assigned.

**4.4. Instructions for Use of Operator's Report of Motor Vehicle Accident (SF 91).** The

SF 91 will be completed at the scene, by the operator, for all government vehicle accidents or incidents regardless how minor. (Should the operator not be able to complete the form due to injury or death, the vehicle control officer of your unit completes the reports.) The SF 91 will be turned in to the unit VCO the following duty day.

**4.5. US Government Motor Vehicle Operator's Identification Card (AF Form 2293).** Surrender the AF Form 2293 immediately at the discretion of the VCO / VCNCO. If an individual does not possess an AF Form 2293, their government driving privileges are suspended until reinstated by the squadron commander.

**4.6. Vehicle Breakdown Procedures:**

4.6.1. TCC and unit control center (i.e., MSC, CSC, MMOC, 341 TRANS Vehicle Dispatch) will be notified as soon as possible by radio or telephone (see [Chapter 2](#) and [Chapter 3](#)) of all vehicle trouble, regardless of how minor. Reports will include type of situation, trip number, vehicle registration number, location and nature of the trouble. The disabled vehicle will not be left unattended in order to seek help without coordination with TCC.

4.6.2. Move the vehicle as far as possible off the traveled portion of the roadway.

4.6.2.1. Display highway warning kit items in accordance with instructions contained in paragraph [4.8](#).

4.6.2.2. Ensure that vehicle, personnel and cargo are secure.

4.6.2.3. If no radio is available but two or more persons are available, one will seek the nearest telephone, while others remain with the vehicle to secure the cargo. If code materials are involved, applicable security and two person policies will be followed.

4.6.2.4. If no radio is available and only one person is in the vehicle, the driver will remain with the vehicle to provide required security. Flag a passing vehicle and request the driver to telephone your unit control center to notify them of the situation.

**4.7. Survival Instructions.** If your vehicle becomes immobilized during inclement weather, there are a number of things you should do to ensure your survival:

4.7.1. Stay calm.

4.7.2. Stay in the vehicle.

4.7.3. Use the emergency survival kit.

4.7.4. The vehicle will probably become very uncomfortable, especially if your heater becomes inoperative. If you need to use one of the sleeping bags, don't climb into it with outer gear on; take it off. If still chilly after getting into the sleeping bag, cover up with your parka.

4.7.5. Medical difficulties that may arise during the winter:

4.7.5.1. Carbon monoxide poisoning. If your vehicle is running, roll the windows down about one inch on the side away from the wind. This will not take the warmth from the inside of the cab, yet will allow proper ventilation.

4.7.5.2. Don't touch any metal that is exposed to the cold with bare skin. If you accidentally do so, use either warm water or maintain pressure against the metal until it is warm, then pull back slowly. Don't forget the use of body heat to warm cold extremities. Put cold hands inside your parka and under your armpits. Put cold feet inside a buddy's parka next to the abdomen.

4.7.5.3. When you sit in close quarters for an extended period, you may get cramps. Exercise, change position, and move around a little. This will help circulation and reduce cramping.

4.7.5.4. There are rations in the survival kit that should be warmed up. Before setting them on the stove (which is provided in the kit), or on any fire, punch a hole in them to relieve pressure that could cause the can to blow up. Any liquid you drink should also be warmed.

4.7.6. Remember: **SAFETY COMES FIRST IN ALL THAT YOU DO.**

4.7.7. If caught in a storm, THINK before acting; do not panic.

**4.8. Use of Highway Warning Kits.** Place reflectors as follows:

4.8.1. Approaching a curve: One reflector 10 feet from the vehicle to the rear, one reflector 100 feet to the rear, and one reflector 300 feet to the front.

4.8.2. Beyond a curve: One reflector 10 feet from the vehicle to the rear, one reflector 300 feet to the rear, and one reflector 100 feet to the front.

4.8.3. Over a hill: One reflector 10 feet from the vehicle to the rear, one reflector 300 feet to the rear, and one reflector 100 feet to the front.

4.8.4. Approaching a hilltop: One reflector 10 feet from the vehicle to the rear, one reflector 100 feet to the rear, and one reflector 300 feet to the front.

4.8.5. Wrong lane: One reflector 10 feet from the vehicle to the rear, one reflector 100 feet to the rear, and one reflector 100 feet to the front.

4.8.6. Straight-away: One reflector 10 feet from the vehicle to the rear, one reflector 100 feet to the rear, and one reflector 100 feet to the front.

**4.9. Shelters:** Shelters are locations that vehicles may be parked if vehicle troubles occur. Military shelters include all MAFs.

**Table 4.1. 564 MS:**

BRADY	Pete's Repair Shop (Old Texaco Building)
CONRAD	Tom's Exxon Station (2 stations) on Highway 219
PENDROY	Mercantile Bldg., center of town on Highway 219. Pendroy Cafe, center of town
VALIER	Briden Chevrolet, center of town on Highway 216. Albert C. Geiger, Jr., two miles north of Valier on TE route
DUPUYER	Exxon Station in town on Highway 89
SHELBY	Bair's Husky Service, west of Shelby on Highway 91 and Highway 2

**Table 4.2. 12 MS:**

Bowman's Corner	Bowman's Cafe, Jct. Highway 200 and 287
AUGUSTA	Kreb's Exxon Station, center of town
FAIRFIELD	Sullivan Greenfield Cenex Station in town at Main Street N
SIMMS	Husky Station, on Highway 200
CHOTEAU	Kimmet Bros. Exxon Station in center of town on Highway 89
DUTTON	Johnson's Conoco Station, south of town on Highway 91

**Table 4.3. 10 MS:**

RAYNESFORD	Kibby's Corner, Philcheck Service
STANFORD	By-Way Standard Service and Trinity Lutheran Church (behind By-Way)
DENTON	Don's Oil Company in center of town
WINIFRED	Mobil Service Station in center of town

**Table 4.4. 490 MS:**

ROY	Perry Conoco Station, Jct. Highway 191 and 19, 6 miles east of Roy
GRASS RANGE	Black Hawk Conoco Station, east of town on Highway 87
LEWISTOWN	Bob's Husky (Business Route West)
JUDITH GAP	Exxon Service Station in town

HARLOWTON	Exxon Service Station in town on Highway 12
SHAWMUT	Store and Cafe on Highway 12

**NOTE:** Do not leave vehicle to seek shelter unless shelter can be seen from the vehicle (and approval is granted from your control center, if radio-equipped).

## Chapter 5

### US GOVERNMENT FLEET SERVICES CARD PURCHASES AND PROCEDURES

**5.1. Policy on Use of US Government Fleet Services Card.** The Fleet Services Card is provided to obtain fuel, oil, emergency services and minor repairs. Its use must be kept to a MINIMUM. Violators will be subject to disciplinary action and may be held financially liable.

**5.2. Procedures and Purchases.** The team chief or vehicle operator is responsible for ensuring vehicles dispatched off base are serviced and fueled before departing. In cases where the destination has government fueling facilities, vehicles will be serviced before returning to the support base (SB) or traveling to other MAFs and LFs. Fuel available at MAFs is as follows: Regular, S; Unleaded, all sites; Diesel, all sites except A, G; Propane and Compressed Natural Gas (CNG) is not available. If circumstances dictate use of commercial sources, buy only what is needed to reach a government installation. Buy the least expensive appropriate fuel available. The Fleet Services Card may be used to purchase fuel at the locations listed in paragraph 5.6. Do not leave the Fleet Services Card unattended at anytime.

5.2.1. The following items can be purchased with the Fleet Services Card: gasoline (regular or unleaded), diesel fuel, propane, CNG, brake fluid, anti-freeze, battery charge (new batteries cannot be purchased, see AF Form 15 procedures, [Chapter 6](#)), tire and tube repair (new tires cannot be purchased, see AF Form 15 procedures, [Chapter 6](#)), motor oil, air filters, emergency replacement of points, spark plugs, fan belts, windshield wipers and lights.

5.2.2. Other minor emergency repairs cannot exceed a total cost for parts and labor of \$100. If the estimated cost of repairs exceeds \$100, use the AF Form 15 (See AF Form 15 procedures, [Chapter 6](#)).

**5.3. Refusal to Accept Fleet Services Card.** If the service station refuses to accept the Fleet Services Card, the AF Form 15 may be used to make purchases with approval from your unit control center (see [Chapter 6](#)).

**5.4. Receipts.** Operators must get a receipt for all purchases made with the Fleet Services Card. Operators are responsible for the proper completion of the receipt. The required information consists of the following:

- 5.4.1. Credit card number (embossed on Fleet Services Card).
- 5.4.2. Date of purchase.
- 5.4.3. Name and address of service station.
- 5.4.4. Vehicle registration number.
- 5.4.5. Items purchased and their cost (e.g., gasoline - price/gallon, oil - price/quart).
- 5.4.6. Odometer reading from the vehicle (hours if appropriate).
- 5.4.7. Name, rank and organization of purchaser (legible).

**5.5. Turn-In the Fleet Services Card and Receipts.** Return the credit card to the place of issue immediately after return to the support base or MAF. The VCO will forward all credit card purchase receipts to 341 TRANS/LGTO (Fleet Management), at least weekly.

**5.6. Authorized Oil Companies in the Missile Complex:**

**Table 5.1. Oil Companies**

Cenex Farmers Union	Sinclair Marketing
Chevron, USA, Inc	Super America Group, Inc. (Valvoline)
Conoco, Inc	Super Pumper, Inc
Farstad Oil Co	Texaco
Exxon Co., Inc. (Town Pump)	Thriftway Mark Group (Gasamat)
Phillips 66 Co	

**5.7. Compliance with Policies and Procedures.** Unit VCOs will investigate, at 341 TRANS/LGTO request, suspected failures to comply with the provisions of this chapter. Investigation results with corrective actions taken, will be forwarded through the unit commander to 341 TRANS/LGTO.

## Chapter 6

### USAF INVOICE (AF FORM 15) PURCHASES AND PROCEDURES

**6.1. Prior Approval.** Emergency roadside repairs or services will be obtained using an AF Form 15 only after approval of purchase by Mobile Maintenance or the 341 TRANS Maintenance Flight Chief through 341 TRANS Vehicle Dispatch.

**6.2. When to Request AF Form 15 Use.** The AF Form 15 is authorized for use only when replacing tires and tubes or when the urgency of the mission necessitates repair without waiting for Mobile Maintenance to respond.

**6.3. Services Authorized on AF Form 15.** Purchases made using the AF Form 15 will be limited to items that help return a disabled vehicle to an operational condition.

6.3.1. Replacement or repair of minor assemblies such as, battery, alternator, starter, fuel and water pumps will be accomplished only after Mobile Maintenance approval.

6.3.2. Items in paragraph **5.2.1.**, when the Fleet services card is not available or has been refused by the servicing facility, are authorized purchases using the AF Form 15.

**6.4. Preparation of the AF Form 15.** The driver will enter the control number obtained from 341 TRANS Vehicle Dispatch in the upper left-hand corner of the instruction block. Other entries are filled out according to instructions (see **Attachment 3**, Instructions for Completing AF Form 15). The AF Form 15 will be filled out in six copies. All entries will be reviewed for accuracy and must be properly signed by the vehicle operator and vendor. The operator will give two carbon copies to the vendor with instructions that payment will be made by the Malmstrom Air Force Base Finance Office. The original and remaining copies must be forwarded to 341 TRANS/LGTO within 24 hours after return to the support base. (See **Attachment 6**, sample completed form.)

## Chapter 7

## EMERGENCY ROADSIDE REPAIR SERVICE

**7.1. Repair and Services.** Emergency roadside repair facilities listed in this chapter have been selected by 341 TRANS Vehicle Maintenance as approved service areas. They have the capability to render emergency repairs and services to military vehicles. Do not buy fuel at repair facilities using the AF Form 15 without first getting specific approval from 341 TRANS Vehicle Dispatch.

