

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 31-204

14 JULY 2000



**460TH AIR BASE WING
Supplement 1**

5 NOVEMBER 2003

Security

**AIR FORCE MOTOR VEHICLE TRAFFIC
SUPERVISION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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<http://www.e-publishing.af.mil>

OPR: HQ AFSPA/SPO
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Supersedes AFI 31-204, 1 August 1997.

Certified by: AF/SF (Brig Gen R. A. Coleman)

Pages: 72
Distribution: F

This instruction implements Air Force Policy Directive (AFPD) 31-2, *Law Enforcement*. It assigns responsibilities and establishes procedures for motor vehicle traffic supervision on Air Force installations in the continental United States (CONUS) and overseas (OCONUS) areas. This includes, but is not limited to, granting, suspending, or revoking the privilege to operate a privately owned vehicle (POV); registration of POVs; administration of vehicle registration and driver performance records; driver improvement programs; police traffic supervision; and off-installation traffic activities.

(460ABW) The OPR for this supplement is 460 SFS/SFO (MSgt Warren K. Greene). This supplement implements and extends the guidance of Air Force Instruction (AFI) 31-204, *Air Force Motor Vehicle Traffic Supervision*. The AFI is published word-for-word without editorial review. This supplement describes 460 ABW's procedures for use in conjunction with the basic AFI. 460th Air Base Wing (460 ABW) supplemental material is indicated in bold face. It assigns responsibilities and establishes procedures for motor vehicle traffic supervision on the installation. This includes, but is not limited to, granting, suspending or revoking the privilege to operate a Privately Owned Vehicle (POV); registration of POVs; administration of vehicle registration and driver records; driver improvement programs; police traffic supervision; off-installation activities; operation of emergency vehicles; reporting traffic accidents; speed limits; parking; and the operation of off-road vehicles. It also defines procedures for parking/storage of recreational vehicles, the display of vehicles for sale, pedestrians and bicyclist responsibilities. This supplement applies to all persons, military and civilian on Buckley Air Force Base (BAFB) (**throughout this document, the term BAFB is synonymous with/includes the DFAS Buckley Annex**). Anyone operating a vehicle on BAFB will also comply with the Colorado Motor Vehicle Code (CMVC). Failure to observe the mandatory provisions of this instruction could subject military personnel to action under the Uniform Code of Military Justice (UCMJ); civilian personnel to trial in the Magistrate's Court for action and or a point assessment on the individual's driving record. The use of the name or mark of any specific

manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. This publication requires the collection and maintenance of information protected by the Privacy Act of 1974. Forms affected by the Privacy Act will have an appropriate Privacy Act Statement or one will be provided upon request. The authority to collect and or maintain the records prescribed in this publication are Title 10, United States Code (U.S.C.) Systems of records notice F 125 AF SP L, Traffic Accident and Violations Reports, applies. **Attachment 1** lists references, abbreviations, acronyms, and terms used in this instruction. AFI 31-204, 14 July 2000, is supplemented as follows. This instruction applies to Air National Guard (ANG) and Air Force Reserve Center (AFRC) personnel on Buckley AFB. Upon receipt of this integrated supplement, discard the Air Force basic publication. See **Attachment 1** for glossary of references and supporting information. Maintain and dispose of records created as a result of prescribed processes in accordance with Air Force Manual (AFMAN) 37-139, *Records Disposition Schedule* (will convert to AFMAN 33-322, **Volume 4**). Comply with Air Force Instruction (AFI) 33-322, *Air Force Privacy Act Program*, for documents containing: "Privacy Act Information". For "Official Use Only" information comply with Department of Defense Regulation (DoD) 5400.7-R/AFSUP, *DoD Freedom of Information Act Program*, **Chapter 4**.

SUMMARY OF REVISIONS

This revision incorporates Interim Change (IC) 2000-1. It makes changes to paragraph 4.9.3. A bar (|) indicates revision from previous edition. See the last attachment of the publication for the complete IC.

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Chapter 1

INTRODUCTION

1.1. Program Management. This instruction implements policy, assigns responsibility, and establishes procedures for motor vehicle traffic supervision on Air Force installations located in the continental United States (CONUS) and overseas (OCONUS) areas.

1.1.1. This includes, but is not limited to:

1.1.1.1. Granting, suspending, or revoking the privilege to operate a POV.

1.1.1.2. Registration of POVs.

1.1.1.3. Administration of vehicle registration and driver performance records.

1.1.1.4. Driver improvement programs.

1.1.1.5. Police traffic supervision.

1.1.1.6. Off-installation traffic activities.

1.1.2. Commanders can modify these policies and procedures in the following instances:

1.1.2.1. When dictated by host nation relationships, treaties, and agreements.

1.1.2.2. When traffic operations under military supervision necessitate special measures to meet mission unique requirements or to protect public safety.

1.1.3. Safe and efficient movement of personnel and vehicles is the objective of every traffic control program. Program goals should focus on ways to reduce traffic-related deaths, injuries, and property damage.

1.1.4. (Added-460ABW) Realistic rules of the road are designed to encourage compliance with traffic laws and regulations by all operators of motor vehicles, bicycles, and by pedestrians. This Motor Vehicle Code (MVC) establishes policy, procedures and responsibilities that will govern the use and operation of vehicles, bicycles, and pedestrian actions on BAFB.

1.1.5. (Added-460ABW) Forward all recommended changes to the 460th Security Forces Operations Office (460 SFS/SFO).

1.1.6. (Added-460ABW) The 460th Security Forces Squadron will enforce AFI 31-204, higher headquarters directives; the MVC, federal and state traffic laws, and portions of the Colorado Motor Vehicle Code assimilated under Title 18, U.S.C., Section 10.

1.2. Responsibilities.

1.2.1. Air Force Chief of Security Police (HQ USAF/SP). Establishes policy to assist installation commanders in the administration of local traffic supervision and enforcement programs.

1.2.2. Air Force Security Police Agency (HQ AFSPA). Provides guidance to MAJCOMs and field units on implementing traffic safety and supervision programs.

1.2.3. Major Command Chief of Security Police (MAJCOM/SP). Each MAJCOM/SP manages command unique traffic supervision and enforcement programs. They provide key staff support to installation commanders and their assigned security police units.

1.2.4. Installation Commander. Establishes and manages the local installation traffic supervision program. They have broad authority to regulate the movement of traffic and personnel on their installations. Each must develop local procedures to ensure safe pedestrian and vehicle traffic. To meet goals and objectives, installation commanders integrate safety, engineering, legal, and law enforcement resources into their traffic review and planning processes.

1.2.4.1. (Added-460ABW) Personnel entering Buckley AFB must adhere to the following prohibitions/ requirements for introducing weapons onto the installation IAW AFI 31-101, *The Air Force Installation Security Program* and 50 United States Code § 797 (50 U.S.C. 797).

1.2.4.1.1. (Added-460ABW) The following items/weapons are prohibited on Buckley AFB:

1.2.4.1.1.1. (Added-460ABW) Ammunition, dynamite, blasting caps, fireworks or explosives.

1.2.4.1.1.2. (Added-460ABW) Blackjacks or spring-loaded objects.

1.2.4.1.1.3. (Added-460ABW) Knives over 3.5 inches in length, or gravity switchblades.

1.2.4.1.1.4. (Added-460ABW) Brass knuckles, crossbows, fishing spears, or martial arts weapons.

1.2.4.1.1.5. (Added-460ABW) Swords and spears (Exception: for decorations or ceremonies when coordinated with Security Forces).

1.2.4.1.1.6. (Added-460ABW) Simulated weapons, dart guns, water pistols, or fake explosive devices (Exceptions: Security Forces evaluators, Wing EET, and IG members when coordinated).

1.2.4.1.1.7. (Added-460ABW) Firearms (Exceptions: Security Forces, OSI, EOD, and Local Law Enforcement personnel in performance of official duties and personnel transporting legally registered privately owned weapons (POW) to and from the Security Forces Armory or Buckley Skeet Range).

1.2.4.2. (Added-460ABW) Individuals desiring to transport POWs onto the installation must declare possession of the weapon(s) to the Installation Entry Controller prior to entering the installation. Personnel found in violation of this policy letter will be denied entry to the installation, may have their firearms confiscated, and will be subject to disciplinary action under Article 92 UCMJ or Federal Magistrate Court and or base revocation. Contact the 460 SFS Operations at DSN 877-9238 or 9241 for any questions concerning this matter.

1.2.5. Chief of Security Police. The CSP is the installation commander's principal advisor on issues pertaining to the safe movement of personnel and traffic. The CSP exercises staff responsibility for directing, regulating, and controlling traffic, and enforcing installation rules pertaining to traffic control. CSPs assist traffic engineers by performing traffic control studies to gather information on traffic problems and usage patterns.

1.2.6. Installation Safety Officer. The safety officer develops traffic accident prevention initiatives in support of the installation traffic safety program. They also help the CSP and other agencies with accident and incident investigation.

1.2.7. Installation Civil Engineer (CE). The CE plans, designs, constructs, and maintains streets, highways, and abutting lands. CEs select, determine appropriate design, procure, construct, install,

and maintain permanent traffic and parking control devices in coordination with the CSP and installation safety officer. They ensure traffic signs, signals, and pavement markings conform to the standards in the current *Manual on Uniform Traffic Control Devices for Streets and Highways*. They also ensure planning, design, construction, and maintenance of streets and highways conform to National Highway Safety Program Standards, and where applicable, host nation requirements.

1.2.8. Installation Traffic Engineer. Traffic engineers conduct formal traffic engineering studies. They apply traffic engineering measures and control devices to reduce the number and severity of traffic accidents. If there is no installation traffic engineer, the installation commander may request support services by contacting the Commander, Military Traffic Management Command, 5611 Columbia Pike, Falls Church VA 22041-5050.

1.2.9. Mental Health Office. The mental health substance abuse control program provides alcohol/drug education, treatment, and rehabilitation to personnel identified with alcohol and/or drug abuse problems.

1.2.10. (Added-460ABW) Base Traffic Working Group (BTWG). The BTWG recommends policy to the BAFB installation commander. The BTWG will recommend: speed limits; base parking policies; location and type of traffic signs, signals, striping and barricades; evaluate the enforceability of traffic regulations and policies that will result in consistent and orderly driving/parking patterns; use standard traffic engineering principles, the traffic laws of the state and local governments, the Military Traffic Management Command Traffic Engineering Guides, and the Manual of Uniform Traffic Control Devices to ensure decisions are based on proven practices and accepted standards.

1.2.10.1. (Added-460ABW) BTWG membership. The BTWG is composed of the following voting members or their designated representatives:

1.2.10.1.1. (Added-460ABW) The 460 ABW/CC who normally designates 460 MSG/CD as Chair.

1.2.10.1.2. (Added-460ABW) 460 CES/CC who will designate a primary base traffic engineer. The base traffic engineer will be a member of the BTWG.

1.2.10.1.3. (Added-460ABW) The 460 ABW/SE.

1.2.10.1.4. (Added-460ABW) The 460 SFS/CC.

1.2.10.1.5. (Added-460ABW) The 460 ABW Command Chief Master Sergeant.

1.2.10.1.6. (Added-460ABW) The 460 MDS/CC.

1.2.10.1.7. (Added-460ABW) The 140 WG/SE.

1.2.10.2. (Added-460ABW) The following units will provide non-voting members as needed:

1.2.10.2.1. (Added-460ABW) The Aerospace Data Facility Government Security Office (ADF/GSO).

1.2.10.2.2. (Added-460ABW) The 2 SWS/CC.

1.2.10.2.3. (Added-460ABW) The 140 MSG/CC and/or 140 SFS/CC/140 CES/CC.

1.2.10.3. (Added-460ABW) Any individual residing or working on BAFB may attend the BTWG meetings as a non-voting member. Based on direction from the chairperson, the base traffic engineer (460 CES/CEM) will schedule meetings, prepare an agenda, take notes, publish minutes of

meetings and carry out the actions that are approved by the 460 MSG/CD and indorsed by 460 ABW/CC.

1.2.10.4. (Added-460ABW) Everyone must coordinate all issues concerning traffic on BAFB through the BTWG. The installation commander is the final approval authority over any issues discussed by the BTWG.

1.3. Delegation Of Authority. Installation commanders can delegate their authority under this instruction to their vice commander, support group commander, or other appropriate official. Those selected for delegation must not occupy a law enforcement, investigative, or other position which might lead to a conflict of interest or the appearance of such conflict during their administration of the motor vehicle traffic supervision program. Installation commanders must coordinate their letters of delegation through their installation staff judge advocate

1.3. (460ABW) Delegation of Authority. The 460th Air Base Wing Commander (460 ABW/CC), as host of BAFB and the Lowry Annex, is designated as the installation commander. The 460th Mission Support Group Deputy Commander (460 MSG/CD), is the designated representative of the 460 ABW/CC for all matters covered under this instruction.

Chapter 2

DRIVING PRIVILEGES

2.1. Requirements for Driving Privileges.

2.1.1. Driving a government owned vehicle (GOV) or POV on an Air Force installation is a privilege granted by the installation commander. If you accept that privilege, you must comply with the laws and instructions governing motor vehicle operation and registration on the installation. Consequently, everyone operating a motor vehicle on a military installation must produce, upon request from the security police, the following:

2.1.1. (460ABW) Acceptance of installation driving privileges occurs when a person registers their vehicle(s) on the installation or operates their vehicle(s) within the boundaries of the installation.

2.1.1.1. Proof of vehicle ownership or registration if required by the issuing authority.

2.1.1.2. A valid state, overseas command, host nation, or international driver's license and/or AF Form 2293, **US Air Force Motor Vehicle Operator's Identification Card**, supported by a DD Form 2, **US Armed Forces Identification Card**. Locally determine acceptable identification media for civilian personnel and base contractors. Note: Each installation commander must determine if international drivers licenses are recognized and accepted by the local (civilian) jurisdiction, and if so, will their use be authorized on the installation. As a general rule, most CONUS civilian jurisdictions will honor use of international drivers licenses for short periods of time by non-resident visitors and assigned military personnel. When practical, installation commanders should assimilate local policy to preclude conflicting policy.

2.1.1.2. (460ABW) Foreign nationals must have a valid international driver's license before driving privileges are granted on the installation.

2.1.1.2.1. (Added-460ABW) Forms of acceptable identification include the AF Form 354, **Air Force Civilian ID**, other DoD, state, or federal identification. Military personnel returning from an overseas tour with an international driver's license must obtain a valid U.S. driver's license within 90 days of return.

2.1.1.3. If required by the jurisdiction in which the vehicle is operated, a valid record of motor vehicle safety inspection, emission control test, or any other test, evaluation, safety inspection, or other documents required by local, state, or host nation law or agreement. Note: In some instances, a state or other governing jurisdiction in which a vehicle is registered may require, as a condition for keeping registration/plates issued by that state or jurisdiction, a safety or other inspection even when the vehicle is operated in another state or jurisdiction. Though not enforceable (in another state), failure to comply may invalidate the vehicle registration leaving the owner/operator in a precarious legal position. In such cases, it becomes the owner's responsibility to comply with their "home state" or other issuing jurisdiction requirements in addition to host state requirements. Owners should secure host registration when unable to comply with licensing and/or registration requirements issued by their home state or other jurisdiction.

2.1.1.3. (460ABW) BAFB is within the Enhanced Emissions program area. All personnel assigned to, living on, or who frequent BAFB more than 60 days per year are required to comply with enhanced emissions inspections prior to registering their vehicle on base, regardless of what state the vehicle is registered. Emissions inspection must be accomplished if necessary, within

seven days of arriving at BAFB. The owner or authorized operator is responsible for fees and expenses associated with vehicle test or evaluations.

2.1.1.4. Proof of current vehicle insurance when required by state, host nation, or the installation commander.

2.1.1.4.1. (Added-460ABW) Liability Insurance required. No person shall operate a private motor vehicle on BAFB unless there is in effect a liability insurance policy for that vehicle. Liability insurance must be in compliance with the limits set forth by the state of Colorado.

2.2. Stopping and Inspecting Personnel or Vehicles.

2.2. (460ABW) Stopping and Inspecting Personnel or Vehicles. Refer to AFI 31-101 and 460 ABW OPLAN 31, Volume 1, *Installation Security and Antiterrorism/Force Protection Plan*, for Installation Entry/Exit and Internal Control procedures.

2.2.1. The security police may stop vehicles on military installations based on the installation commander's authority. The following principles govern the stopping of motor vehicles:

2.2.1.1. In overseas areas, security police may stop, search, and detain vehicles on or off base as determined by host nation agreements and local command policy.

2.2.1.2. AFI 31-209, *The Air Force Resource Protection Program*, local command instructions, and policies established by the installation commander will detail stop, inspection, search, and impoundment of motor vehicles at CONUS installation entry gates and in Air Force restricted areas.

2.2.1.3. On-base traffic stops and inspections (other than at entry gates and restricted areas) of POVs is authorized when there is a reasonable basis to believe it's necessary to enforce a traffic regulation or when there is suspicion of criminal activity.

2.2.1.4. (Added-460ABW) Unsafe Vehicles. Upon observing safety hazards of a motor vehicle operating on BAFB, Security Forces and/or designated assisting personnel may issue the operator of that vehicle the appropriated citation. However, individuals operating vehicles with minor safety deficiencies (i.e., defective tires, headlights, tail lights, etc.) will be issued a DD Form 1408, **Armed Forces Traffic Ticket**, which requires, corrective action within 72 hours. Individuals will not be allowed to operate obviously unsafe vehicles on BAFB.

2.2.1.5. (Added-460ABW) Operators subject to vehicle inspections. Persons who decline or refuse to submit to random gate inspections of their vehicles by the security forces will be refused access to the base. They may be subject to revocation/suspension of their on-base driving privileges and barment from base as determined by the installation commander or designee.

2.2.2. MAJCOMs responsible for overseas military installations must provide their installation commanders with written guidelines governing stop, inspection, search, and impoundment of vehicles. This guidance must reflect host nation agreements and pass appropriate legal review. Note: A theater commander or those commanding unified forces may direct policy covering all installations under their command. In this case, MAJCOMs must review those policies before issuing their guidance.

2.3. Implied Consent to Blood, Breath, or Urine Tests. Drivers give consent to evidential tests for alcohol or other drug content of their blood, breath, and/or urine as a condition to accepting installation driving privileges. This consent applies when lawfully detained, apprehended, or cited for any impaired

driving offense committed while driving or in physical control of a motor vehicle on an Air Force installation.

2.3. (460ABW) Implied Consent to Blood, Breath, or Urine Tests. Installation registration will be denied if a vehicle registrant refuses to acknowledge the Implied Consent statement at the time of registration.

2.3.1. (Added-460ABW) Any person operating a motor vehicle on BAFB is considered to have consented to a chemical test of their blood, breath or urine to determine the alcohol or drug content of their blood. This applies to anyone who is stopped or apprehended for any offense committed while driving or physically controlling a motor vehicle while under the influence of alcohol or drugs.

2.3.2. (Added-460ABW) Physical control and actual physical control. These terms as used in the supplement are synonymous. They describe the present capability and power, to dominate, direct or regulate the vehicle, either in person or through the agency of another, regardless of whether such vehicle is operated.

2.4. Implied Consent to Vehicle Impoundment. As a condition to accepting installation driving privileges, drivers must give their consent for the removal and temporary impoundment of their POV if their POV is: 1) Illegally parked for unreasonable periods; 2) Interferes with traffic operations; 3) Creates a safety hazard; 4) Disabled by accident or incident; 5) Left unattended in, or adjacent to, a restricted, controlled, or off-limits area; and 6) Abandoned. Drivers also agree to reimburse an authorized agency or contractor for the cost of towing, storage, and disposal should a need arise to remove or impound their motor vehicle because of a situation described above.

2.4.1. Installation commanders define in local procedures or supplement to this instruction, the definitions for "unreasonable periods," "abandoned," and other terms relevant to enforcement action under paragraph 2.4. Incorporate those instructions, procedures, and definitions into the local installation traffic code and make them known to the general public.

2.4.1. (460ABW) "Unreasonable periods" is defined as any motor vehicle left for more than three (3) days unattended or unmoved without prior arrangements with or notification to the 460 SFS. A vehicle shall be considered abandoned under the following conditions: if the registrant and/or owner has been notified by 460 SFS personnel to remove the vehicle and it has not been removed within 3 days after notification; or the registrant and/or owner has departed either through permanent change of station (PCS), separation, or similar situations, from the military; or when security forces have reasonable grounds to believe a vehicle has been abandoned i.e., flat tires, expired registration, missing parts, partially dismantled, non-operable, etc.

