

**BY ORDER OF THE COMMANDER
ROBINS AIR FORCE BASE**



**ROBINS AIR FORCE BASE
INSTRUCTION 32-101**

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Civil Engineering

BASE PARKING

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This instruction aligns with AFI 31-218(I), *Motor Vehicle Traffic Supervision* and AFMAN 31-116 *Air Force Motor Vehicle Traffic Supervision*. It outlines the policy on management and use of parking spaces for privately owned vehicles, establishes procedures for assignment of reserved parking spaces, government parking spaces, and establishes penalties for parking violations. It applies to all persons operating motor vehicles on Robins Air Force Base including all tenant organizations. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed in accordance with the Air Force Records Information Management System (AFIRMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional's chain of command. This publication may not be supplemented at any level. Requests for waivers must come through the chain of command from the commander of the office seeking relief from compliance. Waiver requests must be submitted to the OPR of this publication for coordination prior to certification and approval; waiver authority has not been delegated. The waiver approval authority for all compliance items within this publication are at Wing Level (Tier T-3). See **Attachment 1** for a glossary of references and supporting information.

SUMMARY OF CHANGES

This instruction allows for GO/SES, COL/GS15, and CMSGT permit parking at the BX, Commissary, Heritage, Horizons, Gym, Golf Course, and Robins AFB Museum of Aviation. This instruction has replaced the position name of Parking Warden with Facility Manager, added the Base Parking Monitor position, and ABW Safety, Security Forces and Civil Engineering are included as members of the Traffic Safety Coordination Group. This instruction allows any GOV vehicle to park in any GOV spot. This instruction has revised motorcycle parking, reserved parking, and assigned handicap parking. New signage and symbols are defined for most parking spots based on the Manual on Uniform Traffic Control Devices standard. Installation Commander has been updated.

1. Responsibilities.

1.1. The 78th Air Base Wing Commander (78 ABW/CC) or designated representative, is the authority for parking on Robins AFB.

1.2. The Commander, 78th Security Force Squadron (78 SFS/CC) is responsible for the overall enforcement of the Robins AFB parking program.

1.3. The Base Civil Engineer (BCE) is responsible for all designation markings (painting, signs, etc.) and maintaining diagrams and accountability of all available base parking. The BCE shall provide a Base Traffic Engineer (BTE) to support the duties outlined in this instruction.

1.4. The Traffic Safety Coordination Group (TSCG) is responsible for investigating and resolving parking and traffic issues and safety hazards. The 78 ABW/CC or designated representative chairs the TSCG and members of the group include ABW Safety (78 ABW/SE), Security Forces (78 SFS) and Civil Engineer Group (78 CEG). The Traffic Safety Working Group (TSWG) provides prior review of parking and traffic issues and recommends the issues to be brought to the TSCG. 78 ABW/SE is responsible for managing TSWG meetings and providing the Chairman for the TSWG.

1.5. Facility Managers will coordinate with organizational parking monitors to ensure requested reserved parking is within the limits set by this instruction, and that requests are made in accordance with this instruction. Facility Managers are the only individuals authorized to request reserved parking on Robins AFB. See [paragraph 5](#) for information regarding regulations on reserved parking and the procedure for requesting reserved parking. Facility Managers shall provide a list of all reserved parking spaces assigned to their organization on an annual basis to the BCE's BTE. The Facility Managers shall identify any reserved or designated space that is no longer needed by their organization.

1.6. Each organization will appoint a primary and alternate parking monitor, rank E-5 and above (or civilian equivalent) to manage the assignment and enforcement of reserved parking under the control of their commander. Additional parking monitors may be appointed by the organization and will be authorized to enforce unmarked parking spaces and reserved parking spaces that are assigned to their organization.

1.6.1. Each organization will provide the 78 SFS, Police Services Section (78 SFS/S5L) and their respective Facility Managers with a letter designating those individuals tasked with performing duties as a primary and alternate parking monitor. The letter will include the name of the parking monitors, rank, organization, office symbol, duty phone, date trained and the facility or facilities where they perform these duties. The letter must be signed by the commander or civilian equivalent.