**Table 7.1. Repair Facilities in the Wing Complex, East.**

<p><b>Denton</b> Linker Oil Co. (Conoco) 0800-1800 M-Sat Unleaded, Diesel, Propane, Oil Minor repairs, parts and accessories No Wrecker Fleet Services Card and AF Form 15 accepted</p>	<p><b>Harlowtown</b> Croston's Exxon - 632-5814 0700-1900 Winter, 0700-1900 Summer Daily Unleaded, Diesel, Oil Minor repairs, parts and accessories No Wrecker Fleet services card and AF Form 15 accepted</p>
<p><b>Bohemian Corner</b> Exxon - 464-2321 0600-2200 Daily Diesel, Oil No repairs No Wrecker Fleet Services Card accepted</p>	<p><b>Judith Gap</b> Judith Gap Oil (Conoco) - 473-2321 24 hours Reg., Unleaded, Diesel, Oil <b>Repairs?</b> Wrecker available Fleet Services Card and AF Form 15 accepted</p>
<p><b>Lewistown</b> Fisk Service (7th &amp; Main) 0800-1730 M-F, 0800-1200 Sat, closed Sun Unleaded, Oil Minor repairs No Wrecker AF Form 15 accepted</p>	<p><b>Raynesford</b> Michael's Garage (Conoco) - 738-4395 0700-2200 M-Sat Unleaded, Oil Minor repairs, parts and accessories No wrecker Fleet Services Card and AF Form 15 accepted</p>
<p><b>Lewistown</b> Olsen Service (Chevron) - 538-8982 0730-1800 M-F Oil Minor repairs, parts and accessories No wrecker Fleet Services Card and AF Form 15 accepted</p>	<p><b>Roy</b> Roy Sinclair - 464-2221 &amp; 1-800-535-7914 0730-1800 Daily (for Sun call 454-2311) Unleaded, Diesel, Oil Minor repairs, parts and accessories No wrecker Fleet Services Card and AF Form 15 accepted</p>

<p><b>Lewistown</b>  Valley Motor Supply (Carquest) - 538-5441  0730-1730 M-F, 0800-1600 Sat  No wrecker  AF Form 15 accepted</p>	<p><b>Stanford</b>  Downtown Conoco - 566-9917  0800-1800 M-Sat  Unleaded, Gasahol, Diesel, Propane  Minor repairs, parts and accessories  No wrecker  Fleet Services Card and AF Form 15 accepted</p>
<p><b>Stanford</b>  Byway Service (Exxon) - 566-2203  0800-1830 Daily  Reg., Unleaded, Diesel, Oil  Minor repairs, parts and accessories  No wrecker  Fleet Services Card accepted</p>	<p><b>Winifred</b>  Winifred Farmers Oil Co., (Cenex) - 462-5418  0800-1800 M-Sat  Unleaded, Oil  Minor repairs, parts and accessories  No wrecker  Fleet Services Card and AF Form 15 accepted</p>
<p><b>Lewistown</b>  Superior Auto (Conoco) - 583-9004 days  538-3113/8781 nights - 24 hours/day  Unleaded, Emergency Diesel, Oil  Minor repairs, parts and accessories  Up to 25T wrecker, Services Card accepted</p>	<p><b>Eddie's Corner</b>  Conoco - 374-2471  24 hours  Fleet Services Card accepted</p>
<p><b>Lewistown</b>  Country Corner (Exxon)  0600-2400 M-Sat  Unleaded, Super Unleaded  No repairs, no wrecker  Fleet Services Card accepted</p>	

**Table 7.2. Repair Facilities in the Wing Complex, West:**

<p><b>Augusta</b> Kreb's Exxon - 562-3377 0730-2000 Daily Reg., Unleaded, Super Unleaded, Oil Minor repairs, parts and accessories No wrecker Fleet Services Card and AF Form 15 accepted</p>	<p><b>Fairfield</b> Mills Motor - Ford (Exxon) - 467-2511 0800-1700 M-Sat Unleaded, Oil, Diesel Minor repairs, parts and accessories 1 Ton and 2 1/2 Ton wrecker Fleet Services Card and AF Form 15 accepted</p>
<p><b>Augusta</b> Stan's Service (Conoco) - 562-3358 0800-1800 Winter/0800-1900 Summer Daily Reg., Unleaded, Super Unleaded, Diesel Oil Minor repairs, parts and accessories No wrecker Fleet Services Card and AF Form 15 accepted</p>	<p><b>Simms</b> Simms Xpress Mart - 264-5555 0700-2000 M-Sun Unleaded, Diesel, Oil Tire repairs, minor parts and accessories No wrecker AF Form 15 accepted</p>
<p><b>Choteau</b> Kimmert Brother's Exxon - 466-2323 0800-1800 M-Sat Reg., Unleaded, Diesel, Propane, Oil Minor repairs, parts and accessories 1 Ton wrecker Fleet Services Card and AF Form 15 accepted</p>	<p><b>Dutton</b> Johnson Conoco - 476-3282 0700-2000 Daily Reg., Unleaded, Gasahol, Diesel, Propane Minor repairs, parts and accessories 2 1/2 Ton wrecker (24 hours) Fleet Services Card and AF Form 15 accepted</p>
<p><b>Conrad</b> Village Conoco - 278-5856 0700-1830 M-F/0700-1730 Sat/ Sun 0800-1600 Unleaded, Oil Minor repairs, parts and accessories No wrecker Fleet Services Card accepted</p>	<p><b>Valier</b> Heck's Conoco - 279-3322 0800-1930 Daily Reg., Unleaded, Oil No parts or accessories No wrecker Fleet Services Card and AF Form 15 accepted</p>
<p><b>Conrad</b> Tom's Exxon - 278-5213 0700-1900 M-F/0900-1700 Sat &amp; Sun Reg., Unleaded, Oil Minor repairs, parts and accessories No wrecker Fleet Services Card and AF Form 15 accepted</p>	<p><b>Valier</b> Mike's Exxon Service - 279-3731 0800-2000 Daily Reg., Unleaded, Diesel, Oil Minor repairs, parts and accessories No wrecker or tire repair Fleet Services Card and AF Form 15 accepted</p>

<p><b>Conrad</b>  Blue Sky Supply (Conoco) - 278-5232  0730-2100 M-Sat/0800-1700 Sun  Reg., Unleaded, Oil  Minor repairs, parts and accessories  No wrecker  Fleet Services Card and AF Form 15 accepted</p>	<p><b>Conrad</b>  Big Sky Equip Co. - 1-800-332-7541  0800-1700 M-F/Sat in the Summer months  No fuel  Emerg parts-278-5435/Dresser Loader parts  No wrecker  Fleet Services Card accepted</p>
<p><b>Fairfield</b>  Greenfield Farmers Oil (Cenex) - 467-2517  0800-1800 M-Sat  Unleaded, Diesel  Minor repairs and parts  Fleet Services Card accepted</p>	<p><b>Shelby</b>  Rainbow Conoco - 424-2671  0600-1800 Daily  Reg., Unleaded  Minor parts and accessories  No wrecker  Fleet Services Card and AF Form 15 accepted</p>
<p><b>Conrad</b>  Farmer's Supply Coop (Cenex) - 278-5524  After Hours: 278-3788/3659</p>	

## Chapter 8

### PRIMARY MILEAGE AND TIME CHARTS

**8.1. Mileage and Travel Times.** The travel times and mileage listed below are by squadron. These times are from Malmstrom Air Force Base to Missile Alert Facilities (MAF) and Launch Facilities (LF). (Travel times computed using 55 paved/25 gravel rule).

#### 8.1.1. 10th Missile Squadron Mileage and Travel Time Chart:

<u>Site</u>	<u>Miles Gravel</u>	<u>Miles Paved</u>	<u>Miles Total</u>	<u>Time</u>
A-01		27.3	27.3	:35
A-02	6.1	21.9	28.0	:43
A-03	14.1	42.6	56.7	1:10
A-04		38.1	38.1	:52
A-05	10.1	47.9	58.0	1:25
A-06		51.3	51.3	1:08
A-07		45.3	45.3	1:02
A-08	4.2	30.6	34.8	:54
A-09	3.5	18.2	21.7	:32
A-10	8.2	16.9	25.1	:37
A-11	7.0	21.0	28.0	:41
B-01	8.1	42.6	50.7	1:08
B-02		71.7	71.7	1:32
B-03	2.6	80.4	83.0	1:47
B-04	6.8	64.2	71.0	1:45
B-05		66.0	66.0	1:25
B-06	2.9	53.1	56.0	1:11
B-07		45.1	45.1	:57
B-08		38.9	38.9	:48
B-09	4.5	42.6	47.1	1:06
B-10	13.3	42.6	55.9	1:25
B-11	11.4	42.6	54.0	1:20
C-01		64.1	64.1	1:21
C-02	4.1	61.4	65.5	1:29

<u>Site</u>	<u>Miles Gravel</u>	<u>Miles Paved</u>	<u>Miles Total</u>	<u>Time</u>
C-03	17.0	58.8	75.8	1:47
C-04	5.2	72.5	77.7	1:46
C-05	1.1	71.6	72.7	1:32
C-06	.6	78.7	79.3	1:41
C-07	8.1	78.7	86.8	1:54
C-08	17.5	58.8	76.3	1:43
C-09	14.1	58.8	72.9	1:38
C-10	7.2	57.9	65.1	1:25
C-11		58.4	58.4	1:15
D-01	1.3	97.1	98.4	2:08
D-02	18.3	96.3	114.6	2:28
D-03	22.5	96.3	118.8	2:46
D-04	15.9	96.3	112.2	2:34
D-05	8.6	96.3	104.9	2:20
D-06		104.1	104.1	2:07
D-07		98.0	98.0	2:00
D-08	2.8	91.4	94.2	1:57
D-09	2.3	88.1	90.4	1:52
D-10	9.8	80.4	90.2	1:58
D-11	7.7	80.4	90.2	1:58
E-01	4.5	130.5	135.0	2:53
E-02	7.5	142.8	150.2	3:16
E-03		140.2	140.2	3:00
E-04	7.7	142.8	150.5	3:15
E-05	6.2	138.8	145.0	3:08
E-06		126.9	126.9	2:41
E-07		120.4	120.4	2:33
E-08	5.1	113.2	118.3	2:30
E-09	8.8	118.1	126.9	2:41
E-10	7.8	135.9	143.7	3:09
E-11	4.0	143.6	147.6	3:11

## 8.1.2. 12th Missile Squadron Mileage and Travel Time Chart:

<u>Site</u>	<u>Miles Gravel</u>	<u>Miles Paved</u>	<u>Miles Total</u>	<u>Time</u>
F-01		67.3	67.3	1:30
F-02	2.3	59.4	61.7	1:29
F-03		73.9	73.9	1:40
F-04		50.7	50.7	1:10
F-05	1.0	51.6	52.6	1:11
F-06		61.3	61.3	1:22
F-07	.4	64.1	64.5	1:27
F-08	8.8	68.8	77.6	1:46
F-09	18.9	63.4	82.3	1:59
F-10	14.4	58.1	72.5	1:50
F-11	10.9	59.4	70.3	1:46
G-01		51.8	51.8	1:12
G-02		46.5	46.5	1:04
G-03	13.9	28.6	42.5	1:06
G-04	6.8	30.2	37.0	:54
G-05	13.1	30.2	43.3	1:05
G-06	2.0	62.1	64.1	1:30
G-07		61.1	61.1	1:25
G-08	6.1	63.8	69.9	1:41
G-09		60.5	60.5	1:24
G-10	2.5	68.3	70.8	1:39
G-11	7.2	48.4	55.6	1:20
H-01	7.2	40.2	47.4	1:06
H-02	3.5	44.1	47.6	1:07
H-03	3.5	34.7	38.2	:54
H-04	4.4	24.5	28.9	:45
H-05		33.4	33.4	:47
H-06	3.1	32.8	35.9	:51
H-07		40.3	40.3	:57
H-08		45.4	45.4	1:02

