

**BY ORDER OF THE 43D  
AIRLIFT WING COMMANDER**

**AIR FORCE INSTRUCTION 31-204**



**43D AIRLIFT WING  
Supplement 1**

**22 JANUARY 1999**

**SECURITY FORCES**

**MOTOR VEHICLE TRAFFIC SUPERVISION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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### **SUMMARY OF REVISIONS**

AFI 31-204, 1 Aug 97, This is the initial supplement, for the new AFI 31-204.

**1.3. Authority.** The Commander, 43d Airlift Wing (43 AW/CC) is responsible for ensuring the safe operation of motor vehicles on Pope Air Force Base (PAFB), and is authorized to take appropriate actions to protect Air Force personnel and resources from unsafe vehicle operators. The Deputy Commander, 43d Support Group (43 SPTG/CD) is delegated the authority to suspend or revoke on base driving privileges.

2.1.1. This supplement to the basic instruction is applicable to all military and civilian personnel assigned, living, employed, visiting, or transiting PAFB, their dependents, and to all owners and operators of a motor vehicle registered on PAFB.

2.4.2. (Added) For enforcement purposes the following terms are defined: Unreasonable period is 24 hours or more. Vehicles are considered abandoned when one or more of the following conditions exist : When the owner or operator of the vehicle has been apprehended and is unable or unwilling to move the vehicle or arrange for its removal. When the vehicle is mechanically defective and is a menace to others using the public roadways. When the vehicle is disabled by a traffic accident, or breakdown, and the operator is unavailable or physically incapable of having the vehicle towed or moved to a place of safety for storage and safekeeping. When the vehicle has an expired state or base registration. When the vehicle is in a state of disrepair with missing components such as windshield, major body parts, or other discrepancies, which prevent the legal operation of the vehicle. When the vehicle has clearly been left unattended

for an unknown amount of time. This can be determined by visually inspecting the surrounding area for things such as a ring of dirt around the vehicle or weeds growing through the chassis.

2.5.1.3.5. (Added) It is unlawful for a person to drive a motor vehicle on a highway or public vehicular area having a blood alcohol content (BAC) of .08 percent or higher. If the Security Forces member has probable cause to believe the driver has consumed alcohol or drugs, impairing their ability to drive, a blood alcohol test (BAT) may be administered upon consent of the violator. If the test results indicate a BAC of .08 percent or higher, the Security Forces member will issue the violator a Preliminary Suspension of On-Base Driving Privileges Letter. The violator will acknowledge receipt of the letter by signing a copy of the letter that will be placed with the case file. The suspension starts the date the individual signs the letter.

2.5.1.3.6. (Added) The notification of suspension or revocation of on-base driving privileges is processed through 43 SFS/SFAR. They immediately initiate a suspension or revocation letter stating the individual can not operate a motor vehicle on the confines of any military installation for the designated period of time. The case file is forwarded through the Chief Security Forces (CSF) and Staff Judge Advocate (SJA) to the 43 SPTG/CD for approval.

2.5.2.5. (Added) When the Security Forces are notified of an off-base alcohol related traffic incident, appropriate copies of the incident report will be obtained and revocation of on base driving privileges will be implemented.

2.5.4.1.5. (Added) A civilian who is not affiliated with the military or PAFB may be subject to barmment action if cited on the installation for driving while under any type of suspension or revocation action by any military or civil jurisdiction, or is cited on the installation for driving under the influence of any alcoholic beverage or drug which impairs their ability to operate a motor vehicle.

2.5.2.2.1. (Added) Unit commanders are responsible for ensuring all off-base alcohol related traffic incidents (DWI) involving their personnel are reported to Security Forces Administration and Reports (SFAR) as soon as they become aware of the incident.

2.5.2.2.2. (Added) Possession or use of narcotic or dangerous drugs while operating or in physical control of a motor vehicle, when such narcotics or drugs were not dispensed or prescribed for the individual by a physician, will result in a minimum 1-year revocation of base driving privileges.

2.5.2.2.3. (Added) Use of a motor vehicle to unlawfully transport narcotics, dangerous drugs, firearms, or dangerous weapons will result in a minimum 1-year revocation of driving privileges.

2.5.2.2.4. (Added) Reinstatement of installation driving privileges will be automatic upon termination of the specified period of suspension or revocation.

2.5.2.2.5. (Added) Riding in the beds of pickup trucks, whether POV or GOV, is prohibited. If contingencies require passengers in the beds of GOVs, approval by the unit commander is required. If the operator or owner of the vehicle installs permanent seats with state approved seatbelts, this prohibition does not apply.

2.5.2.2.6. (Added) The use of radar detectors or any device, which acknowledges or informs a vehicle operator of the presence of speed measuring devices, is prohibited. Violators will be cited as a secondary infraction. Vehicle operators cited for speeding and having a radar detector in operation will be assessed an additional 2 moving violation points. Entry controllers will inform vehicle operators entering the installation that operation of such devices is prohibited and to place such devices in the trunk of their vehicles.