2.4.2. (Added-460ABW) The 460th Security Forces Squadron must attempt to notify the owner before a vehicle is impounded *for abandonment*. A DD Form 2504, **Abandoned Vehicle Notice** and DD Form 1408, **Armed Forces Traffic Ticket** placed on the windshield of such vehicle for three (3) days satisfies this requirement.

2.4.3. (Added-460ABW) Upon impoundment, 460th Security Forces Squadron Investigations (460 SFS/SFOI) personnel will complete all required forms and documents associated with the removal, towing/storage, inventory and final disposition of impounded vehicles. The 460 SFS/SFOI will maintain a record of all vehicles towed from the installation.

2.4.4. (Added-460ABW) Towing and storage fees will be determined by the agency providing the towing or storing services. Owner's of abandoned vehicles are responsible for all transactions to

retrieve vehicles from towing/impoundment agencies. The 460th Security Forces Squadron Law Enforcement Desk (460 SFS/LED) controller will notify customers of the agency that towed the vehicle and provide contact information.

2.4.5. (Added-460ABW) The owner of any vehicle cited for abandonment must contact the 460 SFS/LED at Bldg 706 within three (3) days after the citation was issued to certify the vehicle is operational and not abandoned. Any vehicle not certified as operational by 460 SFS/LED may be impounded three (3) days after the citation was issued.

2.4.6. (Added-460ABW) Operators of defective vehicles will be given a warning citation with instructions to have the defect repaired within three (3) days and then report to the 460 SFS/LED (Bldg 706) before the end of the three (3) day grace period. If the individual does not report in the allowable time with the defect corrected, the ticket will be processed for action. Personnel operating vehicles with defect(s) that pose serious hazards will not be allowed to operate the vehicle on base until the defect(s) is/are corrected.

2.5. Suspension or Revocation of Driving Privileges . Installation commanders may suspend or revoke installation driving privileges and POV registration for lawful reasons both related and unrelated to traffic violations or safe vehicle operations. Installation commanders must incorporate procedures governing suspension and revocation in local publications or supplement to this instruction. Make these known to the general public.

2.5.1. Suspensions.

2.5.1. (460ABW) The 460 MSG/CC is the designated (by the installation commander) authority responsible for implementing suspension and revocation of driving privileges on Buckley AFB. The 460th Security Forces Reports and Analysis section (460 SFS/SFAR), will provide letters for implementing suspension and revocation of driving privileges to the designated representative for signature and action. Suspension and revocation of driving privileges apply to military installation worldwide.

2.5.1.1. Installation commanders can suspend driving privileges for serious violations or when lesser measures fail to improve a driver's performance. The commander may also suspend or revoke licenses for up to 12 months if a driver continually violates installation parking standards, or habitually violates other standards considered non-moving in nature. Installation commanders determine suspension and revocation policy for non-moving violations, as well as what constitutes a non-moving violation on their installation (i.e., performing unauthorized repair; failure to register; unauthorized modifications or alterations; failure to maintain safety standards, etc.). Make these standards part of the local installation traffic code and take reasonable steps to make them known to the general public.

2.5.1.1. (460ABW) The installation commander or designee may suspend or revoke driving privileges for habitual offenders of installation parking standards for 30-days. A habitual parking offender is someone who has received three (3) or more parking citations (non-moving violations) within a 90-day period or six or more parking citations (non-moving violations) in a 6-month period.

2.5.1.2. The installation commander has discretionary authority and may withdraw anyone's authorization to operate a government or privately owned motor vehicle on the installation.

2.5.1.3. Installation commanders will immediately suspend installation GOV or POV driving privileges pending resolution of an intoxicated driving incident which involves active duty mili-

tary personnel, their family members, retired members of the military service, and DoD civilian personnel. This applies regardless of the geographic location of an intoxicated driving incident. Installation commanders can only suspend privileges of non-DoD affiliated civilians for incidents occurring on the installation or in the areas subject to their military traffic jurisdiction. After a review of available evidence as specified in paragraph 2.6., suspend driver's privileges pending resolution of the intoxicated driving incident under the circumstances outlined below:

2.5.1.3.1. Refusal to take or complete a lawfully requested chemical test to determine blood alcohol content (BAC) or breath alcohol content (BrAC) for alcohol or other drugs.

2.5.1.3.2. Operating a motor vehicle with BAC or BrAC of 0.10 percent by volume or higher.

2.5.1.3.3. Operating a motor vehicle with a BAC or BrAC below 0.10 percent blood alcohol by volume if the jurisdiction in which the vehicle is operated imposes a suspension for a BAC or BrAC level below 0.10.

2.5.1.3.4. On an arrest report or other official document reasonably showing an intoxicated driving incident occurred.

2.5.2. Revocation.

2.5.2.1. The installation commander will immediately revoke driving privileges for a period of not less than one year in the following circumstances:

2.5.2.1.1. A person is lawfully detained for intoxicated driving and refuses to submit to or complete tests to measure blood alcohol or drug content as required by the law of the jurisdiction, installation traffic code, or this instruction.

2.5.2.1.2. A conviction, nonjudicial punishment, or a military or civilian administrative action resulting in the suspension or revocation of a driver's license for intoxicated driving. Official documentation is required as the basis for this type of revocation action.

2.5.2.1.3. When a serious incident involving a motor vehicle occurs and the installation commander determines immediate revocation of driving privileges is required to preserve public safety or the good order and discipline of military personnel.

2.5.2.1.4. (Added-460ABW) Revocations from another state and/or federal jurisdiction will be enforced at BAFB.

2.5.2.2. The CSP develops plans and procedures to forward revocation, suspension, and driving records to gaining commanders and to initiate appropriate staff action when receiving similar records from losing commanders of inbound personnel.

2.5.2.2.1. (Added-460ABW) The 460 SFS/SFAR receives a copy of orders of all personnel departing BAFB. 460 SFS/SFAR performs a review of the individual's driving history and forwards any active record, AF Form 1313, **Driver Record**, or comparable record to the gaining Chief of Security Forces. All 460 ABW Squadrons and assigned tenant units will develop internal procedures to forward a copy of orders of personnel departing BAFB to the 460 SFS/Chief of Security Forces.

2.5.2.2.2. (Added-460ABW) 460 SFS/SFAR receives a copy of newly arrived personnel, AF Form 1313, and will enter it into their driving record located on BAFB. All 460 MSG Squadrons and tenant units will develop internal procedures to forward revocation, suspension, driv-

ing records and a copy of orders of personnel arriving to BAFB to the 460 SFS Chief of Security Forces.

2.5.2.3. When temporary suspensions are followed by revocations, compute the revocation period from the original suspension date, exclusive of any period during which full driving privileges were restored pending resolution of charges.

2.5.2.4. Installation commanders may impose multiple suspensions to run consecutively or concurrently.

2.5.2.5. (Added-460ABW) The 460 MSG/CC is delegated the authority to revoke/suspend on-base driving privileges. Unit commanders may request, in writing, suspension of on-base driving privileges of any problem drivers or drivers whose attitudes and actions are unsafe. Unit commanders desiring to suspend the driving privileges of a unit member for 30 days or more will send a memorandum, with justification, to the installation commander through Security Forces Reports and Analysis section (460 SFS/SFAR).

2.5.2.6. (Added-460ABW) Operating a motor vehicle while driving privileges are suspended/revoked will result in an additional two-year suspension or revocation.

2.5.2.7. (Added-460ABW) All personnel must comply with the Colorado Financial Responsibility Insurance Law as required, insurance (or other guarantee) which amounts to the minimum requirement for Colorado. Failure to provide proper proof of insurance registration to 460 SFS Law Enforcement Desk (Bldg 706) within 72 hours will result in a 30-day suspension/revocation of installation driving privileges.

2.5.2.8. (Added-460ABW) Failure to wear seatbelts while operating a motor vehicle or failure to have passengers wear seatbelts while riding in a motor vehicle may result in the vehicle operator receiving up to a 30-day suspension of installation driving privileges.

2.5.2.9. (Added-460ABW) Driver's cited for children not wearing an approved child restraint system may receive up to a 30-day suspension of installation driving privileges.

2.5.2.10. (Added-460ABW) Illegal parking (Handicap parking/Emergency Response vehicle parking): The first violation will result in a 30-day suspension; second violation, six months; third violation, one year suspension/revocation of installation driving privileges.

2.5.2.11. (Added-460ABW) Preliminary revocation notices, pre-signed by the installation commander or designee, will be issued in duplicate to any individual apprehended or cited for intoxicated driving. Violators will endorse receipt of the notice, indicating the time and date received. The original document will be maintained with the case file and the copy will be provided to the violator.

2.5.2.11.1. (Added-460ABW) For on-base intoxicated driving incidents, a preliminary revocation notice will be served to the violator by on-duty 460th Security Forces Squadron personnel before they are released from security forces custody.

2.5.2.11.2. (Added-460ABW) For off-base intoxicated driving incidents, the unit commander or first sergeant will ensure the subject reports to the 460 SFS/SFAR to receive the preliminary suspension or revocation notice within 12 hours of the individual's return to military control.

2.5.2.12. (Added-460ABW) The primary test for determining a vehicle operator's alcohol content is the breath test using the Intoxilyzer 5000EN. In the event the Intoxilyzer is inoperative, or there

is not a certified operator available to administer the test, Rural Metro Medical in the City of Aurora will be notified to respond and another test (blood or urine) will be administered by Rural Metro Medical personnel. When an individual refuses to submit to chemical testing, the Staff Judge Advocate (460 ABW/JA) will be contacted for guidance. A properly completed DD Form 1920, **Alcohol Influence Report**, and detailed documentation of all probable cause will be accomplished for all incidents involving suspected driving under the influence (including all refusals).

2.5.2.13. (Added-460ABW) Other valid reasons as defined by the installation commander. The installation commander, or designee, may make an administrative determination that an individual committed an offense for which suspension or revocation of installation driving privileges is appropriate. The installation commander's decision will be based on the facts of each case, without regard to whether the individual has previously been convicted or punished by military or civilian authorities.

2.5.2.14. (Added-460ABW) A two-year revocation period is mandatory for a second or subsequent alcohol related driving offense.

2.5.2.15. (Added-460ABW) For administrative purposes for revocation, blood alcohol content of .10 or above, field sobriety test, and/or observations by on-scene law enforcement personnel will provide the evidentiary basis for the initial administrative revocation.

2.5.2.16. (Added-460ABW) When base driving privileges have been temporarily suspended or permanently revoked, personnel will report to the Installation Visitor Center, located at the 6th Avenue Gate, for termination of your DD Form 2220, **DOD Registered Vehicle** decal. If other family members are licensed to drive, a visitor pass over-stamped by the Visitor Center will be issued (for 30-day periods only) indicating family members have driving privileges.

2.5.2.17. (Added-460ABW) Right of appeal procedures are outlined in AFI 31-204, paragraph 2.7. The installation commander or designee may adjust a revocation or suspension in any way they deem fit based upon good cause shown during an appeal, unless prohibited by instructions.

2.6. Reciprocal Procedures.

2.6.1. Air Force installation commanders will honor revocations issued by other installation commanders regardless of service component affiliation. Revocations remain in effect during reassignment unless the issuing authority terminates the revocation before reassignment. Installation commander may honor suspensions as determined on a case by case basis. Anyone with suspended or revoked privileges may petition an installation commander for partial or limited driving privileges.

2.7. Administrative Due Process for Suspensions and Revocations.

2.7.1. When considering suspending or revoking someone's driving privileges, notify that person in writing and tell them what action you are taking and the reason for it. Coordinate this notice with the base legal office.

2.7.2. Except for incidents outlined in para 2.5.1.3. and 2.5.2.1., do not suspend or revoke a person's driving privileges until they are notified (or reasonable attempts made) and offered an administrative hearing. Installation commanders determine when a suspension or revocation takes effect once making or attempting this written notice. Only in unusual circumstances should you make verbal notifications. Unless an application for a hearing is made within the prescribed period, suspension or

revocation takes place on the prescribed date and time. Installation commanders determine the time period for staying a suspension or revocation action after receiving a request for an administrative hearing. For offenses outlined in para 2.5.1.3. and 2.5.2.1, an installation commander will authorize an immediate preliminary suspension based on reliable evidence. Such evidence can include witness statements, a military or civilian police report, chemical test results, a refusal to complete chemical testing, video tapes, written statements, field sobriety test results, or other evidence.

2.7.2. (460ABW) The installation commander may designate an officer (in writing) to hold the administrative hearing. In no instance will personnel from any Staff Judge Advocate's Office, including the 460 ABW SJA or a member of the security forces be appointed.

2.7.2.1. Installation commanders or their designee must conduct evidence reviews as soon as possible, but no later than three duty days following final assembly of evidence.

2.7.2.2. For active duty military personnel, send a written notice of preliminary suspension for intoxicated driving to their commander or reasonable equivalent. For non-installation, non-DoD affiliated civilians, present the written notice of preliminary suspension for intoxicated driving either in person (preferred) or by certified mail. If the person is employed on the installation, send the notice to their commander or reasonable equivalent.

2.7.2.3. Advise the individual of the following in the preliminary suspension notification for intoxicated driving:

2.7.2.3.1. Suspension can be made a revocation under the authority of paragraph 2.5.2 of this AFI.

2.7.2.3.2. The right to request restoration of driving privileges pending investigation or resolution of the incident (direct request letters to the installation commander or designee).

2.7.2.3.3. The right of military personnel to present evidence and witnesses and be represented by a civilian counsel (at their own expense) or assigned military counsel. Commanders determine the availability of specific (by name) military counsel requests.

2.7.2.3.4. The right of DoD civilian employees to have a personal representative present at the administrative hearing in accordance with applicable laws and instructions.

2.7.2.3.5. Amount of time the individual has to respond and request the administrative hearing before the preliminary suspension or revocation becomes permanent.

2.7.2.3.6. Direction to sign the acknowledgment of receipt and to return the signed letter to the address shown in the letter.

2.7.2.3.7. Requested hearings must take place within a reasonable period which is determined by the installation commander. A preliminary suspension for intoxicated driving remains in effect until the installation commander makes a final decision. However, if no decision is made within 30 days of the preliminary suspension or revocation, restore full driving privileges until the accused is notified of the final hearing results.

2.7.3. Hearings for intoxicated driving will cover only the pertinent issues of whether: 1) The law enforcement official had reasonable grounds to believe the person was driving or was in physical control of a motor vehicle while under the influence of alcohol or other drugs; 2) The person was lawfully cited or apprehended for an intoxicated driving offense; 3) The person was asked to submit to a test for alcohol or other drug content of blood, breath, or urine and was informed of the consequences for

refusing to take or complete such a test; 4) The person refused to submit to the test for alcohol, breath, or urine; failed to complete the test; submitted to the test and the result exceeded the amount of allowed blood alcohol content; results indicate the presence of other drugs for an on-installation apprehension or in violation of state laws for an off-installation apprehension; and 5) The testing methods used were valid and reliable, and the results accurately recorded and evaluated.

2.7.3. (460ABW) Requests for an administrative hearing must be acknowledged upon receipt of a suspension or revocation notice, or be submitted in writing and presented to 460 SFS/SFAR within 10 workdays from the date the violator received their notice. If requested, the hearing must take place within 30 workdays of receipt of request, to determine if the revocation or suspension action is warranted. The hearing officer, as determined by the installation commander or designee, will report findings and provide recommendations by memorandum to installation commander or designee through the 460 SFS/SFAR.

2.7.3.1. For revocation actions under paragraph 2.5.2.1. for intoxicated driving, the revocation is mandatory on conviction or other findings that confirm the charge.

2.7.3.1.1. The date of conviction or other findings that confirm the charge is the effective date of the revocation.

2.7.3.1.2. You may place the notice that revocation is automatic in the suspension letter, or send a separate letter. Revocation is not effective until receipt of the written notice, or the showing that you made reasonable attempts to notify the individual.

2.7.3.1.3. Revocations cancel any partial or restricted driving privileges previously granted. Once revocation is acknowledged, a person may petition for the restoration of all or partial driving privileges.

2.7.4. (Added-460ABW) All reports of action which may result in revocation or suspension of driving privileges will be reviewed by the 460 ABW/SJA, who will make recommendations to the installation commander or designee.

2.8. Alcohol and Drug Abuse Programs.

2.8.1. Refer military personnel involved in any intoxicated (drug or alcohol) motor vehicle incident to Substance Abuse Office, Drug and Alcohol Control for evaluation.

2.8.1. (460ABW) Referral of military personnel involved in any intoxicated (drug or alcohol) motor vehicle incident to Alcohol and Drug Abuse Prevention and Treatment (ADAPT) for evaluation is MANDATORY. Responsibility to refer military personnel to the ADAPT for evaluation lies with the unit First Sergeant and/or Commander.

2.8.2. (Added-460ABW) Supervisors will ensure civilian employees charged with intoxicated driving, on or off base, are referred to 460th Medical Squadron Substance Abuse office (460 MDS/SGOH) within 10 days. The evaluation will determine if the person has an alcohol or substance abuse problem, which may require enrollment in the substance abuse awareness seminar.

2.9. Restoration of Driving Privileges on Acquittal. When an official report or finding determines lack of guilt (not guilty) or when charges are dismissed or reduced to an offense not amounting to intoxicated driving, vacate the suspension of driving privileges except when:

2.9.1. The preliminary suspension was based on refusal to take a BAC test.

2.9.2. Operating a motor vehicle with a BAC of 0.10 percent by volume or higher or in violation of the law of the jurisdiction that is being assimilated on the military installation.

2.9.2.1. (Added-460ABW) If operating a motor vehicle with a BAC of at least 0.05 percent by volume but less than 0.10 percent by volume (impaired driving) in violation of the law of the jurisdiction in which the vehicle is being operated (Colorado), the suspension may remain in effect for not less than 6 months but no more than 1 year.

2.9.3. The person was driving or in physical control of a motor vehicle while under another preliminary suspension or revocation.

2.9.4. The state or host nation authorities made an administrative determination to suspend or revoke driving privileges based on local law or pertinent regulations.

2.9.5. The individual failed to complete a formally directed substance abuse or driver's training program.

2.9.5. (460ABW) Individuals who have been referred to alcohol education classes may apply for a waiver of driver improvement training by submitting a written request to the installation commander/designee through their unit commander, 460 MDS/SGOH, and 460 SFS/SFAR.

2.10. Restricted Driving Privileges or Probation.

2.10.1. Unless prohibited by higher authority, host nation authority, or other publication, installation commanders may authorize partial or restricted driving privileges to those whose authority to drive on military installations was suspended or revoked by a military service authority. Ensure the individual's driving credentials (civilian state, international, host nation, etc.) are still valid.

2.10.2. Without due cause, do not grant restricted driving privileges, probation, or reinstatement to any person whose civilian driver's license is under suspension or revocation by a state, federal, or host nation licensing authority. If absolutely necessary to do so (and for on base privileges only), coordinate with the installation staff judge advocate. Note: This option applies only to installations exercising exclusive military jurisdiction. Outline procedures for applying for partial or restricted privileges in the base supplement to this AFI or in another appropriate publication. Only consider requests in which there is extreme hardship and there are no other workable alternatives. Do not consider the granting of limited privileges as an alternative to administrative discharge action when discharge is the more appropriate action. **Installation commanders must weigh heavily the potential liability inherent when an individual with a suspended or revoked state, host nation, or other license is allowed to operate a motor vehicle on the installation.** Administrative separation may be appropriate when the loss of driving privileges renders someone ineffective and incapable of performing their military duties, and a change in duty position is not reasonable.

2.10.2. (460ABW) Individuals requesting partial or restricted driving privileges will submit a letter to the installation commander through 460 SFS/SFAR citing their reason(s) why this type of privilege is needed. The decision of the installation commander is final.

2.10.3. (Added-460ABW) Installation driving privileges are not automatically reinstated at the end of the specified period. The offender (i.e., drunk driving, driving while impaired, etc.) must complete the appropriate classes/training before requesting reinstatement of their installation driving privileges. Unit commanders must schedule their personnel to attend these programs. Requests for reinstatement must be endorsed by the individual's commander or section commander and routed to the installation

commander through 460 SFS/SFAR. Proof of completion for these prescribed courses must be included in the reinstatement request for alcohol related incidents.

2.10.4. (Added-460ABW) The installation commander or designee will remain the approval authority for POV driving privileges. Requests for POV restricted driving privileges for military personnel and civilian employees must be endorsed by their commander. Contractors will require endorsement by the 460th Contracting Squadron Commander (460 CONS/CC).

2.10.5. (Added-460ABW) If restricted driving privileges are granted by the installation commander or designee, a visitor's pass over-stamped "RESTRICTED" will be issued to the operator. A copy of the authorization to drive letter, signed by the installation commander or designee, will be kept on the operator and presented upon request by 460 SFS personnel.