<u>Site</u>	<u>Miles Gravel</u>	<u>Miles Paved</u>	<u>Miles Total</u>	<u>Time</u>
H-09		44.4	44.4	1:02
H-10	2.0	51.7	53.7	1:15
H-11	2.6	57.0	59.6	1:23
I-01	12.6	38.2	50.8	1:17
I-02	1.0	24.7	25.7	:45
I-03	8.0	38.1	46.1	1:08
I-04	7.4	38.2	45.6	1:09
I-05	.4	38.2	38.6	:55
I-06	1.5	30.2	31.7	:46
I-07	2.0	21.5	23.5	:36
I-08	9.4	29.7	39.1	:59
I-09	7.3	30.0	37.3	:55
I-10		18.4	18.4	:28
I-11	3.7	16.8	20.5	:32
J-01	8.0	32.3	40.3	:57
J-02		61.6	61.6	1:08
J-03	23.5	12.0	35.5	:54
J-04	24.1	12.0	36.1	:58
J-05	4.0	25.6	29.6	:40
J-06	15.2	12.0	27.2	:42
J-07	8.2	12.0	20.0	:32
J-08	11.1	26.4	37.5	:58
J-09	3.0	26.4	29.4	:45
J-10		32.3	32.3	:45
J-11	1.0	35.8	36.8	:56

## 8.1.3. 490th Missile Squadron Mileage and Travel Time Chart:

<u>Site</u>	<u>Miles Gravel</u>	<u>Miles Paved</u>	<u>Miles Total</u>	<u>Time</u>
K-01		123.2	123.2	2:32
K-02		117.0	117.0	2:24
K-03	7.6	120.2	127.8	2:40
K-04	10.8	139.7	150.5	3:11
K-05	3.7	139.7	143.4	3:01
K-06		130.4	130.4	2:41
K-07	3.0	139.9	142.9	2:58
K-08		130.3	130.3	2:48
K-09	5.6	141.1	146.7	3:09
K-10	7.2	126.2	133.4	2:50
K-11	14.9	126.2	141.1	3:06
L-01		103.1	103.1	2:04
L-02	9.6	100.7	110.3	2:07
L-03		110.8	110.8	2:18
L-04		117.8	117.8	2:28
L-05	18.3	139.7	158.0	3:35
L-06	6.7	116.9	123.6	2:29
L-07		109.2	109.2	2:13
L-08	7.8	104.1	111.9	2:21
L-09	7.3	90.3	97.6	2:06
L-10		99.0	99.0	2:00
L-11		92.3	92.3	1:53
M-01		93.6	93.6	1:53
M-02		120.4	120.4	2:32
M-03		115.0	115.0	2:20
M-04		110.1	110.1	2:15
M-05		99.9	99.9	2:01
M-06	8.3	93.3	101.6	2:04
M-07		87.0	87.0	1:46
M-08		86.5	86.5	1:51

<u>Site</u>	<u>Miles Gravel</u>	<u>Miles Paved</u>	<u>Miles Total</u>	<u>Time</u>
M-09		78.9	78.9	1:37
M-10	11.0	76.5	87.5	1:52
M-11	8.8	88.4	97.2	2:04
N-01		121.8	121.8	2:32
N-02	5.8	124.3	130.1	2:46
N-03		135.4	135.4	2:51
N-04	18.8	105.6	124.4	2:50
N-05	20.5	108.6	129.1	3:00
N-06	8.9	109.8	118.7	2:33
N-07	2.1	115.0	117.1	2:32
N-08	4.6	105.6	110.2	2:23
N-09		104.9	104.9	2:12
N-10	1.7	115.9	117.6	2:29
N-11	11.1	113.2	124.3	2:36
O-01		138.8	138.8	2:54
O-02	7.2	137.0	144.2	3:05
O-03	.6	150.5	151.1	3:09
O-04	.5	145.5	146.0	3:04
O-05	2.0	150.0	152.0	3:11
O-06		157.4	157.4	3:17
O-07	8.6	135.6	144.2	3:07
O-08		120.3	120.3	2:32
O-09		126.7	126.7	2:40
O-10		132.9	132.9	2:47
O-11	6.0	132.5	138.5	2:50

## 8.1.4. 564th Missile Squadron Mileage and Travel Time Chart:

<u>Site</u>	<u>Miles Gravel</u>	<u>Miles Paved</u>	<u>Miles Total</u>	<u>Time</u>
P-0	2.5	65.8	68.3	1:32
P-01	.8	83.4	84.2	2:04
P-02	7.5	71.4	78.9	1:49
P-03	1.0	71.6	72.6	1:37
P-04	5.0	64.4	69.4	1:35
P-05	5.0	76.5	81.5	1:50
P-06	2.3	79.4	81.7	1:49
P-07		74.0	74.0	1:37
P-08	7.5	76.7	84.2	1:53
P-09		77.2	77.2	1:42
P-10	4.7	88.2	92.9	2:20
Q-0		84.4	84.4	1:55
Q-11	2.0	90.1	92.1	2:08
Q-12		93.8	93.8	2:11
Q-13	2.7	83.6	86.3	1:54
Q-14	2.2	73.5	75.7	1:40
Q-15	2.5	73.0	75.5	1:41
Q-16	.7	78.7	79.4	1:47
Q-17		99.8	99.8	2:15
Q-18		93.7	93.7	2:06
Q-19		89.6	89.6	2:03
Q-20		98.4	98.4	2:12
R-0	4.3	65.4	69.7	1:34
R-21	5.0	80.7	85.7	1:54
R-22	2.5	69.9	72.4	1:39
R-23	8.7	70.0	78.7	1:51
R-24	7.5	68.0	75.5	1:39
R-25	4.3	61.6	65.9	1:22
R-26	7.4	64.9	72.3	1:40
R-27	1.5	65.3	66.8	1:30

<u>Site</u>	<u>Miles Gravel</u>	<u>Miles Paved</u>	<u>Miles Total</u>	<u>Time</u>
R-28	4.8	47.7	52.5	1:09
R-29	2.9	74.9	77.8	1:44
R-30		79.0	79.0	1:43
S-0		55.4	55.4	1:14
S-31		60.7	60.7	1:21
S-32	1.7	49.4	51.1	1:09
S-33	4.3	53.7	58.0	1:17
S-34	12.2	64.6	76.8	1:53
S-35		79.3	79.3	1:42
S-36	6.1	54.8	60.9	1:24
S-37	1.6	69.3	70.9	1:34
S-38	.9	56.7	57.6	1:17
S-39	2.0	63.4	65.4	1:27
S-40	3.6	61.3	64.9	1:27
T-0	5.0	92.4	97.4	2:12
T-41	8.8	90.1	98.9	2:15
T-42	4.0	90.4	94.4	2:08
T-43		86.4	86.4	1:54
T-44	8.0	68.4	76.4	1:47
T-45	3.5	86.1	89.6	1:45
T-46	2.5	81.6	84.1	1:56
T-47	1.4	80.2	81.6	1:52
T-48	15.7	68.4	84.1	2:05
T-49	23.7	73.8	97.5	2:19
T-50	22.4	68.4	90.8	2:16

**8.2. Mileage and Time Charts to MAF/LF from Support Base and MAF/LF by Flight:**

## 8.2.1. ALPHA Flight:

<b>SB</b>	27.3	28.0	56.7	38.1	58.0	51.3	45.3	34.8	22.1	25.1	28.0
:35	<b>A1</b>	13.3	29.4	10.8	30.7	24.0	18.0	29.4	40.2	17.8	11.3
:43	:24	<b>A2</b>	42.7	24.1	44.0	37.3	31.3	42.7	40.9	18.5	7.6
1:19	:44	1:08	<b>A3</b>	31.6	51.5	44.8	38.8	50.1	69.6	47.2	40.7
:52	:17	:41	:51	<b>A4</b>	19.9	13.2	7.2	18.5	51.0	28.6	22.1
1:25	:50	1:14	1:24	:33	<b>A5</b>	14.1	15.1	26.4	70.9	48.5	42.0
1:08	:33	:57	1:07	:16	:25	<b>A6</b>	8.4	19.7	64.2	41.8	35.3
1:02	:27	:51	1:01	:10	:27	:10	<b>A7</b>	11.3	58.2	35.8	29.3
1:19	:44	1:06	1:18	:27	:44	:27	:17	<b>A8</b>	69.6	47.2	40.7
:40	:59	1:07	1:43	1:16	1:49	1:32	1:26	1:43	<b>A9</b>	38.0	40.9
:37	:26	:34	1:10	:43	1:16	:59	:53	1:10	1:01	<b>A10</b>	18.5
:41	:19	:18	1:03	:36	1:09	:52	:46	1:03	1:13	:32`	<b>A11</b>

## 8.2.2. BRAVO Flight:

<b>SB</b>	50.7	71.7	83.0	71.0	66.0	56.0	45.1	38.9	47.1	55.9	54.0
1:08	<b>B1</b>	7.2	48.5	36.5	31.5	21.4	10.6	11.8	9.6	18.4	16.5
1:32	:54	<b>B2</b>	11.3	8.0	5.7	18.6	26.6	32.8	33.6	42.4	40.5
1:47	1:09	:15	<b>B3</b>	19.3	17.0	29.9	37.9	44.1	44.9	53.7	51.8
1:45	:53	:15	:30	<b>B4</b>	12.0	26.6	32.9	39.1	39.9	47.7	46.8
1:25	:47	:07	:22	:20	<b>B5</b>	14.6	20.9	27.1	27.9	36.7	43.8
1:11	:33	:24	:39	:39	:19	<b>B6</b>	10.9	17.1	17.9	26.7	24.8
:57	:19	:35	:50	:48	:28	:14	<b>B7</b>	6.2	7.0	15.8	13.9
:48	:20	:44	:59	:57	:37	:23	:09	<b>B8</b>	8.2	17.1	15.1
1:09	:17	:47	1:02	1:00	:40	:26	:12	:13	<b>B9</b>	8.8	6.9
1:25	:33	:03	1:18	1:16	:56	:42	:28	:29	:16	<b>B10</b>	15.7
1:20	:28	:58	1:13	1:11	:51	:37	:23	:24	:11	:27	<b>B11</b>

## 8.2.3. CHARLIE Flight:

<b>SB</b>	64.1	65.5	75.8	77.7	72.7	79.3	86.8	75.3	72.9	65.1	58.4
1:21	<b>C1</b>	12.8	23.1	13.6	8.6	15.2	22.7	22.6	20.2	12.4	5.7
1:29	:20	<b>C2</b>	10.3	26.4	21.4	28.0	35.5	24.0	21.6	13.8	7.1
1:47	:38	:18	<b>C3</b>	36.7	31.7	38.3	45.8	34.3	31.9	24.1	17.4
1:46	:25	:45	1:03	<b>C4</b>	7.0	14.6	22.1	36.2	33.8	26.0	19.3
1:32	:11	:31	:49	:18	<b>C5</b>	21.2	15.1	31.2	28.8	21.0	14.3
1:41	:20	:40	:58	:29	:25	<b>C6</b>	7.5	37.8	35.4	27.6	20.9
1:54	:33	:53	1:11	:42	:24	:13	<b>C7</b>	45.3	42.9	35.1	28.4
1:43	:36	:42	1:00	1:01	:47	:56	1:09	<b>C8</b>	7.6	10.2	16.9
1:38	:29	:37	:55	:54	:40	:49	1:02	:18	<b>C9</b>	7.8	14.5
1:25	:16	:24	:42	:41	:27	:36	:49	:18	:13	<b>C10</b>	6.7
1:15	:06	:14	:32	:31	:17	:26	:39	:28	:23	:10	<b>C11</b>

