

**BY ORDER OF THE COMMANDER
LOS ANGELES AIR FORCE BASE**

**LOS ANGELES AIR FORCE BASE
INSTRUCTION 31-218**

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Security

**MOTOR VEHICLE
TRAFFIC SUPERVISION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Major Brandon R. Burden

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This publication implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense*, DAFI 31-218(I), *Motor Vehicle Traffic Supervision* and DAFI 31-115, *Law and Order Operations*. This instruction also assimilates, as applicable, California Vehicle Code (CVC) for enforcement on the federal installation known as Los Angeles Air Force Base (LAAFB), located within the state of California. All provisions are directive in nature and apply to all organizations and personnel located on or within the jurisdictional limits of LAAFB, CA and its annexes (Fort MacArthur, Pacific Crest, and Pacific Heights). The use of LAAFB throughout the entirety of this document shall include the annexes of Fort MacArthur, Pacific Heights, and Pacific Crest. When a conflict between the CVC and AFPD 31-1, DAFI 31-218(I) DAFI 31-115, *Law and Order Operations* exists, the CVC will supersede the listed Air Force Publications. This instruction also complies with the guidance set forth in the LAAFB Integrated Defense Plan (IDP). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322, Records Management and Information Governance Program and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.afrims.cce.af.mil/>.

Authority for maintenance of the system: "This instruction requires collecting and maintaining information protected by the *Privacy Act of 1974* authorized by 10 U.S.C. 8013, Secretary of the Air Force: Powers and duties; delegation by and DODI 6055.07, *Mishap Notification, Investigation, Reporting, and Record Keeping*; DODI 6055.4, *Department of Defense Traffic*

Safety Program and DAFIs 31-118, *Security Forces Standards and Procedure* DAFI 31-218(I), *Motor Vehicle Traffic Supervision*, AFI 31-115, *Law and Order Operations*, DoD Directive 7730.47,

Defense Incident Based Reporting System (DIBRS); 18 U.S.C. 922 note, Brady Handgun Violence Prevention Act; 28 U.S.C. 534 note, Uniform Federal Crime Reporting Act; 42 U.S.C. 10601 et seq., Victims' Rights and Restitution Act of 1990; and E.O. 9397 (SSN). The following System of Records Notices apply: F031, AF SP L, Traffic Accidents and Violation Reports; F031 AF SP K, Vehicle Administration Records, F031 AF SP B, Air Force Justice Information System (AFJIS).

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. It has been reorganized IAW the basic instruction for easier readability. This supplement delegates authority for execution of the motor vehicle traffic supervision instruction to SBD 3/CC.

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Chapter 1

MOTOR VEHICLE TRAFFIC SUPERVISION PROGRAM

- 1.1 Program Management:** This instruction implements local policy, assigns responsibility, and establishes procedure for motor vehicle traffic supervision on LAAFB. This instruction provides further specific guidance derived from AFI 31-218(I), *Motor Vehicle Traffic Supervision*, AFI 31-101, *Integrated Defense*, AFI 10-245, *Antiterrorism*, AFI 91-207, *The US Air Force Traffic Safety Program* and California Vehicle Code.
- 1.2 Responsibilities:** Commanders, Directors, and supervisors will ensure their personnel adhere to the provisions of this instruction. Sponsors will ensure their guests comply with this instruction. All persons operating a vehicle on base will be familiar with and comply with this instruction.

Chapter 2

DRIVING PRIVILEGES

2.1. Requirements for Driving Privileges: Driving a government owned vehicle (GOV) or privately owned vehicle (POV) on LAAFB is a privilege granted by the SBD 3/CC. The SBD 3/CC or designee may, for cause, or any lawful reason, administratively suspend or revoke driving privileges on the installation. The suspension or revocation of installation driving privileges for lawful reasons unrelated to traffic violations or safe vehicle operation, is not limited or restricted by this instruction. Persons who accept the privilege must:

2.1.1 Lawfully be licensed to operate a motor vehicle in the appropriate classification and not be under suspension or revocation in any other DoD installation or state.

2.1.2 Comply with DoD Regulations, Department of the Air Force Instructions and CVCs governing motor vehicle operations on LAAFB.

2.1.3 Possess while operating a motor vehicle and produce upon request by authorized personnel, including 61 SFS and SBD 3 Safety Office (SBD 3/SE), the following:

2.1.3.1 A current and valid state driver's license or a current valid international driver's license with the appropriate classification/endorsement for the vehicle being operated.

2.1.3.2 Proof of current vehicle registration.

2.1.3.2.1 Vehicle owners must have current vehicle registration in order to enter or park on any part of LAAFB and its annexes. Personnel who are cited for operating or having a parked vehicle on LAAFB with an expired registration have 3 duty days to properly register the vehicle and provide proof of valid registration to 61 SFS/S5R. If proof is not provided, their base driving privileges are subject to suspension for 30 days.

2.1.3.3 Proof of current vehicle insurance. Proof of insurance consists of an insurance card (paper or electronic), or other documents issued by the insurance company that has a policy number, beginning and expiration dates, and the Vehicle Identification Number (VIN) of the vehicle covered.

2.1.3.3.1 Personnel who are cited for operating a vehicle with no proof of insurance or fail to produce documents upon request will have 3 duty days to provide proof that the vehicle had valid insurance at the time of the stop to 61 SFS/S5R. If proof is not provided, their base driving privileges are subject to suspension for 60 days.

2.1.3.3.2 Personnel seeking installation access who fail to provide proof of current insurance when requested will be denied the ability to drive that particular vehicle on LAAFB.

2.2 Stopping and Inspecting or Vehicles. 32 CFR Part 634, grants Installation Commanders the authority to stop, inspect, and search, motor vehicles at installation gates to ensure the safety and security of all personnel and resources under their control. 61 SFS may stop vehicles on LAAFB:

