

**BY ORDER OF THE INSTALLATION
COMMANDER**



AIR FORCE INSTRUCTION 31-204

CHARLESTON AIR FORCE BASE

Supplement 1

1 APRIL 2002

Security

**AIR FORCE MOTOR VEHICLE TRAFFIC
SUPERVISION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 31-204, 14 July 2000, is supplemented as follows: This supplement is applicable to all persons owning or operating motor vehicles on Charleston Air Force Base (CAFB). All motor vehicle and traffic codes specifically covered in this instruction and the South Carolina Motor Vehicle Handbook and Criminal Law, are enforceable on this installation. In those cases where the CAFB Motor Vehicle Traffic Code and the South Carolina Criminal Law and Motor Vehicle Handbook are in conflict, the more stringent will have precedence. Violations of this instruction will be processed and disposed of as outlined in AFI 31-204. This supplement implements Air Force Policy Directive (AFPD) 31-2, *Law Enforcement*, AFI 91-207, *USAF Traffic Safety Program*.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1.2.8.1. (Added) Base Traffic Engineering Working Group (BTEWG). The Base Traffic Engineering Working Group is responsible for traffic devices, traffic signs, pavement markings, parking areas and reserved parking areas. Requests for changes, deletions and additions will be submitted to them through Civil Engineering. The BTEWG will meet quarterly or at the call of the chairperson when a sufficient agenda has accumulated. The group will be composed of the 437th Support Group Deputy Commander (437 SPTG/CD), 437th Civil Engineer Squadron Commander (437 CES/CC), 437th CES/CEOE, 437th Airlift Wing Safety, 437th Security Forces Squadron Operations Officer, the 437th Logistics Group Deputy Commander, and is chaired by the 437 SPTG/CD.

1.3. The installation commander has delegated his authority under this instruction to the 437th Support Group Commander.

2.1.1.2. International driver's licenses are authorized for TDY personnel, military personnel and their family members newly assigned to CAFB. Once assigned to the station, military and family members must obtain a valid state driver's license within 30 days. Civilian personnel visiting CAFB are authorized to use an international driver's license.

2.1.1.4. Proof of current vehicle insurance is required at all times while operating a motor vehicle on CAFB.

2.2.1.2. Detailed procedures on stopping, inspecting, searching and impoundment are outlined in CAFBI 31-101.

2.4.1. For enforcement purposes, the following terms are defined: "Unreasonable period" for parking is 72 hours or more. Vehicles are considered "abandoned" when the vehicle is inoperable or is left on public property for more than 72 hours, or a motor vehicle has remained illegally on private or public property for a period of more than 7 days without the consent of the owner or person in control of the property.

2.5. The driving privileges of any individual operating a vehicle on the installation will be suspended or revoked due to point accumulation or driver behavior. The 437th Security Forces Squadron Reports and Analysis (R&A) section will prepare suspension or revocation packages as outlined in AFI 31-204 and this supplement. The R&A section will forward the preliminary suspension or revocation letter to the 437th Support Group Commander, who will make the final determination. The suspension will remain in effect unless an appeal is made through the individual's chain of command, through the R&A section, to the 437th Support Group Commander, and the appeal is approved. See paragraph **2.7.4. (Added)** of this supplement for appeal procedures.

2.5.1.1. Base driving privileges will be suspended/revoked for any serious violations and/or for anyone who continually violates parking standards, or habitually violates other standards considered non-moving in nature. A non-moving violation is defined as a violation that does not apply to the physical operation of a motor vehicle (i.e., parking violations, failure to maintain current registration, defective vehicle equipment, failure to wear seatbelt). Suspension durations are outlined in paragraph 5.1. of this supplement.

2.5.1.3. Security Forces patrolmen, with the approval of the 437th Support Group Commander, will issue an initial suspension of installation driving privileges prior to the subject's release. For intoxicated driving incidents occurring off base, the 437th Security Forces Squadron Reports and Analysis (R&A) section will staff an initial suspension of installation driving privileges letter, through the 437th Support Group Commander, for approval. The R&A section will then issue the letter to the offender.

2.5.1.3.3. South Carolina has a "Zero Tolerance" policy, which will be enforced on CAFB. IAW South Carolina Criminal and Motor Vehicle Laws, Title 56-1-286, states any person under the age of 21, who drives a motor vehicle with an alcohol concentration of two one-hundredths of one percent or more, shall have their license suspended for no more than 6 months.