## 8.2.4. DELTA Flight:

<b>SB</b>	98.4	111.0	119.0	12.8	104.9	104.1	98.0	94.2	90.4	90.2	104.0
2:08	<b>D1</b>	17.0	20.6	14.4	6.5	22.7	16.6	12.8	12.4	27.0	10.0
2:28	:30	<b>D2</b>	37.6	31.4	23.5	34.4	21.3	24.5	25.0	39.6	7.0
2:46	:38	1:08	<b>D3</b>	6.2	14.1	43.3	37.2	33.4	33.0	48.3	30.6
2:34	:26	:56	:12	<b>D4</b>	7.9	37.1	31.0	27.2	26.8	41.4	24.4
2:20	:12	:42	:26	:14	<b>D5</b>	29.2	23.1	19.3	18.9	33.5	16.5
2:07	:34	:53	1:12	1:00	:46	<b>D6</b>	6.1	18.0	18.1	32.7	27.4
2:00	:28	:34	1:06	:54	:40	:07	<b>D7</b>	11.9	12.0	26.6	21.3
1:57	:25	:43	1:03	:51	:37	:22	:15	<b>D8</b>	6.7	24.8	17.5
1:52	:24	:44	1:02	:50	:36	:22	:15	:11	<b>D9</b>	21.0	15.4
1:58	:47	1:07	1:25	1:33	:59	:46	:39	:36	:31	<b>D10</b>	37.7
2:16	:18	:12	:56	:38	:30	:41	:34	:34	:28	:53	<b>D11</b>

## 8.2.5. ECHO Flight:

<b>SB</b>	135.0	150.2	140.2	150.5	145.0	126.9	120.4	118.3	126.9	143.7	147.6
2:53	<b>E1</b>	19.8	9.8	20.0	14.6	8.1	14.6	33.9	22.4	13.8	17.2
3:16	:31	<b>E2</b>	10.0	10.8	19.6	18.7	25.2	49.1	37.6	21.4	12.0
3:00	:15	:16	<b>E3</b>	10.2	7.0	8.7	15.2	34.5	23.0	11.4	7.4
3:15	:30	:21	:15	<b>E4</b>	16.7	18.9	25.4	44.7	33.2	19.6	11.7
3:08	:23	:31	:12	:27	<b>E5</b>	13.5	20.0	39.3	27.8	16.2	14.4
2:41	:12	:27	:11	:26	:19	<b>E6</b>	6.5	25.8	14.3	12.7	16.1
2:33	:20	:35	:19	:34	:27	:08	<b>E7</b>	19.3	9.6	17.8	22.6
2:30	:48	1:11	:47	1:02	:55	:36	:28	<b>E8</b>	28.9	37.1	41.9
2:41	:34	:57	:33	:48	:41	:22	:16	:44	<b>E9</b>	27.8	30.4
3:09	:25	:36	:20	:33	:28	:21	:29	:45	:43	<b>E10</b>	18.8
3:11	:26	:21	:11	:20	:23	:22	:30	:58	:44	:31	<b>E11</b>

## 8.2.6. FOXTROT Flight:

<b>SB</b>	67.3	61.7	73.9	50.7	52.6	61.3	64.5	77.6	82.3	72.5	70.3
1:30	<b>F1</b>	17.2	6.6	42.2	14.7	6.0	13.0	10.3	32.4	28.0	25.8
1:29	:26	<b>F2</b>	10.6	29.0	31.9	23.2	30.2	22.9	20.6	10.8	8.6
1:40	:10	:16	<b>F3</b>	35.6	21.3	23.2	30.2	12.3	25.8	21.4	19.2
1:10	1:03	:45	1:03	<b>F4</b>	41.3	49.0	52.2	47.9	49.6	39.8	37.6
1:11	:19	:45	:29	:52	<b>F5</b>	8.7	11.9	25.0	47.1	42.7	40.5
1:22	:08	:34	:18	1:03	:11	<b>F6</b>	7.0	16.3	38.4	34.0	31.8
1:27	:19	:45	:19	1:08	:16	:11	<b>F7</b>	23.3	45.4	41.0	38.8
1:48	:18	:36	:20	1:23	:37	:26	:37	<b>F8</b>	38.1	33.7	31.5
1:59	:51	:30	:41	1:15	1:10	:59	1:10	1:01	<b>F9</b>	19.6	6.6
1:50	:47	:21	:37	1:06	1:06	:55	1:06	:57	:41	<b>F10</b>	13.0
1:46	:43	:17	:33	1:02	1:02	:51	1:02	:53	:08	:28	<b>F11</b>

## 8.2.7. GOLF Flight:

<b>SB</b>	51.8	46.5	42.5	37.0	43.3	64.1	61.1	69.9	60.5	70.8	55.6
1:12	<b>G1</b>	5.3	94.3	88.8	95.1	12.3	9.3	18.1	8.7	19.0	10.2
1:04	:08	<b>G2</b>	89.0	83.5	89.8	110.6	107.6	116.4	107.0	117.3	9.1
1:06	2:18	2:10	<b>G3</b>	5.5	11.8	106.6	103.6	112.4	103.0	113.3	98.1
:54	2:06	1:58	:12	<b>G4</b>	6.3	101.1	98.1	106.9	97.5	107.8	92.6
1:05	2:17	2:09	:23	:11	<b>G5</b>	107.4	104.4	113.2	103.8	114.1	98.9
1:30	:18	:26	2:36	2:24	2:35	<b>G6</b>	13.2	22.0	12.6	22.9	22.5
1:25	:13	2:29	2:31	2:19	2:30	:19	<b>G7</b>	8.8	9.6	19.9	19.5
1:41	:29	2:45	2:47	2:35	2:46	:35	:16	<b>G8</b>	18.4	28.7	28.3
1:24	:12	2:28	2:30	2:18	2:29	:18	:13	:29	<b>G9</b>	10.3	18.9
1:39	:27	2:42	2:44	2:33	2:44	:33	:28	:44	:15	<b>G10</b>	29.2
1:30	:18	:24	2:26	2:14	2:25	:36	:31	:47	:30	:45	<b>G11</b>

## 8.2.8. HOTEL Flight:

<b>SB</b>	47.3	47.6	38.2	33.2	33.4	35.9	40.3	45.4	44.4	53.7	59.6
1:06	<b>H1</b>	58.1	48.7	27.5	13.9	30.2	34.6	39.7	10.3	19.6	49.7
1:07	1:17	<b>H2</b>	21.2	44.0	44.2	46.7	51.1	56.2	55.2	64.5	18.4
:54	1:04	:31	<b>H3</b>	34.6	34.8	37.3	41.7	46.8	45.8	55.1	33.2
:51	:41	1:02	:49	<b>H4</b>	13.6	16.1	20.5	25.6	24.1	31.9	56.0
:47	:19	:58	:45	:22	<b>H5</b>	16.3	20.7	25.8	11.0	18.3	34.8
:51	:41	1:02	:49	:26	:22	<b>H6</b>	10.8	15.9	26.8	34.6	58.7
:57	:47	1:08	:45	:32	:28	:16	<b>H7</b>	8.9	31.2	39.0	63.1
1:02	:52	1:13	1:00	:37	:33	:21	:11	<b>H8</b>	36.3	44.1	68.2
1:02	:18	1:13	1:00	:37	:15	:37	:43	:48	<b>H9</b>	14.7	66.7
1:15	:31	1:26	1:13	:50	:26	:50	:56	1:01	:23	<b>H10</b>	74.5
1:23	1:06	:22	:47	1:18	1:14	1:18	1:24	1:29	1:29	1:42	<b>H11</b>

## 8.2.9. INDIA Flight:

<b>SB</b>	50.8	25.7	46.1	45.6	38.6	31.7	23.5	39.1	37.3	18.4	20.5
1:17	<b>I1</b>	76.5	9.5	22.0	12.2	22.1	41.5	89.9	88.1	69.2	38.5
:45	2:10	<b>I2</b>	71.8	71.3	64.3	57.4	42.1	64.8	63.0	44.1	46.2
1:08	:17	1:53	<b>I3</b>	15.9	7.5	17.4	36.8	33.8	83.4	64.5	31.3
1:09	:39	1:54	:30	<b>I4</b>	9.8	16.9	36.3	84.7	82.9	64.0	33.3
:55	:22	1:40	:13	:17	<b>I5</b>	9.9	29.3	77.7	75.9	57.0	26.3
:46	:37	1:31	:28	:28	:15	<b>I6</b>	22.6	70.8	69.0	50.1	9.4
:36	1:05	1:27	:56	:56	:43	:34	<b>I7</b>	62.6	60.8	41.9	11.2
:59	2:25	1:44	2:07	1:08	1:54	1:45	1:35	<b>I8</b>	8.0	20.7	59.6
:55	2:21	1:40	2:03	1:04	1:50	1:41	1:31	:14	<b>I9</b>	18.9	57.8
:28	1:45	1:13	1:36	1:37	1:23	1:14	1:04	:31	:27	<b>I10</b>	38.9
:32	1:01	1:17	:42	:42	:29	:20	:20	1:31	1:27	1:00	<b>I11</b>

## 8.2.10. JULIETT Flight:

<b>SB</b>	40.3	61.6	35.5	36.1	29.6	27.2	20.2	37.5	29.4	32.3	36.8
:57	<b>J1</b>	14.3	70.8	71.4	64.9	62.5	55.5	21.9	10.8	9.0	11.5
1:08	:22	<b>J2</b>	92.1	92.7	86.2	83.8	76.8	29.5	21.4	8.3	11.8
:54	1:31	1:52	<b>J3</b>	9.4	38.1	8.3	15.3	68.0	59.9	62.8	67.3
:58	1:37	1:53	:15	<b>J4</b>	38.7	8.9	15.9	68.6	60.5	63.4	67.9
:40	1:17	1:38	:56	:57	<b>J5</b>	29.8	22.8	62.1	54.0	56.9	61.4
:42	1:19	1:40	:12	:13	:44	<b>J6</b>	7.0	59.7	51.6	54.5	59.0
:32	1:09	1:30	:22	:26	:34	:10	<b>J7</b>	52.7	44.6	47.5	52.0
:58	:31	:48	1:42	1:43	1:28	1:30	1:20	<b>J8</b>	8.1	16.0	22.5
:45	:13	:35	1:29	1:29	1:15	1:17	1:07	:13	<b>J9</b>	7.9	14.4
:45	:14	:11	1:29	1:29	1:15	1:17	1:07	:23	:10	<b>J10</b>	6.5
:56	:19	:16	1:50	1:36	1:26	1:28	1:18	:36	:23	:12	<b>J11</b>

## 8.2.11. KILO Flight:

<b>SB</b>	123.2	117.0	127.8	136.7	143.4	130.4	142.9	130.3	146.7	133.4	141.1
2:32	<b>K1</b>	6.2	11.2	27.1	20.2	7.2	19.7	7.1	23.5	10.2	17.9
2:24	:08	<b>K2</b>	9.8	41.0	26.4	13.4	25.9	13.3	29.7	16.4	24.1
2:40	:18	:16	<b>K3</b>	50.5	31.4	18.4	30.9	18.3	34.7	21.4	29.1
2:53	:39	:56	1:13	<b>K4</b>	7.1	53.7	66.2	53.6	70.0	56.7	64.4
3:01	:29	:36	:46	:10	<b>K5</b>	13.0	3.5	24.9	41.3	28.0	35.7
2:41	:09	:17	:27	1:14	:20	<b>K6</b>	12.5	11.9	28.3	15.0	22.7
2:58	:26	:34	:44	1:31	:08	:15	<b>K7</b>	24.4	40.8	19.4	35.2
2:48	:13	:21	:31	1:18	:39	:19	:34	<b>K8</b>	25.8	12.5	21.4
3:09	:37	:45	:55	1:42	1:02	:42	:59	:38	<b>K9</b>	26.3	34.0
2:50	:18	:26	:36	1:23	:42	:23	:40	:19	:41	<b>K10</b>	7.7
3:06	:34	:42	:52	1:39	:59	:39	:56	:39	:57	:16	<b>K11</b>