- 2.2.1 As a condition of entering the installation, all personnel and vehicles are subject to search IAW 32 C.F.R. 552.18.
- 2.2.2 Individual/Vehicle Search and traffic stops are authorized if there is probable cause and/or reasonable suspicion of criminal activity or its necessary to enforce traffic laws and regulations as outlined in this instruction.
- 2.2.3 Implied consent to vehicle impoundment: As a condition to accepting installation driving privileges, drivers give their implicit consent for the removal and temporary impoundment of their POV if their POV is:
 - 2.2.3.1 Illegally parked for an unreasonable time period.
 - 2.2.3.2 Interference with traffic operations.
 - 2.2.3.3 Creates a safety hazard.
- 2.2.4 Personnel will abide by and submit to Random Installation Entry/Exit Vehicle Checks (RIEVC) at LAAFB or its annexes' installation gates. Refusal to permit the inspection may result in the loss of base driving privileges for one year, barment from the base or other administrative actions.
- 2.2.5 The SBD 3/CC determines where and when the checks occur and will prescribe a uniform formula for checking vehicles. When a vehicle is initially stopped for a check, the 61 SFS member will determine if seat belts are being worn. The 61 SFS member will ensure the operator has in possession a valid driver's license, current registration, and proof of valid insurance. If warranted, a DD Form 1408 will be issued for any violations to the above.
 - 2.2.5.1 If the inspection results in finding of evidence of a crime (e.g., unauthorized weapons, drugs and/or drug paraphernalia etc.), the SF member will take actions accordingly depending on status of the offender.
 - 2.2.5.2 Refusals: Civilians are identified as individuals who are not active-duty military. If the operator is a civilian, he/she will be asked for identification and advised that he/she will be denied access to the base until the vehicle has been inspected. If the operator refuses to have the vehicle inspected, the operator/owner will be advised that failing to submit to a RIEVC may result in revocation of base driving privileges and/or barment actions for up to one (1) year. If the owner/operator still refuses, he/she will be denied authorization to operate the vehicle on base. Security Forces will conduct a walk around of the vehicle to determine whether evidence in plain view justifies legal authority for search and/or seizure. The office of Staff Judge Advocate (SJA) will be consulted for further guidance. If the offender is a government employee, SFS will gather pertinent work information to be forwarded through their leadership channels for administrative proceedings.
 - 2.2.5.3 Civilian employees/Contractors/Dependents: Will have their driving privileges suspended for sixty (60) days.
 - 2.2.5.4 Guard/Reservist (not on title 10 status): Will lose their driving privileges suspended for six (6) months. The members unit will be notified of the incident.
 - 2.2.5.5 Retirees: Will be barred from base for sixty (60) days (will maintain medical

privileges).

2.2.5.6 Vehicles under Active Duty, Reservists, or Guardsmen on Title 10, will be advised the RIEVC is a lawful order by the Installation Commander and failure to submit to an examination may result in their apprehension for the offense of Article 92, Failure to Obey Order or Regulation, Uniform Code of Military Justice (UCMJ).

2.3 Suspension or Revocation of Driving Privileges. The SBD 3/CC may for cause, or any lawful reason, administratively suspend, revoke, restore, grant limited driving privileges, or preside over traffic hearings on the installation. The suspension or revocation of installation driving privileges for lawful reasons unrelated to traffic violations or safe vehicle operation, is not limited or restricted by this instruction.

2.3.1 Driving Under the Influence (DUI) Suspensions/Revocations. The Installation Commander, or their designee, must conduct evidence reviews as soon as possible, or within the first normal duty-day following final assembly of evidence. Notice of one year Suspension/Revocation of Base Driving Privileges letters for DUI will be issued by the patrolmen. This initial letter is a preliminary suspension which will remain in place until the SBD 3/CC makes a final decision. A separate final notice will be given to the individual when the final decision is made. The individual will be given credit for the months leading up to the final decision.

2.3.1.1 The primary test used on LAAFB for breath alcohol concentration (BrAC) will be a breath test. Security Forces at LAAFB will use a state certified Intoxilyzer Instrument breath test as the primary method for determining breath alcohol concentration (BrAC). Only certified police personnel shall administer this test.

2.3.1.2 The 61 MDS will be responsible for administering Blood Alcohol Content (BAC) tests to military. Civilian offenders will be processed by the police agency handling the DUI.

2.3.1.3 The use of portable breath testing (PBT) devices are approved in conformity with National Highway Traffic Safety Administration (NHTSA) standards.

2.3.2 Implied Consent to Breath Test. Individuals who drive on LAAFB, or its annexes are deemed to have given consent to evidentiary tests for alcohol or drug content of their breath when lawfully apprehended for suspected DUI to determine the influence of alcohol or drugs.

2.3.2.1 If the SBD 3/CC has determined that an individual refused to submit or complete a lawful test to measure the alcohol content in the breath or detect the presence of any drug after a lawful stop, apprehension, inspection, or search, the individual shall be issued a mandatory one-year revocation of driving privileges. The one-year revocation will run consecutively with any suspension period resulting from a DUI conviction.

2.3.2.2 When military members refuse to submit to a test to determine BrAC for an on base DUI, 61 SFS personnel will consult with SJA to request search authority. If authority to search and seize is granted, the offender may be transported to the 61 MDS for blood draw to determine (BAC).

2.3.2.3 Civilian or Guardsmen on Title 32 suspected of DUI on-base by SFS will be detained

until local Law Enforcement arrives and takes custody. If local PD does not respond within a timely manner, SFS will refer to SJA for further guidance. A notice of suspension or revocation of the person's privilege to operate a motor vehicle on base will be issued.

2.3.2.4 Military Active Duty, Reservists, or Guardsmen on Title 10 will be apprehended and processed by the 61 SFS. If 61 SFS personnel are not available to process the individual for the DUI, local law enforcement will be contacted for assistance.

2.3.3 Preliminary suspension/revocation letters for other than intoxicated driving offenses.

These letters will be prepared and issued by the 61 SFS/S5RA and are valid until a final determination is made. The SBD 3/CC will make final determinations of the suspension/revocations of all offenses and release findings and recommendations. Failure of the offender to submit a request for an administrative hearing within 14 calendar days from the date of receipt of the preliminary suspension/revocation letter will end in a suspension/revocation. Any person whose driving privileges have been revoked or suspended shall surrender their AF Form 2293, *U. S. Air Force Motor Vehicle Operator Identification Card*, if issued, to 61 CELS Vehicle Operators section. Personnel may not use a civilian license to drive GOVs off-base when on-base driving privileges have been suspended or revoked.

2.3.3.1 61 SFS/S5RA will serve the letter by contacting the offender's First Sergeant or unit Commander/Director. If the offender is not affiliated with LAAFB, the letter will be mailed to the offender's home address. The unit Commander/Director or First Sergeant will direct the offender and their supervisor to 61 SFS/S5RA to sign the letter within 3 duty days (unless TDY or in leave status). If a revocation for implied consent is combined with another revocation such as DUI, revocations will run consecutively.

2.3.4 Appeal Process for Traffic and Parking Citations:

2.3.4.1 Any individual receiving a DD Form 1408 who believes he/she has been unfairly or unlawfully cited may contest the validity of the citation.

2.3.4.2 The individual who received the DD Form 1408 may initiate a rebuttal to the validity of the 1408 within 5 duty days of receiving the ticket by contacting 61 SFS/S5RA and indicating intent to rebut. Failure to do so will result in the ticket being annotated with "Did Not Rebut" and will be loaded into AFJIS and sent out for action. If the individual contacts 61 SFS/S5RA and initiates rebuttal action within the 5-duty day window, 61 SFS/S5RA will provide detailed instructions on how to conduct the rebuttal. The final decision rests with the SBD 3/CC or delegated official. The entire package must reach the 61 SFS/CC within 14 calendar days of the date the ticket was written. After the decision-making authority renders his/her decision, 61 SFS/S5RA will notify the violator of the final decision.

2.3.4.3 If the rebuttal authority determines the ticket "stands as issued" the ticket will be forwarded to the owning unit commander, or equivalent, for action. 61 SFS/S5RA will set a 14-day suspense for the unit to reply, with a signed copy of the DD Form 1408 template indicating the action taken for the violation. Upon receipt of the response from the unit, 61 SFS/S5RA will close out the "action taken" portion of the incident in AFJIS.

