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**Guide To A Successful**

**5K Run/Walk**

POC: 786 FSS/FSVS, 480-0294

a/o Aug 18

Congratulations on volunteering to lead your organization’s 5K run/walk. To get your event started on the right foot, see below.

Getting the event approved:

* Submit e-SSS a minimum of 60 days before event to allow proper time for coordination and approval from MSG/CC.
* Ensure your event does not conflict with any base, wing events. Refer to the 86 AW strat calendar on SharePoint and/or contact the 86 AW front office to verify that no events conflict with the date/time you have chosen.
* When selecting a date/time, your event must not impede base traffic flow or mission ops during peak hours, or put runners at unnecessary risk. Although runs during duty days are discouraged, approval may be granted when the event is on:
* Saturdays and Sundays (0700-1100)
* Mondays – Fridays (0900-1030; 1330-1500)
  + Requests during high traffic periods (M-F; 0700-0830, 1100-1300, and 1530-1800) will not be approved.
* 86 MSG/CC- approval must be obtained to host a 5K run. A template for an eSSS package is provided in this guide.
* Select a pre-approved, 786 FSS route and include with your package. All 5Ks will be held on Ramstein or Kapaun AS(Vogelweh).
* Determine if there will be DV (e.g. wing/base leadership) involvement and/or request for remarks. If so, include in the eSSS such information, and route a separate request through your organization’s leadership for requesting wing leadership involvement.
* Running events will generally be limited to no more than 1 per week.
* If an organization wishes to host a running event, they will be done on a first come, first served priority.

Event planning (once approval has been granted):

* Contact supporting agencies for assistance/support (***do not*** rely SOLELY on the eSSS to communicate your requests)
  + 86 MDG to ensure awareness of run in case of incident  
     - Event staff understands should a medical incident occur, to dial   
     1-1-2
  + 86 SFS, Police Services and inform them of the date, time and location of the run. They are able to provide the following:

- Patrol car to lead your event, pending availability

- Traffic vests for your road guards, pending availability

- Training for road guards if necessary

* + 86 AW/SE for road safety
  + 86 AW/PA for advertisement
  + 86CS for public announcement system and LMRs
  + 86 AW to add event to the strat calendar
* Obtain volunteers to:
* Serve as road guards (see routes for required number. Must have 2 per traffic control point). Events without minimum required road guards will not take place
* Provide direction to runners
* Operate a water station
* Serve as MC/announcer
* When advertising the event, ensure your name/contact info is listed on marketing media. The Southside Fitness Center and Vogelweh Fitness Center staff will not serve in this capacity. If the event is sponsored by a private org, advertising will not give the impression that the Fitness Center is endorsing or sponsoring the event. Private organization flyers need to state the following: “THIS IS A PRIVATE ORGANIZATION. IT IS NOT PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.”
* Provide logistical support (e.g. road guards with vests, cones, tables/chairs, cups)
* Ensure at least one water station is set up along route with all necessary supplies
* Start spreading the word for your event!

Where to request necessary items:

* Stop watches and water coolers are available upon request from 786 FSS/FSVS
* Road guard vests are available (pending availability) from 86 SFS or SFS-approved vests
* DV parking signs and cones are available from CES Self Help Store
* Tables, chairs and canopies are available for a fee from Outdoor Rec
* LMRs must be checked out through your LMR reps
* PA system is available from Ramstein Public Address Support

Useful Phone Numbers/Contact Information

* 786 FSS/FSVS: 480-0294
* 86 SFS Police Services: 478-2232
* Outdoor Recreation: 480-5707
* CES Self Help Store: 480-5034/5035
* Ramstein Public Address Support: 480-5137 or email at: [ramstein.publicaddresssupport@ramstein.af.mil](mailto:ramstein.publicaddresssupport@ramstein.af.mil)
* 86 AW/SE: 480-7233
* 86 AW/PA: 480-9196
* 86 AW/AT: 480-2115
* 86 MSG/CCE: 480-2000

DAY OF THE EVENT

* Ensure PA system is available and LMRs are picked up
* Brief road guards on responsibilities and ensure they are in place prior to the start of the race
* Ensure DV parking is clearly marked
* Following the race:
  + Pick up trash along the route
  + Collect road signs
  + Return all borrowed items (e.g. LMRs, stop watches, coolers)
  + Send letters of appreciation to volunteers

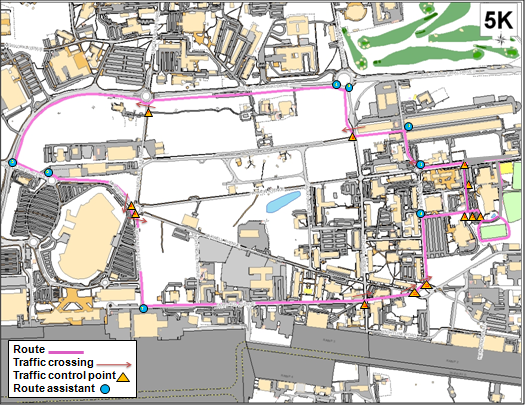
eSSS Guidance:

* Routing:
* (your sq/CC or org president)
* 786 FSS/FSVS (Mr. Marcus Grothues)
* 786 FSS/FSV
* 786 FSS/CC
* 86 FSS/CC (for private orgs only)
* 86 SFS/CC
* 86 AW/SE
* 86 AW/PA
* 86 AW/AT
* 86 MDG/CC
* 86 MSG/CCE
* 86 MSG/CD
* 86 MSG/CC for approval
* Subject: 5K Run for (Insert cause/theme)
* Action officer (AO): (your name)
* AO DSN #: self explanatory
* Group: self explanatory
* Suspense: leave blank
* Purpose: Request 86 MSG/CC approval to host a 5K Run on Ramstein AB (or Kapaun AS/Vogelweh) on (insert date/time) honoring (insert cause) or supporting (insert theme)
* Background: (include a brief description about the cause/theme and reason for the event)
* Discussion: provide more detailed information. At minimum include:
  + Who’s requesting the event – provide your organization and if a private organization, then state
  + When is it - date/time
  + What’s the purpose/intent – to honor, in recognition, in memory of …
  + Why it’s important – to bring awareness of, to kick-off, to memorialize/remember
  + State if there is a registration fee or not. If so, then how much, what will the funds be used for, and what will the runners receive (if applicable)
  + Discuss any special circumstances/requests – if requesting comments from the 86 AW/CC or other DV, a separate eSSS should be routed through your organization’s leadership.
  + Discuss/reference any attached, supporting documents – attachment 1 provides the approved route

* Recommendation: 86 MSG/CC approve (insert theme) 5K Run scheduled for (insert date/time)
* Attachments
  + Include the 786 FSS 5K route
  + Any other supporting documentation pertinent to the run

Route Options:

**Route A**: Weekend Runs ONLY (best start time from 0800-0930)



Total road guards required: 30

**Route B**: “Down and Back” Appropriate for Any Day



Total road guards required: 14

**Route C**: Available for weekend, non-duty week days only.



Total road guards required: 36

**Route D (Vogelweh)**: Available for weekend, non-duty week days only



**Route**

**Traffic Control Point**

**VFC**

Total road guards required: 20