1.6.2. Monitors will receive initial and annual refresher training from 78 SFS/S5L. Their appointment letters must be updated annually and provided to 78 SFS/S5L.

1.6.3. Each parking monitor will ticket all parking violations occurring within the area assigned or adjacent to their organization's parking area, including local general visitor, handicap areas and other areas below. Parking monitors are authorized to issue a DD Form 1408 citation for illegally parked vehicles in the following areas: visitor or reserved spaces, fire lanes, loading bays, grassed areas, seeded areas, areas not lined for parking, and any prohibited area. Citations may be issued for any parking violation found within this instruction.

1.6.4. Parking monitors are responsible for assigning temporary reserved parking spaces for their organization. Temporary reserved parking spaces are to be reserved using base authorized parking stanchions and must be removed as soon as they are no longer necessary. See [paragraph 5.1.8](#).

1.6.5. Parking monitors are not authorized to supply parking stanchions for reserved parking in anticipation of a work order request for reserved parking spaces. Reserved parking spaces are not authorized until the work order has been completed.

1.7. The 78 ABW Wing Commander will appoint a Base Parking Monitor, rank E-5 and above (or civilian equivalent) to enforce the Parking Instruction on Robins AFB. The Base Parking Monitor is required to attend the same training as a parking monitor and must follow the same enforcement procedures, however can enforce anywhere on the base.

1.8. Each primary Facility Manager or Directorate Facility Manager is responsible for purchasing temporary parking stanchions. See [Attachment 2](#) for purchasing information.

2. General.

2.1. Definitions. The following definitions apply to this instruction only.

2.1.1. Distinguished Visitor (DV). Person reported by the organization visited by the DV to the 78 ABW Protocol Office. DV may be a colonel, GS-15 level employee, or non-DOD equivalent or above who holds a position of high authority (e.g., wing commander, Major Command division chief, or corporate executive) or who may be of interest to the installation's senior leaders (e.g., inspection team).

2.1.2. Organization. The standard level of the skip-echelon staffing structure used by the Air Force which is applicable at this base from center to directorate, division, and branch or wing, groups, and squadrons, but not to a lower level.

2.1.3. Parking. The act of stopping a vehicle, whether or not occupied, except in compliance with a traffic order, traffic signal, or other traffic control device.

2.1.4. Building Front. The exterior edge of any one side of the building.

2.1.4.1. Flight line Buildings. Buildings within the flight line are considered to be one building and the fence around the flight line is considered to be the building front.

2.1.5. ADA Standards for Accessible Design. The American Disabilities Act (ADA) has required design standards that are required for parking lots by federal law.

2.1.6. MUTCD. Manual on Uniform Traffic Control Devices provides guidance on parking and adherence to ADA standards.

2.1.7. UFC. Unified Facility Codes provides guidance on reserved parking and handicap for military installations.

2.1.8. AASHTO. American Association of State Highway and Transportation Officials provide official and policy on geometric design of highways and streets.

2.2. Parking and Parking Lot Rules.

2.2.1. Each vehicle must be parked within a designated, marked parking space or housing driveway, unless exempted by this instruction. Parking vehicles on grass, unmarked areas of concrete and asphalt, or areas marked as no parking by striping or by other means is strictly forbidden unless granted by the 78 ABW/CC or designated representative. A vehicle may not occupy more than one designated parking space.

2.2.2. Park vehicles in designated parking lots and spaces on a first-come, first-served basis, unless exempted by this instruction or specific marking.

2.2.3. Vehicles parked on the street must park in the same direction as the traffic flow.

2.2.4. Base housing occupants should park in their driveways or designated parking areas. Residents/visitors may park on the street in housing, except where specifically prohibited.