2.3.4.4 If the rebuttal authority dismisses the ticket, it will be voided from the recipient's

AFJIS history, and no further action is required.

2.3.4.5 For on base offenses, letters of preliminary suspension/revocation are maintained and issued by the on-duty Security Forces Flight. All Preliminary Notice of Revocation/Suspension of Base Driving Privileges letters shall remain in effect until a final determination is made by the SBD 3/CC.

2.4 Reinstatement of Driving Privileges. Reinstatement of driving privileges on LAAFB shall be automatic once the following criteria have been met.

2.4.1 The applicable revocation period has been completed.

2.4.2 Completion of any reinstatement requirements of the individual's home state and/or the state the individual may have been suspended in have been met.

2.4.3 Completion of any assigned alcohol or drug abuse treatment.

2.5 Extensions of Suspensions and Revocations.

2.5.1 Any individual discovered driving on LAAFB while their state driver license or installation driving privileges are suspended/revoked will have the original period of suspension/revocation extended by two years, IAW DAFI 31-218_IP, paragraph 2-12. a., unless limited driving privileges were granted by SBD 3/CC. This action does not preclude commanders, directors, managers, or supervisors from taking additional administrative action under the UCMJ or other applicable guidance. Contractor or non-base connected personnel in violation of suspension or revocation may receive a barment order under *Title 50, United States Code, and Section 797*.

2.6 Reciprocal State-Military Action. If a military member, civilian, or contractor employee has their installation driving privileges suspended/revoked by the installation commander or their designated representative, 61 SFS/S5RA will notify the licensing authority of the state where a license is issued as required by DAFI 31-218_IP, Paragraph 2-11. c. (2).

Chapter 3

TRAFFIC PLANNING AND PARKING

3.1. Traffic Planning:

- 3.1.1 Any substantial change made to the existing traffic circulation design must be coordinated through the Traffic Review Board (TRB). The TRB is chaired by the SBD 3/CC or their designated representative, Base Civil Engineering and Logistics (CELS) and consists of, as a minimum, the Base Traffic Engineer, SFS/CC, Chief of Ground Safety, and Staff Judge Advocate. The scope of the TRB is intended to meet the requirements of the Traffic Safety Coordination Group, as outlined in AFI 91-207. The SBD 3 Safety Office is the Office of Primary Responsibility for the TRB. The TRB will convene on an as needed basis to address traffic changes.

3.2. Traffic Law Enforcement Principles:

- 3.2.1 Speed limitations. The following speed limits apply on base:
- 3.2.1.1 General. Unless otherwise posted, the base speed limit is 15 miles per hour.
 - 3.2.1.2 Housing areas. Unless otherwise posted, the speed limit for all housing areas is 15 miles per hour.
 - 3.2.1.3 Parking lots. Unless otherwise posted, the speed limit for all parking lots is 10 miles per hour.
 - 3.2.1.4 Troop formations. The speed limit is 10 miles per hour when approaching or passing troop formations.
 - 3.2.1.5 Entry/Exit Control Points. The speed limit is 5 miles per hour.

3.3. Installation Traffic Code – Rules of the Road.

- 3.3.1 This section establishes the uniform rules for governing the supervision and control of traffic on the base. All provisions are applicable on all land areas under the jurisdiction of the Installation Commander, LAAFB. DoD, California Vehicle Code, USAF directives/instructions, and the United States Code apply to base traffic rules. Violators may be cited, and points may be assessed against their driving record. The following additional prohibitions/requirements apply:
- 3.3.1.1 The use of Lidar detection devices are used by law enforcement patrols on LAAFB. The use of any device(s) capable of transmitting simulated erroneous speed is prohibited on LAAFB. Radar detection devices to indicate the presence of speed recording instruments are prohibited on DoD Installations. It is illegal to use a "laser jammer" on LAAFB. No person shall operate any device or equipment that jams, blocks, or otherwise interferes with the radar or laser signals used by an official speed measuring device.
 - 3.3.1.2 Such devices will be turned off or unplugged and removed from sight while the vehicle is on base.

- 3.3.1.3 Traffic in the military family housing areas is restricted to residents and their guests only. Through traffic is prohibited where posted.
- 3.3.1.4 State license plates must be clearly visible at all times while on base. State license plates will be mounted and visible on both the front and rear of the vehicle. In states where only one plate is issued, the plate will be mounted on the rear of the vehicle. Vehicle operators are required to clear obstructions from the license plates before entering LAAFB.
- 3.3.1.5 The exterior of vehicles traveling on base must be clear of debris that could obstruct or impede the view of the operator or cause an unsafe condition for other vehicles traveling on the roadway.
- 3.3.1.6 Children under 40 pounds must be secure in a car seat in the back seat. Exception for children under 8 years of age and are 4'9" or taller, may be secured by a safety belt in the back seat while in a vehicle being operated. CVC 27363(d).
- 3.3.1.7 No person will leave any child younger than 6 years of age unattended in a vehicle without an acceptable sitter (12 years of age or older).
- 3.3.1.8 A child under the age of two must ride in a rear-facing car seat, not in a forward-facing car seat (unless more than 40 pounds in weight or 40 inches in height).
- 3.3.1.9 A child shall not be transported in a rear-facing passenger restraint system in the front seat of a motor vehicle that is equipped with an active frontal passenger airbag.
- 3.3.1.10 Children under 8 years of age must sit in a child car seat or booster in the back seat of the vehicle.
- 3.3.1.11 In case of a life-threatening emergency, or when a child is being transported in an authorized emergency vehicle, if there is no child passenger restraint system available, a child may be transported without the use of the system, but the child shall be secured by a seatbelt.
- 3.3.1.12 It is prohibited to let a person:
 - 3.3.1.12.1 Ride in part of a vehicle not intended for **passengers**.
 - 3.3.1.12.2 Ride in the trunk of a vehicle.
 - 3.3.1.12.3 Ride in a vehicle that the driver is **towing**.
- 3.3.1.13 No one shall throw or deposit, upon any public or private area, any item or any substance likely to damage traffic areas, or any noisy, nauseous, or offensive matter of any kind.
- 3.3.1.14 **Driver Distractions:**
 - 3.3.1.14.1 Drivers are strongly discouraged from engaging in any activity (e.g., eating, reading, Global Positioning System [GPS] programming, etc.) not

directly related to driving which may result in becoming distracted from the safe operation of the vehicle.