## 8.2.12. LIMA Flight:

<b>SB</b>	103.1	110.3	110.8	117.8	156.2	123.6	109.2	111.9	97.6	99.0	92.3
2:04	<b>L1</b>	44.2	7.7	14.7	53.1	20.5	6.1	8.8	40.7	7.2	13.8
2:23	:57	<b>L2</b>	51.9	58.9	97.3	64.7	53.3	53.0	50.9	37.0	30.4
2:18	:14	1:12	<b>L3</b>	7.0	61.6	12.8	14.6	14.3	48.4	14.9	21.5
2:28	:24	1:21	:10	<b>L4</b>	68.8	19.8	21.6	21.3	55.4	21.9	28.5
3:18	1:14	2:21	1:24	1:34	<b>L5</b>	74.4	47.0	59.7	93.8	60.3	69.9
2:29	:25	1:22	:11	:21	1:35	<b>L6</b>	27.4	27.1	61.2	27.7	34.3
2:13	:09	1:06	:19	:29	1:05	:30	<b>L7</b>	12.7	46.8	13.3	19.9
2:21	:17	1:14	:27	:37	1:27	:38	:22	<b>L8</b>	49.5	16.0	22.6
2:06	:57	1:11	1:11	1:21	2:11	1:22	1:06	1:14	<b>L9</b>	33.5	26.9
2:00	:09	:48	:23	:33	1:23	:34	:18	:26	:48	<b>L10</b>	6.6
1:53	:16	:41	:30	:40	1:30	:41	:25	:33	:41	:07	<b>L11</b>

## 8.2.13. MIKE Flight:

<b>SB</b>	93.6	120.4	115.0	110.1	99.9	98.6	87.0	86.5	78.9	87.5	97.2
1:53	<b>M1</b>	26.8	21.4	16.5	6.3	13.0	6.9	20.1	15.7	28.9	13.6
2:32	:39	<b>M2</b>	5.4	10.3	20.3	39.8	33.7	46.9	42.5	55.7	40.4
2:20	:27	:12	<b>M3</b>	4.9	15.1	22.7	28.3	41.5	37.1	50.3	35.0
2:15	:22	:17	:05	<b>M4</b>	10.2	29.5	23.4	36.6	32.2	45.4	30.1
2:01	:08	:31	:19	:14	<b>M5</b>	19.3	13.2	26.4	22.0	35.2	19.9
2:04	:21	1:00	:48	:43	:29	<b>M6</b>	11.6	25.1	20.7	24.8	17.6
1:46	:09	:48	:36	:31	:17	:18	<b>M7</b>	13.2	9.1	22.3	10.2
1:51	:28	1:07	:56	:50	:36	:39	:19	<b>M8</b>	8.6	21.8	23.7
1:37	:16	:55	:43	:38	:24	:27	:11	:14	<b>M9</b>	13.2	19.4
1:52	:39	1:18	1:06	1:08	:47	:50	:32	:37	:23	<b>M10</b>	32.5
2:04	:21	1:00	:48	:43	:29	:32	:18	:39	:27	:50	<b>M11</b>

## 8.2.14. NOVEMBER Flight:

<b>SB</b>	121.8	130.1	135.4	124.4	129.1	118.7	117.1	109.8	104.8	117.6	124.3
2:32	<b>N1</b>	8.3	13.6	46.6	46.4	36.1	34.5	27.2	17.0	7.6	16.9
2:46	:14	<b>N2</b>	16.5	54.9	54.7	44.4	42.8	35.5	25.3	15.9	25.2
2:51	:19	:25	<b>N3</b>	60.2	60.0	49.7	48.1	40.8	30.6	21.2	30.5
2:50	1:05	1:19	1:14	<b>N4</b>	9.9	10.5	24.3	32.0	30.3	39.8	49.1
3:00	1:05	1:19	1:14	:28	<b>N5</b>	9.9	23.7	31.9	29.5	39.7	49.0
2:33	:48	1:02	1:07	:17	:27	<b>N6</b>	13.8	21.5	19.1	29.3	38.6
2:32	:47	1:01	1:06	:42	:52	:25	<b>N7</b>	19.9	17.5	27.7	37.0
2:23	:38	:52	:57	:51	1:01	:34	:33	<b>N8</b>	10.2	20.4	29.7
2:12	:20	:34	:39	:44	:54	:27	:26	:17	<b>N9</b>	10.2	10.5
2:29	:09	:23	:28	:58	1:08	:44	:40	:31	:14	<b>N10</b>	9.3
2:36	:27	:41	:46	1:14	1:24	1:00	:56	:47	:30	:16	<b>N11</b>

## 8.2.15. OSCAR Flight:

<b>SB</b>	138.8	144.2	151.1	146.0	152.0	157.4	144.2	120.3	126.7	132.9	134.0
2:54	<b>O1</b>	11.3	12.3	7.2	13.2	18.6	10.1	18.5	12.1	5.9	17.1
3:05	:18	<b>O2</b>	23.6	18.5	24.5	29.9	21.4	29.8	23.4	17.2	26.4
3:09	:15	:33	<b>O3</b>	7.7	13.7	30.9	22.4	30.5	24.4	18.2	29.4
3:04	:10	:28	:11	<b>O4</b>	7.6	13.0	17.3	25.7	19.3	13.1	24.3
3:11	:17	:35	:18	:11	<b>O5</b>	9.2	23.3	31.7	25.3	19.1	30.3
3:17	:23	:41	:24	:15	:12	<b>O6</b>	28.7	37.1	30.7	24.5	35.7
3:07	:17	:35	:35	:27	:34	:40	<b>O7</b>	25.4	19.0	12.8	22.0
2:32	:22	:40	:37	:32	:39	:45	:35	<b>O8</b>	6.4	12.6	13.7
2:40	:14	:32	:29	:24	:31	:37	:27	:08	<b>O9</b>	6.2	7.3
2:47	:07	:25	:22	:17	:24	:30	:20	:15	:07	<b>O10</b>	11.2
2:50	:23	:36	:38	:33	:40	:46	:31	:18	:10	:16	<b>O11</b>

## 8.2.16. PAPA Flight:

<b>SB</b>	68.3	84.2	78.9	72.6	69.4	81.5	81.7	74.0	84.2	77.2	92.9
1:30	<b>P0</b>	25.7	20.0	13.7	10.5	22.5	22.8	15.1	25.3	18.3	34.0
2:04	:36	<b>P1</b>	25.9	19.6	26.8	21.0	21.7	14.0	15.4	7.4	8.7
1:49	:33	:39	<b>P2</b>	6.3	21.4	21.3	22.0	14.3	25.5	18.5	34.6
1:37	:21	:27	:12	<b>P3</b>	15.1	15.0	15.7	8.0	19.2	12.2	28.3
1:35	:19	:39	:36	:24	<b>P4</b>	23.2	23.9	16.2	27.4	19.4	35.5
1:50	:34	:32	:37	:25	:37	<b>P5</b>	8.3	7.4	20.6	13.5	29.7
1:49	:31	:31	:36	:24	:36	:15	<b>P6</b>	7.7	21.3	14.2	30.4
1:37	:19	:19	:24	:12	:24	:13	:12	<b>P7</b>	13.6	6.5	22.7
1:53	:37	:23	:40	:28	:40	:33	:32	:20	<b>P8</b>	8.0	24.1
1:42	:26	:10	:29	:17	:29	:22	:21	:09	:13	<b>P9</b>	16.1
2:20	:52	:16	:55	:43	:55	:43	:47	:35	:37	:26	<b>P10</b>

## 8.2.17. QUEBEC Flight:

<b>SB</b>	84.4	92.1	93.8	86.3	75.7	75.5	79.4	99.8	93.7	89.6	98.4
1:55	<b>Q0</b>	7.7	9.4	43.5	32.9	32.7	6.6	46.6	40.5	8.8	45.2
2:08	:13	<b>Q11</b>	5.3	51.2	40.6	40.4	14.3	54.3	48.2	16.5	52.9
2:11	:16	:09	<b>Q12</b>	52.9	42.3	42.1	16.0	56.0	49.9	18.2	54.6
1:54	1:01	1:14	1:30	<b>Q13</b>	14.8	20.6	36.9	58.9	52.8	48.7	57.5
1:40	:47	1:00	1:03	:22	<b>Q14</b>	10.8	27.9	48.3	42.2	38.1	46.9
1:41	:48	1:01	1:04	:31	:17	<b>Q15</b>	8.9	48.1	42.0	37.9	46.7
1:47	:10	:23	:26	:51	:39	:14	<b>Q16</b>	41.6	35.5	31.4	40.2
2:15	1:14	1:27	1:30	1:30	1:16	1:17	1:09	<b>Q17</b>	6.1	51.8	7.6
2:06	:59	1:12	1:15	1:21	1:07	1:08	1:00	:09	<b>Q18</b>	45.7	4.7
2:03	:16	:29	:32	1:09	:55	:56	:48	1:25	1:37	<b>Q19</b>	50.4
2:12	1:05	1:18	1:21	1:27	1:13	1:13	1:05	:11	:06	1:21	<b>Q20</b>

## 8.2.18. ROMEO Flight:

<b>SB</b>	69.7	85.7	72.4	78.7	75.5	65.9	72.3	66.8	52.5	77.8	79.0
1:34	<b>R0</b>	48.2	11.5	17.8	14.6	45.5	11.4	5.9	28.2	40.3	41.5
1:54	1:06	<b>R21</b>	41.9	48.2	45.0	61.5	41.8	36.3	44.2	14.5	6.6
1:39	:19	1:11	<b>R22</b>	10.9	17.3	48.2	14.1	8.6	30.9	43.0	44.2
1:51	:31	1:23	:20	<b>R23</b>	6.2	54.5	20.4	14.9	37.2	49.3	50.5
1:45	:25	1:17	:30	:12	<b>R24</b>	51.3	7.7	8.7	34.0	46.1	47.3
1:22	1:02	1:22	1:07	1:19	1:13	<b>R25</b>	48.1	42.6	28.4	53.6	54.8
1:40	:20	1:12	:25	:37	:10	1:08	<b>R26</b>	5.5	30.8	42.9	44.1
1:30	:10	1:02	:15	:27	:15	:58	:10	<b>R27</b>	25.3	37.4	38.6
1:09	:39	:59	:44	:56	:50	:37	:45	:35	<b>R28</b>	36.3	37.5
1:44	:56	:22	1:01	1:13	1:07	1:12	1:12	:52	:49	<b>R29</b>	7.9
1:43	:55	:11	1:00	1:12	1:06	1:11	1:11	:51	:48	:11	<b>R30</b>

## 8.2.19. SIERRA Flight:

<b>SB</b>	55.4	60.7	51.1	58.0	76.8	79.3	60.9	70.9	57.6	65.4	64.9
1:14	<b>S0</b>	5.3	21.3	6.2	50.8	56.3	9.1	19.6	5.8	13.6	13.1
1:21	:07	<b>S31</b>	34.6	11.5	56.1	63.3	14.4	24.9	11.1	18.9	18.4
1:09	:39	:46	<b>S32</b>	31.9	33.7	29.9	34.8	44.8	31.5	39.3	38.8
1:17	:09	:16	:42	<b>S33</b>	53.4	58.9	11.7	21.7	8.4	16.2	15.7
1:53	1:27	1:34	:52	1:30	<b>S34</b>	23.2	56.3	66.3	53.0	60.8	60.3
1:39	1:03	1:10	:36	1:06	:30	<b>S35</b>	61.8	71.8	58.5	66.3	65.8
1:24	:16	:23	:49	:19	1:37	1:13	<b>S36</b>	24.6	11.3	19.1	18.6
1:34	:26	:33	:59	:29	1:47	1:23	:36	<b>S37</b>	21.3	9.1	13.4
1:17	:09	:16	:42	:12	1:30	1:06	:19	:29	<b>S38</b>	15.8	15.3
1:27	:19	:26	:52	:22	1:40	1:16	:29	:13	:22	<b>S39</b>	7.9
1:27	:19	:26	:52	:22	1:46	1:16	:29	:18	:22	:14	<b>S40</b>