2.10.6. (Added-460ABW) Unit commanders may grant restricted (government vehicle only) driving privileges for military and DoD civilians, provided the individual has a valid state driver's license. Unit commanders must check the validity of the individual's driver's license through 460 SFS/SFAR before granting government vehicle only (GOV) driving privileges. The installation commander or designee will remain the approval authority for granting restricted GOV driving privileges for contractor personnel.

2.11. Extensions of Suspensions and Revocations.

2.11. (460ABW) Extensions of Suspensions and Revocations. When revocation action for implied consent is combined with another revocation, it will run consecutively.

2.11.1. Increase by two years the suspension or revocation period when someone is discovered driving in violation of their original suspension or revocation. The unit or installation commander may also take administrative or disciplinary action.

2.11.2. Extend the suspension or revocation of installation driving privileges until the offender completes an approved remedial driver training course, drug or alcohol program, or other program deemed necessary by the installation commander or local authorities.

2.12. Reciprocal State-Military Action.

2.12.1. Statutory authority may exist within some host nations or states for reciprocal suspension and revocation of driving privileges. If so, the installation commander should honor the reciprocal agreements with the state or host nation driver licensing authorities. On receipt of written notice, the receiving party may suspend or revoke driving privileges as if the violations or incidents occurred within its own jurisdiction.

2.12.1.1. Use the following procedures if statutory authority does not provide for formal military reciprocity:

2.12.1.1.1. When such authority suspends or revokes a license, automatically terminate the individual's installation GOV and POV driving privileges. Take only comparable military administrative actions (suspensions, revocation, or point assessment) for those off-base violations reported by local, state, or host nation authorities.

2.12.1.1.2. In the CONUS, notify the licensing authority of the state where a license is issued when revoking a person's installation driving privileges (for a period of one year or more only) following final adjudication of an intoxicated driving offense or for refusal to submit to a

BAC/BrAC test. Include in the notification the basis for the revocation and the BAC/BrAC level.

2.12.2. Provisions of the applicable status of forces agreement (SOFA) and the law of the host nation concerning reciprocal suspension and revocation can affect OCONUS installation commanders. When permitted at a particular overseas installation and to the extent an agreement concerning reciprocity exists, the installation commander must have prior authorization to negotiate and conclude such an international agreement in accordance with applicable directives.

Chapter 3

MOTOR VEHICLE REGISTRATION

3.1. Registration Policy.

3.1.1. Register motor vehicles according to guidance in this instruction and policies established by the installation commander. Installation commanders may extend registration to anyone they deem appropriate. This may include reserve force personnel who maintain close affiliation with the installation and other persons who frequently visit the base, such as local dignitaries, community leaders, retired civilian employees, civil air patrol members, etc.

3.1.1.1. Consistent with base entry policy in AFI 31-209, the installation commander is responsible for ensuring vehicles entering their installation are controlled. Vehicles entering Air Force installations must be registered or meet other entry requirements outlined in paragraph 3.2. Eligible vehicle registrants include assigned active duty military and civilian personnel working on base, retired military personnel, reserve and national guard personnel assigned to a unit or attached for training on an active installation or a reserve or national guard base or facility, and survivors of deceased active duty and retired military members who are authorized to use base facilities. The installation commander may authorize the registration of vehicles that are in the custody of or owned by dependents, step-parents, or guardians of minor children authorized to use base facilities. A dependent living away from home may require a letter stating acceptance of responsibility from the military sponsor to support an application for vehicle registration. Furthermore, a person need not own the vehicle to register it; however, they must have a lease agreement, power of attorney, or notarized statement from the owner of the vehicle granting them permission to use the vehicle and specifying the inclusive use dates.

3.1.1.1. (460ABW) Registration by Nonresidents. All vehicle operators must possess legal and valid vehicle registration from an issuing state.

3.1.1.2. Treat rental vehicles as government vehicles when being used for official business by military or DoD personnel. Check the driver's installation entry credentials and if all is in order, the vehicle may proceed in the same manner as a marked government vehicle.

3.1.1.2. (460ABW) All rental vehicles rented on government orders for official or personal use will be issued an AF Form 75, **Visitor/Vehicle Pass** for up to 90 days.

3.1.1.3. (Added-460ABW) Official vehicles (AAFES, state vehicles) do not need to be registered or have a base decal or special pass.

3.1.1.4. (Added-460ABW) Contractors' vehicles, company vehicles used for contract jobs, and employee's vehicles, if used on-base, will be registered or have a base decal or special pass.

3.1.1.5. (Added-460ABW) Permanent party personnel will maintain a current state and base registration on all vehicles under their control. Personnel assigned to temporary duty status and whose POV is not registered with their home station will obtain an AF Form 75.

3.1.2. Vehicles intended for construction and material handling or used solely off the road are not usually registered as motor vehicles. Installation commanders determine the need and method for registering off road vehicles (ORV) on the installation. However, ORV owners must register and license the vehicle prior to its operation on installation roadways.

3.1.3. When unit vehicle registration (via orderly rooms) is authorized by the installation commander, each unit commander can grant limited temporary registration for up to 45 days pending permanent registration, or in other circumstances for longer terms.

3.1.3. (460ABW) Unit vehicle registration (via orderly rooms) is not authorized at BAFB.

3.1.4. Air Force installations and activities honor the DD Form 2220, **DOD Registered Vehicle Decal**, issued by other military or DoD organizations.

3.1.4. (460ABW) All privately owned vehicles entering the base will have a current State registration and have an authorized Department of Defense (DoD) decal or an AF Form 75. Exceptions to this policy are base sponsored events that have been coordinated and approved through the installation commander.

3.1.4.1. (Added-460ABW) DoD personnel are required to register their vehicles (on-base) within seven days of signing in to their unit.

3.1.4.2. (Added-460ABW) Personnel with temporary license plates cannot register their vehicle until they receive permanent license plates, the enhanced emissions test, and registration. They must obtain an AF FORM 75, Visitor's Pass. They must obtain a DD Form 2220 within seven (7) calendar days of receiving their permanent license plates, the enhanced emissions test, and registration.

3.1.4.3. (Added-460ABW) Unit's out-processing checklists must include a requirement to contact SFS Visitor Center (Bldg 41 adjacent to 6th Avenue Gate) to de-register vehicles.

3.1.5. Use of AF Form 75, Visitor/Vehicle Pass. The AF Form 75 is one method to control and identify personnel and vehicles on a temporary basis. You can give it to installation visitors who do not have the authorized personal or vehicle credentials needed for unescorted or unchecked entry to the base. Installation commanders determine the use of AF Forms 75 on their installation and, if used, to what degree and to whom issued. If used, develop local policy and procedures governing the issue and control of visitor passes. Issue other access credentials when a pass is needed for longer than one year.

3.1.5. (460ABW) The 460th Security Forces Squadron Pass and Registration (460 SFS/SFOP) is responsible for issue and control of visitor passes.

3.1.5.1. How to process the AF Form 75:

3.1.5.1.1. Ask the visitor to fill out the form and sign the consent to search and towing/impoundment warning.

3.1.5.1.2. Use either the driver's license, state vehicle registration, or passport (overseas) or other recognized credential according to para 2.1.1.

3.1.5.1.3. Display the form so one can view it from outside the vehicle.

3.1.5.1.3. (460ABW) The AF Form 75 will be displayed in upper left (driver's side) corner on the inside of the windshield.

3.1.5.1.4. Installation commanders determine if and how to retrieve passes once the visit is finished.

3.1.5.1.4. (460ABW) The Installation Visitor Control Center, located at the 6th Avenue Gate, will issue visitor passes. AF Form 75s are not transferable to other persons or vehicles. Excep-

tion: These passes can be transferable for individuals as long as either one is listed on the original pass.

3.1.5.2. (Added-460ABW) Temporary Registration. The Installation Visitor Center or after duty hours the 6th Avenue Gate will issue temporary Visitor/Vehicle Passes.

3.1.5.2.1. (Added-460ABW) Persons driving privately owned vehicles not having a DD Form 2220, **DoD Registered Vehicle** decal, but who possess credentials permitting unescorted access to the installation will initially obtain an AF Form 75 for their vehicle. They have 7 days to properly register the vehicle.

3.1.5.3. (Added-460ABW) All visitors who need to obtain an AF Form 75 must have a base-affiliated sponsor and a valid state or federal identification card that bears their photograph. If the visitor is driving, they must also have a valid driver license. The vehicle operators must have proof of insurance and registration.

3.1.5.3.1. (Added-460ABW) Personnel arriving from overseas installations with license plates issued by a foreign government or an overseas military installation must apply for permanent registration as soon as the vehicle is registered in the owner's state of selection. In such cases, the vehicle must be temporarily registered using AF Form 75 and must be permanently registered within 30 days after arrival on base.

3.1.5.4. (Added-460ABW) Vendors, fast-food services, delivery drivers, cable and telephone company personnel driving a vehicle with a company logo require possession of their company picture identification to gain access to the base. If their company identification does not have a picture, another photo identification such as the driver's license will be required. A bill of lading showing the destination on base is required. Any vendors or delivery services not meeting the above requirements will be verified by phone and issued a pass. **Exception: During increased FPCONs passes will not be issued and an escort or validated EAL is required for deliveries without a bill of lading.**

3.1.5.5. (Added-460ABW) For individuals sponsoring an on-base function, a complete list of guests (non-military affiliated) must be coordinated through 460 SFS/SFOP, (commercial: (303) 677-9381 Fax: (303)677-9387, DSN: 877-9381) 72 hours prior to the function. It must contain a point of contact (POC), phone number, the location of the function, and time and date of the function. For events where a complete list of names is not possible, 460 MSG/CC coordination is mandatory, prior to notifying 460 SFS/SFOP.

3.1.6. The installation commander determines local policy on authorizing and honoring other vehicle registration systems and decals of nonmilitary or non-DoD tenant activities tenanted on the installation. Tenant-operated registration systems must meet the requirements of this instruction for:

3.1.6.1. Complying with registration prerequisites and individual responsibilities in this instruction and on the AF Form 533, **Certificate of Compliance-Private Motor Vehicle Registration** (or its equivalent).

3.1.6.2. Displaying decals on the vehicle.

3.1.6.3. Storing, issuing, and recovering decals.

3.1.7. Installation commanders can implement decentralized POV registration among installation units. However, the security police must have 24-hour access to registrant information on all registration systems used on the installation.

3.2. Registration and Driver Requirements. Registration systems for POVs on Air Force installations will include the requirements specified below. Overseas commands and overseas installations should modify these procedures to conform with local and international agreements. All motorcycle operators must comply with the requirements of AFI 91-207 prior to registering a motorcycle. Individuals must have the following credentials immediately available upon demand as required by state law or policies established by the installation commander. 1) A valid state, overseas command, host nation, or international driver's license (as applicable) supported by DD Form 2, or other appropriate identification for DoD civilians; 2) A certificate of state registration as required by the state or authority in which the vehicle is registered; 3) Proof of meeting the minimum requirements for automobile insurance laws or regulations of the state or host nation. Within the United States, the installation commander may set reasonable liability insurance requirements for registration and operation of POVs within the confines of the installation; and 4) Evidence of satisfactory completion of emission, safety, mechanical, or other test or evaluation required by local, state, or other jurisdiction in which the vehicle is licensed or located. Installation commanders may require periodic safety inspections for all vehicles operated routinely on their installation if a like inspection is not required by a nonmilitary jurisdiction. In such cases, the installation commander must ensure reasonable and accessible inspection facilities are available and that inspections follow National Highway Traffic Safety Administration (NHTSA) standards. Note: The owner or authorized operator is responsible for reasonable fees and expenses associated with vehicle inspections. Failure to comply with safety inspection standards will result in termination or denial of use of installation roadways.

3.2. (460ABW) Registration and Driver Requirements. According to 40 Code of Federal Regulations (CFR) SS 51.356 (**Attachment 1**), the requirements of the Emission Control Policy do not apply to individuals seeking temporary "visitor" registration, as long as such visits do not exceed 60 calendar days per year. The 60-day limit shall be cumulative over an entire calendar year. Individuals must have the required credentials for registration and produce them immediately upon request from a 460th Security Forces Squadron member. Evidence of satisfactory completion of emission (enhanced), safety, mechanical, or other test or evaluation required by the state of Colorado, or other jurisdiction in which the vehicle is licensed.

3.2.1. Vehicle registration record keeping. Registering officials must check the eligibility to register and ownership (or legitimate custody) of a vehicle. Unit distribution points (i.e., unit orderly rooms) may perform registration functions under the supervision of the installation pass and registration section. In this case, these distribution points receive registration decals in bulk from the pass and registration section. After issuing decals, provide the pass and registration section the completed AF Form 533 or the necessary information for entering registration data into the automated system. Use one of the following methods to keep records:

3.2.1. (460ABW) Failure to comply with test or evaluation standards will result in termination or denial of use of installation roadways. All personnel with vehicles registered on BAFB will maintain a certificate/proof of completion of emission testing when operating the vehicle on base. The owner or authorized operator is responsible for fees and expenses associated with vehicle test or evaluations.

3.2.1.1. Manually kept records. Each registrant fills out an AF Form 533 upon initial Air Force vehicle registration and upon arrival at a new installation after permanent change of station. The registrant's signature on the AF Form 533 certifies compliance with registration requirements. To minimize inconvenience to the registrant, you can preprint the name of the installation and minimum insurance limits in the appropriate blocks on the front. Determine filing methods locally.

3.2.1.2. Automated records. Use the security police automated system (SPAS) computerized vehicle registration program. The registrant must read and understand the registration requirements before issuing a decal.

3.2.2. (Added-460ABW) Installation Registration. The 460 SFS/CC is responsible for the management of the motor vehicle registration on BAFB. The registrant is responsible for notifying the registration office to update records.

3.2.3. (Added-460ABW) Vehicle Registration by Minors. Vehicles in custody of or owned by dependents, stepparents, and guardians of minor children authorized to use base facilities are authorized issuance of DD Form 2220, **DoD Registered Vehicle** for base registration. A memorandum stating acceptance of responsibility from the military sponsor for a dependent living away from home is required to support an application for vehicle registration.

3.2.4. (Added-460ABW) Off-Road Vehicles (ORVs). Pass and Registration will not register ORVs (ATVs, golf carts etc.) on the installation.

3.2.5. (Added-460ABW) Trailers Transporting Animals. No license plate is required on the trailer for any person who transports animals to and from fairs, rodeos, or other places, except racetracks, where the animals are exhibited or otherwise take part in performances.

3.2.5.1. (Added-460ABW) This exemption is given only to vehicles with a gross hauling weight of under 10,000 pounds that are, themselves, properly licensed. The hauling cannot be done for hire or commercial purposes such as hauling to butcher. It is designed for the private owner, using his/her own vehicle.

3.3. Appointing Registration Officials . The chief of security police (CSP) develops local procedures governing base registration officials. Generally, security police personnel working in the pass and registration section are assigned duties as registration officials. When authorized by the installation commander, unit orderly room personnel may also act as registration officials for their unit personnel when unit-level vehicle registration has been authorized. Local registration official procedures must cover the following:

3.3.1. Qualifications (i.e., grade, duty position, and skill level).

3.3.1. (460ABW) Qualifications, as a minimum, E-3 military (3-skill level) or equivalent civilian personnel will be assigned to the visitor center.

3.3.2. Duty training requirements and general position responsibilities which must include record keeping procedures, inventory, and security procedures for controlled DD forms.

3.3.3. Appointment procedures for those authorized to perform as registration officials.

3.3.3. (460ABW) Appointment procedures for those authorized to perform as registration officials will be via Official Memorandum. **NOTE:** Dependents of deceased military members will be issued decal IAW AFI 31-204, paragraph **3.4.2.**

3.4. Specifications for DD Form 2220.

3.4.1. Use the DD Form 2220 to register vehicles on Air Force installations. Remove the form from POVs when registration expires or registration privileges terminate.

3.4.2. Use the installation tag (4" X 1/2") to identify the Air Force installation where the vehicle is registered. Position this decal directly under the DD Form 2220. The tags are color coded according to the category of the registrant and are issued as follows:

3.4.2.1. Officer--blue background with white letters.

3.4.2.2. Noncommissioned officer--gold background with black letters.

3.4.2.3. Airman--red background with white letters.

3.4.2.4. Civilian--green background with white letters.

3.4.2.5. Contractor--white background with black letters.

NOTE: The installation commander determines the color code used by dependents of deceased military members.

3.4.3. Use AF Form 2219, **Registered Vehicle Expiration** (2" X 3/4"), to maintain the validity of a vehicle's registration. This tab has a suffix (series) corresponding to a particular year of expiration (i.e., 2219A, 2219B, etc.). Revalidate registration by issuing a different "series" at a minimum of every three years. Position this decal to the right of the DD Form 2220.

3.4.4. Prominently affix registration decals to the windshield (centered at the top or at lower driver's side corner), on the front bumper (driver's side), or to a owner supplied plate securely fastened to the driver's side bumper, bumper mounting bracket, or license plate mounting bracket. State and local policy can affect the exact placement. On two-wheeled vehicles, place registration decals on a conspicuous front-facing surface or plate affixed to a front-facing surface.

3.4.4. (460ABW) Vehicle registration decals will be affixed to the exterior of the windshield on left side (driver's side) or upper center. Metal plates are authorized for use on motorcycles only. Taping the decal to the inside of the windshield is not authorized.

3.4.5. Use AF Form 787, **Handicapped Person Vehicle Decal**, to identify vehicles of handicapped persons. Position the decal to the right of the DD Form 2220. For short term and temporary disabilities, the installation commander may authorize issue of the AF Form 787 or a locally devised card or form. When authorized, temporary local cards or forms should contain an issue and expiration date. Issue and display in accordance with local procedure. Note: Honor local and state issued handicap decals, placards, signs, etc., on all Air Force installations. Don't require personnel issued local or state handicapped parking identification media to have an AF Form 787.

3.5. Termination or Denial of Registration . Vehicle registration will be denied under the following conditions:

3.5.1. The owner fails to comply with the registration requirements of paragraph 3.2.

3.5.2. The owner sells or disposes of the registered POV, is released from active duty, is separated from the service, or terminates civilian employment with a military service or DoD agency.

3.5.3. The owner is other than an active duty military or civilian employee and discontinues regular operation of the POV on the installation.

3.5.3. (460ABW) Persons who allow their base registration decal to be used illegally by another person are violating this instruction and other pertinent directives. Also, persons who obtain a base registration decal issued to another person are in violation.

3.5.4. The state, overseas command, host nation, or installation suspends or revokes the owner's driving privilege. Affected persons can apply to reregister their POV after their suspension or revocation period expires. Other family members having installation driving privileges may transfer the base vehicle registration into their name. If so, change the AF Form 533 or SPAS data base to reflect the new registrant. Note: The installation commander determines the period of time a person has before they must surrender their DD Form 2220 or transfer the decal and base registration to another authorized driver.

3.5.4. (460ABW) DD Form 2220 must be turned in within 3 duty days of notification of suspension/revocation. Refer to paragraph **2.5.2.16. (Added)** for instructions on applying for other authorized family members registering the motor vehicle.

3.5.5. When a registrant is transferred. The installation commander may permit registration by the spouse or other dependents continuing to live near the installation. When this occurs, update the AF Form 533 or SPAS data base.

3.5.6. When ownership of a vehicle is transferred. The new owner of a previously registered vehicle can transfer the registration provided the new owner is eligible for base vehicle registration. The new owner must follow the procedures in paragraph 3.2.

3.5.7. During a PCS transfer. If authorized by the installation commander, a registrant may keep the registration decal on their vehicle for re-registration at the gaining installation. In this case, the losing installation transfers the registration number to the gaining pass and registration section where only a new installation tab is issued upon the member's arrival at the new duty station. Note: This procedure is not allowed for CONUS to OCONUS POV shipments or consecutive OCONUS to OCONUS transfers unless the vehicle will be accompanied or driven by a registered owner. Unless the vehicle is accompanied or driven, surrender the DD Form 2220 as part of normal out processing.

3.6. Specified Consent to Impoundment. Personnel must consent to the installation vehicle impoundment policy if they wish to drive on the installation. POV registration forms or policy will contain or have appended to them a certificate with the following statement:

"I am aware that AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, and the installation traffic code provide for the removal and temporary impoundment of privately owned vehicles parked illegally for unreasonable periods, interfering with military operations, creating a safety hazard, disabled by incident, left unattended in a restricted or controlled area, or abandoned. I agree to reimburse any agency or contractor for the cost of towing, storing, and disposing of my motor vehicle if it is lawfully removed and impounded."

3.6. (460ABW) Specified Consent to Impoundment. By accepting installation driving privileges, whether permanent or temporary, the owner/operator has consented to the search, vehicle towing and impoundment policy.