- 3.3.1.14.2 Vehicle operators on a DoD installation and operators of government motor vehicles, regardless of the location, shall not use cell phones unless the vehicle is safely parked or the operator is using a hands-free device (i.e., single ear, wired earphone, Bluetooth earbud, Bluetooth compatible GPS, on-board [in-dash] Bluetooth connectivity, or similar technology that enables one-touch call answering). Using the speaker phone feature of a cellular telephone is not considered a hands-free device if the phone is being held in the driver's hand. Additionally, even when using a hands-free device, drivers will not manually dial out to place telephone calls while the vehicle is in motion. The use of voice recognition technology to dial and place a call while in motion is authorized and recommended.
- 3.3.1.14.3 The wearing of any other portable headphones, earphones, or other listening devices while operating a motor vehicle is prohibited. Use of those devices impairs driving and masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, and human speech.
- 3.3.1.14.4 The use of portable electronic devices (e.g., cell phones, tablets, iPads, etc.) not directly related to the safe operation of the motor vehicle is prohibited.
- 3.3.1.14.5 Violation of the hands-free and portable electronic device policy is a primary offense, permitting Security Forces to stop a violator solely for this offense.
- 3.3.1.14.6 Security Forces may use the DD Form 1408, *Armed Forces Traffic Ticket* to cite any violator, regardless of status, for violation of the hands-free or portable electronic device policy. Civilians and military may be subject to loss of base driving privileges and/or administrative action.
- 3.3.1.14.7 SFS will report violations of the provisions of this instruction committed by base personnel to the individual exercising disciplinary authority over the offender.

3.4. Operation of Motorcycles, Motorized Mopeds, Motorized Scooters, and All-terrain Vehicles (ATV): All personnel, regardless of status, who violate the standards set forth in this section, may be cited via DD Form 1408, *Armed Forces Traffic Ticket*, and/or may be subject to loss of base driving privileges and/or administrative action.

- 3.4.1 Military personnel who operate a motorcycle (whether on or off-duty or on or off a DoD installation) are required to complete an approved motorcycle rider safety course.
 - 3.4.1.1 All other personnel who operate a motorcycle while on an Air Force installation are highly encouraged, but not required, to attend an approved motorcycle rider safety course.
- 3.4.2 In addition to complying with all traffic laws, the following requirements and guidance provide additional clarification for wear of personal protective equipment (PPE) by such

vehicle operators/passengers, as prescribed in DoDI 6055.04, *DoD Traffic Safety Program*.

3.4.3 All operators and passengers will wear the following safety equipment as a minimum:

- 3.4.3.1 A helmet, certified to meet current Federal Motor Vehicle Safety Standard No. 218 (DOT), United Nations Economic Commission for Europe (UNECE) Standard 22.05, British Standard 6658, or Snell Standard M2005 or higher, shall be worn and properly fastened under the chin.
- 3.4.3.2 Eye Protection. Goggles, wrap around glasses, or a full-face shield designed to meet or exceed American National Standards Institute (ANSI) Standard Z87.1-2020, or UNECE 22.05 or BS6658 in effect when manufactured, will be properly worn. A windshield does not constitute proper eye protection.
- 3.4.3.3 Gloves. Full-fingered gloves or mittens are required. Gloves or mittens will be made from leather or other abrasion-resistant material.
- 3.4.3.4 Foot Protection. Foot protection includes sturdy over-the-ankle footwear that affords protection for the feet and ankles. They must have low heels and protect the ankles from burns and abrasions and provide a good grip on the road surface and foot pads. No sandals, sneakers, open-toed shoes, or high heels.
- 3.4.3.5 Long-sleeved shirt or jacket and pants. Wearing a motorcycle jacket and pants constructed of abrasion resistant materials such as leather, Kevlar® or Cordura® containing impact absorbing padding is strongly encouraged.

3.4.4 Off road vehicle use:

- 3.4.4.1 Tracked or oversized vehicles will not be operated on base roadways unless specific advance approval is granted by 61 CELS and coordinated through 61 SFS/S3.
- 3.4.4.2 No vehicle (with the exception of emergency response vehicles or those deemed as a matter of necessity) will be operated or parked on a seeded area or off the roadway unless specifically authorized by posted signs or sanctioned events.
- 3.4.4.3 ATV is defined as any motorized land vehicle predominantly used for recreational purposes on unimproved roads, trails, and other areas not suitable for conventional two-wheel drive vehicles. This includes, but not limited to, all-terrain vehicles (ATVs), off-highway motorcycles or dirt bikes, utility terrain vehicles (UTVs or side-by-side vehicles), and snowmobiles. Operation of privately owned ATVs is prohibited unless the ATV is highway licensed to operate it on the street. This includes the ATV should be registered, titled, and meet all highway equipment requirements.

3.5 Operation of Bicycles: All personnel, regardless of status, who violate the standards set forth in this section, may be cited via DD Form 1408-Armed Forces Traffic Ticket and/or may be subject to loss of base driving privileges and/or administrative action.

- 3.5.1 Every person operating a bicycle upon a roadway shall ride as near to the right side of the roadway as possible, with the flow of traffic, as practical, obeying all traffic rules applicable to vehicles and exercising due care when passing a standing vehicle or one proceeding in the same direction.

- 3.5.2 Persons riding bicycles upon a roadway shall ride in single file, except on paths or parts of roadways set aside for the exclusive use of bicycles.
- 3.5.3 Every bicycle shall be equipped with an adequate brake when used on a street or highway.
- 3.5.4 Every bicycle in use from sunset to sunrise, and at any other time when there are unfavorable atmospheric conditions or where there is not sufficient natural light to render discernible persons, shall be equipped with the following:
 - 3.5.4.1 A lamp mounted on the front of either the bicycle or the operator that shall emit a white light visible from a distance of at least 500 feet to the front and 300 feet to the sides. A generator-powered lamp that emits light only when the bicycle is moving may be used to meet this requirement.
 - 3.5.4.2 A red reflector on the rear that shall be visible from all distances from one hundred feet to six hundred feet to the rear when directly in front of lawful lower beams of head lamps on a motor vehicle.
 - 3.5.4.3 A lamp emitting either flashing or steady red light visible from a distance of 500 feet to the rear shall be used in addition to the red reflector. If the red lamp performs as a reflector in that it is visible as specified in paragraph 3.5.4.2., the red lamp may serve as the reflector and a separate reflector is not required.
 - 3.5.4.4 Bicyclists must wear retro-reflective high visibility outer garments during hours of darkness and inclement weather with low visibility.
 - 3.5.4.5 All persons who ride a bicycle, tricycle, other human powered vehicles, or motorized bicycles, on an AF installation in a traffic environment shall wear a properly fastened and approved (e.g., Consumer Product Safety Commission, ANSI, Snell Memorial Foundation, or host nation equivalent) bicycle helmet. Workers operating bicycles in areas that require the use of ANSI-approved helmets (hard hats) for protection from falling and flying objects are allowed to use those helmets instead of approved bicycle helmets. DoDI 6055.04, *DoD Traffic Safety Program*.

3.6 Defective Vehicle Citations:

- 3.6.1 Anyone operating a vehicle which does not comply with the requirements of this instruction or the local authority, may be cited for operating a defective vehicle and such citations will be marked "Proof of Compliance." Anyone so cited via DD Form 1408 will be given 72 hours to correct the defect and report to the Security Forces/BDOC, Building 272. If the defect is corrected within the prescribed time period, the 61 SFS/S5RA shall reduce the citation to a warning with the verification from an on-duty patrolman. If a vehicle operator is unable to get the defect corrected within the 72-hour limit due to extenuating circumstances (i.e., duty schedule, deployment, or significant hardship, etc.), a request for an extension will be directed to the Security Forces Operations Officer/Superintendent for consideration. Approval will be on a case-by-case basis.
- 3.6.2 Vehicles cited as being defective which are visibly unsafe to operate due to bald tires, jagged metal, or other protrusions which create an unreasonable risk of injury to pedestrians or property will not be operated on base until such defects are corrected.
- 3.6.3 For the purpose of this instruction, factory installed safety equipment, whether or not

required by law, are required to be maintained in proper working condition and used in the manner for which it was designed.