2.10.3. (Added) Completion of AF 191-207 Course V, Driver Improvement is not mandatory for personnel who have had their base driving privileges suspended or revoked. It is a discretionary option, which will allow commanders flexibility in utilizing remedial training, as they deem necessary. Scheduling will be made by the individual in coordination with Wing Traffic Safety, through the individual's unit orderly room.

2.10.4. (Added) All recommendations concerning restricted/limited driving will be by letter through the individual's commander, Wing Safety, Staff Judge Advocate, and Social Actions prior to being forwarded to the CSF. The CSF will indorse the letter if limited driving privileges are recommended, and will forward the letter to 43 SPTG/CD for final approval.

3.1.1.1.1. (Added) Military/civilian personnel assigned to PAFB and are the owner of a motor vehicle to be driven on PAFB, must accomplish vehicle registration through Base Pass and Registration, Bldg 308, within 10 days of arrival on base. All requirements of AFI 31-204 must be met.

3.1.1.1.2. (Added) The individual registering the vehicle must submit two copies of a typed and signed notarized letter from the vehicle owner that authorizes the registrant to operate and register the vehicle on the installation. Pass and Registration will maintain the original copy of the notarized letter on file. The second copy of the letter must be maintained by the individual registering the vehicle, or must be in the possession of the vehicle operator while driving on the installation. The notarized letter must contain the following information: name, address, and phone number of the vehicle owner; name, social security number, grade, and unit address of registrant; general description of the vehicle to include year, make, model, color, and license number; and the name of the insurance company and policy number. (NOTE: The vehicle operator must either be covered by owner's insurance or have their own insurance policy.) Upon termination of consented use, the registrant or vehicle owner will remove and bring to Pass and Registration all issued DD Forms 2220, DD Form 2219 and PAFB sticker.

3.1.1.1.3. (Added) Members transferred from other bases will report to Pass and Registration within 10 working days, with the transferred decal, for registration renewal on PAFB. Pass and Registration will issue DD Form 2220 to personnel IAW AFI 31-204.

3.1.1.1.4. (Added) If registration is for less than a 1-year period, the same procedures apply, except a DD Form 2220 will not be issued; an AF Form 75, Visitor Vehicle Pass, will be used in lieu of the DD Form 2220. Contractors and civilian employees not authorized DD Form 354, Civilian Identification Card, or PAFB Form 48, Base Entry Identification, will be issued an AF Form 75 (for contracts 90 days or more) upon receipt of one copy of PAFB Form 14, Request for Visitor Vehicle Pass. Sponsoring units request base entry authorization for these individuals. (NOTE: Unit commanders and/or staff agency chiefs must submit both a letter and DD Form 577, Signature Card, to 43 SFS/SFAP, designating an individual in a supervisory position within the unit to sign PAFB Form 14). The AF Form 75 will be issued for the duration of the contract (not to exceed 1 year) or length of employment indicated on the PAFB Form 14. The second copy of the AF Form 75 will be filed at Pass and Registration.

3.1.1.1.5. (Added) An AF Form 75 may be issued by the Safety Office (43 AW/SE) on a one-time basis for motorcycles. It may be issued for 30 days (more or less depending on the availability of instructors) pending completion of the required safety course. After all requirements are met, Pass and Registration may issue DD Form 2220 to personnel who are authorized to operate motorcycles.

3.1.1.1.6. (Added) The State of North Carolina (NC) has authorized the placement of the DD Form 2220, AF Form 2219, and the installation tab on the top center of the windshield for vehicles registered in the state. If placed on the windshield, the decal must be placed on the outside of the vehicle utilizing the adhe-

sive backing. Exception: authorized personnel assigned to Joint Special Operation Command (JSOC) may have their decals attached to Plexiglas or plastic rather than the vehicle. Such personnel will have a letter of authorization signed by the CSF. These personnel must process through Pass and Registration to obtain the letter.

3.2.1.3. (Added) Vehicle and motorcycle safety inspections: all vehicles and motorcycles registered on PAFB will comply with the laws of the state in which they are licensed. The State of NC requires an annual safety inspection. The following states have mandatory safety inspections for licensed vehicles and motorcycles:

ARKANSAS	DELAWARE	HAWAII	LOUISIANA
MAINE	MASSACHUSETTS	MISSOURI	NEW HAMPSHIRE
NEW JERSEY	NEW YORK	NORTH CAROLINA	OKLAHOMA
PENNSYLVANIA	RHODE ISLAND	TEXAS	WASHINGTON, DC
UTAH	VERMONT	VIRGINIA	WEST VIRGINIA

3.2.1.4. (Added) Vehicles identified with an expired safety inspection decal will not be denied entry to the installation, but will be cited for an "expired safety inspection decal." Vehicles registered in states that do not require a safety inspection do not need to be inspected to be registered on base.