3.6.1. (Added-460ABW) Personnel who fail to comply with paragraph **3.6.** are subject to loss of base driving privileges and may have their base decal removed by security forces.

3.7. (Added-460ABW) Motorcycle Registration and Safety Requirements. Prior to receiving permanent installation registration, motorcycle, motor scooter or moped operators (active and retired military members, active and retired DAF and NAF civilians, foreign military personnel, and contractor personnel) must complete a safety course (Course IVA, MRC:RSS or Course IVB, ERC) that includes hands-on training and evaluation, and produce this when registering their motorcycle, motor scooter, or moped on the installation. AFI 91-207, *The Air Force Traffic Safety Program* requires operators of motorcycles, motor scooters or mopeds to wear an approved motorcycle helmet, long pants, long sleeved shirt or jacket, full-fingered gloves and over-the-ankle boots or leather boots are encouraged. (During vehicle registration or when requested by law enforcement officials, documents listed in AFI 31-204, paragraph **3.2**. Periodic safety inspections are not required.

Chapter 4

TRAFFIC PLANNING AND CODES

4.1. Traffic Planning

4.1.1. Safe and efficient movement of traffic on an installation requires traffic supervision. A strong traffic supervision program includes sound traffic circulation planning, supervision, and control of motor vehicle traffic. Proactive publication and enforcement of traffic laws and regulations together with timely and professional investigation of motor vehicle accidents are also important. Finally, every successful program must include meaningful interaction, education, and communication with the general public.

4.1.2. Installation commanders develop traffic circulation plans that provide for the safest and most efficient use of primary and secondary roads. A major focus of installation traffic planning is circulation control. The base traffic engineer, CSP, safety officer, and other concerned staff agencies develop the traffic circulation plan. Consult with highway engineering representatives from adjacent civilian communities to ensure the installation plan is compatible with plans developed by the state and surrounding local communities. As a minimum, your base traffic plan should consider the following:

4.1.2.1. Normal and peak load routing based on traffic control studies.

4.1.2.2. Effective control of traffic, using planned traffic flow patterns which include measures for special events and adverse road conditions.

4.1.2.2. (460ABW) Security forces, after coordination with the fire department, must approve all temporary deviations (72 hours or less) from established traffic procedures. The 460 SFS/CC and/or the base traffic engineer (460 CES/CEM) must approve deviations exceeding 72 hours.

4.1.2.3. Point control at congested locations by law enforcement personnel or designated traffic directors or wardens, including trained school-crossing guards.

4.1.2.4. Use of traffic control signs and devices.

4.1.2.5. Efficient use of available parking facilities.

4.1.2.6. Efficient use of mass transportation.

4.1.2.7. Every installation commander should appoint a primary and alternate base traffic engineer. The engineer directs, develops, and staffs the base traffic circulation plan. This is normally a civil engineering responsibility and those considered for the position should have an infrastructure planning and engineering background.

4.1.3. Traffic control studies provide factual data on existing roads, traffic density and flow patterns, and points of congestion. The CSP and traffic engineer usually conduct coordinated traffic control studies to obtain the data. Accurate data helps determine major and minor routes, locations for traffic control devices, and special conditions requiring engineering or enforcement services.

4.1.4. The Military Traffic Management Command Transportation Engineering Agency (MTMC-TEA) will help installation commanders solve complex highway traffic engineering problems. MTMC-TEA traffic engineering team services include:

4.1.4.1. Traffic studies of lifted areas and other special situations.

4.1.4.2. Complete studies of traffic operations of entire installations.

4.1.4.3. Assistance in complying with established traffic engineering standards.

4.1.5. Installation commanders submit requests for MTMCTEA assistance in accordance with AFR 75-88, *Highways for National Defense*.

4.2. Installation Traffic Codes.

4.2.1. Installation commanders must establish a traffic code for operation of motor vehicles on the installation. Commanders in overseas areas establish a traffic code to the extent military authority is empowered to regulate traffic under applicable treaties or agreements. Installation traffic codes must contain the base rules of the road and will, to the degree possible, conform to the code of the state or host nation in which the installation is located. The CSP is responsible for developing the traffic code and for ensuring it meets all local and legal requirements, this AFI, and the standards published in the following:

4.2.1.1. *The National Highway Safety Program Standards*, as published in 23, CFR 1230.

4.2.1.2. Applicable portions of the *Uniform Vehicle Code and Model Traffic Ordinance* published by the National Committee on Uniform Traffic Laws and Ordinances, which is contained in 23, CFR 1204.

4.2.1.3. DoDI 6055.4, *DoD Traffic Safety Program*.

4.2.2. The installation traffic code must contain policy and procedures for the towing, searching, impounding, and inventorying of vehicles. Publish these provisions and ensure they contain the following:

4.2.2.1. Violations and conditions to tow or impound a vehicle.

4.2.2.2. Procedures to notify the vehicle owner.

4.2.2.3. Procedures for towing, storing, and protecting impounded vehicles.

4.2.2.4. Procedures for disposing of vehicles after lawful impoundment.

4.2.3. Where applicable, installation traffic codes must supplement the various basic provisions contained in the subparagraphs below:

4.2.3.1. Motorcycles and mopeds. Operators must comply with special requirements when driving motorcycles, mopeds, or other open two-, three-, and four-wheel vehicles powered by a motorcycle-type engine. See paragraph 4.2.6. for information concerning off-road vehicle use. Installations should adopt local, state, or host nation guidance concerning the legal definition, operation, use, and control of mopeds, motorized bicycles, and other such devices on installation roadways. Such guidelines will be modified or restricted as necessary to ensure personal safety or the safe and orderly flow of installation traffic. Refer to AFI 91-207 for helmet, eye, and clothing safety requirements.

4.2.3.1.1. (Added-460ABW) The following items must be worn:

4.2.3.1.1.1. (Added-460ABW) Motorcycles: Operators and passengers must wear a properly secured (under the chin) and approved Department of Transportation, the SNELL Memorial Foundation, American National Standards Institute (ANSI), the Vehicle Safety

Commission, or the Safety Helmet Council of America at all times. Riders are encouraged to affix reflective tape to their helmets, to increase their visibility.

4.2.3.1.1.2. (Added-460ABW) Operators and passengers must wear impact resistant goggles or a face shield on their helmets at all times. Products (i.e. goggles or glasses) must meet ANSI Z.87.1 (shatter-resistant/impact-resistant) requirements.

4.2.3.1.1.3. (Added-460ABW) A brightly colored or contrasting colored jacket or vest will be worn as an outer, upper garment during the day and must be reflective at night. The outer, upper garment (between waist and neck) will be clearly visible and not covered. Maintenance night belts, reflective material on helmets and/or backpacks alone do not meet the reflective requirements of AFI 91-207 and are not approved. **NOTE:** Contrasting colors refers to a different color than that of the vehicle (motorcycles/mopeds) and background, which will make the operator more visible to other vehicle operators. Black, brown, or camouflage color designs do not contrast and fade into the shadows or surrounding facilities and backgrounds.

4.2.3.1.1.4. (Added-460ABW) Operators and passengers must wear long sleeve shirts or jackets, full-fingered motorcycle gloves or mittens, and long trousers. Personnel not in compliance with these requirements may be cited via DD Form 1408, **Armed Forces Traffic Citation** and will be directed by Security Forces to park cycle at the nearest parking location available and arrange for alternate transportation.

4.2.3.1.1.5. (Added-460ABW) Operators and passengers must wear sturdy footwear. Leather boots or over the ankle shoes are strongly encouraged.

4.2.3.1.2. (Added-460ABW) The above motorcycle safety apparel requirements apply to military personnel on or off base, on or off duty, and to all other riders or passengers while on base.

4.2.3.1.3. (Added-460ABW) Passengers are not authorized on ATVs or mopeds.

4.2.3.1.4. (Added-460ABW) All off-road vehicle operators must wear protective devices as described in paragraphs **4.2.3.1.1.1. (Added)** through **4.2.3.1.1.5. (Added)** Additionally, operators should wear knee/shin guards, chest protectors and padded full fingered off-road vehicle gloves. **NOTE:** Personnel operating government owned off-road vehicles during contingency operations are exempt from wearing brightly colored and/or reflective material if such use would degrade mission accomplishment.

4.2.3.1.5. (Added-460ABW) Motorcycle or moped operators will not ride side by side on a single lane road.

4.2.3.1.6. (Added-460ABW) Required vehicle safety equipment.

4.2.3.1.6.1. (Added-460ABW) Drive with the headlight on at all times.

4.2.3.1.6.2. (Added-460ABW) Attach a rear view mirror to each side of the handlebars.

4.2.3.1.6.3. (Added-460ABW) Maintain the mufflers and do not remove or modify them so they emit excessive noise.

4.2.3.1.7. (Added-460ABW) Keep all safety equipment manufactured for and required on the motorcycle or moped unless you replace it with a similar, suitable, or better approved device.

4.2.3.2. Restraint systems.

4.2.3.2.1. Operators and passengers of all vehicles operated on Air Force installations must wear restraint systems. In addition, operators and passengers of GOVs must wear restraint systems when driving or riding off the installation as well.

4.2.3.2.2. All Air Force active duty and reserve component members on active duty must wear restraint systems while driving or riding in a POV whether on or off the installation.

4.2.3.2.3. US Department of Transportation requires approved infant/child restraint devices in POVs for children 4 years old or under and not exceeding 50 pounds in weight.

4.2.3.2.4. Cars manufactured after model year 1966 require a manufacturer-approved restraint system meeting federal traffic safety standards.

4.2.3.2.5. Operators using vehicles equipped with air bags must still wear the manufacturer's primary restraint system (seat belts).

4.2.3.3. Headphones and earphones. The wearing of headphones and earphones is prohibited while driving a motor vehicle on base. This does not negate wearing of hearing protection when conditions and good judgment dictate its use such as when driving in noise hazard areas. This restriction does not apply to intercom systems worn by motorcycle operators and their passengers.

4.2.3.4. (Added-460ABW) Restrictions/Requirements of Vehicle Equipment: Comply with Colorado Criminal and Traffic Law Manual under the Colorado Statute covering this subject.

4.2.3.4.1. (Added-460ABW) Windshields must be unobstructed and equipped with operating wipers. Windows must be transparent and will not have any non-transparent material on or in the front windshield, windows to the immediate right and left of the driver, or in the rearmost window, if the latter is used for driving visibility. (The exception is that base stickers currently used here at BAFB are allowed in the front windshield.) The rearmost window is not necessary for driving visibility where outside rearview mirrors are attached to the right and left sides of the vehicle.

4.2.3.4.2. (Added-460ABW) Tire Requirements. All individuals who operate vehicles on BAFB will ensure their vehicle has a tire tread depth of at least 2/32-inch on all tire surfaces coming in contact with the roadway.

4.2.3.4.3. (Added-460ABW) Passenger Safety. Passengers will not ride with arms/legs protruding from the vehicle; seated/standing on the fender, wheel well, running board, rear, or top of a load; on top of the cab; or in any unsafe manner. No person under 21 years of age shall ride in the bed or any other part of a truck that is not enclosed by a rigid top or vehicle body.

4.2.3.4.4. (Added-460ABW) Obstructed Vision. No object or material will be placed in or on a vehicle in such a manner as to obstruct or reduce the driver's clear view through the wind-shield (exception: properly placed safety sticker or base decals). Completely remove all fog, dew, ice, or snow from all vehicle windows before operation.

4.2.3.4.5. (Added-460ABW) Cell phones. The use of cell phones is prohibited while driving a motor vehicle or fueling a motor vehicle on base. This restriction does not apply to hands-free systems. Exception: Emergency situations; in this circumstance, driver must pull off to the side of the road to prevent the possibility of a vehicle accident.

4.2.4. Take only administrative actions (reprimand, assessment of points, loss of installation driving privileges, etc.) for off-installation violations of the installation traffic code.

4.2.5. At bases with concurrent or exclusive federal jurisdiction, make violations of state traffic codes applicable to base driving records when those violations are included in that state's criminal offense code. This provision is covered under the authority of Title 18 United States Code 13 (USC).

4.2.5. (460ABW) Colorado's Motor Vehicle Traffic codes are applicable to base driving records when those violations are included in that state's criminal offense code. This provision is covered under the authority of Title 18 United States Code 13 (USC) and under 32 Code of federal regulations §210(CFR).

4.2.5.1. DoDD 5525.4, *Enforcement of State Traffic Laws on DoD Installations*, adopts the vehicular and pedestrian traffic laws of states where traffic law violations are not considered criminal offenses and cannot be assimilated under 18 USC. It makes these laws applicable to military installations having concurrent or exclusive federal jurisdiction. It also delegates authority to installation commanders to establish additional vehicular and pedestrian traffic rules and regulations for their installations. Those found guilty of violating traffic laws made applicable on installations under provisions of DoDD 5525.4 are subject to a fine of not more than \$50 or imprisonment for not more than 30 days or both for each violation. In those states where you cannot assimilate traffic laws, post an extracted copy of this paragraph and a copy of DoDD 5525.4 in a prominent place accessible to persons assigned, living, or working on the installation.

4.2.5.1.1. Take only administrative actions in states where you cannot assimilate violations of traffic laws under either Title 18 USC 13 or DoDD 5525.4. Generally, this applies to installations under part or full proprietary jurisdiction.

4.2.6. Off-road vehicles usage: The installation commander or his or her designee determines if, when, and where off-road vehicles may be operated on base. In many areas, the operation of off-road vehicles is unregulated while other jurisdictions have strict requirements concerning age, safety training, and vehicle equipment. Generally, some "on-street" safety practices such as reflective vests, gloves, headlight on, and goggles may not apply when operating off road in a recreational capacity. However, ensure full compliance with local, state, or host nation requirements. When necessary, develop additional procedures and guidance locally and publish in the installation traffic safety plan or supplement to this instruction. Ensure environmental considerations are reviewed prior to designating any off-road vehicle use area.

4.2.6. (460ABW) Use of off-road vehicles is not authorized except for official government business/training.

4.2.6.1. (Added-460ABW) The speed limit in the Protection Level 1 Restricted Area is 10 miles per hour.

4.2.6.2. (Added-460ABW) The speed limit on the flightline is 15 mph (exception: 5 mph in close proximity to aircraft). **NOTE:** all personnel must be flightline certified and have proper authorization to drive on any portion of the flightline or ramp areas.

4.2.7. (Added-460ABW) Regardless of posted speed limits, do not operate vehicles at speeds greater than reasonable or prudent for existing road and weather conditions or hazards, or in construction areas unless a traffic flagman directs faster traffic movement. Vehicle drivers will exercise caution and use reduced speed when:

- 4.2.7.1. (Added-460ABW) Approaching or crossing an intersection, on a curve, or on a hill.
- 4.2.7.2. (Added-460ABW) Traveling on any narrow or winding roadway.
- 4.2.7.3. (Added-460ABW) Any special hazard exists with respect to children, pedestrians, and other traffic or street conditions.
- 4.2.7.4. (Added-460ABW) When operating a vehicle in reverse, use of a spotter is encouraged. **NOTE:** The use of a spotter, when available, is mandatory when operating a government owned vehicle (GOV).
- 4.2.7.5. (Added-460ABW) The speed limit when nearing, passing, or meeting troop formations is 10 miles per hour. When a formation is on the roadway, the formation leader or road guard will give the signal for a vehicle to pass the formation. This signal does not release the vehicle operator from the responsibility for ensuring a clear lane of travel prior to moving around the formation.
- 4.2.7.6. (Added-460ABW) No person will operate a vehicle, except specially equipped slow moving vehicles, on BAFB at such a slow speed they impede or block the normal and reasonable movement of traffic, except when reduced speed is necessary for safe operation.
- 4.2.7.7. (Added-460ABW) When responding emergency vehicles approach from any direction, vehicle operators will yield the right-of-way by clearing intersections, driving to the right side of the road as close to the roadway edge as possible, and stopping their vehicle. The vehicle operator may proceed after the emergency vehicle has passed.
- 4.2.7.8. (Added-460ABW) Vehicles may be operated off paved roadways only when directed by official traffic controllers when necessary to perform mission specific tasks, or when necessary to permit loading or unloading of heavy cargo or equipment, provided these operations can be performed safely without damage to seeded areas or other property.
- 4.2.7.9. (Added-460ABW) Do not operate any vehicle on any sidewalk area except when entering and exiting either a temporary or permanent driveway.
- 4.2.8. (Added-460ABW) Pedestrians and Bicyclists:
- 4.2.8.1. (Added-460ABW) Pedestrian Responsibilities:
- 4.2.8.1.1. (Added-460ABW) Use sidewalks when available. If sidewalks are not available, walk to the far left of the roadway facing traffic.
- 4.2.8.1.2. (Added-460ABW) Obey all traffic control devices and use designated crosswalks. You have the right of way only in marked pedestrian crossings. Take all safety precautions.
- 4.2.8.1.3. (Added-460ABW) Do not enter a street, crosswalk or other area, in a manner, which would not allow a vehicle operator to stop safely and properly yield to you.
- 4.2.8.1.4. (Added-460ABW) All joggers must run facing traffic. Headsets are prohibited except on jogging trails.
- 4.2.8.2. (Added-460ABW) Bicyclists' Responsibilities. Bicyclists will comply with the Colorado Motor Vehicle Traffic Code and obey all traffic signs, signals, and rules. (The same as a vehicle operator).
- 4.2.8.2.1. (Added-460ABW) When using crosswalks, dismount and walk the bicycle across the crosswalk.

- 4.2.8.2.2. (Added-460ABW) Secure bicycles when left unattended.
- 4.2.8.2.3. (Added-460ABW) Park bicycles in such a way to cause no obstruction to pedestrian or other vehicle traffic.
- 4.2.8.2.4. (Added-460ABW) Stop and yield to approaching traffic when emerging from an alley, driveway, or building.
- 4.2.8.2.5. (Added-460ABW) Never assume the right of way over other moving vehicles.
- 4.2.8.2.6. (Added-460ABW) Bicyclists may use sidewalks on Aspen if available; however, yield to pedestrians.
- 4.2.8.2.7. (Added-460ABW) Ride to the extreme right side of the roadway in the same direction as the traffic flow (when bicycle lanes are not provided).
- 4.2.8.2.8. (Added-460ABW) All personnel, including military family members, contractors, retirees, etc., who ride bicycles or roller blades on BAFB must wear an approved (i.e. American National Standards Institute (ANSI) or SNELL Memorial Foundation) helmet (for roller blades elbow and knee pads are highly recommended). The use of other than the above-described headgear is not authorized. The base trail/track and dormitory parking lots are the only areas approved for rollerblading.

4.3. Traffic Law Enforcement Principles.

4.3.1. Traffic law enforcement should motivate drivers to operate vehicles safely within traffic laws and regulations and maintain an effective and efficient flow of traffic. Effective enforcement should emphasize selective enforcement and voluntary compliance by drivers. You can reach these goals by developing effective programs in the following areas.

4.3.1.1. Publishing a realistic traffic code well known by all personnel.

4.3.1.2. Adopting standard signs, markings, and signals in accordance with *National Highway Safety Program Standards* (NHSPS) and the *Manual on Uniform Traffic Control Devices for Streets and Highways*.

4.3.1.2.1. (Added-460ABW) Do not post any traffic control device on BAFB without coordinating with BTWG, unless directed specifically by installation commander or designee. All such devices posted must conform to the National Highway Safety Program.

4.3.1.3. Ensuring enforcement personnel establish courteous, personal contact with drivers, and act promptly when driving behavior is improper or when observing a defective vehicle in operation.

4.3.1.3.1. (Added-460ABW) Disposition of Traffic Violators. The following disposition of traffic violators applies on BAFB.

4.3.1.3.1.1. (Added-460ABW) Any civilian employee cited or otherwise detained for any traffic violation will be issued a DD Form 1805, **U.S. District Court Violation Notice** (with the exception of parking offenses, which will be handled in accordance with paragraph 4.9.2. of this supplement) and may be subject to disciplinary and administration action according to AFI 36-704, *Discipline and Adverse Actions*.

4.3.1.3.1.2. (Added-460ABW) Any military personnel apprehended or otherwise cited for any moving traffic violations may be subject to disciplinary action IAW the provisions of the Uniform Code of Military Justice. Violations will be processed in accordance with the point assessment system in AFI 31-204, **Chapter 5**.

4.3.1.4. Maintain an aggressive program to detect and apprehend those who drive with suspended or revoked privileges.

4.3.1.5. Use sound discretion and judgment in deciding when to apprehend, issue a citation, or warn the offender.

4.3.2. Enforcement activities against intoxicated driving will include:

4.3.2.1. Detecting, apprehending, and testing persons suspected of driving under the influence of alcohol or drugs.

4.3.2.2. Training law enforcement personnel in special enforcement standards, detection techniques, and equipment standards unique to your location and jurisdiction.