- 3.6.4 In all cases, the security forces person issuing a defective vehicle citation will indicate on the offender's copy of the citation the actions required of the offender.

3.7 Towing and Storage of POVs:

- 3.7.1 Inoperative vehicles will be towed at the owner's expense.

3.7.1.1 The basic decision to be made for each potential impoundment is if impoundment is necessary and lawful per DAFI 31-218(I) Chap 2-3 (b) and the assimilated provisions of the local authority. A POV should not be impounded unless it interferes with traffic, threatens public safety or convenience, is involved in criminal activity, contains evidence of criminal activity, or is stolen or abandoned. If other reasonable alternatives exist impounding vehicles is inappropriate. When possible, attempt to locate the POV owner and have the vehicle removed. If reasonably feasible, allow another responsible person to drive or tow the POV, if he/she first have permission from the owner, operator, or person empowered to control the vehicle. However, in such cases security forces is not responsible for safeguarding the vehicle.

3.7.1.2 Impounding a POV is authorized at the direction of delegated authorities or 61 SFS/CC, or when any of the following conditions exist:

3.7.1.3 The vehicle is illegally parked:

3.7.1.3.1 On a street or is double-parked and interferes with orderly traffic flow.

3.7.1.3.2 On a sidewalk, within an intersection, on a crosswalk, in a fire lane, or is blocking a driveway so that the vehicle interferes with operations or creates a safety hazard to other roadway users or the general public.

3.7.1.3.3 In a restricted, controlled, or off-limits area, including, but not limited to, areas cordoned off to implement 25-meter standoff during increased FPCONs.

3.7.1.3.4 When blocking an emergency exit door of any public place.

3.7.1.3.5 In a "tow-away" zone that is marked with signs.

3.7.1.4 The vehicle interferes with or is involved in one of the following:

3.7.1.4.1 Street cleaning or debris removal operations.

3.7.1.4.2 Emergency operations during a natural disaster, fire, or other emergency.

3.7.1.4.3 The vehicle was used in a crime or contains evidence of criminal activity.

3.7.1.4.4 The owner or person in charge of the vehicle is apprehended and therefore unable (or unwilling) to arrange removal of the vehicle.

- 3.7.1.4.5 The POV is mechanically defective and is a menace to others using the public roadways.
- 3.7.1.4.6 The POV is disabled by a traffic accident and the operator is unavailable or physically incapable of having the vehicle towed to a place of safety for storage or safekeeping.
- 3.7.1.4.7 The POV displays an expired registration of more than 6 months while operated or left standing on a public street or parked in a spot assigned to another resident.
- 3.7.1.4.8 The POV threatens public safety or convenience.
- 3.7.1.4.9 The POV is stolen or abandoned.
- 3.7.1.4.10 A POV operated by an individual without a valid driver's license under the following circumstances is subject to storage/impoundment under the local authority and Security Forces discretion (Note: Security Forces will attempt reasonable alternatives to storage/impoundment).
- 3.7.1.4.11 The POV operator does not have a valid driver's license listed in Section 2.1. of this Instruction.
- 3.7.1.5 The POV operator's driver's license is suspended or revoked by civil authorities.
- 3.7.1.6 Vehicles will be impounded using an authorized civilian towing company. Before impounding a vehicle, Security Forces will conduct an inventory of the vehicle contents when practical.
- 3.7.1.7 Civilian towing companies will remove abandoned vehicles from the installation at no cost to the Air Force or Space Force. Abandoned vehicles and unclaimed property will be disposed of by tow companies per applicable local authority.
- 3.7.1.8 If the owner cannot be contacted or the owner refuses when conditions within this Instruction are present, the on-duty Security Forces Supervisor shall determine if the vehicle will be towed without the owner's consent.
- 3.7.1.9 If the driver of the vehicle is not present the registered owner of the vehicle will receive the citation for the parking/registration violation.
- 3.7.1.10 Deployed Military personnel or their leadership must coordinate with CELS parking management.

3.8 Evidentiary POVs:

- 3.8.1 Vehicles known to be or suspected of being involved in a crime on base may be kept in Air Force custody when held for evidentiary purposes.
- 3.8.2 Requests from civilian law enforcement or civilian government to impound an on-base vehicle for reasons not related to military issues will be staffed through the SJA and the 61 SFS/CC. When appropriate, 61 SFS will comply with and support such requests and

impound the vehicle until civilian authorities request release, or until the vehicle no longer has evidentiary value, as determined by the requesting agency. 61 SFS/S2I will coordinate with AFOSI, on a case-by-case basis to secure a temporary location to store the impounded vehicle until such time as local authorities take custody of the vehicle or it is released to the registered owner.

3.9 Abandoned Vehicles

- 3.9.1 Vehicles that appear to be abandoned will be issued a DD Form 2504, *Abandoned Vehicle Notice*.
- 3.9.2 Vehicles are considered abandoned when the following conditions exist:
 - 3.9.2.1 The vehicle has been parked in the same spot for at least 72 hours.
 - 3.9.2.2 There are no signs the vehicle has been moved for an extensive period (wheels covered with cobwebs, leaves, and other debris not consistent with nearby vehicles).
 - 3.9.2.3 The vehicle appears not to be roadworthy. Examples of non-moving or non-road worthy vehicles include, but are not limited to:
 - 3.9.2.3.1 Flat tires.
 - 3.9.2.3.2 Uncovered broken windows.
 - 3.9.2.3.3 Mechanical or restoration work in progress.
- 3.9.3 Once a suspected abandoned vehicle has been identified, the issuing authority (61 SFS/S2I or patrol officer) will place a DD Form 2504 on the vehicle with instructions for the owner to contact the 61 SFS/S2I.
- 3.9.4 If the owner does not remove the vehicle after 72 hours or does not resolve the issue(s) that led to the issuance of a DD Form 2504, the vehicle may be towed.
- 3.9.5 After a vehicle has been deemed abandoned and the owner cannot be identified, 61 SFS/S2I may have the vehicle towed. A DD Form 2505, *Abandoned Vehicle Removal Authorization*, will be completed and a copy issued to the towing agency before moving the vehicle. Verbal authorization will be sufficient in cases where prompt removal is necessary (safety hazard, mission impairment). In all cases, the DD Form 2505 will be completed following the vehicle impoundment.
- 3.9.6 After the vehicle is removed, 61 SFS will complete the DD Form 2506, *Vehicle Impoundment Report* (See DODD 5525.4), as a record of action taken.
 - 3.9.6.1 61 SFS/S2I will forward a DD Form 2507, *Notice of Vehicle*, by certified mail to the address of the last known owner and lienholder of the vehicle to advise of the impoundment action and to request information concerning the owner's intentions concerning the vehicle.
 - 3.9.6.2 LAAFB will not be liable for any fees (i.e., towing, storage, damage, or disposal) associated with abandoned vehicles impounded by the towing company.