3.4.1.1. (Added) Decals for motorcycles must be permanently attached to the front of the motorcycle so as not to interfere with the safety inspection, and must be visible as the motorcycle approaches the gates entry.

3.4.4.2. (Added) Pass and Registration will destroy used DD Forms 2220. Vehicle owners are required to remove decals for turn-in to Pass and Registration.

3.4.4.3. (Added) PCS Moves: Personnel going PCS will outprocess through Pass and Registration to ensure that their vehicle(s) are removed from the registration system. DD Form 2220 and tabs need not be removed for PCS moves within the CONUS. PCS moves outside the CONUS require the removal and turn in of DD Form 2220 and stickers.

3.4.4.4. (Added) Retiring: In the local area, personnel will report to Pass and Registration for data to be changed to reflect "retired" status. Do not remove the DD Form 2220 from the vehicle. Personnel retiring outside the local area will report to Pass and Registration with the Pope AFB tab.

3.4.4.5. (Added) Separating Personnel: Personnel must remove their DD Form 2220 and tab from their vehicle(s) and return them to Pass and Registration.

3.4.4.6. (Added) Vehicles sold or destroyed in a vehicle accident. The DD Form 2220 will be removed, and if possible, returned to Pass and Registration.

3.4.4.7. (Added) Second Party Registration: Revoked or suspended vehicle registrants may continue registration through a second party provided the following conditions are met: second party registrant meets the requirements of AFI 31-204 for vehicle registration. Submit a notarized letter. Upon receipt of the letter, Pass and Registration will issue an AF Form 75 not to exceed a period of 1 year or duration of the primary registrant's suspension or revocation. Temporary registration for second party registrants will be outlined by a blue border. A copy of the notarized letter must be in the possession of the vehicle operator

while driving on the installation. Upon receipt of the letter, Pass and Registration will issue an AF Form 75 not to exceed a period of 1 year or duration of the sponsor's suspension or revocation. Temporary registration for dependents will be over-stamped "DEPENDENT" and outlined by a blue border.

3.5.8. (Added) Upon revocation/suspension of driving privileges, the vehicle registration will be terminated. Such vehicle(s) will not be registered or operated on the installation until all revocations/suspensions are completed or canceled.

3.5.8.2.1. (Added) Military Essential Personnel: revoked or suspended vehicle registrants may apply to the 43 SPTG/CD, through the 43 SFS/CSF, for specific limited privileges. The letter must include the reason for limited privileges and the length of time requested. If approved, Pass and Registration will issue an AF Form 75. "MISSION ESSENTIAL" will be over-stamped on the AF Form 75 and outlined by a blue border. A copy of the temporary driving privilege letter and original AF Form 75 must be in the possession of the revoked/suspended operator while driving on the installation.

3.5.8.3.1. (Added) Military or civilian personnel cited for "failure to maintain financial responsibility, lapsed insurance, or expired insurance," or who fail to maintain all vehicle registration requirements IAW AFI 31-204, will have their on-base registration revoked for a period of one year.

3.5.8.3.2. (Added) Personnel cited as above may forgo termination of their vehicle registration by providing proof of insurance to the Chief, Security Forces Administration (43 SFS/SFA), within 5-working days of the citation. The Chief, SFA will validate the proof of insurance. If valid at the time the citation was issued, no further administrative action relative to revocation of registration is required. This action does not prevent or reduce action being taken by the unit commander for the initial violation.

3.5.8.3.3. (Added) Personnel cited for exceeding the posted speed limit in base housing, to include Armistead St. from the Armistead Gate to the AAFES Shoppette, or exceeding the posted speed limit by 20 MPH or more on the installation, will have their driving privileges suspended. The suspension will be for a period of 7 days for the first offense, 30 days for the second offense, and a minimum of 180 days for any subsequent offenses. The suspension will begin 3 duty days from receipt of the letter issued by the security forces member, unless an administrative hearing is requested within 3 days. Any request for a hearing should be submitted to the CSF in writing. If a hearing is requested, the suspension will be stayed until a hearing is conducted. Personnel will not be required to unregister their vehicles for these suspensions. Anyone stopped, cited, or apprehended for driving while on these suspensions will have their driving privileges revoked for a period of 1 year, effective the date they are stopped, cited, or apprehended.