2.2.5. Vehicles will not hinder the flow of traffic to pick-up or discharge passengers.

2.2.6. Vehicle maintenance in parking locations is prohibited. Minor emergency repairs are authorized.

2.2.7. Recreational activities are prohibited in parking lots.

2.2.8. Motorcycles are authorized to park in the triangular marked spaces at the ends of parking lanes, unless specifically indicated otherwise (lined out). They must park within the boundaries of the triangle. Motorcycles are authorized to park in regular parking spaces and other hatched areas not associated with adjacent handicap parking spaces.

2.2.9. Recreational Vehicles (RVs) such as trailers, campers, and boats shall not be parked on the streets or grassed and seeded areas. RVs may be parked in driveways in housing areas or parking lots of dormitories for not more than 48 hours. Recreational vehicles are to be stored at the RV storage area by contacting Outdoor Recreation (78 FSS/FSCO) at DSN 468-4001.

2.2.10. Open parking near to or in support of fire and police operations may be designated by signs approved by the traffic engineer to restrict the parking to security, fire and emergency personnel supporting those operations.

2.2.11. Use of POVs for official business does not entitle user to disregard parking restrictions imposed by this instruction.

2.3. A review of this instruction will be made periodically in accordance with the requirements of AFI 33-360, *Publications and Forms Management*, and the Base Publications and Forms Management Office (78 CS/SCX).

3. Parking Occupancy Accommodations.

3.1. Parking occupancy standards and requirements shall reference UFC, AASHTO, and MUTCD.

4. Handicap Parking.

4.1. Handicap parking will typically be unassigned. Handicap parking will adhere to ADA requirements for number of handicap spaces. However, if handicap parking must exceed ADA standards, additional unassigned handicap spaces will be provided. Handicap parking shall be provided to accommodate employee needs as documented by a state issued handicap permit. Individuals must take a letter from their physician identifying the need for a handicap parking space to the local Department of Motor Vehicles (DMV) to obtain a valid state-issued handicap placard. The physician's letter alone will not be accepted for a handicapped parking space.

4.1.1. Two types of handicap parking spaces are available based on the accommodation required for special and regular.

4.1.1.1. Special. This accommodation will be provided to employees who require access clearance to enter or exit their vehicle. Special access clearance will be sized in accordance with the guidelines provided under the ADA. Sufficient numbers of open special spaces will be provided to meet the ADA requirements.

4.1.1.2. Regular. This accommodation shall be provided to those employees that require no special accommodation for access to the vehicle but require a special location for access to their workplace. A regular style parking space with normal access clearance will be provided in those situations.

4.1.2. Signage/Symbol

4.1.2.1. Handicap parking spots will be marked with blue lines and the white International symbol of accessibility parking in accordance with MUTCD Section 3B.19 Parking Space Markings.

4.1.2.1.1. Additional signage may be used to supplement painted handicap parking spots.

4.1.3. Refer to Reserved Parking 5.1.1 for Handicap Reserved Parking.

5. Reserved Parking.

5.1. There are nine types of reserved parking spaces authorized on the installation: handicap, visitor, individual and open reserved, commander reserved, government vehicle, special, permit, and temporary. Any request for reserved parking must be submitted by the respective Facility Manager via a NEXGEN/TRIRIGA work request system and submitted to CE Customer Service.

5.1.1. Handicap Parking. Assigned handicap spaces are expected to be rare and will be determined on a case by case basis. The below criteria outlines the procedures for requesting a reserved handicap parking space.

5.1.1.1. Procedure for Requesting a Reserved Handicap Parking Space (Government Employees Only)

5.1.1.1.1. Facility Manager/Supervisor should send employee/requestor to OMS to provide supporting medical for a designated handicapped parking space which would generate an updated duty status sheet.

5.1.1.1.2. After OMS visit, Facility Manager must submit a work request for approval of reserved handicap space to Civil Engineering (CE) utilizing the TRIRIGA work request system. Each request should state at what building the parking space needs to be placed and the organization of the recipient of the space.