2.5.2.2. The 437th Security Forces Squadron Reports and Analysis (R&A) section will forward revocation, suspension and driving records of individuals permanently changing station from CAFB to the gaining installation's R&A section. The 437th Security Forces Pass and Registration section will notify R&A of an individual's departure when he/she out processes. Such records received on individuals permanently changing station to CAFB will be forwarded to the gaining commander and 437th Support Group Commander, as appropriate. The 437th Support Group Commander will review the records of the suspended person and make a determination on a case-by-case basis. All records will be filed by R&A according to established procedures.

2.5.2.5. (Added) Military personnel will be notified in-person or by certified mail when their family member's on-base driving privileges are suspended or revoked. The military sponsor(s) will be responsible for enforcing the suspension or revocation. An endorsed copy of the notice must be returned to 437th Security Forces Reports and Analysis section.

2.5.2.6. (Added) All vehicles registered under a violator's name will be deregistered and the decals will be removed from the vehicle(s). Deregistration of vehicles is not required if the violator is a household member and does not have vehicles registered solely under his/her name. It is the responsibility of the sponsor to ensure their household members abide by suspension/revocation requirements.

2.5.2.7. (Added) If an active duty military member's driving privileges are suspended/revoked, family members may register privately owned vehicles in their name provided they meet all base registration requirements.

2.6.1. A petition for reinstatement of partial or limited driving privileges must be submitted IAW paragraph 2.7.4. (Added) of this supplement.

2.7.1. When a person is considered for an immediate suspension/revocation, the 437th Support Group Commander is contacted for authorization. Once the 437th Support Group Commander grants authorization, a pre-signed letter is issued to the individual explaining the reason for suspension and the duration.

2.7.2. Security Forces patrolmen will issue driving suspension letters on scene for situations outlined in paragraph 2.5.1.3. and 2.5.2.1. of AFI 31-204. In all cases the Security Forces will contact the 437th Support Group Commander for authorization. Once authorization is granted, the suspension will immediately go into effect for situations outlined in paragraphs 2.5.1.3. and 2.5.2.1. of AFI 31-204, and the subject will sign the letter acknowledging their notification of suspension. When individuals are considered for suspension after the fact, they will be sent a letter, by certified mail, informing them they are being considered for suspension. The signed PS Form 3811 will be used as verification the letter was received and acknowledged. The individual has 10 days from receipt of the letter to request an administrative hearing. If the individual fails to request a hearing, their suspension will be enacted automatically. The staying period for suspension or revocation action is 10 days, if the individual requests a hearing.

2.7.2.3.7. A hearing will take place within 10 days of the request being received by 437th Security Forces Reports and Analysis section.

2.7.4. (Added) Appeal Procedures for Suspension/Revocation of Base Driving Privileges. Individuals may request reinstatement of driving privileges at any time during the suspension or revocation period. All requests for reinstatement of driving privileges must be submitted in writing, and must include the specific relief sought along with specific reasons and support. The first sergeant or the unit commander of the individual or their sponsor must endorse all requests. Tenant units will have requests endorsed by the appropriate detachment first sergeant or commander. If you are a civilian, send directly to the 437th Security Forces Squadron Reports and Analysis (R&A) section. All requests will be submitted to the R&A section and 437th Support Group Commander, in turn. All suspensions or revocations of base driving privileges will take effect as indicated in the notification letter unless specified otherwise, in writing, by 437th Support Group Commander.

2.9.2. Or apprehended for South Carolina's "Zero Tolerance" policy.

2.10.2. Restricted privileges will be granted only to alleviate an unusual and severe personal or family hardship, or prevent a direct and significant impact on mission accomplishment. This can only be done for CAFB imposed suspensions. If a person's state driving privileges are suspended, restricted driving privi-

leges cannot be granted due to CAFB not having exclusive federal jurisdiction. Personnel requesting restricted privileges must submit a letter explaining the details, through their squadron chain of command and the 437th Security Forces Squadron Reports and Analysis section, to the 437th Support Group Commander. The 437th Support Group Commander makes the final decision. If restricted driving privileges are granted by the 437th Support Group Commander, the person granted such restrictions must have a copy of the authorization while operating a vehicle. Failure to do so will result in termination of restricted privileges.

2.11.2. All persons serving a suspension or revocation of more than 6 months, due to a serious traffic violation or mishap must successfully complete a state-sanctioned Defensive Driving Course prior to reinstatement of their base driving privileges. DUI and “Zero Tolerance” policy offenders are required to take a minimum 6-hour Alcohol and Drug Abuse Prevention and Treatment Education Class through the 437th Medical Group Behavioral Sciences office, prior to having their base driving privileges reinstated. Once all classes are completed, the appropriate first sergeant or commander must forward a letter to the 437th Security Forces Squadron Reports and Analysis section. The offender’s suspension/revocation will automatically be extended until the completion of remedial training/treatment program.