3.5.9. (Added) Parking Only: Upon revocation or suspension, vehicle registrants who reside on PAFB shall proceed to Pass and Registration to obtain a parking pass. The vehicle must have current state registration and insurance. An AF Form 75 will be issued once the DD Form 2220 has been surrendered. "PARKING ONLY" will be over-stamped on the AF Form 75 outlined by a red border. The parking pass will be issued for the duration of the suspension or revocation. The vehicle will be parked at the applicant's residence and not operated unless other registration requirements outlined in AFI 31-204 have been met. Personnel that reside off-base may obtain a parking pass to park at Pope Park only. Personnel must enter the base at the Manchester Gate to park at Pope Park (insurance lapse parking only). Vehicle registrants who have had their vehicle license plates confiscated or base driving privileges revoked due to a lapse in insurance coverage, and who reside on PAFB, may obtain a parking pass from Pass and Registration. Vehicles registered in states such as North Carolina, that require a state safety inspection, must maintain a current inspection to register and operate the vehicle on base. If the individual meets registration

requirements but has temporary tags, they should report to Pass and Registration with their temporary registration. An AF Form 75 will be issued until permanent registration tags are obtained.

4.2.3.4. (Added) Upon the approach of an authorized emergency vehicle exhibiting at least one red light or blue lighted signal, or sounding an audible siren, horn, or bell, the driver of every vehicle will yield the right-of-way by immediately driving to a position parallel to the right-hand edge of the roadway or, clear the intersection and stop. Drivers will remain stopped until all such vehicles have cleared the immediate area.

4.2.3.5. (Added) The audible warnings of an emergency vehicle must be initiated at least 100 feet prior to entering an intersection. Prior to proceeding through such an intersection, the driver of the emergency vehicle will slow down or stop to ensure the intersection is clear, and all other vehicles have yield to the emergency vehicle.

4.2.3.6. (Added) Use of emergency equipment (red light, amber light, or blue light signal or an audible siren, horn, or bell) on privately owned vehicles is prohibited.

4.2.3.7. (Added) Vehicle stereo/radio systems, which can be heard at a distance 10 feet or more from the vehicle are considered excessively loud and the vehicle operator/owner will be instructed to decrease the stereo/radio volume. Operators/owners who fail to comply with the instruction to turn the stereo/radio down, will be cited on DD Form 1408.

4.2.3.8. (Added) The Motor Vehicle Laws of North Carolina contained in the General Statutes of North Carolina apply to PAFB, except as modified or supplemented by this regulation.

4.2.3.9. (Added) Except for emergency vehicles and unless otherwise posted, the speed limit on PAFB is 25 MPH. Speed limits for special areas are as follows: parking lots - 10 MPH, school zones- 15 MPH, base housing- 15 MPH, passing troop formations – 10 MPH Flightline speed limits: general purpose vehicles – 15 MPH, special purpose vehicles – 10 MPH, within 50 ft of aircraft – 5 MPH, and vehicles towing equipment – 15 MPH.

4.2.3.10. (Added) Emergency vehicles responding to emergencies: Operate at a safe speed, not to exceed twice the posted speed limit, as determined by the experience and training of the vehicle operator, the nature and extent of the emergency, road and traffic conditions, and the necessity of a quick response.

4.2.3.11. (Added) Alcoholic beverage containers that have been opened or have a broken seal, and still contain alcohol, may not be carried in the driver's or passenger's compartment of any vehicle. Security Forces will confiscate such containers and cite the violator.

4.2.3.12. (Added) Excessive noise caused by rapid acceleration from an otherwise acceptable muffler, or spinning tires, constitutes careless driving and is prohibited.

4.2.3.13. (Added) Vehicles, including two-wheel motor vehicles and all-terrain vehicles, will not be operated or parked on the grass or seeded areas, or in wooded areas unless they are military vehicles designed for off-road use on official business. (EXCEPTION: When parking is directed/allowed for special events such as Open House or other special base sponsored events.)

4.2.3.14. (Added) Privately owned all-terrain vehicles, go-carts, and motorcycles designed for off road use, which do not meet state safety inspection or registration requirements may not be driven on PAFB. Such vehicles may be pushed or transported from a gate to a base residence.

4.2.3.15. (Added) A tow bar or wrecker will be used when towing another vehicle on base. Towing by rope or nylon strap is prohibited.

4.2.3.16. (Added) Privately owned two wheel motor vehicles (including mopeds): operators and passengers must wear safety gear to include helmets, and safe, sturdy, secure footwear. Footwear must meet the requirements of AFI 36-2903. Sandals, bedroom shoes/slippers, and other open-toed footwear are prohibited.

4.2.3.17. (Added) North Carolina does not consider a moped as a motor vehicle. Therefore, no state operator's license is required for operation. A certificate of completion from the motorcycle Driver's Training Course IV must be carried by anyone who is assigned to, lives on, or works on PAFB and wishes to operate a moped. (EXCEPTION: Neither base registration nor liability insurance is required for personnel who are not military affiliated and are visiting a person/organization on PAFB.)

4.2.3.18. (Added) No pedestrian shall walk upon the roadways, sidewalks, parking lots, or grounds with an open container of alcohol or while drinking, consuming, or ingesting alcoholic beverages, except at "Official Functions" which have been approved by the unit commander or first sergeant.