4.3.2.3. Enforcing blood-alcohol concentration standards (see paragraph 4.11).

4.3.2.4. Denying installation driving privileges to those whose use of alcohol or drugs prevents their safe operation of a motor vehicle.

4.4. Speed-measuring Devices. Use speed-measuring devices in traffic control studies and enforcement programs. Post signs to indicate the use of speed-measuring devices.

4.4. (460ABW) Speed-measuring Devices. The 460 SFS may make speed checks of any moving vehicle by any approved speed-measuring device or by pacing speeding vehicles.

4.4.1. Equipment purchases. Installations located in states having a formal civilian police training and certification program for speed measurement should consider purchasing the same brand and model of equipment used by their civilian counterparts. Where possible, attend the same or similar certification courses used by local authorities.

4.4.2. Training and certification standards.

4.4.2.1. The CSP should strive to ensure operators of speed-measuring devices meet training and certification requirements prescribed by the state or jurisdiction where the installation is located. Obtain specific information on course dates, costs, and prerequisites for attending by contacting the state agency responsible for police traffic radar training. Notwithstanding the above information, the CSP may establish other local training and certification programs for operators of speed-measuring devices. If exercising this option, you must ensure your qualification and training standards are admissible as evidence and considered reliable by both military and civil authorities. This requirement applies to courts-martial, nonjudicial proceedings, and civilian courts used to prosecute civilian offenders. Coordination between the military staff judge advocate and attorney general (or equivalent) is necessary.

4.4.2.2. Develop local training programs or attend a civilian institution or manufacturer's training program if security police are unable to attend local or state-sponsored radar certification courses.

4.4.2.3. The objective of civilian or manufacturer-sponsored courses is to improve the effectiveness of speed enforcement through the proper and efficient use of speed-measurement radar. On successful completion, the course graduate must know how to:

4.4.2.3.1. Describe the association between excessive speed and accidents, deaths, and injuries, and describe the traffic safety benefits of effective speed control.

4.4.2.3.2. Describe the basic principles of radar speed measurement.

4.4.2.3.3. Identify and describe Air Force speed measurement and speed enforcement policy and procedure.

4.4.2.3.4. Identify the specific radar instrument used and describe the instrument's major components and functions.

4.4.2.3.5. Demonstrate basic skills in calibrating and operating the specific radar instrument(s).

4.4.2.3.6. Demonstrate basic skills in preparing and presenting records and courtroom testimony relating to radar speed measurement and enforcement.

4.4.3. Recertification. Certify operators every three years or more frequently when required by the state or governing jurisdiction. The CSP must document and maintain certification and training standards in the unit training section. Forward records to gaining unit commanders when personnel PCS.

4.4.4. Use the following sources in local training and certification programs:

4.4.4.1. State or local training guides, plans, and procedures.

4.4.4.2. Publish techniques for radar speed detection and legal aspects of speed-measuring devices by the National Highway Traffic Safety Administration and the International Association of Directors of Law Enforcement Standards and Training.

4.5. Traffic Accident Investigation.

4.5.1. Conduct detailed investigations of the following:

4.5.1.1. All accidents involving a fatality or personal injury.

4.5.1.2. Vehicle and private property damage over the amount specified by the installation commander. This applies to government as well as private vehicles and property damage; however, the installation commander may establish different damage amounts for each category.

4.5.2. Conduct investigations of off-installation accidents involving military personnel according to local policy developed by the CSP and local police leaders.

NOTE: Generally, a detailed accident investigation includes, but is not limited to, an accident report form, field sketch, scale diagram, and accident narrative.

4.5.3. (Added-460ABW) BAFB Traffic Accident Investigation. Security forces and security forces accident investigators at the scene of an accident are in charge of the investigation. Other agencies (insurance company/Transportation Squadron) may conduct their own investigations after the security forces complete their investigation or are approved by the security forces accident investigator and appropriate clearance is granted to enter the base (if needed).

4.5.3.1. (Added-460ABW) Reporting Requirements. Report accidents to the security forces desk sergeant.

4.5.3.1.1. (Added-460ABW) Striking an Unattended Vehicle. The driver of any vehicle that collides with an unattended vehicle shall immediately attempt to contact/notify the driver of the unattended vehicle. Provide the owner of the unattended vehicle your name, address, and insurance information. If all attempts to contact the driver of the unattended vehicle fails, leave the required information in an inconspicuous/secure location on the unattended vehicle. Report the accident to the 460th Security Forces Squadron Law Enforcement Desk at (303) 677-9930.

4.5.3.2. (Added-460ABW) Any driver of a government vehicle involved in an off-base accident will notify the law enforcement desk and/or the local civilian law enforcement agency. If outside the city of Denver/Aurora and off military installation, the driver of the government vehicle will call the nearest military installation for instructions. If practical, do not move the vehicle until local civil or state law enforcement agencies make an official investigation at the scene of the accident.

4.5.3.2.1. (Added-460ABW) The driver of the government vehicle will fill out Standard Form 91, **Operator's Report of Motor Vehicle Accident**, at the scene of the accident. The driver's immediate commander or supervisor (in case of civilian driver) will report the accident to the chief, vehicle management branch for review and submission to the Staff Judge Advocate Officer, and complete and forward an AFSPC 87, **Ground Safety Report** to 460 ABW/SE, by the third workday following the accident. The original and one signed copy of Standard Form 91, will accompany the accident report.

4.5.3.3. (Added-460ABW) A collision damage claim is a civil matter between two parties, and security forces cannot advise or counsel drivers or owners regarding damage claims.

4.6. Traffic Accident Investigation Reports.

4.6.1. Anyone involved in an on-base vehicle accident must immediately report the incident to the security police. Report off-base accidents to the security police if they involve injuries to military personnel or damage to military property. The installation commander determines what agencies to notify and for what type of accidents to notify them. The CSP must develop a local notification matrix or other procedures that will ensure notification of appropriate base and civilian agencies. Develop and publish these notification procedures locally.

4.6.2. The security police will act as the focal point for gathering off-base accident information. Record the information in the security police desk blotter. When possible, obtain copies of major accident reports prepared by investigating civilian police agencies.

4.6.2. (460ABW) On-duty security forces supervisors and/or 460 SFS/SFAR personnel will attempt to obtain local authority accident reports involving GOV and GSA vehicles, when possible.

4.6.3. Security police respond to all on-base major vehicle accidents (unless local conditions or policies prohibit) to accomplish the following:

4.6.3.1. Render first aid and arrange for medical assistance.

4.6.3.2. Protect personal property.

4.6.3.3. Normalize traffic.

4.6.3.4. Identify witnesses and personnel involved.

4.6.3.5. Conduct a formal investigation.

4.6.3.6. The CSP determines (with installation commander approval) when and/or if minor vehicle accidents require investigation or a police response. He or she may delegate this authority to on-duty security police supervisory personnel. Develop policy in this area locally.

4.6.4. Report minor accidents not involving a security police response to the security police within 72 hours. Record accident information in the security police blotter. This information should include the accident type, time and date, location, name(s) of vehicle operator(s), unit (or address when civilian not affiliated with military), vehicle description, and license number(s). You should also include a brief summary of any damage and circumstances behind or causing the accident. A minor accident is any accident in which there are no fatalities/injuries or vehicle/property damage above the amount established by the installation commander. Consequently, a major accident is any accident involving a fatality, injury, or property damage above the amount established by the installation commander. The installation commander may set differing amounts for government versus private vehicle and property damage. The investigation of major accidents involve specialized accident investigative techniques to draw conclusions and opinions about how and why the accident occurred.

4.6.4.1. Injury is defined as any one of the following caused or aggravated by a motor vehicle accident:

4.6.4.1.1. Any condition requiring medical attention

4.6.4.1.2. Complaint or report of pain or injury regardless if medical attention is sought

4.6.4.1.3. Any visible injury. This includes bruises, contusions, cuts, scrapes, compression, or any other visible damage to the body.

4.7. Use of Traffic Accident Investigation Report Data.

4.7.1. Analyze data derived from traffic accident investigations to determine accident causes. When frequent accidents occur in one area, analyze location conditions, type of accidents, and other factors in an attempt to isolate causes. With the exception of privacy act information, make accident data and trend analysis available to agencies requesting the data for reporting and analytical purposes. With the exception of requests filed under the Freedom of Information Act, the CSP determines the agencies cleared to receive accident and incident data.

4.7.2. Law enforcement personnel and others who prepare traffic accident investigation reports will indicate if a seat restraint was used at the time of the accident, and where applicable, if air bags deployed.

4.8. Parking.

4.8. (460ABW) Parking. Definition: A vehicle stopped (with the motor running or off) whether occupied or not is considered parked. EXCEPTIONS: If a vehicle is temporarily stopped for the purpose of and while actually engaged in loading or unloading it is not parked. When vehicles are complying with a traffic order, signal, or device it is not parked.

4.8.1. Illegal parking contributes to congestion and slows traffic flow on the installation. Strong enforcement of parking rules results in better use of available parking while reducing traffic accidents and hazards. Combine enforcement with community education and awareness initiatives in areas where illegal parking is a problem. When education and awareness fail, installation commanders may authorize more serious enforcement measures such as towing and "booting" of vehicles. Do not use towing and booting if less severe means of enforcement such as warnings, ticketing, reprimands, revocations, etc., prove effective. When using towing and booting, follow the guidelines below:

4.8.1.1. Publish operating instructions to control discretion of enforcers and limit towing or booting to specific offenses.

4.8.1.2. Focus on specific reasons for towing or booting. Booting is effective for immobilizing unsafe vehicles, or vehicles not inspected or registered. Use booting in high offense areas or to compel the presence of repeat offenders. Towing is more effective for moving vehicles that pose safety hazards. Some examples include double parking, and blocking fire hydrants and fire lanes.

4.8.1.3. Notify drivers that certain violations or multiple violations may result in towing or booting. Also, provide drivers a prompt opportunity to obtain release of their property.

4.8.1.4. Warn drivers when a boot is attached to their vehicle and instruct them on how to have the boot removed without damaging the vehicle.

4.8.2. Reserved Parking. When not addressed by MAJCOMs, installation commanders determine reserved parking policy for their installations. Number of available spaces, facility design and layout, traffic flow, and number of vehicles using facilities will help determine the number and location of reserved parking spaces. Make policy and procedures governing reserved parking a part of the installation supplement to this instruction, separate traffic control instruction, or base parking plan. The publication must address approval, issue, control, and review of reserved parking and should give special consideration to bicycle, motorcycle, visitor, and car pool parking. Handicap parking is regulated under the uniform federal accessibility standards and applies to all Air Force installations.

4.8.2. (460ABW) The installation commander assigns a limited number of parking spaces not to exceed 10 percent of the total area available for personnel parking at their activity, excluding handicapped personnel spaces. Up to one-half of the 10 percent may be assigned to key personnel. Request for a reserved parking slot is processed on an AF Form 332, **Base Civil Engineer Work Request** through 460 CES, who brings the AF Form 332 to the BTWG for consideration.

4.8.2.1. (Added-460ABW) Personnel who paint, mark, stencil or otherwise indicate reserved parking in an area not authorized in accordance with this supplement or the base parking plan will be subject to command action via AF Form 3545, **Incident Report**. Procedures for Requesting Approval of Reserved Parking:

4.8.2.1.1. (Added-460ABW) To request approval of new designated parking spaces or relocation of existing spaces, facility managers will submit an AF Form 332 with a sketch requesting reserved parking slots or relocation of existing spaces. The 460 CES Help Desk will coordinate the AF Form 332 through BTWG and the safety office to the 460 MSG/CC. Justification must be included regarding the reserved slot. The final determination on approval rests with the 460 ABW/CC or his designated representative.

4.8.2.1.2. (Added-460ABW) Civil engineering will:

4.8.2.1.2.1. (Added-460ABW) Maintain records of approved spaces in the master-parking file.

4.8.3. You can use distinctive emblems, decals, stickers, etc., to control parking space assignments and to indicate authorized use of the parking slot. If this identification media is placed on a vehicle bumper, separate it from the vehicle registration identification. MAJCOMs (or installation commanders if not addressed by the MAJCOM) may develop policy concerning the issue and control of the identification media discussed above.

4.8.4. You can use parking wardens (unit personnel) to monitor and cite parking violators, especially within off-street parking facilities.

4.8.4. (460ABW) The use of parking wardens is authorized on BAFB under the supervision of the Chief, Security Forces (460 SFS/CC) and AFMAN 31-207, **Volume 7**. Commanders will appoint parking wardens MSgt/GS-7 and above to monitor their facilities' parking lot(s) and submit these designations in writing to 460 SFS/SFOP. Parking wardens are solely responsible for the maintenance of reserved parking plans and will annually submit the plan to their commanders for approval. The parking plan must contain the number of spaces within the parking lot, number of spaces reserved, number of handicapped spaces, a diagram of the parking plan, and the facility or building number with the exact location of reserved slots. Parking wardens must attend training to issue DD Form 1408, **Armed Forces Traffic Ticket**. Parking warden's training will be conducted by 460 SFS/SFOP.

4.8.4.1. (Added-460ABW) Parking wardens will:

4.8.4.1.1. (Added-460ABW) Maintain surveillance of the parking for their area of responsibility.

4.8.4.1.2. (Added-460ABW) Appoint parking monitors (in grade of senior airman or above or civilian equivalent) as their assistant by sending a written request to 460 SFS/SFOP for approval. Requests must identify the name, grade, building, organization and duty phone number of the individual appointed as parking monitor. Arrange for training through the 460 SFS/SFOP. Any changes concerning the designated parking monitors will require a current memorandum of appointment and training before any DD Form 1408, **Armed Forces Traffic Ticket**, will be accepted by security forces.

4.8.4.1.3. (Added-460ABW) Work directly with, and coordinate all reserved parking with 460 SFS/SFOP.

4.8.4.1.4. (Added-460ABW) Ensure unauthorized changes (additions or deletions) to previously approved and existing reserved parking are not made before approval through proper channels.

4.8.4.2. (Added-460ABW) The Chief, Security Forces may recommend parking wardens (master sergeants or above or civilian equivalent), other than security forces personnel, to enforce proper parking in those areas for which parking problems exist. The Chief, Security Forces may recommend termination of an appointment as parking warden when substantial justification warrants.

4.8.4.2.1. (Added-460ABW) Any unit commander may participate in this program by sending a written request to 460 SFS/SFOP for approval. Requests must identify the name, grade, building, organization and duty phone number of the individual appointed as a parking warden.

4.8.5. (Added-460ABW) Parking and Storing Trailer, Boats, and Recreational Vehicles (RV).

4.8.5.1. (Added-460ABW) Store recreational vehicles and pickup trucks with campers not used in daily transportation at the base RV storage or off the installation. Contact the ITT office (Mod 2) at (303) 677-6398 to get information on the base RV storage.

4.9. Traffic Violation Reports.

4.9.1. Commanders should deal with most traffic violations occurring on Air Force installations within Air Force channels.

4.9.2. You can refer traffic violations occurring on Air Force installations (within the United States or its territories) to the proper US Magistrate. Do not refer violations in the following circumstances:

4.9.2. (460ABW) Traffic violators will be issued either a DD Form 1408, **Armed Forces Traffic Ticket**, or a DD Form 1805, **United States District Court Violation Notice**. The DD Form 1408 will be issued to active duty military personnel. Civilians will be issued the DD Form 1805 or the DD Form 1408. **EXCEPTION:** DD Form 1408s will be issued for all parking violations.

4.9.2.1. The operator is driving a government vehicle at the time of the violation.

4.9.2.2. A US Federal Magistrate is either not available or lacks jurisdiction to hear the matter because the violation occurred in an area where the federal government has only proprietary legislative jurisdiction.

4.9.2.3. Mission requirements make referral of offenders impractical.

4.9.2.4. A US Magistrate is available, but the accused refuses to consent to the jurisdiction of the court and the US attorney refuses to process the case before a US district court.

4.9.3. Issue traffic violators on military installations a DD Form 1408, Armed Forces Traffic Ticket, or a DD Form 1805, United States District Court Violation Notice. The CSP determines who is authorized to issue those forms and what training they must complete before issuing either form. The DD Form 1408 is issued to *the following personnel: active duty personnel, Cadets/Midshipmen of the Military Academies to include the Coast Guard Academy, reservists on orders or performing inactive duty training including commuting to and from training, and guardsman in federal service under Title 10 of the United States Code. Title 10 status is reflected on the guardsman's orders.* Issue civilians the DD Form 1805, or the DD Form 1408 when a US Magistrate system is not available.”

4.9.3. (460ABW) All DD Form 1408 ticket violations will be forwarded to the violator's commander or first sergeant. The ticket must be returned to 460 SFS/SFAR within 14 calendar days. If the violator is from another installation, the ticket will be forwarded to the offender's installation Security Forces.

4.9.4. Installation commanders establish procedures for disposing of traffic violation cases through administrative or judicial action consistent with the Uniform Code of Military Justice (UCMJ) and federal law. Additionally, forward a copy of all violation reports on military personnel and DoD civilian employees apprehended for intoxicated driving to the Substance Abuse Office, Drug and Alcohol Control.

4.9.5. Unless restricted under the provisions of para 4.9.2., use the DD Form 1805 to refer civilian violators of state and federal traffic laws to the appropriate US magistrate. Notify the commander, first sergeant, or supervisor when any military personnel or DoD civilian employees is cited with the

DD Form 1805. If requested, locally reproduce a copy of the DD Form 1805 and make it available to the commander, first sergeant, or supervisor.

4.9.5.1. Preparation of the DD Form 1805. This prenumbered form is issued through standard publication channels and is only accountable once it is issued to an offender. Before issuing this form, stamp (type) in black ink the specific address of the clerk of the US District Court (Central Violations Bureau) to which the violator must address the communication, on the reverse of the violator's copy (manila card stock) of the four-part form. Determine the entry for the amount of the fine, mandatory court appearance of the offender, and the date of appearance according to guidance furnished by the governing district court.

4.9.5.2. Identify the assimilation of state traffic laws by a specific state code reference in the CODE SECTION block of the DD Form 1805 or in a complaint filed with the US magistrate.

4.9.5.3. Use the statement of probable cause on the DD Form 1805 according to local staff judge advocate and US magistrate court policy. The statement of probable cause is required by the federal misdemeanor rules to support the issuance of a summons or arrest warrant.

4.9.5.4. For cases referred to US magistrate, normal distribution of DD Form 1805 is as follows:

4.9.5.4.1. The CSP forwards copy 1 (white) and copy 2 (yellow) to the US District Court (Central Violation Bureau).

4.9.5.4.2. Security police file copy 3 (pink).

4.9.5.4.3. Provide copy 4 (envelope) to the violator.

NOTE: Ensure unit personnel are notified IAW para 4.9.5 above.

4.9.5.5. When DD Form 1408 is used, distribute the form as follows:

4.9.5.5.1. Provide the pink copy to the violator with normal reporting instructions and rebuttal instructions as determined by the installation commander.

4.9.5.5.2. Forward the white copy to the service member's commander, to the commander of the family member's sponsor, or to the civilian's supervisor or employer for administrative action within the unit/organization.

4.9.5.5.3. Forward the yellow copy to the security police administration branch for processing and tracking until the white "action copy" is returned by the unit commander, section commander, or first sergeant. When the white copy is received, review it for action taken, annotate the information in SPAS or the AF Form 1313, **Driver Record**, with the moving or non-moving violation and any points assessed. File the white and yellow copies with the driver record.

4.10. Standards and Procedures for Processing Intoxicated Drivers.

4.10.1. As a minimum, the CSP must train installation law enforcement personnel to do the following:

4.10.1.1. Recognize signs of alcohol and other drug impairment in persons operating motor vehicles.

4.10.1.2. Prepare DD Form 1920, **Alcohol Influence Report**, or other form which adequately documents sobriety and sobriety testing of an individual.

4.10.1.3. Perform standard field sobriety tests. The standardized Air Force field sobriety test consists of the one leg stand, the walk and turn, and the horizontal gaze nystagmus. Also consider any local, state, or host nation sobriety test requirements in addition to the above standard Air Force tests.

4.10.1.3. (460ABW) Local Field Sobriety Tests (FST) are: Modified Attention Maneuver (Rhombert), Alphabet, Counting.

4.10.1.4. Determine to a reasonable and practical degree when a person appears intoxicated, but is actually physically or mentally ill and requires prompt medical attention.