2.12.1. CAFB will honor any suspension from the state as if it occurred on base. Drivers will be notified IAW paragraph 2.7.1. of this supplement.

2.12.1.1.1. Charleston will not assess points, but will suspend for off-base violations reported by police agencies.

2.12.1.1.2. The 437th Security Forces Squadron Reports and Analysis section will notify the South Carolina Department of Public Safety and the licensing authority, for the state from which the driver’s license was issued IAW paragraph 2.12.1.1.2 of AFI 31-204, following final disposition of intoxicated driving offenses or refusal to submit to a BAC/BrAC test. In accordance with South Carolina Law, if the BAC/BrAC is .15 percent or higher, the offender’s state driver’s license will be confiscated and forwarded with the notification.

3.1.1. Active duty personnel or civilian personnel permanently assigned/employed on the installation, such as DD Form 2574, **Armed Forces Exchange Services Identification and Privilege Card**, and AF Form 354, **Civilian Identification Card**, cardholders, US Postal Service, and Bank of America employees, have vehicle registration privileges for CAFB. Naval Weapons Station personnel are not authorized to register their vehicles on CAFB, unless they reside on the installation. Vehicle registration privileges are extended to reserve force personnel not permanently assigned but who maintain close affiliation with the installation, honorary commanders, retired DoD civilian employees, assigned foreign exchange officers, NAF, DECA and AAFES employees. Contractors with a valid contract for 1 year or less will be issued an electronically generated pass (with photo) valid for the duration of the contract, but for no longer than 1 year. Personnel must register their vehicles within 10 duty days of the arrival or vehicle purchase. Vehicles must have state registration and license plates prior to base registration.

3.1.1.1. Vehicles owned by, or in the custody of, dependents, step-parents, or guardians of minor children authorized to use base facilities are granted vehicle registration privileges after appropriate coordination with the base facilities being utilized and 437th Security Forces Squadron Pass and Registration section. The coordination document must be presented when registering the vehicle. Additionally, requests for temporary (up to 1 year) registration are authorized provided a “long-term Visitor Pass” request form has been completed.

3.1.1.3. (Added) Refer to 437 SF OI 31-101 for further details on vehicle registration.

3.1.2. Construction and material handling vehicles, off-road motorcycles, mopeds, off-road vehicles, or other two-, three-, four-wheeled vehicles powered by a motorcycle engine are not required to be registered on base. If the individual intends to operate the vehicle on the installation roadways, it must meet all state and federal guidelines for operation, and owners must register and license the vehicle with a state. Once this has been accomplished, the vehicle may be registered at the 437th Security Forces Pass and Registration section and issued a DD Form 2220.

3.1.3. Unit vehicle registration (via orderly rooms) is not authorized.

3.1.5. AF Form 75, **Visitor/Vehicle Pass**, or a locally devised computer-generated visitor/vehicle pass is used to control and identify personnel and vehicles on the installation on a temporary basis. The pass will be issued to personnel who do not have the authorized personal or vehicle credentials needed for unescorted or unchecked entry to the base, but have been verified as requiring entry by an individual permanently assigned to the installation. The pass is intended for personnel/vehicles visiting the installation when the visit is expected to last no more than 1 day or the visitor expects to exit and re-enter the base during the course of their visit. If the individual will not be re-entering an installation gate during the course of their visit, all required documentation will be verified, but a pass will not be issued. Refer to CAFBI 31-101 for additional guidance.

3.1.5.1.4. Once the visit is finished, the visitor will dispose of the pass.

3.1.6. Other vehicle registration systems of non-military and non-DoD tenant activities on the installation are not authorized. All personnel requiring unescorted access to the installation will be processed using the procedures outlined in paragraph **3.1.1**.

3.1.7. Decentralized POV registration among installation units is not authorized on CAFB.

3.2. Insurance requirements for registration and operation of POVs within the confines of the installation are the minimum requirements set forth in the South Carolina Criminal and Motor Vehicle Laws, Chapter 56-9-20. The installation does not require periodic safety inspection for vehicles operated routinely on the installation; however, all vehicles must meet the minimum safety requirements for operation set by the state of South Carolina.