4.2.3.19. (Added) No pedestrian shall walk upon railroad tracks or rail beds, except for crossing, and only after ensuring clearance of the tracks in both directions.

4.2.3.20. (Added) Running or jogging pedestrians will face oncoming traffic, except on Hurst Drive and Reilly Road, where pedestrians must use the provided running lane. Pedestrians will not wear earphones, headphones, or other apparatus that restrict hearing at any location other than the base running track or fitness trail. No person will wear earphones, headphones, or other apparatus that restrict hearing, while operating a bicycle, riding on roller skates/blades, non-motorized scooters, skateboards, or other non-motorized vehicles or toys.

4.2.3.21. (Added) When jogging or running during periods of darkness or reduced visibility, pedestrians, riders on roller skates/blades, non-motorized scooters, skateboards, or other non-motorized vehicles or toys including bicycles, will wear a reflective vest or belt, or a highly visible item or garment. The reflective vest, belt, or garment will be worn above the waist. Bicycles are required to have a working head lamp and tail lamp illuminated during hours of darkness. Safety helmets must be worn while operating bicycles on PAFB.

4.2.3.22. (Added) Riders on roller skates/blades, scooters, skateboards, or other non-motorized vehicles or toys (except bicycles) are considered pedestrians and may not operate on the roadways on-base except in base housing and on the designated jogging trail. Additionally, individuals must wear safety helmets while on roller skates/blades, non-motorized scooters, skateboards, or other non-motorized vehicles or toys, and are encouraged to wear wrist, elbow, and knee protection.

4.2.3.23. (Added) Bicycles will be operated as near to the right side of the roadway as practical, except when making a left turn. Bicycles will not be operated on sidewalks (EXCEPTION: Children riding bicycles on Armistead Street and in base housing may ride on the sidewalk to avoid traffic.) Bicyclists on sidewalks must yield to pedestrians and obey pedestrian traffic rules at intersections. Parked bicycles must be off the sidewalk so as not to interfere with pedestrian traffic.

4.2.3.24. (Added) No person on any bicycle, coaster, skates, toy vehicle, or any such device, shall attach it or themselves to any vehicle in motion.

4.2.3.25. (Added) Stopping, Standing, and Parking: Drivers will not stop, stand, or park a motor vehicle in any of the following locations, except when necessary to avoid conflict with other traffic, or at the direction of Security Forces: on a sidewalk or crosswalk; at any place where official traffic signs prohibit stopping, standing, or parking; within 15 feet of a trash dumpsite or receptacle; within 10 feet of a fire

hydrant; in a motorcycle parking space if the vehicle is not a motorcycle or moped; in any reserved space to which the driver is not authorized; or in a restricted parking lot in violation of the restrictions. (EXCEPTION: On-street parking in the three traffic circle areas in the Hillcrest housing area shall be against the traffic island only.)

4.2.3.26. (Added) Owners of disabled vehicles will move such vehicles from the street within 72 hours. Drivers will move disabled vehicles off the road to preclude blocking traffic or otherwise creating a safety hazard, while making arrangements for removal of the vehicle. Vehicles involved in accidents will not be moved until approved by Security Forces.

4.2.3.27. (Added) Owners of boats, trailers, campers, and other towed vehicles may park such vehicles at on-base quarters for a maximum of 24 hours for cleaning and minor repair.

4.2.3.28. (Added) The Base Auto Hobby Shop is the only location on PAFB where major maintenance may be performed on vehicles. Emergency repairs necessary to start or remove disabled vehicles are authorized at other base locations. In housing areas, minor maintenance, including engine tune-ups, minor adjustments, oil changes, and tire changes, is permitted.

4.2.3.29. (Added) The first sergeant or section commander may, with the approval of the unit commander, annotate the DD Form 1408 to reflect the action taken by the commander. Cited violators in disagreement with charged violations may request a hearing before the 43 SFS/CSF.

4.2.3.30. (Added) If the accused wishes to appeal the decision of the CSF, they may forward a letter through their unit commander, Staff Judge Advocate, and 43 SFS/CSF to the 43 SPTG/CD. There is no further appeal upon the decision of the 43 SPTG/CD.

4.2.3.31. (Added) The Chief, Administration and Reports Branch (43 SFS/SFA) will review all returned actions on traffic violations and forward the report through the Chief, Security Forces to the 43 SPTG/CD for review and final action if the unit's actions appear either excessive or inadequate.

4.2.3.32. (Added) Upon receiving the unit commander's returned action on an individual for a third non-moving violation within 90 days, 43 SFS/SFAR will forward the individual's traffic record to the 43 SPTG/CD recommending action up to and including suspension of the individual's on-base driving privileges for up to 30 days. Subsequent non-moving violations by the same individual may be cause for extended suspension.