4.10.1.5. Understand the operation of breath-testing devices.

4.10.2. Each installation using breath-testing devices will ensure operators of these devices:

4.10.2.1. Are chosen for integrity, maturity, and sound judgment.

4.10.2.2. Meet installation, and where possible, state certification standards.

4.10.3. Use only breath-testing devices listed on the approved NHTSA conforming products list published in the Federal Register. Ensure only trained personnel administer tests as specified in paragraph 4.13 and adhere to the procedures described in paragraphs 4.14 and 4.15 relating to voluntary and involuntary testing.

4.10.3. (460ABW) Breath Testing devices (Intoxilyzer 5000EN) will only be conducted by certified operators.

4.10.4. Installations located in states or overseas areas with no formal training program will develop their own training program following material and guidance from selected civilian institutions or manufacturers of the equipment. Coordinate local training programs with the installation staff judge advocate and state's attorney general (or local equivalent) to ensure your program meets local requirements for legal admissibility. Conduct refresher training at the intervals determined by the CSP and staff judge advocate.

4.11. Blood Alcohol Concentration Standards.

4.11.1. Uniformly apply administrative revocation of driving privileges and other enforcement measures to offenders driving under the influence of alcohol or drugs. When a person is tested per paragraph 2.3, evaluate the results of the test as follows:

4.11.1.1. If the percentage of alcohol in the person's blood is less than 0.05 percent, presume the person is not under the influence of alcohol.

4.11.1.2. If the percentage is 0.05 but less than 0.10, presume the person is impaired. Consider this standard with other competent evidence in determining whether the person was under the influence of alcohol. Suspend driving privileges according to para 2.5. Note: The 0.10 threshold delineating impaired from intoxicated can be lesser level when assimilating a more stringent local, state, or host nation standard.

4.11.1.3. If the percentage is 0.10 (or lesser amount when assimilating local, state, or host nation standards) or more or if tests reflect the presence of illegal drugs, the person is considered to have been driving under the influence of intoxicants. Suspend driving privileges according to para 2.5.1.3.

4.11.2. Percentages in paragraph 4.11.1. are percent of weight by volume of alcohol in the blood based on grams of alcohol per 100 milliliters of blood. Installation commanders will modify military standards to agree with a more stringent state, local authority, or host nation standard. Refer to Assessment #3, Table 5.1.

4.12. Chemical Testing Policies and Procedures.

4.12.1. Results of chemical testing are valid under this instruction only under the following circumstances:

4.12.1.1. Testing of blood, breath, urine, or other bodily substances using generally accepted scientific and medical methods and standards.

4.12.1.2. Qualified personnel administer breath tests.

4.12.1.3. Use of a nonportable breath-testing device approved by the state or host nation.

4.12.2. If the state or host nation has not established procedures for use of breath-testing devices, then apply the following procedures if you use portable breath-testing devices: 1) During the initial traffic stop as a field sobriety testing technique in lieu of or in conjunction with other field sobriety testing techniques as long as the state or host nation does not prohibit such use, and 2) According to the manufacturer's operating instructions.

4.12.2.1. Use nonportable evidentiary breath-testing devices as follows:

4.12.2.1.1. Observe the suspected person for at least 20 minutes before collecting the breath specimen. During this time, the person must not drink, eat, smoke, chew tobacco, or ingest any substance.

4.12.2.1.2. Verify calibration and proper operation of the instrument according to manufacturer's specifications and any specific local, state, or host nation requirements.

4.12.2.1.3. Comply with operational procedures in the manufacturer's current instruction manual. Perform the preventive maintenance as required by the owner's manual.

4.12.3. Chemical tests of personnel involved in fatal accidents.

4.12.3.1. Installation medical authorities will immediately notify and brief the CSP upon death of any person involved in a motor vehicle accident. Subject to military jurisdiction, medical authorities will examine anyone killed in an on-base motor vehicle accident or mishap. Conduct tests for the presence and concentration of alcohol or other drugs in the blood, bodily fluids, or tissues as soon as possible and where practical within eight hours of death. Include the test results in the medical reports.

4.12.3.2. As provided by law and medical conditions permitting, obtain a blood or breath sample from any surviving operator whose vehicle is involved in a fatal accident.

4.13. Detection, Apprehension, and Testing of Intoxicated Drivers.

4.13.1. Most of the time you will detect drunk drivers by observing unusual or abnormal driving behavior. Stop these drivers and determine the cause of their unusual driving behavior. If you reasonably conclude that the individual in control of the vehicle is impaired, perform field sobriety tests. The DD Form 1920 is used in examining, interpreting, and recording results of such tests. Use the

standard field sobriety tests outlined in para 4.10. Specific procedures for administering them can be found in AFH 31-227, *Air Force Motor Vehicle and Traffic Control*. Also see AFH 31-227 for procedures and guidance concerning the use of traffic mazes, DWI checkpoints, and other drunk driving reduction measures.

4.14. Voluntary Breath and Bodily Fluid Testing Based on Implied Consent.

4.14.1. Implied consent policy is explained in paragraph 2.3.

4.14.2. Administer tests only when the following conditions are met:

4.14.2.1. The person was lawfully stopped while driving or while in physical control of a motor vehicle on the installation.

4.14.2.2. Reasonable suspicion exists to believe the person was driving under the influence of alcohol or drugs.

4.14.2.3. A request was made of the person to consent and he or she was advised that failure to voluntarily submit to or complete a chemical test of bodily fluids or breath may result in revocation of on-base driving privileges.

4.14.3. The installation commander prescribes the type of chemical tests used. Advise the driver that the installation commander may revoke driving privileges if they fail to voluntarily submit to or complete a requested chemical test and that they do not have the right to have an attorney present before deciding if they will or will not take the test. Testing will follow policies and procedures in paragraph 4.12. Also advise the driver that you can use the results of chemical tests conducted under the implied consent provisions of this instruction as evidence in courts-martial, nonjudicial proceedings under Article 15 of the UCMJ, administrative action, or civil court proceeding.

4.14.3. (460ABW) The Breath testing device used on BAFB is the Intoxilyzer 5000EN.

4.14.4. Special rules exist for persons who have hemophilia, other blood-clotting disorders, or any medical or surgical disorder under treatment with an anticoagulant. Such people may refuse a blood extraction without penalty, but you can offer a breath or urine test, or both. You must outline these procedures and the type of medical conditions that qualify for nonpunitive refusal in readily available medical guidelines located in emergency rooms or other reasonable areas where blood samples might be drawn from those suspected of drunk driving. Valid refusals must have the concurrence of a medical doctor.

4.14.5. If a person suspected of intoxicated driving refuses to submit to a chemical test, do not administer a test except as specified in paragraph 4.15.

4.15. Involuntary Extraction of Bodily Fluids in Traffic Cases.

4.15.1. These procedures pertain only to the investigation of individuals stopped, apprehended, or cited on a military installation for any offense related to driving a motor vehicle and for whom probable cause exists to believe that such individual is intoxicated. Rule 312d, Military Rules of Evidence, and regulatory rules concerning requesting and granting authorizations for searches govern the extraction of body fluids in furtherance of other kinds of investigations. Air Force policy on nonconsensual extraction of blood samples is further addressed in AFI 44-102, *Patient Care and Management of Clinical Services*.

4.15.2. Involuntary bodily fluid extractions (blood or urine) require valid search and seizure authorizations. A person subject to the UCMJ who does not consent to chemical testing, and who subsequently refuses a lawful order to surrender to the test, may nonetheless be forced to submit to an involuntary extraction of bodily fluids. As a general rule, forced extractions are considered only when an individual is involved in an accident in which there is a death, serious personal injury, or significant property damage. Probable cause must exist to believe the individual was driving or was in control of a vehicle while under the influence of an intoxicant. Conduct the extraction in accordance with the following procedures: 1) A search authorization by an appropriate commander or military magistrate obtained pursuant to Rule 315, Military Rules of Evidence, is required prior to such nonconsensual extraction; 2) A search authorization is not required under such circumstances when there is a clear indication that one will find evidence of intoxication and there is reason to believe that the delay necessary to obtain a search authorization would result in the loss or destruction of the evidence sought; and 3) Conduct warrantless searches only after coordination with the servicing staff judge advocate and attempts to gain authorization from an appropriate official fail because of the unavailability of the appropriate commander or military magistrate.

4.15.2.1. If authorization from the military magistrate or commander proves unsuccessful (due to nonavailability), the commander of a medical facility is empowered by Rule 315(d), Military Rules of Evidence, to authorize such extraction from an individual located in the facility at the time an authorization is sought.

4.15.2.1.1. Before authorizing the involuntary extraction, the commander of the medical facility should, if circumstances permit, coordinate with the servicing staff judge advocate.

4.15.2.1.2. The medical facility commander authorizing an extraction under Rule 315(d) need not be on duty as the attending physician. Any qualified medical person can perform the extraction.

4.15.2.1.3. The authorizing official may consider his or her own observations of the individual in determining probable cause.

4.15.3. Authorization for the nonconsensual extraction of blood samples for evidentiary purposes by qualified medical personnel is independent of and not limited by provisions defining medical care, such as the provision for nonconsensual medical care pursuant to AFR 160-12. Only qualified medical personnel administer extractions and use only reasonable measures to accomplish the procedure. Assistance to overcome an individual's resistance to the extraction is normally provided by law enforcement personnel or unit personnel acting under orders from the member's commanding officer or designee. Do not use any form of life endangering force to effect nonconsensual extractions.

4.15.3.1. Nonconsensual extraction will not interfere with or delay proper medical attention. Medical personnel determine the priority given to involuntary fluid extractions when other medical treatment is required.

4.16. Testing at the Request of the Apprehended Person.

4.16.1. A person subject to tests under paragraph 2.3 can request additional testing. These tests are paid for by the requesting individual, and an approved facility such as an off-base hospital or research laboratory performs the tests. If they desire admissibility of other tests in a military or civilian court of law, they must ensure the state (or host nation when in an overseas area) approves the test and test method. Complete all tests as soon as possible, noting any delay on the resulting documents.

4.16.2. If someone requests additional testing, the apprehending official may help make those arrangements. However, tests conducted under authority of the UCMJ remain valid when circumstances prevent timely release of the individual, or for whatever reason additional testing is not completed.

4.17. Off-installation Traffic Activities. Civil authorities enforce traffic laws in areas not under military control. Likewise, the security police often investigate on-base accidents and incidents of interest to local authorities. Consequently, the CSP must develop a program for the sharing and exchanging of information with civil authorities. In overseas areas, these procedures are generally well documented in formal agreements with the host nation. Local procedures must cover the receiving, processing, and securing of traffic and related incident reports received from other investigative agencies.

4.18. Compliance With Local and State Laws.

4.18.1. Installation commanders must ensure drivers comply with state and local traffic laws when operating government vehicles on or off base.

4.18.2. Commanders coordinate with the proper civil law enforcement agency before moving government vehicles or property that require special handling or exceed legal limits such as weight, length, width, or other standards.

4.18.3. Installation commanders should maintain a close liaison with civil enforcement agencies and encourage the following:

4.18.3.1. When possible, the prompt release of government vehicles and operators involved in accidents or incidents.

4.18.3.2. Prompt notice to military authorities when military personnel or drivers of government motor vehicles are involved in traffic accidents or detained for serious violations of civil traffic laws.

4.18.3.3. Prompt notice of any state, local, or host nation action to suspend, revoke, or restrict the driving privileges of personnel assigned to the installation.

4.19. Civil-Military Cooperative Programs.

4.19.1. The State-Armed Forces Traffic Workshop Program is an organized effort to coordinate military and civil traffic safety activities throughout a state or area. Installation commanders should cooperate and provide proper support and participation.

4.19.2. The installation commander should establish a community-installation traffic workshop program to coordinate the installation traffic efforts with those of local communities. Sound and practical traffic planning depends on a balanced program of traffic enforcement, engineering, and education. Civilian and military legal and law enforcement officers, traffic engineers, safety officials, and public affairs officers should take part.

4.20. (Added-460ABW) BAFB Traffic Planning and Codes.

4.20.1. (Added-460ABW) The BTWG shall authorize the placing and maintenance of such traffic-control devices on base roadways as they may deem necessary to indicate and carry out the provisions of this supplement and/or the Colorado Statute, to regulate, warn, or guide traffic. All such

traffic control devices erected shall conform to the Manual on Uniform Traffic Control Devices and be approved by the BTWG.

4.20.1.1. (Added-460ABW) Obedience to Traffic Control Devices: The driver of every vehicle shall obey the instructions of any official traffic-control person or traffic-control signals recognized under the National Highway Safety Program Standards (Manual of Uniform Traffic Control Devices for Streets and Highways).

4.20.1.2. (Added-460ABW) Display of Unauthorized Signs, Signals, or Markings: The base traffic engineer (460 CES/CEM), safety or security forces may remove, without notice, any prohibited sign, signal, or marking, hereby declared to be a public nuisance. In any instance in which this should occur, notify the base traffic engineer in writing on removal. The base traffic engineer will then file the removal notice and send a copy of the memorandum to each member of the BTWG.

4.20.1.3. (Added-460ABW) Interference with Official Traffic-Control Devices or Signals: No person shall, without lawful authority, attempt to or in fact alter, deface, injure, knock down, or remove any official traffic control device or any signal or any part of it.

4.21. (Added-460ABW) BAFB Traffic Codes.

4.21.1. (Added-460ABW) Overtaking and Passing a School/Child Development Center (CDC) Bus: The driver of a vehicle approaching or overtaking, from either direction, any school/CDC bus which has stopped on the roadway, with special or hazard signals in operation, for the purpose of receiving or discharging any children, shall stop the vehicle at least 10 feet before reaching the bus. The driver of the vehicle shall not proceed until the special/hazard signals are turned off, the bus resumes motion, or until the driver signals to proceed.

4.21.2. (Added-460ABW) Stopping, Standing, or Prohibited Parking in Specified Places: No person shall stop, stand, or park a vehicle, except when necessary to avoid conflict with other traffic or in compliance with law or the directions of security forces personnel or traffic-control device, in any of the following places:

4.21.2.1. (Added-460ABW) Any area not designated for parking.

4.21.2.2. (Added-460ABW) On one-way streets in housing areas, parking will be on the driver's right only.

4.21.2.3. (Added-460ABW) In parking lots, no vehicle shall be parked except within the marked confines of a parking space. Where angle parking is designated by angled spaces, back-in parking is prohibited.

4.21.2.4. (Added-460ABW) On a sidewalk.

4.21.2.5. (Added-460ABW) In front of any portion of a public or private driveway.

4.21.2.6. (Added-460ABW) Within an intersection.

4.21.2.7. (Added-460ABW) Within 15 feet of a fire hydrant.

4.21.2.8. (Added-460ABW) On a crosswalk.

4.21.2.9. (Added-460ABW) Within 20 feet of a crosswalk at an intersection.

4.21.2.10. (Added-460ABW) Within 30 feet on the approach to any flashing beacon, stop sign, or traffic control signal located at the side of the roadway.

- 4.21.2.11. (Added-460ABW) Between a safety zone and the adjacent curb or within 30 feet of points on the curb immediately opposite the ends of a safety zone unless signs or markings indicate a different length.
- 4.21.2.12. (Added-460ABW) Within 20 feet of the driveway entrance to any fire station and on the side of a street opposite the entrance to any fire station within 75 feet of said entrance, when proper sign is posted.
- 4.21.2.13. (Added-460ABW) Along or opposite any street when stopping, standing, or parking would obstruct traffic.
- 4.21.2.14. (Added-460ABW) On the roadway side of any vehicle stopped or parked at the edge or curb of a street.
- 4.21.2.15. (Added-460ABW) Except as otherwise provided in this section, every vehicle stopped or parked on a roadway where there are adjacent curbs shall be stopped or parked with the right-hand wheels of such vehicle parallel to and within 18 inches of the right-hand curb.
- 4.21.2.16. (Added-460ABW) On any bridge.
- 4.21.2.17. (Added-460ABW) At any place where official signs prohibit stopping or parking.
- 4.21.2.18. (Added-460ABW) Within 50 feet in front of or 10 feet to either side of a dumpster (bulk refuse container).
- 4.21.2.19. (Added-460ABW) Within the 30 ft clear zone of the Priority Level 1 Restricted Area.
- 4.21.3. (Added-460ABW) Motorcycle Code: Operating in Roadways Laned for Traffic. All motorcycles are entitled full use of a lane and operators should not drive motor vehicles in such a manner as to deprive any motorcycle of full use of a lane.
- 4.21.3.1. (Added-460ABW) The operator of a motorcycle will not overtake and pass in the same lane occupied by the vehicle being overtaken.
- 4.21.3.2. (Added-460ABW) No person will operate a motorcycle between lanes of traffic or between adjacent lines or rows of vehicles.
- 4.21.3.3. (Added-460ABW) Do not operate motorcycles on the unpaved shoulder of the road.
- 4.21.3.4. (Added-460ABW) Do not operate motorcycles two or more abreast in a single lane. (EXCEPTION: Law enforcement and military specialized units that are trained to travel in formations.)
- 4.21.3.5. (Added-460ABW) Ride only on the permanent and regular seat attached and place feet on footrests provided on the vehicle. The operator must not carry any other person nor will any other person ride on a motorcycle unless it is designed to carry more than one person. If a motorcycle is designed to carry more than one person, the passenger may ride on the permanent and regular seat if designed for two persons, or on another seat firmly attached to the rear or side of the motorcycle. The passenger, except in a sidecar, will place his/her feet on the footrests attached for passenger use.
- 4.21.3.6. (Added-460ABW) Do not ride or operate a motorcycle wearing tinted eye protection during the hours of darkness or periods of reduced visibility.

- 4.21.3.7. (Added-460ABW) Ride on a motorcycle only while sitting, facing forward with one leg on each side of the motorcycle with the exception of a person riding in a sidecar; then both legs will be inside the sidecar.
- 4.21.3.8. (Added-460ABW) Do not carry any person, nor will any person ride in a position that will interfere with any operation or control of the motorcycle or the view of the operator.
- 4.21.3.9. (Added-460ABW) Do not carry any person under 5 years of age on a motorcycle.
- 4.21.3.10. (Added-460ABW) Do not smoke or eat/drink while operating or riding on a two-or-three wheel vehicle.
- 4.21.3.11. (Added-460ABW) Mandatory Use of Protective Helmets. See paragraph. **4.2.3.1.1.1. (Added)**. for helmet requirements.
- 4.21.3.12. (Added-460ABW) Equipment: Any person operating a motorcycle must comply with the mandatory wear of equipment identified in AFI 91-207, *US Air Force Traffic Safety Program*. See paragraphs **4.2.3.1.1. (Added)** thru **4.2.3.1.2. (Added)** above for equipment requirements.
- 4.21.3.13. (Added-460ABW) Mandatory Use of Headlights. No person shall operate a motorcycle on BAFB or territory under its jurisdiction without the headlight being on (daytime and nighttime).
- 4.21.3.14. (Added-460ABW) Motorcycle Operator's Certifications. All active duty and retired military, AF employees, DoD employees, dependents, and contractor personnel who operate a motorcycle, motor scooter, or moped on BAFB will successfully complete an approved motorcycle safety course according to AFI 91-207, *US Air Force Traffic Safety Program*.
- 4.21.4. (Added-460ABW) Bicycle Code. It is prohibited for any person to do any act forbidden in, or fail to perform any act required in this section.
- 4.21.4.1. (Added-460ABW) The parent of any child and the guardian of any ward shall not authorize or permit any child or ward to violate any of these provisions.
- 4.21.4.2. (Added-460ABW) The instructions applicable to bicycles will apply whenever a bicycle is operated on any roadway or on any path set aside for the exclusive use of a bicycle.
- 4.21.4.3. (Added-460ABW) Every person riding a bicycle on a roadway shall be granted all of the rights and shall be subject to all of the duties applicable to the driver of a motor vehicle except those provisions, which by their very nature, can have no application.
- 4.21.4.4. (Added-460ABW) Bicycle riders or sponsors of bicycle riders who propel their bicycle through any base entry control point must show a picture identification card.
- 4.21.4.5. (Added-460ABW) Clinging to Vehicles. No person riding on any bicycle, coaster, roller-skates, skateboard, sled, or toy vehicle shall attach it or themselves to any other motor vehicle.
- 4.21.4.6. (Added-460ABW) Riding on Roadways and Bicycle Paths. Every person operating a bicycle on a roadway shall ride as near to the right side of the roadway as practical.
- 4.21.4.7. (Added-460ABW) Lights and Other Equipment on Bicycles. Bicyclists must equip every bicycle, when in use during nighttime or reduced visibility, with a light on the front that must emit a white light visible from a distance of at least 500 feet to the front. The bicycle must also have a red reflector at the rear that is approved by the state division of motor vehicles, which

is visible from 300 feet to the rear when directly in front of lawful high-beams of headlights on motor vehicles. The bicyclist may also use a light emitting a red light visible for a distance of 500 feet to the rear in addition to the red reflector and wear reflective or highly visible gear.