## 8.2.20. TANGO Flight:

<b>SB</b>	97.4	98.8	94.4	86.4	76.4	78.8	84.1	81.6	84.1	97.5	90.8
2:12	<b>T0</b>	19.1	14.6	11.0	46.6	48.5	54.0	54.9	54.3	67.7	61.0
2:15	:33	<b>T41</b>	4.5	12.5	48.1	50.0	55.0	56.4	55.8	69.2	52.5
2:08	:26	:07	<b>T42</b>	8.0	43.6	45.5	51.0	51.9	51.3	84.7	58.0
1:54	:18	:21	:14	<b>T43</b>	35.6	37.5	43.0	43.9	43.3	56.7	50.0
1:47	1:21	1:14	1:07	:53	<b>T44</b>	27.5	33.0	33.9	7.7	21.1	14.4
1:45	1:09	1:07	1:00	:46	:39	<b>T45</b>	11.4	12.3	35.2	48.6	41.9
1:56	1:16	1:17	1:12	:58	:51	:17	<b>T46</b>	6.9	41.0	54.4	47.7
1:52	1:18	1:19	1:14	1:00	:53	:19	:12	<b>T47</b>	41.6	55.0	48.3
2:05	1:39	1:50	1:25	1:11	:18	:57	1:09	1:11	<b>T48</b>	13.4	6.7
2:19	2:00	2:11	1:41	1:32	1:20	1:18	1:30	1:32	:21	<b>T49</b>	12.5
2:16	1:50	1:56	1:36	1:37	1:30	1:08	1:20	1:22	:11	:20	<b>T50</b>

**8.3. Mileage and Time Chart to All MAFs from Support Base and MAF to MAF:**

<b>SB</b>	27	51	64	98	135	67	52	47	51	40	123	103	94	122	139	68	84	70	55	97
:35	<b>A1</b>	23	37	71	108	95	79	75	78	68	96	76	66	94	110	95	112	97	83	125
1:08	:36	<b>B1</b>	30	64	100	118	102	98	101	91	89	60	59	87	104	119	135	120	106	148
1:21	:42	:42	<b>C2</b>	46	71	131	116	111	115	104	59	39	29	58	74	132	148	134	119	61
2:08	1:30	1:30	1:00	<b>D1</b>	55	166	150	146	150	139	105	87	56	66	63	167	183	168	154	196
2:53	2:18	2:32	1:30	1:18	<b>E1</b>	202	187	182	186	175	86	68	41	52	43	203	219	205	190	232
1:30	2:00	2:30	2:36	3:24	4:12	<b>F1</b>	25	34	118	71	190	170	161	189	206	99	115	100	86	120
1:12	1:36	2:12	2:18	3:06	3:54	:30	<b>G1</b>	46	103	55	175	155	146	191	191	99	119	84	70	112
1:06	1:42	2:18	2:24	3:12	3:54	1:00	1:05	<b>H1</b>	98	51	170	150	141	169	186	79	95	80	66	108
1:17	1:48	2:24	2:30	3:36	4:06	2:36	2:18	2:24	<b>I1</b>	91	174	154	144	173	190	101	117	102	88	130
:57	1:30	2:06	2:18	3:00	3:48	1:36	1:18	1:18	2:12	<b>J1</b>	163	143	134	162	179	33	54	44	30	67
2:32	2:00	1:54	1:12	2:12	1:48	3:48	3:30	3:36	3:48	3:24	<b>K1</b>	18	45	73	90	191	208	193	179	221
2:04	1:30	1:18	:48	1:48	1:30	3:24	3:06	3:12	3:18	3:00	:24	<b>L1</b>	30	55	72	171	187	173	158	220
1:53	1:18	1:18	:36	1:12	:54	3:18	3:00	3:00	3:06	2:48	:54	:36	<b>M1</b>	28	45	162	178	163	149	191
2:32	1:54	1:54	1:12	1:24	1:12	3:48	3:48	3:30	3:42	3:18	1:30	1:06	:36	<b>N1</b>	41	190	206	191	177	219
2:54	2:12	2:24	1:30	1:18	1:00	4:06	3:48	3:54	4:00	3:42	1:48	1:24	:54	:48	<b>O1</b>	207	223	208	194	236
1:32	2:00	2:36	2:42	3:30	4:00	2:06	2:06	1:48	2:18	:54	3:54	3:30	3:18	3:54	4:12	<b>P0</b>	20	31	25	38
1:55	2:12	2:48	3:00	3:42	4:30	2:18	2:24	2:06	2:36	1:12	4:12	3:42	3:36	4:06	4:30	:30	<b>Q0</b>	47	23	44
1:34	2:06	2:42	2:48	3:36	4:24	2:12	1:48	2:06	2:24	1:06	4:00	3:36	3:24	3:54	4:18	:48	1:06	<b>R0</b>	15	60
1:14	1:42	2:18	2:24	3:05	3:54	1:42	1:24	1:30	2:00	:54	3:48	3:12	3:00	3:30	3:54	:36	:30	:24	<b>S0</b>	47
2:12	2:36	3:12	3:18	4:06	4:54	2:30	2:18	2:30	3:06	1:36	4:30	4:30	4:00	4:30	4:48	:54	:48	1:24	1:00	<b>T0</b>

## Chapter 9

### ROUTE FOLDER CONTENTS

**9.1. Responsibilities.** VCOs of organizations required to use this instruction must ensure the following items are in the Driver Route Folder:

- 9.1.1. SF 91 (Privacy Act Statement included on the form).
- 9.1.2. DD Form 518 (Privacy Act Statement included on the form).
- 9.1.3. AF Form 15.
- 9.1.4. Applicable Operator Inspection Guide and Trouble Report (AF Form 1800, etc.).
- 9.1.5. Malmstrom AFB Instruction 24-301. (Should be kept with the VCO / VCNCO)
- 9.1.6. Missile Complex Road Map.
- 9.1.7. Envelope Wallet, 10 x 15, stock number: 7530-00-281-4847 (available through Base Service Store).

**9.2. Requirements.** All vehicles dispatching to the missile complex are required to carry a route folder.

## Chapter 10

### VEHICLE EMERGENCY SURVIVAL KITS

**10.1. Policy.** This chapter establishes requirements for vehicle emergency survival kit contents and procedures for their inspection and control. It applies to all units whose vehicles and personnel dispatch to the missile complex (except SF vehicles, which are limited to space constraints and are already issued winter gear). Organizations that own vehicles will be responsible for survival kits and the quantity they will take. Malmstrom Air Force Base and the surrounding missile complex frequently experience hazardous and extreme weather conditions. The possibility of becoming stranded for an extended period of time presents a threat to the safety of all missile complex travelers. Vehicles dispatched to the missile complex (from 1 October to 30 April or whenever harsh weather conditions warrant) should be equipped with an emergency survival kit sufficient for the number of occupants. This does not apply to 29 or 45 passenger buses.

10.1.1. For missile combat crew vehicles, when more than two people are dispatching to the field in a specific vehicle, notify vehicle dispatch to obtain additional survival kit(s).

#### **10.2. Responsibilities:**

10.2.1. Squadron commanders will designate responsible individuals, such as their Vehicle Control Officer or Vehicle Control NCO, as custodians of squadron survival kits and items contained therein.

10.2.2. Squadron Custodians:

10.2.2.1. Are responsible for the storage, issue, care and maintenance of each survival kit. Care must be taken to prevent weather damage due to rain, snow or ice.

10.2.2.2. Are responsible for requisitioning all items of each vehicle survival kit as needed and inventorying the contents as outlined in paragraph [10.4](#).

10.2.2.3. Or their designated representative, will obtain AF Form 1297, **Temporary Issue Receipt**, whenever their vehicle survival kits are loaned to another organization.

10.2.3. Ensure users return the kit with non-consumed expendables to the squadron custodian for release from accountability and kit replenishment.

#### **10.3. Inspection Procedures:**

10.3.1. The squadron custodian will inspect vehicle survival kits each September as a minimum. All items in the kit will be inventoried and checked for serviceability.

10.3.1.1. Matchboxes should be plastic types with fully serviceable striker inside the cap. A thin cardboard disk must be placed inside the cap to prevent inadvertent striking of the matches.

10.3.2. Following the inspection, post the date inspected and inspector's name on the outside of the kit. Post an item list inside the lid. (Survival kit items will not be annotated on the outside of the kit.) All items will be placed in a sealed plastic container inside the survival kit container.

**10.4. Contents:** The following items are the minimum necessary for a normal two-person kit. Organizations may make changes to the contents of their survival kits to better suit their needs and mission requirements. The items listed in [Table 10.1](#) may be obtained from base supply. Items listed in [Table 10.2](#) are unavailable from base supply, and must be purchased locally.

**Table 10.1. Survival Kit Contents Available from Base Supply**

<b>NOMENCLATURE</b>	<b>QUANTITY</b>	<b>FEDERAL STOCK NUMBER</b>
Trioxane Compressed Fuel (1 pg., 3 bars)	3	9110-00-263-9865
Match Box w/ Matches	1	8465-00-265-4925
* General Purpose Rations	2	9870-00-082-5665
Candles	5	6260-00-840-5578
Safety Light	4	6260-01-218-5146
Search/Rescue Survival Handbook	1	N/A
Laundry Bag (Optional)	1	8465-00-530-3692
150 ft Nylon Cord (550 Test)	1	4020-00-246-0688
**Locker, Foot (Wooden)	1	8460-00-243-3234
* Asterisked items will be increased in quantity when expanding the basic two-person kit to a three or four person-sized kit.		
** Identified externally by squadron office symbol in large BLOCK LETTERS - Stencils may be obtained from 341 TRANS/LGTT. Other appropriate type containers can be substituted for the wooden footlocker.		

**Table 10.2. Survival Kit Contents Available through Local Purchase**

<b>NOMENCLATURE</b>	<b>QUANTITY</b>	<b>FEDERAL STOCK NUMBER</b>
* Bag, Sleeping	2	8465-01-033-8056
Stove Kit (Sterno)	1	7310-00-985-8504
Knife (Multi-Blade)	1	5110-00-162-2205
* Space Blanket	2	7210-P52BB-157
Drinking Cup (Metal)	1	7350-00-170-9368
Plastic Bags (Waste Basket Size)	2	8105-00-655-8285
* Toilet Paper	1	8540-00-530-3770
* Drop Cloth (Plastic 8' x 12')	1	8340-00-068-7908
* Asterisked items will be increased in quantity when expanding the basic two-person kit to a three or four person-sized kit.		
** Identified externally by squadron office symbol in large BLOCK LETTERS - Stencils may be obtained from 341 TRANS/LGTT. Other appropriate type containers can be substituted for the wooden footlocker.		

## Chapter 11

### VEHICLE MANAGEMENT

**11.1. Sharp Wheels Program.** The Sharp Wheels Program focuses command attention on the vehicle control program and vehicle fleet appearance. It promotes operator “pride in ownership” through recognition programs and senior leadership involvement. The program further emphasizes fleet management care, standardizes vehicle markings and reinforces AFSPC’s appearance and serviceability requirements. Fleet Management will contact unit VCO/VCNCOs for inspection appointments. There will also be no-notice inspections to ensure year-round compliance.

11.1.1. Vehicles will be thoroughly checked for the following items:

11.1.1.1. All forms (AF Form 1800 series and waiver card).

11.1.1.2. Fluid levels (oil, coolant, windshield washer fluid, power steering, battery fluid and alcohol bottles).

11.1.1.3. Tire pressure.

11.1.1.4. Lights.

11.1.1.5. Horns and sirens.

11.1.1.6. Windshield wipers.

11.1.1.7. Windows (no breaks or cracks).

11.1.1.8. Paint condition (no undocumented scratches or spots).

11.1.1.9. Seat covers.

11.1.1.10. Headliners.

11.1.1.11. Dashboards.

11.1.1.12. Cleanliness (interior, exterior and engine).

11.1.2. Scoring:

11.1.2.1. Each vehicle inspected will be worth 10 points. All discrepancies noted will result in points being subtracted from the total score.

11.1.2.2. All major discrepancies (i.e. low fluid levels, inoperative seat belts, cracked drive belts, inoperative gauges, cracked or broken battery cables, inoperative wipers, inoperative lights and fluid leaks) are minus five points.