4.6.3.7. (Added) Security Forces personnel may issue traffic citations (DD Form 1408/DD Form 1805) for minor motor vehicle accidents, where fault can be clearly determined. (i.e. a vehicle is backed into a parked vehicle or another vehicle.) A detailed accident investigation or report is not necessary.

4.8.5. (Added) The authorized reserved government vehicle (GOV) parking spaces on the installation are for wing, vice wing, and squadron commanders and staff agency chiefs (where authorized a GOV), and primary emergency response GOVs. Government vehicle (GOV) parking spaces, except for emergency vehicles, are limited to two per organization (space permitting). Unit commanders, first sergeants, colonels (one per assigned unit), chief master sergeants (one per assigned unit), and award winners (one space per unit), are authorized reserved parking spaces for POVs.

4.8.6. (Added) The Base Traffic Engineering Working Group (BTEWG) is responsible for the number and placement of traffic devices, traffic signs, parking areas, and reserved parking spaces in addition to those mentioned in paragraph **4.8.5. (Added)**

4.8.7. (Added) The BTEWG has the authority to designate specific locations as reserved parking spaces. The CSF is responsible for the overall operation and enforcement of the PAFB parking program. The Base Civil Engineer is solely responsible for all parking designation markings (painting, signs, etc) and maintaining diagrams and counts of all available base parking. Organizations are prohibited from marking spots or further apportioning parking slots.

4.8.8. (Added) Requests for additional reserved parking spaces will be submitted through the BTEWG for approval/disapproval. These reserved parking spaces will not be closest to the building except parking for emergency response vehicles and parking for persons with disabilities. There will be no reserved car-pool parking. An AF Form 332 must be submitted with a sketch of the current parking area and the proposed reserved spaces. Full justification must accompany the request. Forward the AF Form 332 to 43 SFS/SFO who will forward it to the 43 CES/CEOEC and the BTEWG. Once approved, 43 CES will appropriately mark the designated spaces.

4.8.9. (Added) Assigned reserved parking will be labeled using the organization office symbol of the user. (i.e. 43 SFS/CC, 43 SFS/CCF). GOV spaces will be marked with the organizational symbol and GOV, (i.e., 43 CE GOV, 43 SUPS GOV. Visitor spaces will be marked using the organization symbol and the word VISITOR (i.e., 43 SFS VISITOR, 43 SPTG VISITOR).

4.8.10. (Added) Organizations with customer service functions are authorized visitor parking spaces. These organizations will submit a letter requesting spaces, an AF Form 332, and a diagram of the parking area to 43 SFS/SFO for processing. Number of spaces authorized will be considered on a case-by-case basis, not to exceed 15 spaces per organization, unless approved by the BTEWG. Visitor parking spaces are reserved for visitors only between 0700-1700, Monday-Friday, unless otherwise posted. The time limit for parking in visitor parking spaces is 2 hours, unless otherwise posted.

4.8.7.1. (Added) The following is designated as a restricted parking area: The parking lot in front of the Kitty Hawk Dining Facility, 505 Virgin Street. The use of this lot is restricted to emergency vehicles only. The parking lot on both sides of the dining facility is restricted to dining facility patrons, with a time limit of 1 hour during normal duty hours.

4.8.7.2. (Added) Units and agencies may request that parking in entire lots be restricted for reasons of military necessity by following the procedures outlined in paragraph **4.8.8. (Added)** The following squadron areas are currently restricted to individuals working in these facilities and their customers or students: 43 CES lot; south of 560 Interceptor Street; Fire Department lots; 265 Boxcar Street; 43 SFS lots; 494 Virgin Street; Combat Arms Training Building lot; 418 Surveyor Street; Mobility and Supply warehouse; behind 418 Surveyor Street; and 43d Med Group lots; 379 Maynard Street.

4.8.11. (Added) Drivers shall park vehicles in designated parking lots and spaces on a first-come, first-served basis, unless not allowed by this instruction or specific markings.

4.8.12. (Added) Occupants of base housing should park in their driveways. Occupants/visitors may park on the street in housing, except where specifically prohibited. Vehicles parked on the street must park in the same direction as traffic flow.

4.8.13. (Added) In cases involving special arrangements for student parking, health, safety, security, distinguished visitors, contractors, Inspector General (IG) teams, etc, contact 43 SFS/SFO at 394-2229 for guidance. Typically, these spaces will be marked with cones, ropes, etc, by the sponsoring organization the evening prior to the requirement. When gatherings or large numbers of people are scheduled in an area where there is insufficient legal parking, contact 43 SFS/SFO at 394-2229 as far in advance of the event as possible for guidance/assistance.