3.10 Pedestrians

3.10.1 Pedestrians in marked crosswalks have the right of way.

- 3.10.1.1 When approaching a crosswalk, operators of motor vehicles will yield the right of way to pedestrians already in the crosswalk.
- 3.10.1.2 No pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close as to constitute an immediate hazard.

3.10.2 Walkers, joggers, runners, and skaters will use the sidewalk when available. Walking, jogging, running, and skating on roadways is permitted only when there is no sidewalk available on either side of the roadway. Walkers, joggers, runners, and skaters on roadways at night or in inclement weather (e.g., fog, rain, etc.), will wear clothing containing retro-reflective properties or retro-reflective accessories visible from the front and back. Personnel will use the extreme left- hand side of any roadway and move against the flow of oncoming traffic. Personnel will not step into any roadway without first looking both ways. Violators may be cited on a DD Form 1408-Armed Forces Traffic Ticket. All skaters will wear an approved helmet which meets ANSI ASTM F1447-18 or SNELL 1994 Helmet Standard for use in non- motorized activities.

3.10.3 Utilizing portable headphones, earphones, or other listening devices (other than hearing aids) in both ears while walking, jogging, running, bicycling, skating, or skateboarding on **roadways is prohibited**. Violators may be cited on a DD Form 1408-Armed Forces Traffic Ticket.

3.11 Motor Vehicle Accident Reporting. The 61 SFS will respond to all on-base major accidents.

3.11.1 A major accident is defined as any accident involving personal injury, death, total property damage to government property or to motor vehicles likely exceeding \$10,000, or POVs are rendered inoperable from the accident.

3.11.2 Drivers of a GOV involved in an off-base vehicle accident resulting in injury or damage to military property must report the accident to the BDOC within 48 hours of occurrence. These accidents will be recorded in the blotter to include the case number from the investigating agency. When possible, 61 SFS/S5RA will obtain copies of reports from the investigating agency.

3.11.3 All vehicular accidents occurring on-base must be reported to the BDOC immediately or as soon as possible.

3.11.3.1 The 61 SFS may not respond to the scene of all minor vehicle accidents. Operator(s) may be directed to report in person to Bldg. 272 (BDOC) for completion of appropriate paperwork.

3.11.3.2 Vehicle operators involved in minor vehicle accidents should exchange information to assist with insurance claims and are not required to wait until the arrival of Security Forces patrols.

3.12 Parking.

- 3.12.1 Parking violations will be assessed to the vehicle operator if known. Otherwise, the registered owner of the vehicle is responsible for any parking violation committed with his or her vehicle.
- 3.12.2 Parking on base is allowed only where indicated by painted parking stalls, signs, metal plates attached to the curb/building, or by proper markings. Parking along curbs is not authorized unless marked as stated above. Drivers and registered owners must adhere to all posted signage while on LAAFB. 61 CELS is the only authorized agency to paint parking stalls and/or install signs.
- 3.12.3 No person shall stop, stand, or park in any of the following places, except when in compliance with the law or directions from competent authority or official traffic control device, with the exception of emergency responders on official business or approved maintenance crews:
 - 3.12.3.1 On, in front of, or blocking driveways, sidewalks, pedestrian crosswalks, or entrances/exit ways, or so near as to interfere with the obstructed use of the previous mentioned.
 - 3.12.3.2 In any way that obstructs the visibility of a traffic control device.
 - 3.12.3.3 In fire lanes, whether posted or not (unmarked fire lanes include open areas between buildings and those areas within 20 feet of a building, except when authorized parking is posted). This requirement ensures adequate space is available for mobile fire equipment.
 - 3.12.3.4 Within 10 feet of an intersection.
 - 3.12.3.5 Adjacent to any red or yellow painted curb/edge line.
 - 3.12.3.6 In excess of time specified by time limited parking signs.
 - 3.12.3.7 In clearly marked/numbered reserved/parking areas.
 - 3.12.3.8 On the side of the street facing oncoming traffic. Vehicles parked at an angle within parking areas will not be parked facing the flow of traffic. Exception: maintenance and emergency vehicles may be temporarily parked in these areas while performing official duties.
 - 3.12.3.9 Vehicles parked in marked spaces shall be within the painted lines, or if directed to park in an unmarked area by competent authority, not to extend beyond that area reasonably necessary for the vehicle.
 - 3.12.3.10 Persons operating, or in charge of, a motor vehicle will not leave the vehicle unattended while the engine is running.
 - 3.12.3.11 In any marked (i.e., diagonal stripes painted on the pavement) or posted prohibited parking area/space. Exception: Motorcycles may be parked in designated parking areas specifically identified as such where diagonal stripes exist.

- 3.12.3.12 On the street side of a vehicle already parked along the curb (double parking).
- 3.12.3.13 Inside buildings, unless they are specifically designated as parking areas.
- 3.12.3.14 Vehicle will not obstruct service side of a dumpster, or obstruct the use of that dumpster.
- 3.12.3.15 On any unpaved, seeded, or unimproved area anywhere on LAAFB, unless such areas have been specifically designated and properly marked for parking. Exception: maintenance and emergency vehicles may be temporarily parked in these areas while performing official duties.
- 3.12.3.16 Track, race/stock cars, truck type campers, storage/moving containers (PODS), camper shells, and utility/special purpose vehicles will not be parked along roadways, curbside, or in non-designated vehicle parking areas or spaces. Such vehicles/items will only be parked in the RV storage lot fully inside the Ft. MacArthur storage, or temporarily (NTE 72 hours) within assigned parking space or driveway of base housing.
- 3.12.3.17 In driveways or parking areas in such a manner that any portion of the vehicle extends onto or blocks a roadway or sidewalk.

3.13 Housing area(s) parking:

- 3.13.1 Vehicles will not be parked in any manner that obstructs driveways or hinders safe and efficient movement of traffic.
- 3.13.2 Vehicle maintenance and repair. Major repairs must be done off base. Minor repairs, such as tire changes or rotation, light bulb replacement, etc., may be conducted at the housing resident's quarters.
- 3.13.3 Parking curbside in cul-de-sacs is authorized as long as the parameters listed above are complied with.
- 3.13.4 Parking in spaces identified as guest/visitor will not exceed 24 consecutive hours in the same parking space.
- 3.13.5 Parking of storage trailers in assigned driveways/parking spots (e.g., POD, U-Haul, etc.) in housing is authorized for up 72 hours, if more time is needed the resident will request an extension from housing.

3.14 Reserved parking.

- 3.14.1 Reserved parking spaces will be approved for all available spaces for a particular facility or parking area, except for disabled parking, which must comply with uniform federal accessibility standards. Security Forces will have 7 consecutive reserved "patrol vehicle" parking spaces, in the first row east of Bldg. 272.
- 3.14.2 Temporary signs/cones may be used to reserve parking slots for visiting dignitaries. These signs/cones may be put in place 24 hours prior to the visit to ensure the space is empty. They

will be allowed to remain in place for the duration of the visit and must be removed immediately following the departure of the visiting dignitaries. Temporary signs/cones will not be used for personnel who work within the facility.