5.1.1.1.3. The attachments to the work request must consist of:

5.1.1.1.3.1. A copy of the requestor's state issued parking permit with name and expiration date on the permit.

5.1.1.1.3.2. Supporting document from OMS.

5.1.1.1.3.3. A map showing the suggested location of the space.

5.1.1.2. Procedure for Requesting a Reserved Handicap Parking Space (Contract Employees Only)

5.1.1.2.1. Facility Manager must submit a work request for approval of reserved handicap space to Civil Engineering (CE) utilizing the TRIRIGA work request system. Each request should state at what building the parking space needs to be placed and the organization of the recipient of the space.

5.1.1.2.2. The attachments to the work request must consist of:

5.1.1.2.2.1. A copy of the contractor's state issued parking permit with expiration date on the permit.

5.1.1.2.2.2. A copy of the contract employee's contract with the necessary information highlighted pertaining to entitlements and accommodations while working on the installation with the government.

5.1.1.2.2.3. A map showing the suggested location of the space.

5.1.1.3. 78 CEG Response to a Reserved Handicap Request

5.1.1.3.1. Upon receipt of the request, Customer Service shall coordinate with CEOER. After CEOER's investigation of placement and feasibility, they will have Customer Service send request to be coordinated on by CEG Workflow for approval or disapproval by the Base Civil Engineer with any supporting details.

5.1.1.4. Employees provided assigned parking at their primary work location due to handicap or medical reasons are not permitted to park in assigned spaces at other locations. These employees may utilize open handicap spaces at other than their primary work locations provided that a handicap permit is properly displayed.

5.1.1.5. Assigned handicap spaces shall be marked with an R7-8 Handicap Reserved Sign designated with state's handicap permit number or vehicle tag number, in accordance with MUTCD 2B.46 Parking, Standing, and Stopping Signs and UFC 3-4.5 Reserved and Accessible Parking Signs.

5.1.1.6. FPCON spaces will only be marked in accordance with *Robins AFB Plan 10-245 Installation Antiterrorism Plan*. Buildings/Parking areas that contain more than 10 handicap spaces will be marked with flip-down FPCON signage. Areas will be considered open when not flipped down. All other areas will be the responsibility of the Facility Manager identifying FPCON spots with stanchions as described in [Attachment 2](#) identified by “FPCON HANDICAP”.

5.1.2. Visitor Reserved Parking. Each organization with a customer service function may be assigned visitor reserved parking spaces that are marked with the sign R7-108 in accordance with MUTCD 2B.46 Parking, Standing, and Stopping Signs. Sign will identify standard two hour time limit, operation hours of 0730-1730, Monday-Friday, unless otherwise posted, and organization plate below (e.g. 78 CES VISITOR, MXR1 VISITOR, ATSG 30 MIN VISITOR). The number of spaces will not exceed four spaces per customer service organization. Additional spaces will be considered on a case by case basis.

5.1.3. Individual and Open Reserved Parking. Individual and Open Reserved parking will follow the Organization scheme set forth in *AFI 38-101 Air Force Organization* and *AFMC Supplement*. The organizational scheme, Table 1, is as follows, the highest is listed first with the lowest being last.

Table 1. Organizations Scheme *AFMC Centers are AFLCMC, AFSC, AFTC, AFNWC, & AFRL.

Unit Oriented Scheme	Scheme with Major Non-Unit Organizations	FMC Centers*
Major Command	Major Command	Major Command
Numbered/Named Air Force	Center	Center
Wing		Directorate
Group	Directorate	Division
Squadron	Division	Branch
Flight	Branch	Section
	Section	

5.1.3.1. Individual Reserved. One individual reserved spot will only be given to Commander or equivalent, Deputies or equivalent, Chief Master Sergeant, and Superintendent or equivalent positions at the Group, Wing, Numbered/Named Air Force, and Major Command Level only. Organizations equivalent, per [Table 1](#), to the authorized organizations for individual reserved spaces are authorized.