11.1.2.3. All minor discrepancies (i.e. AF Forms not current, excessive dirt or trash, uneven tire wear, incorrect tire pressure, undocumented damage, inoperative interior lights) are minus two points.

11.1.2.4. Missed scheduled maintenance appointments are minus five points.

11.1.2.5. Missed annual maintenance is minus one point (without prior arrangements with Vehicle Maintenance).

11.1.2.6. Two points are deducted when Vehicle Maintenance identifies a vehicle as needing wax.

### 11.1.3. Monetary Awards:

11.1.3.1. To encourage maximum participation in the Sharp Wheels Program and recognize those units that excel in managing their fleet, monetary awards will be placed in the winning organization's O&M account to spend as the winning unit desires on vehicles in their fleet.

11.1.3.2. At the end of two quarters (based on a calendar year), Fleet Management will tally the scores and determine a large and a small fleet winner. The winners will then each receive \$500.

11.1.3.3. At the end of four quarters, Fleet Management will tally scores for the year and determine a large and small fleet winner. The winners will receive \$1,000 each.

## 11.2. Official Use of Government Vehicles on Malmstrom AFB and in the Missile Complex:

11.2.1. Law enforcement and fire department personnel who have emergency or rapid response requirements are authorized to take government vehicles to all on-base dining facilities when on duty. This does not include private quarters. Other personnel are not authorized to take government vehicles to these locations when not performing official military business.

11.2.2. With the exception of the wing command and control vehicle, government vehicles will not be used for transportation to or from private quarters. Security Forces personnel dispatching to or returning from the field may make brief stops at dormitories to pick up or drop off equipment.

11.2.3. To enhance safety, military and civilian personnel departing for the missile complex may make a brief stop at the on-base Dining Facility, Shoppette or Burger King. When using the shoppette or Burger King, oversized government vehicles and those with trailers must use the main Base Exchange parking lot. Brief rest or safety stops at eating establishments outside a 25-mile radius from the base are allowed. Personnel returning from the missile complex are not authorized to stop at any unofficial location on base.

11.2.4. Personnel conducting official business on or off base are not authorized to conduct personal business in conjunction with their official duty. Government vehicles should not be used for personal convenience at any time. Stops at facilities, including but not limited to, banks, automated teller machines (ATMs), or the post office are not authorized.

11.2.5. Report cases of suspected misuse of government vehicles to the 341 TRANS Fleet Management Office at extension 6333. Fleet Management will provide an initial technical assessment of the case to the respective squadron commander for action IAW AFI 24-301. Questions concerning official use of government vehicles may be directed to the Vehicle Operations Flight Commander at extension 2115.

**11.3. Vehicle Damage and Abuse Responsibilities and Procedures. Please Note:** The organization using the vehicle or equipment will reimburse the 341st Transportation Squadron Vehicle Maintenance Flight (341 TRANS/LGTM) for cost to repair vehicle damage and abuse. (NOTE: The using organization may not be the assigned organization i.e., U-Drive-It vehicle from Transportation or a loaned vehicle from another organization). Reimbursement will be made regardless of determination of pecuniary liability or reimbursement made by the individual to the government. Abuse of a leased vehicle is determined by the leasing agency (GSA, etc.). **All costs associated with abuse and/or an accident are charged to the unit to which the leased vehicle is assigned.**

11.3.1. Unit Commanders will:

11.3.1.1. Ensure 341st Transportation Squadron Vehicle Maintenance Flight is reimbursed for repair of vehicles damaged while being operated by personnel assigned to their unit.

11.3.1.2. Ensure a viable vehicle accident prevention program is part of the unit safety program.

11.3.1.3. Appoint an investigating officer in accordance with AFMAN 23-220, *Report of Survey for Air Force Property*, who will ascertain the facts and make a recommendation on whether or not processing a Report of Survey (ROS) is required. If an ROS is required, contact 341 LG/RA.

11.3.2. 341 TRANS/LGTM will:

11.3.2.1. Report vehicle damage and/or abuse to the Vehicle Maintenance Customer Service who will evaluate each case and determine damage. Maintenance Control and Analysis will document and track vehicle damage cases.

11.3.2.2. Damage notification memorandums will be sent to the following: 341 TRANS/CC, 341 TRANS/LGTOF (Fleet Management), using organization commanders and VCO's, 341 SW/SE and 341 CPTS/CC. Damage repairs will commence after direction is received from the using unit commander or after 5 duty days whichever comes first.

11.3.2.3. Perform the vehicle damage repairs by the most economical means

11.3.2.4. Vehicle Maintenance will capture all repair cost for damaged vehicles.

11.3.2.5. Provide an AF Form 20, **Repair Cost and Repairable Value Statement**, only if it has been determined that liability is to be assessed or voluntary payment is to be made.

11.3.2.6. Track vehicle damage statistics for analysis by unit commanders.

11.3.2.7. Be able to provide an accurate annual report on accidents comparing; cost, numbers by organization/Group when requested.

11.3.3. Operators will:

11.3.3.1. Stop as soon as damage is noticed.

11.3.3.2. Notify Security Forces immediately, prior to moving the vehicle.

11.3.3.3. Notify Unit Vehicle Control Officer (VCO).

11.3.3.4. Complete SF 91 (**Operator's Report Of Motor Vehicle Accident**).

11.3.3.5. Complete DD Form 518 (**Accident Identification Card**), if POV (Private Owner Vehicle) is involved.

11.3.4. VCO/VCNCO of the using organization will:

11.3.4.1. Process the vehicle into Vehicle Maintenance, building 870, immediately after released by Security Forces. Vehicle Operations will recover all non-operable vehicles utilizing a military wrecker. Call vehicle operations dispatch at ext. 2843 if wrecker is required.

11.3.4.2. Report U-Drive-It or loaned vehicle damage to 341 TRANS/LGTO within 4 hours.

11.3.4.3. Ensure On/Off Duty Ground Mishap Report is filled out and sent to 341 SW/SE, regardless of injury or extent of damage. The operator's supervisor is responsible for ensuring this report is completed.

11.3.4.4. Provide a fund cite for contracted repair of damaged vehicle repaired under AF Form 9 through a commercial vendor.

11.3.4.5. Provide the following information to 341 TRANS/LGTOF (Fleet Management), within 3 workdays.

11.3.4.5.1. Operator's name and rank.

11.3.4.5.2. Date of accident.

11.3.4.5.3. Was the driver at fault?

11.3.4.5.4. Will the operator's government driving privileges be suspended? If suspended, surrender license to 341 TRANS/LGTO, Fleet Management Section.

11.3.4.6. Maintain a damage case file containing at least, but not limited to, copy of SF 91, **Operator's Report of Motor Vehicle Accident**, copy of investigation, damage notification memorandum and statement of case disposition signed by the commander, or designated representative. This file will be maintained IAW AFM 37-139, *File Maintenance and Disposition Plan*. These files will be inspected as part of the annual VCO program assessment.

11.3.4.7. Unit VCO can contact the Vehicle Operations Dispatch Office for replacement vehicle if accident places them at or below Minimum Essential Level (MEL).

11.3.5. Private Owned Vehicle (POV)/GMV accident:

11.3.5.1. The using organization will inform Vehicle Maintenance upon turning the vehicle in that the damage was a result of a POV/GMV accident.

11.3.5.2. The using organization will provide the 341 SW/JA with sufficient information about the accident, to determine if the POV or GMV driver was at fault. If the POV was at fault, the 341 SW/JA will pursue reimbursement for repairs through the POV insurance company.

11.3.6. Multiple unit accidents:

11.3.6.1. Responsible unit will be charged the cost of repairs to both vehicles.

11.3.6.2. Each unit will conduct an investigation, the commanders of the units involved will jointly determine liability, and arrange for transfer of funds between the units.

11.3.7. 341 TRANS/LGTO will:

11.3.7.1. Update licensing records of operators determined to be at fault.

11.3.7.2. Revoke GMV driving privileges at the discretion of the operator's commander.

**11.4. U-Drive it (UDI) Services.** UDI Services are authorized for active duty, DoD and contractor personnel performing official government business who are either permanently assigned or in a TDY status. Limited UDI resources are available to support organizations that do not have assigned vehicles and to augment units with assigned vehicles in meeting infrequent peak requirements for short-term use (72 hours or less). UDI vehicles are not dispatched to any organization on a recurring (long-term day after day) dispatch basis. To ensure effective planning, scheduling and dispatching for fair-share-usage, requesters and operators must pick up vehicles not earlier than time requested and return vehicles not later than the termination time for the period of requested use. If more time is required approval must be sought from the Chief Dispatcher at ext. 2843.

11.4.1. All UDI requests will be coordinated through the Vehicle Operations dispatch (341 TRANS/LGTO, DSN 632-2843).

11.4.2. Requests for vehicle use of 72 hours or less can be made by telephone, ext. 2843, fax, ext. 6339, or in writing to 341 TRANS/LGTO.

11.4.3. A written request is mandatory for vehicle use of over 72 hours (may be faxed 24 hours a day at ext. 6339). To ensure effective planning and scheduling of UDI resources, the request should be submitted as soon as possible. The request must contain:

11.4.3.1. Signature of the commander, Vehicle Control Officer (VCO) or Vehicle Control NCO (VCNCO).

11.4.3.2. Date of request.

11.4.3.3. Name, rank, office symbol and duty phone of requester.

11.4.3.4. Purpose of requirement.

11.4.3.5. Destination. Note: if destination is outside of the permissible operating distance (POD), approval or authorization must be obtained from the 341 TRANS Chief Dispatcher—through the unit's VCO or VCNCO—in writing, prior to commencement of travel). NOTE: The POD at Malmstrom AFB is the missile complex.

11.4.3.6. Date and time vehicle is to be picked up.

11.4.3.7. Date and time vehicle is to be returned.

11.4.3.8. Name, rank, office symbol and duty phone of designated vehicle operator.

**11.5. UDI Customer and Operator Responsibilities.** Acceptance of a UDI vehicle is with a clear understanding that the operator acknowledges receipt for U.S. Air Force or government-owned vehicle, and will be held responsible for its safeguarding and proper use. The operator should understand that they may be held financially liable for damage caused to the vehicle through gross negligence or willful misconduct, and may face disciplinary action for negligent operation or misuse. UDI users will:

11.5.1. Perform operator safety and serviceability checks. Prior to acceptance, the fuel level should be  $\frac{3}{4}$  full or more and the exterior and interior should be clean. Any discrepancies will be reported immediately to the on-duty dispatcher prior to acceptance.

11.5.2. Return vehicles in the same clean and serviceable condition as when accepted from Vehicle Dispatch.

11.5.3. Contact the Vehicle Dispatch Operations work center, ext. 2843, for assistance if vehicle requires maintenance prior to being returned.

11.5.4. Smoking and consumption of alcohol are prohibited while riding in or operating government vehicles.

11.5.5. If vehicles are not picked up within four hours of requested time, the request will be canceled, unless prior arrangements have been made.

11.5.6. All UDI dispatched vehicles are subject to recall in support of contingency plans, exercises or higher priority mission requirements.

11.5.7. Cell phones will not be used while operating or when refueling vehicle

**11.6. Inter-Service Support.** All inter-service support will adhere to the requirements of AFI 24-301, chapter 10. The using organizations shall:

- 11.6.1. Assume cost for pickup, delivery and maintenance of the motor vehicle and equipment.
- 11.6.2. Be responsible for proper operation, maintenance and use while the vehicle is in their custody.
- 11.6.3. Take administrative action, as appropriate, in connection with damage or theft of motor vehicle or equipment while in their custody.
- 11.6.4. In those instances where GSA-leased equipment is provided, assume liability for all associated lease costs, including vehicular damages.