4.8.14. (Added) “General” parking spaces throughout the installation are reserved for General Officers. “Colonel” parking spaces throughout the installation are reserved for O-6s. “CMSgt” parking spaces throughout the installation are reserved for E-9s. “General,” “Colonel”, or “CMSgt” parking spaces may be located at the Base Exchange, commissary, golf course, fitness center and Pope Club. Where there are “Colonel” parking spaces, there will be an equal number of “CMSgt” spaces available. Generic grade spaces are on a first-come, first-served basis. One “Award Winner” parking space is authorized at the commissary and Pope Club for use by all base level award winners on a first-come, first-served basis.

4.8.15. (Added) “Permanently disabled employees” (disability or incapacity expected to last more than 180 days) will provide the organizational parking monitor with a copy of the state issued parking permit with an expiration date. The parking monitor will submit a letter requesting a handicapped parking space, a copy of the state issued parking permit, an AF Form 332, Work Order Request, and a diagram of the current parking area showing where the space is requested to 43 SFS/SFOS for coordination and processing.

4.8.16. (Added) “Temporarily disabled persons” (disability or incapacity expected to last less than 180 days) follow the procedures outlined in paragraph **4.8.15. (Added)** On the expiration date, the parking space will be deleted unless a request for extension has been submitted and approved.

4.8.17. (Added) Do not park recreational vehicles (RVs) such as trailers, campers, and boats on streets, or grass or seeded areas. RVs may be parked in driveways in the housing area or parking lots of dormitories for a maximum of 24 hours. Recreational vehicles may be stored at the RV storage area by contacting 43 SVS.

4.8.18. (Added) Vehicle maintenance is not authorized in parking lots.

4.8.19. (Added) Parking lots are off-limits during the hours of darkness, unless either going to, or coming from a vehicle in the parking lot. Loitering, congregating, or consuming alcoholic beverages in parking lots is prohibited. These areas will not be used for parties, gatherings, or other unofficial activities (those which have not been approved by the unit commander or first sergeant) where individuals or groups congregate.

4.8.20. (Added) No person shall leave a child or children (under the age of 10 years), or any animal (pet), unattended in a vehicle.

4.8.21. (Added) No person shall leave a motor vehicle parked, unattended, with the engine running.

4.8.22. (Added) Motorcycles may park in the triangular marked spaces at the ends of parking lanes unless specifically indicated otherwise. They must park within the boundaries of the triangle.

4.8.23. (Added) Vehicles will not hinder the flow of traffic to pick-up or discharge passengers.

4.10.5. (Added) Breath tests for alcohol content will normally be given at the Security Forces Control Center (SFCC), 494 Virgin Street. If the test cannot be conducted at the SFCC, Security Forces may transport the suspect to a local police agency for a breath test, or to the Womack Army Hospital for a blood test.

4.10.6. (Added) Vehicles stopped because the operator was cited for driving while intoxicated, or while driving with expired, suspended, or revoked driver’s license, vehicle registration, or insurance, are subject to impoundment.

6. Various situations may require a vehicle to be impounded. Abandoned vehicles, including motorcycles and mopeds, require identification and disposition for safety and esthetic reasons. Vehicles may also be

impounded for violations of state/base registration laws, or evidence of criminal activity. An accurate record of acquisition is required whenever a vehicle is impounded.

6.1.3. A vehicle on PAFB is considered abandoned or subject to impoundment when there exists one or more of the following conditions: On a street or double-parked and interferes with the orderly flow of traffic; on a sidewalk, crosswalk, or railroad track intersection, in a fire lane, or blocking a driveway so that the vehicle interferes with operations or creates a safety hazard to other roadway users or the general public; when blocking an emergency exit door of any public place; when the vehicle interferes with emergency operations, the safe traffic flow, or ground safety operations and attempts to contact the owner have been unsuccessful; when the vehicle contains evidence of criminal activity; when the owner or operator of the vehicle has been apprehended and is unable or unwilling to move the vehicle or arrange for its removal; when the vehicle is mechanically defective and is a menace to others using the public roadways; when the vehicle is disabled by a traffic accident or breakdown and the operator is unavailable or physically incapable of having the vehicle towed or moved to a place of safety for storage and safekeeping; when the vehicle has an expired state or base registration; when the vehicle is in a state of disrepair with missing components such as windshield, major body parts or other discrepancies which prevent the legal operation of the vehicle; when the vehicle has clearly been left unattended for an unknown amount of time. This can be determined by visually inspecting the surrounding area for things such as a ring of dirt around the vehicle or weeds growing through the chassis. Security Forces will cite such vehicles and place an Abandoned Vehicle Notice, DD Form 2504, on the vehicle. If the vehicle is not repaired, re-registered, or removed within three days, the vehicle may be impounded.

6.1.4. (Added) Responsibilities: The Security Forces Investigation section (43 SFS/SFOI) has primary responsibility for control of the impoundment program.