5.1.3.1.1. Individual Reserved spots will be marked with a brown placard listing organizational or office symbol (e.g. 78 ABW). Placards will be placed on the curb. In cases where curb does not exist, CE reserves the right to provide vehicle stops.

5.1.3.1.2. Individual Reserved spots will not be located in handicap or visitor spots, nor take away from them. Spots will be located at a reasonable location to the building.

5.1.3.2. Open Reserved. Open Reserved. Open reserved spots are shared spots with other open reserved users. Each squadron and equivalent organization per [Table 1](#) may receive up to three open reserved spots.

5.1.3.2.1. Open reserved spots will be designated by a permit number (e.g.1, 2, 3, etc.) identified by signs that shall display “Parking by Permit only ##” with arrows identifying the open reserved area. The permit number will change for each parking lot. For example Building A and Building B have their own parking lots, Building A parking lot will be assigned an open reserved area 1 and Building B parking will be assigned an open reserved area 2.

5.1.3.2.2. Open reserved areas will be grouped and not separated unless by curb, vegetation, or driveway. Buildings with multiple squadrons and equivalent organizations will share open reserved areas. For example, building A may have 4 squadrons, therefore 12 open reserved spaces will be located at one location within that building’s parking lot. Buildings that share a parking lot will follow the same concept.

5.1.3.2.3. No individual user will be assigned a particular spot within an open reserved area. It is a “first come first serve” basis for the users of the open reserved parking area.

5.1.3.2.4. Open reserved permit holders will only park in open reserved parking areas designated by their permit number.

5.1.3.3. Individual and open reserved spaces will not be considered for any other level below squadron/equivalent organization level.

5.1.3.4. Individual and open reserved spaces will only be located at the organization’s home building.

5.1.4. Commander Reserved. Reserved parking that falls under this category is for the WRALC/ CC, 78 ABW/CC, 461 ACW/CC, 116ACW/CC, and HQ AFRC/CC/CV. These spaces when they are away from their facility are in addition to those permitted in [paragraph 5.1.3](#) Parking spaces shall be designated as reserved without number.

5.1.4.1. Permanent reserved parking for these offices are to be located at the Heritage Club. These spaces will not be counted against the respective organization as reserved parking.

5.1.4.2. Permanent reserved parking for these offices, beyond the locations listed in [paragraph 5.1.4.1](#) (e.g. bldg. 215, 210) will be counted as an individual reserved parking space.

5.1.4.3. Parking for official visits by these offices to other organizations throughout Robins AFB will be treated as temporary reserved parking for a DV. Refer to [paragraph 5.1.8](#) For details.

5.1.5. Government Vehicle Reserved Parking. Each building may be assigned government- owned vehicle (GOV) reserved parking marked by GOV. All government vehicle reserved spaces will be marked as GOV regardless of the vehicle type (e.g. golf cart, electric truck, etc.). Any government vehicle can park in any government spot. POV’s may be permitted to be used as a government vehicle provided they display an identification tag similar to that required by [paragraph 5.2](#).

5.1.6. Permitted Parking. Permitted parking includes spaces throughout the installation for the following:

5.1.6.1. “General Officer” spaces are reserved for general officers and Senior Executive Service (SES) members. “General Officer” [marked GO/SES] parking spaces are only authorized at the Base Exchange, Commissary, Golf Course, Heritage Club, Fitness Center, and Robins AFB Museum of Aviation. Parking spaces shall be designated as reserved without number.

5.1.6.2. “Col Permit” parking spaces are reserved for Colonels (O-6’s) and GS/GM-15s. “Col Permit” [marked COL/GS15] parking spaces are only authorized at the Base Exchange, Commissary, Golf Course, Heritage Club, Fitness Center, and Robins AFB Museum of Aviation. Parking spaces shall be designated as reserved without number.