THOMAS F. DEPPE, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms*****AFB**—Air Force Base**AFI**—Air Force Instruction**AFPAM**—Air Force Pamphlet**AFPD**—Air Force Policy Directive**AFSPC**—Air Force Space Command**ARV**—Armored Response Vehicle**CES**—Civil Engineer Squadron**CJC**—Communications Job Control**CP**—Command Post**CPTS**—Comptroller Squadron**CS**—Communications Squadron**CSC**—Central Security Control**FSC**—Flight Security Control**GMV**—Government Motor Vehicle**GVW**—Gross Vehicle Weight**KCCC**—Keys and Codes Control Center**LE**—Law Enforcement**LF**—Launch Facility**LG**—Logistics Group**LSS**—Logistics Support Squadron**MAF**—Missile Alert Facility**MAFBI**—Malmstrom Air Force Base Instruction**MMOC**—Missile Maintenance Operations Center**MS**—Missile Squadron**MSC**—Missile Security Control**MXS**—Maintenance Squadron**OG**—Operations Group**POD**—Permissible Operating Distance**PT**—Payload Transporter

**SB**—Support Base

**SCP**—Squadron Command Post

**SF**—Standard Form

**SFS**—Security Forces Squadron

**SPTG**—Support Group

**SW**—Space Wing

**TCC**—Transportation Control Center

**TE**—Transporter Erector

**TRANS**—Transportation Squadron

**VCNCO**—Vehicle Control Noncommissioned Officer

**VCO**—Vehicle Control Officer

**VOO**—Vehicle Operations Officer

## Attachment 2

## DRIVING CONDITIONS REPORT CHECK SHEET

Driving Conditions	Location of Conditions	Encountered Route
A1.1. <b>IMPAIRED VISIBILITY</b> (Report in miles as 1/2, 1/4, 1/6, etc.)		
A1.2. <b>ICE ON ROAD</b> (Report as patchy covered, but passable or very hazardous)		
A1.3. <b>SNOW ON ROAD</b> (Report in inches)		
A1.4. <b>WIND ENCOUNTERED</b> (Report approximate velocity, gusts)		
A1.5. <b>RAIN</b> (Report amount encountered and any freezing precipitation)		
A1.6. <b>MUD</b> (Report amount and resultant driving conditions)		
A1.7. <b>BLIZZARD CONDITIONS</b> (Report conditions)		

**NOTE:** Use this check sheet when requested by TCC to report driving conditions encountered in route to your dispatch destination.

**NOTE:** Report all driving conditions encountered immediately to TCC upon arrival.

**NOTE:** Use driving conditions listed above as format for reporting to TCC. Describe conditions encountered and location where conditions exist.

**Attachment 3****INSTRUCTIONS FOR COMPLETING AF FORM 15**

**A3.1.** AF Form 15 must be filled out properly to assure a quick and accurate payment to the vendor.

**A3.2.** When completing an AF Form 15, press hard so that the writing goes through all the copies.

A3.2.1. Put your Organizational Control Center in the upper left-hand corner of the form.

A3.2.2. Block 1 - Enter the calendar date

A3.2.3. Block 2 - Enter the vendor's name and street address

A3.2.4. Block 3 - Enter the vendor's city, state, zip code, and telephone number

A3.2.5. Block 4 - Enter the address of the Accounting and Finance Office:

341 CPTS/Accounting and Finance Office

7215 Goddard Drive

Malmstrom AFB MT 59402-6827

A3.2.6. Block 5 - 341 SW

A3.2.7. Block 6 - Malmstrom AFB

A3.2.8. Block 7 - AFSPC

A3.2.9. Block 8 - Vehicle registration number and mileage

A3.2.10. Block 9 - Enter the base finance code "FP 4626"

A3.2.11. Block 10 - Enter your assigned trip number

A3.2.12. Blocks 11 thru 15 - Items purchased, labor, item prices, labor costs, and total cost

A3.2.13. Block 17 - Check the appropriate block. Give the vendor two carbon copies and bring the original and remaining copies back to base.

A3.2.14. Blocks 18 thru 24 - Self-explanatory

A3.2.15. Blocks 25 thru 35 - Leave blank

**Attachment 4**

**VEHICLE ACCIDENT/INCIDENT PROCEDURES**

1. When notified of a vehicle accident or incident, the following steps will be taken:

a. If accident is due to weather, immediately change road condition to RED (roadmaster approval)

b. Annotate the following information from individual that notified you:

NAME \_\_\_\_\_ OFFICE \_\_\_\_\_ PH# \_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_

c. Annotate any injuries and find out if assistance is required, i.e., Ambulance or chopper. (Make sure you ask; Whom, What, Where and When?)

INJURIES \_\_\_\_\_

d. Annotate the location and description of the accident or incident.

LOCATION \_\_\_\_\_

DESCRIPTION \_\_\_\_\_

e. Assess damage to:

VEHICLE \_\_\_\_\_

PROPERTY \_\_\_\_\_

f. Annotate the vehicle registration number, type of vehicle, assigned organization (GOV only), and number of pax.

GOV:

REG NUMBER \_\_\_\_\_ VEH TYPE \_\_\_\_\_

ORG \_\_\_\_\_ NUMBER OF PAX \_\_\_\_\_

POV:

LICENSE PLATE NUMBER \_\_\_\_\_ VEH MAKE \_\_\_\_\_

VEH MODEL \_\_\_\_\_ NUMBER OF PAX \_\_\_\_\_

2. Any correspondence regarding accidents or incidents should be addressed to: Claims Officer, 341 SW/JA, 7218 Goddard Drive, Malmstrom AFB MT 59402-6860.

a. The following agencies must be notified as soon as possible after an accident/incident:

1. ON BASE: Security Forces Control Center (LE Desk), 3895 or 3747.

2. OFF BASE: unit control center (If non-radio-equipped, call Base Operator 1-800-438-3424 and ask for your control center's phone number.). Control centers will, in turn, notify the **LE Desk** (3895/3747), **Malmstrom Command Post** (3801), and the **Montana Highway Patrol** (453-1121) or (1-800-525-5555)

a. **Additional Phone Numbers:**

- Cascade County Sheriff's Department	454-6830
- Choteau County Sheriff's Department	622-5451
- Fergus County Sheriff's Department	538-3415
- Judith Basin County Sheriff's Department	566-2212
- Lewis & Clark County Sheriff's Department	562-3460
- Pondera County Sheriff's Department	278-4060
- Teton County Sheriff's Department	466-5781
- Toole County Sheriff's Department	434-5585
- Wheatland County Sheriff's Department	632-5614
- Great Falls Police Department	771-1180
- FBI	453-9619 or 782-2304
- Montana Department of Fish and Game	454-5840
	or
	1-800-847-6668

b. At the scene of the accident, the vehicle operator will:

1. Aid the injured.
2. Complete DD Form 518, Accident-Identification Card.
3. Complete Standard Form 91, Operator's Report of Motor Vehicle Accident.

4. Refer any persons requesting information or statements pertinent to the accident to the base Public Affairs Office (ext. 4044). Do not make any statements of opinion.

5. Not move the vehicle until authorized to do so by the investigation squadron commander or the 341 SW/CC (if the accident is to be investigated upon return to base) unless the vehicle creates a hazard.

c. All vehicle operators involved in an accident where property or vehicle damage is over \$400 and is not investigated by an accident mishap team or the Montana Highway Patrol will report to the LED, (LE Desk), upon return to Malmstrom AFB. All operators will be required to complete MHP Form PSR-2 and return the completed form to the LE Desk within 9 days.

## Attachment 5

## TRANSPORTATION CONTROL CENTER TRIP CARD

<b>DATE PREPARED</b>		
<b>OPERATING UNIT</b>	<b>OPERATOR NAME/GRADE/DUTY #</b>	
<b>NUMBER OF PAX</b>	<b>VEHICLE TYPE</b>	<b>VEHICLE REG NUMBER</b>
<b>CALL SIGN</b>	<b>MISSION</b>	
<b>DEPARTURE LOCATION</b>	<b>DESTINATION</b>	<b>ESTIMATED TRIP DURATION</b>
<b>ROUTE</b>		
<b>SCHEDULED DEPARTURE</b>	<b>SCHEDULED ARRIVAL</b>	<b>SCHEDULED RETURN</b>
<b>ACTUAL DEPARTURE</b>	<b>ACTUAL ARRIVAL</b>	<b>ACTUAL RETURN</b>
<b>ADDITIONAL REMARKS</b>		
<b>PRINTED NAME AND SIGNATURE OF VEHICLE OPERATOR</b>		<b>DATE</b>
<b>PRINTED NAME AND SIGNATURE OF CERTIFYING OFFICIAL</b>		<b>DATE</b>

Attachment 6

SAMPLE AF FORM 15

The rest of this for is accomplished by 341 TRANS/LGTO (Fleet Management).

**"WHEN USING BALL-POINT PEN PRESS HARD TO ASSURE LEGIBILITY ON ALL COPIES"**

<b>UNITED STATES AIR FORCE INVOICE</b> <i>(See instructions on Reverse)</i>		1. DATE 19990223		<b>C</b>	
2. PAY TO (Name and Address of Payer) Mike's Gas Station 67 Main Street Anywhere, MT 59111		AIRCRAFT DATA			
		5. ORGANIZATION 341 TRNS/LGTM		6. HOME STATION Malmstrom AFB MT	
3. purchased at (City, State, Country or refer to Flip) Anywhere, MT 59111 (406) 555-1234		7. MAJOR COMMAND AFSPC		8. M/D/S OR VEHICLE ID 96B9999	9. SERIAL NO. FP4626
		4. SEND BILL TO: 341 CPTS/Accounting and Finance Office 7215 Goddard Drive, Malmstrom AFB, MT 59402-6857			
11. ARTICLES/SERVICES		(TO BE COMPLETED BY VENDOR ONLY)			
		12. QUANTITY	13. UNIT	14. UNIT PRICE	15. TOTAL
Model 7600 Alternator Labor		1		\$65.00	\$65.00
		1		\$30.00	\$30.00
		TAX (If not included in unit price)			
		TOTAL			\$95.00
<b>INSTRUCTIONS TO SELLER</b>					
16. For payment without further action on your part, complete copy 1 of this form and return to the purchaser. Payment will be made directly to you after return of this document to home station.  If you wish to retain original copy of this form, you will not be paid until submission of the original of this form or an invoice with the original copy of this form to the address in block 4:					
<b>PURCHASER'S CERTIFICATION</b>					
17. Pursuant to authority vested in me, I certify that the supplies enumerated above or on an attached list have been received in good condition and in quantities as stated; that the services enumerated have been satisfactorily performed. That the supplies or services were purchased in an emergency for the maintenance, operation, or protection of Government equipment and were necessary for the public service.  <input checked="" type="checkbox"/> I have retained original. <input type="checkbox"/> Seller has retained original. Company invoice payment will be made when invoice(s) supported by a copy of AF Form 15 is received.  VENDOR'S DELIVERY TICKET NUMBER IS (If applicable) _____					
18. PRINTED NAME OF PURCHASER Sally S. Sergeant		19. GRADE SSgt	20. SQUADRON 341 TRNS/LGTM	21. SIGNATURE	
<b>VENDOR'S CERTIFICATION</b>					
I certify that the above bill is correct and just, and that payment thereto has not been received.					
22. PRINTED NAME OF SELLERS REPRESENTATIVE Leroy N. Smith		23. SIGNATURE		24. DATE 19990223	
<b>VALIDATING OFFICIAL'S CERTIFICATION</b>					
25. PRINTED NAME	26. GRADE	27. ORGANIZATION	28. SIGNATURE		29. DATE
30. ACCOUNTING AND APPROPRIATION DATA			<input type="checkbox"/> PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. PAID BY
			APPROVED FOR = \$		
			EXCHANGE RATE = \$ 1.00		
			ON (Name of Bank)		
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.			33. AMOUNT VERIFIED		
31. SIGNATURE AND TITLE OF CERTIFYING OFFICER		32. DATE	CORRECT FOR	\$	
			D.O. VOUCHER NO.		
			CHECK NO.		
FOR PURCHASES IN FOREIGN COUNTRIES INDICATE: Type of currency in pounds, francs, lire, etc.					

AF FORM 15, 19910801 (EF-V2)

PREVIOUS EDITIONS WILL BE USED.

The rest of this for is accomplished by 341 TRANS/LGTO (Fleet Management).