4.21.4.7.1. (Added-460ABW) All personnel riding a bicycle on BAFB must wear a safety helmet with the exception of conditions contained in paragraph **4.21.4.7.3. (Added)**

4.21.4.7.2. (Added-460ABW) Equip every bicycle with a brake that will enable the operator to make the brake wheel skid on dry, level, clean pavement.

4.21.4.7.3. (Added-460ABW) Workers operating bicycles in industrial/flightline area designated as a no-hat area due to potential foreign object damage (FOD) need not wear the bicycle helmet. Operators of three-wheeled bicycles are not required to wear the bicycle helmet. This exception is contained in AFI 91-207, *The US Air Force Traffic Safety Program*.

4.21.4.8. (Added-460ABW) Obedience to Traffic Control Devices. Every person operating a bicycle will obey the instructions of official devices applicable to vehicles, unless otherwise directed by a security forces member or any other person authorized to direct, control and regulate traffic.

4.21.4.8.1. (Added-460ABW) Whenever authorized signs are erected indicating that a right, left, or U-turn is not permitted, the person operating the bicycle will not disobey the direction of any such sign, except when the person dismounts from the bicycle to make the turn; then the person will obey the instruction applicable to pedestrians.

4.21.4.9. (Added-460ABW) Bicycle Riding Rules: Comply with Colorado Criminal and Traffic Law Manual under the Colorado Statute covering this subject.

4.21.5. (Added-460ABW) Mopeds on Bicycle Paths. Whenever a moped is operated on a designated bicycle path, the operator shall disengage the motor and propel such device by human power.

4.21.6. (Added-460ABW) Explosive Placard. Vehicles carrying explosives will display the appropriate explosive placard as outlined in AFMAM 91-201, *Explosive Safety Standards*, and 49 Code of Federal Regulations.

4.21.6.1. (Added-460ABW) All explosive-laden vehicles will follow established BAFB explosive routes.

4.21.7. (Added-460ABW) Gate Entrance/Exit Procedures. All vehicles and pedestrians must enter BAFB at established base entry control points manned by security forces personnel or trained augmentees.

4.21.7.1. (Added-460ABW) During the hours of darkness, all vehicle drivers will dim their lights when 500 feet from approaching vehicles. Drivers will switch vehicle lights to park (if vehicle is capable) when approaching security forces checkpoints/installation entry points. Motorcycles may keep low beams on when entering.

4.21.8. (Added-460ABW) Unattended Motor Vehicle Instructions. Do not permit any motor vehicle to stand unattended without first stopping the engine, locking the ignition if so equipped, removing the key and effectively setting the brake or placing the transmission in parking position (if automatic transmission). If the vehicle stands on any grade, turn the front wheels in such a manner that the curb holds the vehicle or will not leave the roadway if the brake fails.

- 4.21.8.1. (Added-460ABW) Unattended Children. Children (newborn through 9 years old) should not be left unattended/unsupervised in a vehicle for any length of time without proper supervision. Proper supervision is defined as supervision by those 12 years or older.
- 4.21.8.2. (Added-460ABW) Unattended Pets. No pets should be left unattended/unsupervised in a vehicle for any length of time.
- 4.21.9. (Added-460ABW) Prohibited Driving Areas: Driving is prohibited in the following base areas:
- 4.21.9.1. (Added-460ABW) Lawns or any other grass or seeded areas (unless directed for short periods e.g., during unit functions).
- 4.21.9.2. (Added-460ABW) In/on a designated bicycle path.
- 4.21.9.3. (Added-460ABW) Any area not designated for vehicle driving.
- 4.21.10. (Added-460ABW) Sale of Vehicles: Vehicles displaying "For Sale" signs will not be left in base parking lots for the sole purpose of selling the vehicle(s). You may park such vehicles in parking lots adjacent to "service" facilities while owner/operator is conducting official business or is a bona fide patron of such service facility.
- 4.21.11. (Added-460ABW) Backing: Backing any vehicle onto a roadway, into an intersection, or over a crosswalk is prohibited when it will interfere with other traffic or where backing can't be accomplished safely.
- 4.21.12. (Added-460ABW) U-turns Prohibited in Certain Areas: Making a "U" turn in any "no-passing" zone or on any main thoroughfare with posted "No U-turn" signs on BAFB is prohibited. (EXCEPTION: Emergency vehicles are permitted to do so safely while responding to emergencies/investigating incidents.)
- 4.21.13. (Added-460ABW) Avoidance of Traffic Control Devices: Using parking lots, driveways, alleys, or unmarked areas as a shortcut or as a thoroughfare to avoid a traffic signal, signs, or points where traffic is being directed by a security forces member is prohibited.
- 4.21.14. (Added-460ABW) Restriction of Major Vehicle Maintenance in Certain Areas: Maintenance that would cause an otherwise operational vehicle to become inoperative, may only be performed on privately owned vehicles in the auto hobby shop or base exchange service stations. Do not raise vehicles on jacks or blocks unless attended by responsible individuals.
- 4.21.15. (Added-460ABW) Inoperative Vehicles: Do not bring inoperative vehicles on base except to be towed directly to the auto hobby shop or the base exchange service stations for repair. (Do not park any vehicle that becomes inoperative on base for more than 3 days on base other than at the auto hobby shop or the base exchange service stations.) Tow all vehicles only by a properly attached tow bar, giving secure support to the towed vehicle. Tow straps are unauthorized.
- 4.21.16. (Added-460ABW) Authorization to Remove Vehicle: If any security forces member finds a vehicle standing on a roadway in violation of any of the provisions of this supplement, the security forces member is authorized to move the vehicle, or require the driver or other person in charge of the vehicle, to move it to a position off the paved or main-traveled part of the roadway.

4.21.17. (Added-460ABW) Any on-duty security forces member is authorized to move or cause to be removed, to a place of safety, any unattended vehicle illegally left standing on any roadway in such a position or under such circumstances as to obstruct the normal movement of traffic.

4.21.18. (Added-460ABW) The use of radar detectors on BAFB is prohibited. Persons in possession of a radar detector in their vehicle will unplug it from its power source prior to entering the installation.

4.21.19. (Added-460ABW) Movement of Heavy/Special Purpose Equipment Vehicles: While traveling on BAFB roadways or operating vehicles outside work areas, heavy/special purpose or oversized vehicles will be operated in the vehicle's most compact and narrow configuration to preclude blocking road lanes. For example, a road grader will configure so that the cutting blade is adjusted inward and is no wider than the rear wheels of the vehicle traveling to and from work sites.

4.21.20. (Added-460ABW) Barricaded Roadways and Parking Lots: It is prohibited for any person to move or cause to be removed, any barricade, erected by either the security forces or the base civil engineer for the purpose of restricting traffic from entry to any roadway or parking lot. Vehicle operators will not drive around, through, or otherwise circumvent such barriers (e.g., rope, stanchions, pylons, traffic cones, sawhorses, etc.), unless directed otherwise by security forces personnel, civil engineer personnel, or other authorized persons.

4.21.21. (Added-460ABW) Off-Road Vehicle (ORV) Policy. Land and water areas under Air Force control at BAFB are closed to off-road travel by off-road vehicles.

4.21.22. (Added-460ABW) Limited Access Areas.

4.21.22.1. (Added-460ABW) Perimeter Road. All privately owned vehicles, bicycles and pedestrians are prohibited from traveling on this road during hours of darkness and must obtain permission from security forces during daylight hours prior to using the perimeter road. Notify the 460th Security Forces Squadron Law Enforcement Desk (460 SFS/LED) at ext. 7-9930. Those granted permission must have a cell phone in their possession for emergency assistance.

4.21.23. (Added-460ABW) Flightline Driving:

4.21.23.1. (Added-460ABW) All personnel requiring access to drive on the flight line must be familiar with AFI 13-213, *Airfield Management*.

4.21.23.2. (Added-460ABW) Prior to driving on the flightline personnel must receive training and certification. Certification will involve passing a written test.

4.21.23.3. (Added-460ABW) All personnel must have an AF Form 483, **Certificate of Competency**, and an AF Form 2293, **US Air Force Motor Vehicle Operator Identification Card**, in their possession when operating a motor vehicle on the flightline.

4.21.23.4. (Added-460ABW) Unit commanders may authorize bicycles on any ramps which they normally use, subject to limitations and provisions set forth in AFI 13-213.

4.21.24. (Added-460ABW) Emergency Response Driving:

4.21.24.1. (Added-460ABW) Operate emergency and security response vehicles responding to an immediate situation at a prudent, safe speed so as not to jeopardize personnel or equipment.

4.21.24.2. (Added-460ABW) Authorized Emergency Vehicles: The driver of an authorized emergency vehicle, when responding to an emergency call or when in pursuit of an actual or suspected

violator of the law or regulation, may exercise the privileges set forth in this section, subject to the conditions stated.

4.21.24.2.1. (Added-460ABW) The driver of an authorized emergency vehicle may:

4.21.24.2.1.1. (Added-460ABW) Park or stand, irrespective of the provisions of this supplement.

4.21.24.2.1.2. (Added-460ABW) Proceed past a red or stop signal or sign, but only after slowing down (stopping if necessary) as necessary to ensure safe clearance.

4.21.24.2.1.3. (Added-460ABW) Exceed the maximum speed limits so long as life or property is not endangered.

4.21.24.2.1.4. (Added-460ABW) Disregard regulations governing direction of movement or turning in specified directions.

4.21.24.3. (Added-460ABW) The exemptions granted to an authorized emergency vehicle apply only when the driver of the vehicle, while in motion, sounds an audible signal as reasonably necessary, and when the vehicle is equipped with at least one operating light displaying a red or blue light visible under normal conditions for a distance of 500 feet to the front of the vehicle.

4.21.24.4. (Added-460ABW) The privilege of driving in emergency response does not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons.

4.21.24.5. (Added-460ABW) Designated Authorized Emergency Vehicles: The following types of vehicles, when properly equipped, are designated authorized emergency response vehicles, drivers of which may exercise the privileges set forth in paragraph. **4.21.24. (Added)** above and subject to the conditions stated:

4.21.24.5.1. (Added-460ABW) Ambulances.

4.21.24.5.2. (Added-460ABW) Security forces vehicles.

4.21.24.5.3. (Added-460ABW) Explosive ordnance vehicles (EOD) vehicles.

4.21.24.5.4. (Added-460ABW) Disaster preparedness vehicles/on-scene command post.

4.21.24.5.5. (Added-460ABW) Fire department vehicles and apparatus.

4.21.24.5.6. (Added-460ABW) Transit Alert vehicles.

4.21.24.5.7. (Added-460ABW) Flight safety vehicles and other authorized safety vehicles.

4.21.24.5.8. (Added-460ABW) Such vehicles as designated by the Colorado Director of Motor Vehicles and or Chief of the Colorado State Police (local ambulances, police, fire department vehicles when responding to emergencies on BAFB, or authorized emergency vehicles of police agencies when in hot pursuit of violators entering the confines of BAFB).

4.21.24.6. (Added-460ABW) Do not equip vehicle with, nor shall any person use on a vehicle, any siren, whistle, or bell, except as otherwise permitted in this supplement.

4.21.24.7. (Added-460ABW) Vehicle equipped theft-alarm signals will not be used by the driver as an ordinary warning signal.

4.21.24.8. (Added-460ABW) Any authorized emergency vehicle may be equipped with a siren, whistle, or bell, capable of emitting sound audible, under normal conditions for a distance of not less than 500 feet. It must not be used except when such vehicle is operated in response to an emergency call or in the immediate pursuit of an actual or suspected violator of the law or regulation.

4.22. (Added-460ABW) BAFB Speed Regulations: No person will exceed the speed limits set forth in this supplement. No person shall drive a vehicle at a speed greater than is reasonable and prudent under the conditions and having regard to the actual and potential hazards that exist. Every person will drive at a safe and appropriate speed necessary to avoid colliding with any person, vehicle, or other conveyance on or entering the roadway.

4.22.1. (Added-460ABW) Speed zones: A speed zone will commence and end even with the posted sign designating the zone.

4.22.2. (Added-460ABW) Maximum Speed Limits: The speed limit for vehicles on this base is 25 miles per hour (MPH) on roadways, and 10 MPH in parking lots, unless otherwise posted or directed by this supplement.

4.22.3. (Added-460ABW) Minimum Speed Regulation. No person shall drive a motor vehicle at such a slow speed as to impede the normal and reasonable movement of traffic except when reduced speed is necessary for safe operation or compliance of the law.

4.22.4. (Added-460ABW) Special Speed Limit. Do not drive scooters, tugs, hoists, lifts, and material handling equipment operating in buildings, in congested working areas, on warehouse ramps, or within 50 feet of any aircraft in excess of 5 miles per hour (MPH). Never operate forklifts at more than 5 mph, anywhere, to include all roadways.

Chapter 5

DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM

5.1. Driving Records. Use SPAS or the AF Form 1313 to record vehicle traffic accidents, moving and parking violations, suspension or revocation actions, and traffic point assessments involving military and DoD civilian personnel, their family members, and other personnel operating motor vehicles on a military installation. In filling out the form, use the following codes in the “accident classification” block:

- 5.1.1. Identify individuals who are principals in a motor vehicle accident as “S” subject or “V” victim.
- 5.1.2. Identify accidents appropriately with “MVA” minor vehicle accident; “NLD” no liability determined; “PD” property damage; “PI” personal injury; “G” government; “P” private; “V” vehicle; and “FO” fixed object.

Table 5.1. Suspension/Revocation of Driving Privileges (See Notes 1 and 2).

<p>Assessment: 1. Two-year revocation is mandatory on determination of facts by installation commander.</p> <p>Violation: Driving while driver’s license or installation driving privileges are under suspension or revocation.</p>
<p>Assessment: 2. One-year revocation is mandatory on determination of facts by installation commander.</p> <p>Violation: Refusal to submit to or failure to complete chemical tests (implied consent).</p>
<p>Assessment: 3. One-year revocation is mandatory on conviction.</p> <p>Violation:</p> <ol style="list-style-type: none"> 1. Manslaughter (or negligent homicide by vehicle) resulting from the operation of a motor vehicle. 2. Driving or in physical control of a motor vehicle while under the influence of intoxicating liquor 0.10% or greater. <i>Note:</i> Where state or local authority use a more stringent standard (i.e., 0.08 instead of 0.10), Air Force units will assimilate the more stringent standard. 3. Driving a motor vehicle while under the influence of any narcotic or while under the influence of any other drug (including alcohol) to the degree rendered incapable of safe vehicle operation. 4. Use of a motor vehicle in the commission of a felony. 5. Fleeing the scene of an accident involving death or personal injury (hit and run). 6. Perjury or making a false statement or affidavit under oath to responsible officials relating to the ownership or operation of motor vehicles. 7. Unauthorized use of a motor vehicle belonging to another, when the act does not amount to a felony.
<p>Assessment: 4. Suspension for a period of six months or less or revocation for a period not to exceed one year is discretionary.</p> <p>Violation:</p> <ol style="list-style-type: none"> 1. Mental or physical impairment (not including alcohol or other drug use) to the degree rendered incompetent to drive. 2. Commission of an offense in another state which, if committed on the installation, would establish grounds for suspension or revocation. 3. Permitting an unlawful or fraudulent use of an official driver’s license.

4. Conviction of fleeing or attempting to elude a police officer.
5. Conviction of racing on the highway.
6. Excessive parking and other non-moving violations as covered under paragraph 2.5.1.1.

NOTES:

1. When imposing a suspension or revocation because of an off-installation offense, the effective date is the same as the date of civil conviction or the suspension or revocation date of state or host nation driving privileges. This effective date can be retroactive.
2. No points are assessed solely for revocation or suspension actions. Except for implied consent violations, base revocations on a conviction by a civilian court, military courts-martial, nonjudicial punishment under Article 15 of the UCMJ, or a separate hearing as otherwise addressed in this instruction. If revocation for implied consent is combined with another revocation such as one year for intoxicated driving, revocations may run consecutively (total of 24 months) or concurrently (total of 12 months). Apply the installation commander's policy systematically and not on a case-by-case basis.

Table 5.1. (460ABW) Suspension/Revocation of Driving Privileges.

Assessment: 4. Suspension for a period of six months or less or revocation for a period not to exceed one year is discretionary.

Impose a 30-day suspension (first time suspension) for 3 parking violations within a 90-day period. Impose no more than a six-month suspension (first time suspension) when six or more parking violations have accumulated within a six-month period. For second (and subsequent) suspensions for parking violations, a longer suspension may be imposed. However, a one-year revocation is the maximum for parking violations. Do not impose points for parking violations.

NOTE: Failure to use and ensure all passengers use safety belts, to include the use of infant/child restraint devices, while operating a motor vehicle will result in either administrative or punitive actions or the suspension of base driving privileges or both. Suspensions will normally be as follows:

1. First offense--warning.
2. Second offense--30-day suspension of base driving privileges.
3. Third offense--6-month suspension of base driving privileges.
4. Fourth offense--1-year revocation of base driving privileges.
5. Base affiliated civilians will undergo the same penalties.
6. Civilians not affiliated with the base will be issued a DD Form 1805 to appear in US Magistrate Court. The installation commander, with the coordination of the office of Staff Judge Advocate, may enact suspensions as stated above on a case-by-case basis.

5.1.3. (Added-460ABW) The 460 SFS/SFAR will manage all driving records according to procedures outlined in AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*.

5.2. The Traffic Point System. The traffic point system provides a uniform administrative device to impartially judge service personnel's driving performance. This system is not a disciplinary measure or a substitute for punitive action. Further, this system is not intended to interfere in any way with the reasonable exercise of an installation commander's prerogative to issue, suspend, revoke, deny, or reinstate installation driving privileges.

5.2.1. (Added-460ABW) The traffic point system on BAFB will be assessed according to AFI 31-204. The 460 SFS/SFAR will assess these points to personnel after official determination of the violation.

5.2.2. (Added-460ABW) Personnel wanting to rebut the citations, DD Form 1408, **Armed Forces Traffic Ticket**, or other administrative actions such as suspension of on-base driving privileges, will do so in the following prescribed manner:

5.2.2.1. (Added-460ABW) Provide the commander or civilian equivalent director, in writing, the circumstances in which the rebuttal of the citation or administrative action is being taken. The unit commander will comment and endorse the rebuttal and forward to 460 SFS/SFAR. Security forces personnel will review the action and send the ticket and supporting documentation to the installation commander/designated representative for final resolution.

5.2.2.2. (Added-460ABW) 460 SFS/SFAR will coordinate rebuttal and reply to the complainant's unit commander within a timely manner.

5.2.2.3. (Added-460ABW) Persons issued DD Form 1805 may contest citations in US Magistrate's Court.

5.3. Point System Application. The use of the point system and procedures prescribed herein are mandatory. The point system applies to civilian personnel operating government vehicles on and off the installation and to their POVs driven on-base. It applies to military personnel operating GOVs and POVs on or off the installation and to dependents, civilian employees, and all other individuals subject to this instruction operating POVs on the installation. Unless an individual submits a rebuttal, assess points according to the Table 5.2. Also assess points to individuals found guilty by a military or civilian court, or upon payment of fine or forfeiture of pay and allowances, or posted bond or collateral. Do not use the point system for non-moving violations.

Table 5.2. Point Assessment for Moving Violations (See Note 1).

Violation	Points assessed
Reckless driving (willful and wanton disregard for the safety of persons or property).	6
Owner knowingly and willfully permitting a physically impaired person to operate the owner's motor vehicle.	6
Fleeing the scene (hit and run)-property damage only.	6
Driving vehicle while impaired (blood-alcohol content more than 0.05 percent and less than 0.10 percent or lesser amount when assimilating a local, state, or host nation standard).	6
Speed contests.	6
Speed too fast for conditions.	2
Speed too slow causing potential safety hazard.	2
Failure of operator or occupants to use available restraint system devices while moving (operator assessed points)	4

Failure to properly restrain children in a child restraint system while moving (when child is 4 years of age or younger or the weight of the child does not exceed 50 pounds). See note #3	2
One to 10 miles per hour over the posted speed limit.	3
Over 10 but not more than 15 miles per hour above the posted speed limit.	4
Over 15 but not more than 20 miles per hour above the posted speed limit.	5
Over 20 miles per hour above the posted speed limit.	6
Following too close.	4
Failure to yield the right of way to emergency vehicle.	4
Failure to stop for school bus or school-crossing signals.	4
Failure to obey traffic signals or traffic instructions of an enforcement officer or traffic warden; or any official regulatory traffic sign or device requiring a full stop or yield of right of way; denying entry; or requiring direction of traffic.	4
Improper passing.	4
Failure to yield (no official sign involved).	4
Improper turning movements (no official sign involved).	3
Wearing of headphones/earphones while driving motor vehicles (two or more wheels).	3
Failure to wear an approved helmet and/or eyewear while operating or riding on a motorcycle, MOPED, or a three- or four-wheel vehicle powered by a motorcycle-like engine.	3
Improper overtaking.	3
Other moving violations (involving driver behavior only).	3
Operating an unsafe vehicle (see note 2).	2
Operating a radar detection devices to indicate the presence of speed recording instruments or to transmit simulated erroneous speed (prohibited on DoD installations).	3
Driver involved in accident is deemed responsible (only added to points assessed for specific violations).	1

NOTES:

1. When two or more violations are committed on a single occasion, assess the points for the offense having the greater value.
2. Use this measure for other than minor vehicle safety defects or when a driver or registrant fails to correct a minor defect (for example, a burned out headlight not replaced within the grace period on a warning ticket).
3. Applies to not using or improper use of a child restraint device, i.e., car seat, infant carrier, booster seat, belt/strap modification (when required by manufacturer) etc. Assess four points when no restraint system of any kind is used.