5.1.6.3. “Chief Permit” parking spaces are reserved for Chief Master Sergeants. “Chief Permit” [marked CMSGT] parking spaces are only authorized at the Base Exchange, Commissary, Golf Course, Heritage Club, Fitness Center, and Robins AFB Museum of Aviation. Parking spaces shall be designated as reserved without number.

5.1.6.4. “Carpool” Permit parking spaces are reserved for carpools that have three or more occupants that are employees on Robins AFB. Carpools must be registered with 78 SFS to be permitted to use the designated carpool parking. Vanpools are considered carpools if they have three or more occupants that are employees at Robins AFB. Registered carpools may request certain locations for parking spaces by submitting a work request to CE via their Facility Manager. The BTE shall review the request and approve reasonable accommodation of the request. However, carpool parking shall not be designated to a specific carpool and an adequate number of carpool spaces shall be provided to minimize conflicts.

5.1.6.5. Parking permits are not issued for these spaces, only individuals that fall under the conditions outlined from 5.1.6.1 to 5.1.6.4. are authorized to park in these spaces.

5.1.7. Special Reserved Parking. Special reserved parking includes spaces throughout the installation for the following:

5.1.7.1. One “Quarterly Award Winner” parking space is authorized at the Base Exchange, Commissary, and Heritage Club for use by all base level Quarterly Award Winners, military and civil service, on a first-come, first-served basis.

5.1.7.2. Emergency Vehicle parking spaces are reserved for emergency response vehicles only.

5.1.7.3. Expectant Mother parking spaces shall be provided at the Base Exchange and Commissary. One space shall be provided at each location.

5.1.7.4. WR-ALC Executive Council member spaces at building 215. Members of the Executive Council who do not work in building 215 will be provided reserved spaces at Bldg. 215. These will be in addition to their primary work locations. Members of the Executive Council who work in Bldg. 215 will not be provided additional spaces for their service on the Executive Council.

5.1.8. Temporary Reserved Parking. Each parking monitor is responsible for issuing and maintaining documentation for temporary reserved parking. The parking monitor may only temporarily reserve an open reserved parking space with the base approved standard reserved parking sign (provided by the building Facility Manager). Temporary reserved parking may only be issued for a maximum of 1 week. See [Attachment 2](#) for an example of a temporary reserved sign. The name of the individual the parking space is reserved for and the date the reserved parking sign will be removed must be included. All reserved signs will display the removal date in the upper right hand corner of the name placard.

5.1.8.1. Parking monitors may not use handicap or special reserved parking space.

5.1.8.2. Where open reserved parking is not provided, open spaces may be used upon Facility Manager approval.

5.2. All personnel with a designated parking space shall display a means of identifying their parking assignment on their vehicle. A template will be provided by CE and parking monitors shall issue a 3 inch by 5 inch card indicating the assigned designation with the parking monitor's name, organization, signature on the card, and for open reserved cases the permit lot number (i.e. 1, 2, 3...). Duplication of this card is prohibited. Duplication may result in loss of designated space and disciplinary action. Each organization shall be responsible for accountability and issuance of all permits.

5.3. This instruction recognizes existing collective bargaining agreements that provide reserved parking to the bargaining unit, i.e. the Local Supplement Agreement between Robins AFB and the IAFF Local F-107 and AFGE local 987, except where new provisions have been provided.

5.4. The 78 ABW/CC or designated representative reserves the right to regulate all reserved parking especially where warranted by facility and area operational circumstances (e.g., buildings 300/301 or industrial/flightline area).

6. Unauthorized Alteration of Government Property.

6.1. The 78 CES paint and sign shop is the only organization authorized to paint and sign the parking lot areas on Robins AFB.

7. Transition Clause.

7.1. Parking spaces marked previously to the date of this regulation that do not follow this regulation will be removed. As spots are found, they will be changed in accordance with this instruction.