6.1.5. (Added) Gate sentries will not allow a vehicle in violation of paragraph 6.1. to be driven or towed onto PAFB unless the person in possession of the vehicle has a valid permit issued to them from the auto hobby shop to park the vehicle in a designated auto hobby shop parking area.

6.1.6. (Added) Individuals leaving vehicles unattended at base entry points will be instructed to remove the vehicle within 24 hours or the vehicle will be subject to impoundment. If the vehicle is not removed within that time frame, or if the vehicle presents an immediate traffic hazard, contact the duty investigator and arrange for impoundment.

6.1.7. (Added) Security Forces flight personnel should: Designate a patrol to identify abandoned vehicles during a tour of duty while continuing to perform normal duties. Obtain all pertinent information on the vehicle such as vehicle identification number, license tag number, vehicle description, and location where the vehicle was found. Take this information to the Security Forces Controller. Conduct a Division of Criminal Information (DCI) check to identify or verify ownership. Cross-reference information with the base alpha roster or with Ft Bragg Military Police Desk (MPD). If the owner is identified as a military member, contact the member's first sergeant. Ascertain status of the member; and inform the first sergeant of the situation. If the owner is non-military, take necessary steps to have the owner remove the vehicle. If the owner cannot be located, complete a DD Form 2504, Abandoned Vehicle Notice. Place a copy of the DD Form 2504 on the vehicle. Forward a copy of the DD Form 2504 and all the information gathered on the vehicle (including all DCI inquiries) to SFOI. If the vehicle is observed in an area which constitutes a hazard, take immediate action to minimize the danger. Make an immediate effort to identify and contact the owner to have the vehicle moved. If the owner cannot be identified or contacted, and in the opinion of the On-Duty Security Forces Flight Chief the vehicle presents a significant safety hazard, contact the duty investigator and arrange for immediate impoundment.

6.6.3. (Added) The Security Forces Controller will: Log an entry in the Security Forces Blotter each time a DD Form 2504 is issued. Conduct or assist the patrol with the DCI check.

6.6.4. (Added) The Security Forces Investigation Section will: Grant a 3-day grace period when an owner can be readily identified and immediate impoundment of the vehicle is not warranted. Once the 3-day grace period elapses, a base vehicle operations wrecker will tow the vehicle to the Security Forces impoundment lot, at the owner's expense. Investigators or Security Forces members assisting them may forcibly enter the passenger compartment of the vehicle designated for impoundment, without the owner's permission, for towing and inventory purposes. Vehicles are impounded for temporary storage and remain in the custody of Security Forces not to exceed 120 days. Vehicles will be disposed of IAW AFM 67-1, Volume 6, Chapter 2 and any applicable supplements. Accomplish sufficient photographs of the interior and exterior of the vehicle prior to towing the vehicle and upon placement in the impoundment lot. Complete DD Form 2506, Vehicle Impoundment Report, once the vehicle has been impounded and placed in the impoundment lot. Complete an inventory listing of all personal property. Contents of closed containers, such as briefcases or suitcases need not be opened unless for the purpose of identifying the owner or materials, which may be harmful to the general public. Otherwise list the container and seal it with security tape. Place personal property in a secure area for safekeeping until final disposition of the vehicle. At that time the property will be disposed of IAW AFM 67-1, Volume 6, Chapter 2. Complete a DD Form 2507, Notice of Vehicle Impoundment, and forward by certified mail to the address of the last known owner. Make a DCI Found Vehicle entry. Maintain custody and security of all vehicles from the time the vehicle is declared abandoned until the appropriate release or disposition of the vehicle. Notify Pass and Registration when a registered vehicle is released to any agency other than the owner. Ensure all base decals are removed from the vehicle upon release to the disposition agency.

6.6.5. (Added) Procedures for claiming vehicles: If a vehicle owner wishes to retrieve a vehicle from impoundment, they must first pay a \$50.00 tow/impound fee plus a storage fee, of \$7.50 per day, at the base finance office. Finance will give the owner a receipt (DD Form 1131, Cash Collection Voucher), which the individual will give to SFOI prior to the vehicle release. If a civilian contractor is used to impound and store vehicles, any fees due will be paid to the contractor. In addition to the fee, if the vehicle is to remain on PAFB, the owner must provide sufficient proof that all problems existing which caused the impoundment are rectified. The owner may obtain a permit from the 43 SVS Auto Hobby Shop, to park the vehicle in the Auto Hobby Shop parking area.

6.6.6. (Added) In the event a vehicle was abandoned due to military necessity, or mission requirements, such as TDY or deployment, Security Forces Investigations may waive all fees. In such cases, no fees are due to finance, auto hobby shop, or the civilian contractor that tows and stores the vehicle.

6.6.7. (Added) Wrecker operators, Security Forces Investigators, or Security Forces members cannot be held personally liable for any damage incurred to any POV while raising, lowering, or towing the vehicle.

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Commander

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