- 3.14.3 The following guidelines are set in approving, disapproving, and prioritizing reserved parking requests. Reserved parking is limited to government vehicles, disabled, visitors, General Officer/SES, MAJCOM/Center two-letter directors, deputies, commanders, first sergeants; missions, (e.g., BX, DeCA, SFS, etc.,) motorcycles and special parking slots for installation award winners. If an extreme condition exists, disabled employees may be granted a reserved parking spot on a case-by-case and rare basis. Request should be coordinated through the base parking manager.

3.15 Processing reserved parking requests.

- 3.15.1 Requests for reserved parking are coordinated through the base parking manager for recommendation by the commander/director. For the purposes of this procedure, the commander/director is the senior official exercising control over facilities occupied by more than one unit. EXCEPTION: business facilities that do not operate in conjunction with a designated squadron (i.e., AAFES & Commissary) will request reserved parking by preparing a package containing a detailed request with adequate maps depicting existing parking configurations and proposed changes. All packages will be coordinated through 61 CELS for approval.
- 3.15.2 The base parking manager must obtain the unit commander/director recommendation on the reserved parking request for their facility prior to completion of AF Form 332. The base parking manager is responsible for maintaining a listing and diagram of reserved parking slots. To propose changes to a facility's reserved parking plan, the unit commander/director is responsible for obtaining the coordination and/or concurrence of all units in the affected facility prior to submitting the parking request to 61 CELS.
- 3.15.3 The base parking manager will evaluate each request and complete an AF Form 332, *Base CE Work Request*. The request will indicate the type of work requested, justification with a diagram of the target area and a letter of approval from the approving official. This package is forwarded to 61 CELS/CEOES to assign a CE work order number. 61 CELS/CEOES forwards the AF Form 332 to 61 CELS/CENMP for review. Upon review and coordination, the AF Form 332 will be forwarded to 61 CELS for approval/disapproval. Approved work orders will be sent to 61 CELS/CEOH for installation. Disapproved requests will be returned to the originator. The requestor may appeal disapproval of the request by forwarding a letter to the 61 CELS outlining why his/her reserved parking request should be reconsidered. The appeal will be reviewed by 61 CELS, who will render a final decision.
- 3.15.4 The base parking manager is also responsible for completing a biennial review of the original or updated request. This review shall be documented and kept on file with a legible copy of the current AF Form 332 and the diagram that was approved by 61 CELS.
- 3.15.5 Disabled Parking. The only vehicles authorized to park in these areas are those displaying official disabled parking permits, plates, or decals. Those utilizing disabled spaces must be the owner of the decal or placard or be transporting the disabled individual. Disabled parking spaces will not be assigned to a specific person or position. Requests to accommodate a specific disabled person will follow the guidance in paragraph 3.14.1.
- 3.15.6 During increased FPCON measures when facility stand-off criteria is enforced, the base

parking manager, with approval of the commander/director of each given facility, will relocate their disabled parking spaces to the nearest available authorized parking spaces. For the purposes of this procedure, the commander/director is the senior official exercising control over facilities occupied by more than one unit. The commander/director will ensure the temporary disabled spots are conspicuously marked with temporary signage indicating disabled parking. As soon as possible, but no later than the next duty day after stand-off restrictions are terminated, the base parking manager will remove the temporary signage.

- 3.15.7 Visitor/Customer Parking. Visitor parking for public service facilities should be located as close to the building entrance/exit as possible. Employees will not park in designated visitor parking for that building or nearby buildings if they are not actually **visiting**. Visitor parking often has imposed time restrictions (e.g., 15 minutes, 2 hours, etc.)
- 3.15.8 General Officer/SES, Colonel/GS/GM-15, and CMSgt parking. These spaces are not assigned to a particular person or position and are utilized on a first-come, first-served basis. Parking within these slots without proper authorization is a violation and the vehicle may be cited by 61 SFS.
- 3.15.9 HQ SSC/CC may also designate reserved parking for key members of their immediate staff (e.g., executive officers, Command Chief Master Sergeants, and protocol-sponsored distinguished visitors).
- 3.15.10 Motorcycles. Motorcycles are not permitted to park in painted, striped/crosshatched areas unless specifically designated as motorcycle parking.
- 3.15.11 Government Motor Vehicle/GMV Parking. These parking spaces are for official government vehicles. Official government vehicle is defined as a vehicle owned or leased by the US Government for the purpose of conducting official business. GOV spaces are not assigned to a particular person or position.
- 3.15.12 Long term parking on LAAFB: To help relieve congestion in base parking areas, a long-term parking area has been established in the parking garage, on the top three levels. Personnel who reside in government or leased housing will abide by Tierra Vista Communities (TVC) parking regulations.
- 3.15.13 Personnel desiring to use the long-term parking area (TDY, vacation, etc.) will e-mail their request, reason, and/or a copy of approved TDY orders to the LAAFB Parking Manager at laafb.parking@us.af.mil. Contact information of the individual who has access to the vehicle in case of emergencies will need to be provided.
- 3.15.14 61 CELS Parking Manager will manage and track vehicles in the long-term parking lot.

3.16 Parking Violations: A DD Form 1408 will be completed for all parking violations regardless of the violator's duty status (e.g., military, civilian, etc.). Parking citations will be charged against the party to whom the vehicle is registered, unless credible evidence is received that another individual is responsible for the infraction. Refer to Table 4.1 for parking violation suspension guidance. Unauthorized parking in a disabled space will result in an initial suspension of driving privileges of 14 days. Second violation would be a 60-day suspension of driving privileges. Third violation would result in an Administrative Meeting with the Installation Commander to discuss additional disciplinary action.

3.17 Traffic Violation Reports

- 3.17.1 All DD Form 1408s will be forwarded to the 61 SFS/S5RA for appropriate processing actions. Upon completion of processing, the DD Form 1408 will be forwarded to the appropriate commander or supervisor for action.
- 3.17.2 Violation may be appealed by contacting 61 SFS/S5RA IAW para 2.3.4 of the instruction.

Chapter 4

DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM

4.1 Driving Suspension Matrix.

- 4.1.1 Mandatory suspensions and points assessments. In addition to guidance in DAFI 31- 218_IP, Table 4.1 and 4.25-2, and the following local policy applies:

Table 4.1. Mandatory Suspensions and Points Assessments

VIOLATION	SUSPENSION
Abuse of specialized decals parking passes and placards.	30 days
Illegal parking resulting in towing of the vehicle (second offense within one year)	14 days
Failure of base connected personnel to show proof of current vehicle insurance while operating a motor vehicle. Note: This can be waived if the violator provides proof of insurance that was in affect at the time of being cited to 61 SFS/S5R within 3 duty days. Individuals may use fax, email, or personal appearance to provide the proof.	14 days
Accumulation of 2 parking tickets in any 6 consecutive months	30 days
Accumulation of 3 parking tickets in any 6 consecutive months	60 days
Accumulation of 4 parking tickets in any 12 consecutive months	90 days
Accumulation of 5 parking tickets in any 12 consecutive months	120 days
Habitual Offenders. Persons receiving a third or subsequent suspension for parking violations in any 12 consecutive months may be identified as a Habitual Offender and have their driving privileges suspended. The SBD 3/CC will determine the exact length of the suspension period.	Min. 6 months
*Violation of the hands-free device or portable electronic device policy while operating a motor vehicle on the installation. EXCEPTION: Bargaining unit employees are assessed 3 points but do not receive a driving suspension. 61 SFS/S5R will verify employee status with 61 FSS prior to initiating suspension actions.	*3 points will be assessed for each occurrence. Driving privileges will be suspended as follows: First Offense: 7 days Second Offense: 14 days Third and Subsequent Offenses: 30 days (NOTE): Offenses are actively counted for 2 years from the date of each occurrence.