8. Parking Violation Penalties.

8.1. Three parking violations within 12 months will result in a 30-day suspension of on-base driving privileges.

8.2. Four parking violations within 12 months will result in a 60-day suspension of on-base driving privileges.

8.3. Five parking violations within 12 months will result in a 6-month suspension of on-base driving privileges.

8.4. More than five violations within 12 months will result in revocation of on-base driving privileges for 1 year.

8.5. Violations will be considered for 12 calendar months after each occurrence for the purpose of the suspension or revocation of driving privileges.

8.6. Parking violations will be processed against the sponsor to whom the vehicle is registered through 78 SFS Reports and Analysis.

8.7. Administrative action taken under **Paragraph 8** does not preclude disciplinary action.

9. Parking Ticket Rebuttal Procedures.

9.1. Individuals desiring to rebut a ticket will contact 78 SFS/S5R at DSN 472-1994/472-1992 or 472-5245/472-1980 with their intent within 10 calendar days of the date of the citation. The 78 SFS/S5R will prepare an administrative hearing package for the 78 MSG/CC. The 78 MSG/CC will hear the rebuttal and issue a decision within 10 calendar days. If the issue is not resolved, the individual may appeal the parking violation to the 78 ABW/CC.

9.2. Bargaining unit employees may grieve parking tickets under procedures set forth in their respective negotiated grievance procedure.

10. Towing Vehicles.

10.1. Vehicles may be towed for parking violations such as parking next to a fire hydrant, in a fire lane, loading zone, non-designated area, where the vehicle is causing a traffic hazard or safety issue, when blocking handicap access, and in other instances where the 78 SFS has determined it to be unsafe.

10.2. Vehicles towed from the installation will be towed at the owner's expense.

10.3. The 78 SFS Base Defense Operations Center (78 SFS/BDOC) will be the point of contact on all parking-related towed vehicles from the installation.

BRIAN R. MOORE, Colonel, USAF
Commander

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

AAHSTO, *Geometric Design of Highways and Streets*, 6th Edition

AAG, *American Disabilities Act Accessibility Guideline*, September 2002

AFI 31-218(I), *Motor Vehicle Traffic Supervision*, 13 August 2012

AFII 38-101, *Air Force Organization*, 28 September 2012

AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, 9 May 2012

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

MUTCD, *Manual on Uniform Traffic Control*, 2009 Edition

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ABW—Air Base Wing

ADA—American Disabilities Act

AF—Air Force

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

BCE—Base Civil Engineer

BTE – Base Traffic Engineer

CC – Commander

CE—Civil Engineering

CV – Vice Commander

DV – Distinguished Visitor

GOV—Government Vehicle

MUTCD—Manual on Uniform Traffic Control

OPR—Office of Primary Responsibility

RAFBI—Robins Air Force Base Instruction

RDS—Records Disposition Schedule

RV—Recreational Vehicle

SFS—Security Forces Squadron

Attachment 2

STANDARDIZED RESERVED PARKING SIGN

A2.1. The approved standard reserved parking sign for Robins AFB shall be as shown in **Figure A2.1** below. **Figure A2.2** shows the details of the nameplate.

Figure A2.1. Approved Standard Reserved Parking Sign.



Figure A2.2. Sample Nameplate for Standard Reserved Parking Sign.



A2.2. TO ORDER “RESERVED PARKING” SIGN*.

A2.2.1. Contact: 78 FSS/SFCT Arts and Crafts Center: 926-5282

A2.2.2. POC for ordering signs via e-mail at robinsexpressions@live.com

A2.2.3. ATTN: Ann or Tracey

A2.2.4. Required Information: Number of signs required & name for each name plate required
Cost: \$150.00 each complete (‘reserved parking’, name plate, base & post)

A2.2.5. A charge of \$5.00 is required for each additional name plate

A2.2.6. Pick up completed order at Bldg. 984; will receive e-mail confirmation of order & pick up date.

A2.2.7. *Information is accurate at the time of publication. Prices and contacts subject to change.

Attachment 3

REQUEST PROCESS

A3.1. Note. AF Form 332 has been replaced with NEXGEN/TRIRIGA work request system.

Figure A3.1. Request Flowchart.