5.4. Point System Procedures.

- 5.4.1. Reports of moving traffic violations recorded on DD Form 1408 or DD Form 1805 will serve as a basis for determining point assessment.

5.4.2. On receipt of DD Form 1408 or other military law enforcement report of a moving violation (e.g., AFI 3545) the unit commander or designated supervisor will conduct an inquiry. The commander will take or recommend proper disciplinary or administrative action.

5.4.2. (460ABW) A DD Form 1408 issued by an on-duty security force person or parking warden is considered evidence that a traffic violation has occurred and provides a basis for the unit commander to take disciplinary or administrative action.

5.4.3. Distribute citation copies and process point assessments IAW para 4.9.

5.4.4. Installation commanders may require the following driver improvement measures as appropriate:

5.4.4.1. Advisory letter through the unit commander or supervisor to any person who has acquired six traffic points within a six-month period.

5.4.4.1. (460ABW) Advisory memorandums for accumulating six or more traffic points are sent to military members and Government Service or Department of Defense employees, through the appropriate commander.

5.4.4.1.1. (Added-460ABW) Advisory memorandums for contractor personnel are sent through their company's security office or manager. Advisory memorandums for military family members are sent to the military sponsor, through the appropriate unit commander.

5.4.4.2. Counseling or driver improvement interview by the unit commander of any person who acquires more than six points but less than 12 traffic points within a six-month period.

5.4.4.3. Referral for medical evaluation when a driver, based on reasonable belief, appears to have mental or physical limits that had, or may have, an adverse effect on driving ability.

5.4.4.4. Attendance at driver improvement program (DIP) to improve driving skill, awareness, or attitude.

5.4.4.5. Referral to an alcohol or drug treatment or rehabilitation facility for evaluation, counseling, or treatment. This action is required for active duty military personnel in all cases in which alcohol or other drugs are a contributing factor to a traffic citation, incident, or accident.

5.4.5. The installation commander may suspend or revoke driving privileges as provided by this instruction regardless of whether these improvement measures are accomplished.

5.4.6. Notify in writing anyone whose driving privileges are suspended or revoked (for one violation or an accumulation of 12 traffic points within 12 consecutive months, or 18 traffic points within 24 consecutive months). Installation commanders determine suspension and revocation periods for offenses not covered in Table 5.1; however, any revocation must be for a period of 6 months or more. The installation commander may impose a longer suspension or revocation period (to include offenses in Table 5.1) based on the person's overall driving record. Consider the frequency, flagrancy, and severity of moving violations, and the response to previous driver improvement measures. In all cases, military members must successfully complete a prescribed course in remedial driver training before reinstatement of driving privileges.

5.4.7. Points assessed against a person remain in effect for point accumulation purposes for 24 consecutive months. Routinely review driver records to delete traffic points during records update while

recording new offenses and forwarding records to new duty stations. Completion of a revocation based on points requires removal from the driver record of all points assessed before the revocation.

5.4.8. Removal of points does not authorize removal of driving record entries for moving violations, chargeable accidents, suspensions, or revocations. Recorded entries will remain posted on individual driving records for the period of time indicated below.

5.4.8.1. Chargeable nonfatal traffic accidents or moving violations--three years.

5.4.8.2. Nonmandatory suspensions or revocations--five years.

5.4.8.3. Mandatory revocations--seven years.

5.5. Disposition of Driving Records. Establish procedures to promptly notify the CSP when a person assigned to or employed on the installation is transferred to another installation, released from military service, or ends employment or affiliation with the installation.

5.5.1. If persons transferred to another Air Force installation have valid points or other entries on their driving records, the CSP must forward the records to the CSP of the gaining installation. The gaining CSP should coordinate with applicable commanders and continue any Air Force suspension or revocation based on intoxicated driving or accumulation of traffic points. Traffic points for persons transferred will continue to accumulate as specified in para 5.4.7.

5.5.2. Follow AFI 37-138, *Records Disposition--Procedures and Responsibilities*, and AFMAN 37-139, *Records Disposition Schedule*, to maintain and destroy records of military personnel released from active duty. Driving records remain active in the case of immediate reenlistment, change of officer component, or military and civilian retirement when continued vehicle registration is authorized. Retain or destroy according to AFMAN 37-139 records on civilian personnel who are terminating on-base employment or on-base registration.

5.5.3. Forward driving records of military family members containing point assessments or other entries to the sponsor's gaining installation and review in the same manner as for service members. Retain driving records of retirees electing to retain installation driving privileges. Do not delete points accumulated or entries on the driver record regarding suspensions, revocations, moving violations, or chargeable accidents from the driver records except per para 5.4.7. and 5.4.8.

5.6. (Added-460ABW) BAFB Issuance of Traffic Citations.

5.6.1. (Added-460ABW) DD Form 1408 will be issued for violations to the following personnel:

5.6.1.1. (Added-460ABW) Active duty military personnel.

5.6.1.2. (Added-460ABW) Full-time technicians and other Colorado Air National Guard personnel when on official military duty.

5.6.1.3. (Added-460ABW) Reserve personnel when on orders performing active duty.

5.6.1.4. (Added-460ABW) As directed by 460 SFS/CC and 460/ABW/JA.

5.6.2. (Added-460ABW) United States District Court Violation Notice (DD Form 1805) will be issued to all other personnel not listed above or DD Form 1408 when a US Magistrate system is not available or as directed by 460 SFS/CC and 460 ABW/JA.

5.6.2.1. (Added-460ABW) All parking and seatbelt violations will be cited via DD Form 1408 regardless of the registered owners base affiliation (active military, guard, reserve, or civilian).

Chapter 6

IMPOUNDING PRIVATELY OWNED VEHICLES

6.1. General. This chapter provides the standards and procedures for law enforcement personnel when towing, inventorying, searching, impounding, and disposing of POVs. This policy is based on:

6.1.1. The interests of the Air Force in crime prevention, traffic safety, and the orderly flow of vehicle traffic movement.

6.1.2. The vehicle owner's constitutional rights to due process, freedom from unreasonable search and seizure, and freedom from deprivation of private property.

6.2. Standards for Impoundment.

6.2.1. You should not impound a vehicle 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.

6.2.2. The impoundment of vehicles is inappropriate if other reasonable alternatives exist. When possible, attempt to locate the owner of the POV and have the vehicle removed. If reasonably feasible, allow another responsible person to drive or tow the POV, if they first have permission from the owner, operator, or person empowered to control the vehicle. However in such cases, the security police (or towing contractor) is not responsible for safeguarding the vehicle.

6.2.2.1. (Added-460ABW) The impoundment of a violator's vehicle while on BAFB is authorized during instances of an extreme nature and will not be accomplished without prior coordination with the Staff Judge Advocate's office.

6.2.3. Impounding of POVs is justified when any of the following conditions exist:

6.2.3.1. The vehicle is illegally parked:

6.2.3.1.1. On a street or bridge, in a tunnel, or is double parked and interferes with the orderly flow of traffic.

6.2.3.1.2. On a sidewalk, within an intersection, on a crosswalk, on a railroad track, 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.

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

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

6.2.3.1.5. (Added-460ABW) Any unattended privately owned vehicle parked in violation of base traffic or registration regulations in excess of three (3) consecutive days after due noticed pursuant to paragraph 2.4.2. (Added) of this supplement.

6.2.3.1.6. (Added-460ABW) Parked within 15 feet of a fire hydrant or the driveway to any fire, police, ambulance, or crash vehicle entrance or exit that presents any physical obstacle or safety hazard to possible emergency operations.

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

6.2.3.2.1. Street cleaning or snow removal operations after attempts to contact the owner fail.

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

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

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

6.2.3.2.5. The POV is mechanically defective and is a menace to others using the public roadways.

6.2.3.2.6. 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.

6.2.3.2.7. Law enforcement personnel reasonably believe the vehicle is abandoned.

6.2.4. (Added-460ABW) Impounding of privately owned vehicles (POVs) is not justified in the following instances:

6.2.4.1. (Added-460ABW) Minor offenses to include:

6.2.4.1.1. (Added-460ABW) Driving with an expired license.

6.2.4.1.2. (Added-460ABW) Expired plates and unregistered vehicles.

6.2.4.2. (Added-460ABW) When they have not met all liability requirements as long as the violation has been cited.

6.3. Towing and Storage.

6.3.1. The Air Force or a contracted wrecker service may tow and store impounded POVs depending on availability of towing services and the local commander's preference.

6.3.2. The installation commander designates a securable enclosed area on the installation for use as an impound lot. You may use an impoundment area belonging to a contracted wrecker service provided the area is reasonably secure. The CSP approves contractor impoundment areas and maintains keys for all on-base impoundment areas.

6.3.3. Impound or tow POVs for appropriate violations of the installation traffic code or involvement in criminal activities under the direct supervision of law enforcement personnel.

6.3.3.1. (Added-460ABW) Overreaction to Parking Violations: The tow away and temporary impoundment of a privately owned vehicle will not be used as an overreaction to a parking violation. Towing will be according to chapter 6 of AFI-31-204, *Air Force Motor Vehicle Traffic Supervision* and this supplement. The 460 SFS/CC will ensure towing of vehicles are within Air Force guidelines. (**NOTE:** Only Security Forces personnel and Air Force Office of Special Investigations (AFOSI) personnel are authorized to have POVs towed.)

6.4. Procedures for Impoundment.

6.4.1. Unattended POVs.

6.4.1.1. Conspicuously place DD Form 2504, **Abandoned Vehicle Notice** (See DODD 5525.4), on POVs considered abandoned or improperly unattended. Document this action with an entry in the security police blotter.

6.4.1.2. Allow the owner three days from the date the POV is tagged to remove the vehicle. Have the vehicle towed if it's not moved within the allotted time. If a contracted wrecker service is used, complete a DD Form 2505 according to local procedures.

6.4.1.3. After the vehicle is removed, security police or the contractor completes the DD Form 2506, **Vehicle Impoundment Report** (See DODD 5525.4), as a record of action taken.

6.4.1.3.1. Law enforcement personnel or the towing contractor conduct an inventory listing personal property. Do not open closed containers such as a suitcase unless necessary to identify the owner or if the contents might present a danger to the public. In most cases, listing the container and sealing it with security tape will suffice.

6.4.1.3.2. Place personal property in a secure area for safekeeping.

6.4.1.4. Forward DD Form 2507, **Notice of Vehicle Impoundment** (See DODD 5525.4), by certified mail to the address of the last known owner of the vehicle to advise the owner of the impoundment action and request information concerning the owner's intentions concerning the vehicle.

6.4.2. Stolen POVs or vehicles involved in criminal activity.

6.4.2.1. Keep vehicles in Air Force custody when holding them for evidentiary purposes. Release recovered stolen POVs to the registered owner, unless held for evidentiary purposes, or to the law enforcement agency reporting the vehicle stolen, as appropriate.

6.4.2.2. At times, civilian law enforcement or civilian government agencies will request the Air Force impound an on-base vehicle for reasons not related to military issues. Staff such requests through the Staff Judge Advocate and CSP. When appropriate, comply and support such requests and impound the vehicle for a reasonable period. Release the vehicle if civil authorities do not take custody of the vehicle within a reasonable period as determined by the installation commander.

6.5. Search Incident to Impoundment Based On Criminal Activity. Search of a POV in conjunction with impoundment based on criminal activity will likely occur in one of the following general situations:

6.5.1. The owner or operator is not present. This situation could arise during traffic and crime-related impoundments and abandoned vehicle seizures. Do not search the vehicle unless evidence or contraband is in plain view or is readily discernible on the outside as evidence of criminal activity. When in doubt, obtain proper search authority before searching.

6.5.2. The owner or operator is present. This situation can occur during a traffic or criminal incident or if the operator is apprehended for a crime or serious traffic violation and sufficient probable cause exists to seize the vehicle. In some cases, the operator is present but is unwilling, incapacitated, or otherwise unable to make adequate arrangements to safeguard the vehicle. As a general rule, you may search vehicles without search authority when there is a reasonable danger to police or public, there is a risk of loss or destruction of evidence, or the search is reasonable under rules governing search incident to apprehension.

6.6. Disposition Of Vehicles After Impoundment.

6.6.1. When a vehicle is impounded, hold it for as long as necessary for evidentiary, law enforcement, or other legal purposes. Unless directed otherwise by competent authority, release vehicles and prop-

erty when no longer needed for one of the reasons stated above. Review Title 10, USC 2575, *Disposition of Unclaimed Property*, and DoD Directive 4160.21-M, *Defense Reutilization Marketing Manual*, (when DRMO is used) before taking action to dispose of vehicles not claimed by the owner or an authorized agent.

6.6.2. A vehicle is considered abandoned 60 days after making reasonable good faith efforts to contact the owner or when the owner is contacted and fails to take appropriate steps to assume responsibility for the vehicle. When owners decline to recover their vehicles, attempt to secure release of the vehicle by having the registered owners complete and sign the DD Form 2507. The 60-day waiting period does not apply when the owner releases the vehicle to the Air Force on DD Form 2507, signed letter, power of attorney, or other legally recognized document.

6.6.2.1. Once the vehicle becomes the lawful possession of the Air Force, process the vehicle as abandoned property in accordance with local procedures. Unless otherwise directed, installation commanders have considerable latitude in determining the best use for, or disposal of, abandoned property. Scrap, auction, or use to support Morale, Welfare, and Recreation (MWR) activities are potential options. Consider local, state, or if applicable, host nation requirements. If you process vehicles through the Defense Reutilization Marketing Office (DRMO), follow applicable DRMO and DoD directives.

6.7. Forms Prescribed.

- 6.7.1. AF Form 75, Visitor/Vehicle Pass
- 6.7.2. AF Form 533, Certificate of Compliance - Private Motor Vehicle Registration
- 6.7.3. AF Form 787, Handicapped Person Vehicle Decal
- 6.7.4. AF Form 1313, Driver Record
- 6.7.5. AF Form 2219M, Registered Vehicle Expiration
- 6.7.6. AF Form 2293, US Air Force Motor Vehicle Operator Identification Card
- 6.7.7. DD Form 1408, Armed Forces Traffic Ticket
- 6.7.8. DD Form 1805, United States District Court Violation Notice
- 6.7.9. DD Form 1920, Alcohol Influence Report
- 6.7.10. DD Form 2220, DOD Registered Vehicle Decal

RICHARD A. COLEMAN, Brigadier General, USAF
Director of Security Forces

Attachment 1**GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS*****References***

Title 10, USC 2575, *Disposition of Unclaimed Property*
DoDD 4160.21-M, *Defense Reutilization Marketing Manual*
DoDD 5525.4, *Enforcement of State Traffic Laws on DoD Installations*
AFPD 31-2, *Law Enforcement*
AFI 91-207, *USAF Traffic Safety Program*
AFI 31-209, *USAF Resource Protection Program*
AFH 31-227, *USAF Motor Vehicle and Traffic Control*
AFI 36-2701, *Social Actions Program*
AFR 75-88, *Highways for National Defense*
AFI 44-102, *Patient Care and Management of Clinical Services*
AFI 37-138, *Records Disposition--Procedures and Responsibilities*
AFR 125-14, *Motor Vehicle Traffic Supervision*

References (Added-460ABW)

Title 10, USC 2575, *Disposition of Unclaimed Property*
AFPD 31-2, *Law Enforcement*
AFI 31-209, *USAF Resource Protection Program*
AFH 31-227, *USAF Motor Vehicle and Traffic Control*
AFI 36-2701, *Social Actions Program*
AFI 37-138, *Records Disposition--Procedures and Responsibilities*
AFI 44-102, *Patient Care and Management of Clinical Services*
AFR 75-88, *Highways for National Defense*
AFI 91-207, *USAF Traffic Safety Program*
AFR 125-14, *Motor Vehicle Traffic Supervision*
DoDD 4160.21-M, *Defense Reutilization Marketing Manual*
DoDD 5525.4, *Enforcement of State Traffic Laws on DoD Installations*

Abbreviations and Acronyms

BAC—Blood Alcohol Content

CE—Civil Engineer

CONUS—Continental United States

CSP—Chief of Security Police

DoD—Department of Defense

DoDD—Department of Defense Directive

DRMO—Defense Reutilization and Marketing Office

GOV—Government Owned Vehicle

MAJCOM—Major Command

MAJCOM/SP—Major Command Chief of Security Police

MTMCTEA—Military Traffic Management Command Transportation Engineering Agency

MVA—Motor Vehicle Accident

MWR—Morale, Welfare, and Recreation

NAF—Nonappropriated Fund

NHSPS—National Highway Safety Program Standards

NHTSA—National Highway Traffic Safety Administration

OCONUS—Outside Continental United States

ORV—Off Road Vehicle

PCS—Permanent Change of Station

POV—Privately Owned Vehicle

USC—United States Code

Abbreviations and Acronyms (Added-460ABW)

BAC—Blood Alcohol Content

CE—Civil Engineer

CMVC—Colorado Motor Vehicle Code

CONUS—Continental United States

CRS—Colorado Revised Statute

CSF—Chief of Security forces

DoD—Department of Defense

DoDD—Department of Defense Directive

DRMO—Defense Reutilization and Marketing Office

GOV—Government Owned Vehicle

MAJCOM—Major Command

MAJCOM/SP—Major Command Chief of Security forces

MTMCTEA—Military Traffic Management Command Transportation Engineering Agency

MVA—Motor Vehicle Accident

MVC—Motor Vehicle Code

MWR—Morale, Welfare, and Recreation

NAF—Non-appropriated Fund

NHSPS—National Highway Safety Program Standards.15 JULY 1998 59

NHTSA—National Highway Traffic Safety Administration

OCONUS—Outside Continental United States

ORV—Off Road Vehicle

PCS—Permanent Change of Station

POV—Privately Owned Vehicle

USC—United States Code

Terms (Added-460ABW)

Recreational Vehicle (RV)—A vehicle which could reasonably be judged to be one or more of the following: boat, camper, cargo truck, motor home, or pickup camper if the camper shell is wider or longer than the pickup bed or trailer.

Minor Vehicle Accidents—Accidents where there are no injuries (actual or claimed) and accidents where the combined estimated vehicle/property damage totals less than \$10,000 (applies to POVs and GOVs).

Major Vehicle Accidents—Accidents involving injuries, disabled vehicles, or property damage totaling \$10,000 or more (applies to POVs and GOVs). This amount is the total dollar amount for one of the vehicles, not a combined amount.

Physical Control and Actual Physical Control—Describe the present capability and power, to dominate, direct or regulate the vehicle, either in person or through the agency of another, regardless of whether such vehicle is operated.

Unreasonable Periods—Any motor vehicle left for more than three (3) days unattended or unmoved without prior arrangements with or notification to the 460 SFS.

Attachment 2**IC 2000-1, TO AFI 31-204, AIR FORCE MOTOR VEHICLE TRAFFIC SUPERVISION****14 JULY 2000****SUMMARY OF REVISIONS**

This revision incorporates Interim Change (IC) 2000-1. It makes changes to paragraph 4.9.3. A bar (|) indicates revision from previous edition. See the last attachment of the publication for the complete IC.

4.9.3. Issue traffic violators on military installations a DD Form 1408, Armed Forces Traffic Ticket, or a DD Form 1805, United States District Court Violation Notice. The CSP determines who is authorized to issue those forms and what training they must complete before issuing either form. The DD Form 1408 is issued to *the following personnel: active duty personnel, Cadets/Midshipmen of the Military Academies to include the Coast Guard Academy, reservists on orders or performing inactive duty training including commuting to and from training, and guardsman in federal service under Title 10 of the United States Code. Title 10 status is reflected on the guardsman's orders.* Issue civilians the DD Form 1805, or the DD Form 1408 when a US Magistrate system is not available.”