Violation of the Residents and Guests Only rule in the housing areas.	4 points
Accumulation of 12 traffic points within 12 months.	6 months
Accumulation of 18 traffic points within 24 months.	1 year
Preliminary suspension is upon arrest, 1 year is after the Installation CC or delegee makes a determination.	1 year
Drivers under age 21: Driving with a BAC or BrAC of .01 or higher but not above the threshold for DUI	1 year
Two or more violations occurring on a single occasion, use the one with the greatest value.	Assess points with the greatest value.

4.2 Point System Application. The DD Form 1408 and police reports serves as a basis for determining point assessment. The 61 SFS/CC has delegated his/her authority to assess traffic points against violators to Reports and Analysis assigned personnel. The number of points assessed will be recorded on the operator's installation driving record, along with suspensions or revocations. In addition to those offenses outlined in DAFI 31-218(I), **Tables 4.1 and Table 4.2**, the offenses specified in **Table 4.2** below will result in point assessments against the violator's base driving record and suspending base driving privileges.

Table 4.2. Point Assessment for Moving and Non-Moving Violations.

Violation	Points
Driving with defective equipment (headlights, mirrors, etc.) for a motorcycle, motorized scooter, motorized moped or motorized bicycle	03
Driving without appropriate personal protective equipment (helmet, eye protection, etc.) for a motorcycle, motorized scooter, motorized moped or motorized bicycle	03
Failure to use seatbelt.	02
Operating a vehicle without a valid driver's license	03
Operating a vehicle without current motor vehicle insurance	03
Operating a vehicle without current motor vehicle registration	03
Note: Violators have 72 hours to present a current vehicle registration to 61 SFS/S5R. Once confirmed the citation will be entered into AFJIS as a warning.	
Wearing headphones in both ears while driving	03
Operating vehicle while physically impaired	06
Operating a vehicle with an opened container of alcohol	04
Fleeing/attempting to elude police	06
Reckless operation of a vehicle (as described in Article 111, UCMJ)	06
Fleeing the scene (property damage)	06

Speed contest	06
Speed too fast for conditions	02
Speed too slow/impeding traffic	02
Speed 1-10 over limit	03
Speed 11-15 over limit	04
Speed 16-19 over limit	05
Speed 20+ over limit	06
Following too close	04
Failure to yield to emergency vehicle	04
Failure to stop for school bus	04
Failure to stop for school sign	04
Failure to obey traffic signs/signals	04
Failure to obey Security Forces	04
Improper passing	04
Failure to yield (no sign)	04
Improper turning	03
Improper over taking	03
Operating unsafe motor vehicle or motor vehicle with defective equipment	02
Operating a motor vehicle while holding and/ or operating a wireless telephone or an electronic communication device	04
Driver responsible for accident (as determined by an accident investigation)	02
Operating radar detection device to indicate the presence of speed recording instruments or to transmit simulated erroneous speed	03
Inattentive driving-causing accident (Example: driving while talking or using an electronic/voice communication device, excessive noise emitting from vehicle, drinking from or in possession of an open container of alcohol, etc.)	04
All other infractions	03

- 4.2.1 (Added) Violations not covered within this instruction, the SF member will issue a DD FM 1408 under the criteria of the CVC but not to exceed 5 points issued per violation based off the guidance of 61 SFS/S3.
- 4.2.2 (Added) If an individual is operating a motor vehicle owned by another individual at the time of a violation, points will be assessed against the violator and not the vehicle owner. When the vehicle owner knowingly or willingly permits an unqualified or unlicensed driver to operate their vehicle, points will be assessed against both the violator and the vehicle owner. If the operator of the motor vehicle is not present for non-moving violations the registered owner will be cited for the violation if the operator cannot be identified.

MIA L. WALSH, Colonel, USSF
Commander, Space Base Delta 3

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 24-301, *Ground Transportation*, 22 August 2019

AFI 33-322, *Records Management and Information Governance Program*, 27 July 2021

DAFI 31-118, *Security Forces Standards and Procedures*, 14 November 2022

DAFI 31-218, *Motor Vehicle Traffic Supervision*, 9 December 21

DAFI 91-207, *US Air Force Traffic Safety Program*, 26 July 2019

DODD 5525.4, *Enforcement of State Traffic Laws on DoD Installations*, 2 November 1981

DODD 7730.47, *Defense Incident Based Reporting System (DIBRS)*, 23 January 2014
DODI 5200.08, *Security of DoD Installations and Resources*, 9 April 2007

DODI 6055.04, *DoD Traffic Safety Program*, 27 August 21

DODI 6055.07, *Mishap Notification, Investigation, Reporting, and Record Keeping*, 6 June 2011

ANSI/ASSE Standard Z87.1-2003, *Occupational and Educational Personal Eye and Face Protection Devices*, August 2003

British Standard Institute Standard 6658:1985, *Specification for Protective Helmets for Vehicle Users*, November 1985

Federal Highway Administration Manual, *Manual on Uniform Traffic Control Devices for Street and Highways*, December 2009

Snell Memorial Foundation Standard M2005, *2005 Standard for Protective Headgear for Use with Motorcycle and Other Motorized Vehicles*, 2005

United Nations Economic Commission for Europe Standard 22.05, *Uniform Provisions Concerning the Approval of Protective Helmets and Their Visors for Drivers and Passengers of Motorcycles and Mopeds*, 24 September 2002

Adopted Forms

DD Form 1408, *Armed Forces Traffic Ticket*, December 1987

DD Form 2504, *Abandoned Vehicle Notice*, May 2000

DD Form 2505, *Abandoned Vehicle Removal Authorization*, May 2000

DD Form 2506, *Vehicle Impoundment Report*, May 2000

DD Form 2507, *Notice of Vehicle Impoundment*, May 2000

PS Form 3811, *Certified Mail Domestic Return Receipt*, July 2015

AF Form 1315, *Accident Report*, 1 July 1994

AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*, 1 February 1987

AF Form 332, *Base Civil Engineer Work Request*, 1 January 1991

AF Form 3545A, *Incident Report*, 3 November 2023

DD Form 2817, *Evidence / Property Custody Document*, September 2020

DAF Form 847, *Recommendation for Change of Publication*, 14 April 2022