

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**



AIR FORCE INSTRUCTION 31-204

**AIR FORCE RESERVE COMMAND
Supplement 1**

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Security

**AIR FORCE MOTOR VEHICLE
TRAFFIC SUPERVISION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(MSgt David M. McElligott)
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The OPR for this supplement is HQ AFRC/SFO (MSgt David M. McElligott). This supplement implements and extends guidance of the Air Force Instruction (AFI) 31-204, 14 July 2000. The AFI is published word-for-word without editorial review. Air Force Reserve Command supplementary material is indicated by (AFRC) in boldface type. This supplement describes Air Force Reserve Command procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

SUMMARY OF REVISIONS

This revision aligns the AFRC supplement with AFI 31-204, 14 July 2000; identifies the point of contact for instruction (paragraph **1.2.3.**); identifies Installation commanders to develop instructions listing acceptable identification requirements (paragraph **2.1.1.2.**); identifies AFI 31-101, chapter 8, as the minimum requirements to meet (paragraph **2.2.1.2.**); identifies to coordinate procedures and instructions through local staff judge advocate (paragraph **2.4.1.** & **2.5.**); outlines petitions will be in writing and proper coordination for partial/limited driving privileges (paragraph **2.6.1.**); outlines Installation commanders use of the AF Form 75, both for short/long term use (paragraph **3.1.5.**); identifies adequate back up files are maintained for SFMIS registration (paragraph **3.2.1.2.**); outlines specific procedures for the AF Form 787, short term/temporary use and locally devised cards (paragraph **3.4.5.**); outlines specific procedures for memorandum of agreement or mutual support agreement between security forces and local police agencies (paragraph **4.5.2.**); identifies installation commander requirements (paragraphs **4.8.2.** & **4.8.3.**); outlines when wardens are used they will be designated in writing, receive adequate training for citation writing and local procedure enforcement, and to limit their authority within a particular area (paragraph **4.8.4.**). A “[” indicates revised material since the last edition.

1.2.3. The AFRC/SF point of contact for this instruction is SFO.

- 2.1.1.2. Installation commanders develop instructions listing acceptable identification media and driver's license requirements.
- 2.2.1.2. As a minimum, meet the requirements of AFI 31-101, *The Air Force Installation Security Program*, chapter 8 and sub-paragraphs thereto.
- 2.4.1. Coordinate these procedures and instructions through the local Staff Judge Advocate.
- 2.5. Coordinate these procedures and instructions through the local Staff Judge Advocate.
- 2.6.1. Petitions for partial or limited driving privileges will be in writing and submitted through Security Forces Administration (SFA) to the installation commander or approving authority.
- 3.1.5. Installation commanders may consider use of AF Form 75 for short term visits (typically, less than 1 week) and long term visits (more than 1 week but less than 1 year). Include use of different types of access credentials and procedures in local instruction.
- 3.2.1.2. Ensure adequate backup files are kept for the security forces management information system (SFMIS), registration program to ensure information is not lost during system malfunctions.
- 3.4.5. Publish specific procedures for the AF Form 787 short term/temporary use and locally devised cards in installation instructions.
- 4.5.2. Include specific procedures in a memorandum of agreement or mutual support agreement between installation security forces and local police agencies.
- 4.8.2. This authority is delegated to the installation commander.
- 4.8.3. This authority is delegated to the installation commander.
- 4.8.4. When wardens are used, they shall be designated in writing and receive adequate training in citation preparation and local procedure enforcement. Limit their authority to parking violations within a particular area (that is, Building 1234 parking lot, parking areas adjacent to wing headquarters, etc.).

JAMES E. SHERRARD III, Lt General, USAF
Commander