3.3. Security Forces personnel and volunteers working in the 437th Security Forces Pass and Registration section are assigned duties as registration officials.

3.4.2.6. Dependents of deceased military members will be issued an installation color-coded tag according to the status of the military member prior to their death.

3.4.3. (Added) Vehicle registration will expire on 31 December of the year indicated on the AF Form 2219, Registered Vehicle Expiration.

3.4.4. Registration decals will be permanently affixed to the windshield at the exterior of the lower driver's side corner using the decal's adhesive backing.

3.4.5. CAFB will issue AF Form 787 for short-term and temporary disabilities. Medical card and/or doctor's authorization is required.

3.5.4. Other family members that have installation privileges can transfer the DD Form 2220 to their name if a member's driving privileges are suspended. It must be done within 5 duty days.

3.5.5. If registrants are transferred and their spouse or other dependents remain in the local area, they are permitted to register and renew registration of vehicles.

3.5.7. During CONUS to CONUS PCS transfers, a registrant may keep the registration decal on their vehicle for re-registration at the gaining installation. The registrant must out-process through 437th Security Forces Pass and Registration prior to PCS departure.

3.7. (Added) **Notification of Change.** Personnel who have registered a POV on the installation must notify Pass and Registration within 5 duty days of any changes to their registration data. This includes a change in state license plate number, change in color or major alteration to vehicle body, change in owner's organizational assignment, address, name, or status and a change in ownership of the vehicle.

3.8. (Added) **Prohibited Use of Driver's License or Registration.** It is unlawful for any person to:

3.8.1. (Added) Display or cause to be displayed or have in their possession any canceled, revoked, suspended, fictitious or fraudulently altered registration, base decal or temporary permit.

3.8.2. (Added) Lend their registration, temporary pass or permanent base decal to any other person or knowingly permit the use thereof by any person, or upon any other vehicle than that which it is intended.

3.8.3. (Added) Display, cause, permit to be displayed or have in possession any canceled, revoked, suspended, fictitious or fraudulently altered driver's license/operator's permit.

3.8.4. (Added) Lend or knowingly permit the use of their driver's license or permit by any other person.

4.1.2. The installation BTEWG addresses all traffic circulation issues when they arise.

4.1.2.7. The chief of maintenance engineering is the primary installation traffic engineer. The assistant chief of maintenance engineering is the alternate installation traffic engineer.

Table 4.1. (Added) Posted Speed Limits for Charleston AFB. All speed limits listed in this table will be adhered to unless otherwise posted.

Location	Speed
Within housing area	20 MPH
All parking lots	5 MPH
Road construction areas	15 MPH
Ramp area	15 MPH
Close proximity of aircraft (within 50 ft)	5 MPH
Towing AGE equipment	10 MPH
Towing aircraft	5 MPH
High speed taxiway	35 MPH

4.2.1. Traffic Code. CAFB assimilates Title 56 of the South Carolina Criminal Law and Motor Vehicle Handbook as its traffic code, as well as other instructions outlined in paragraph 4.2.1. in AFI 31-204. In circumstances where these directives are in conflict, the more stringent standard will have precedence.

4.2.2. Procedures for towing, searching, impounding and inventory of vehicles are outlined in CAFBI 31-101 and 31-206.

4.2.3.1. Required Equipment for Motorcycles/Mopeds/Motor-driven Cycles. Motorcycles, mopeds and motor-driven cycles must be equipped with headlights, mufflers, tires designed for highway use, mounted

reflectors, horn, mirrors, taillights and all safety equipment outlined in AFI 91-207. Registration procedures are outlined in paragraph 3.1.2. of this supplement.

4.2.3.2.3. Child Interference. No vehicle may be operated while the driver is holding a child, or allowing a child to interfere in any way with the operation of a vehicle.

4.2.6. Off-road, privately owned, vehicles are only authorized to be operated on the installation streets if they are licensed and registered to drive on state roads.

4.2.7. (Added) Basic Rules. A person operating a vehicle on CAFB shall do so in a careful and prudent manner, and at the rate of speed posted or outlined in **Table 4.1. (Added)** The operator will take into account the conditions at the point of operation, such as amount of traffic, condition of brakes, weight of vehicle, grade and width of roadway, condition of surface, freedom of obstruction to view ahead and present weather conditions. An operator of a motor vehicle on CAFB shall immediately and safely move the vehicle to the right side of the roadway or parking area and come to a complete stop when directed to do so by Security Forces members.

4.2.8. (Added) Vehicle Requirements. Windshield Visibility. All vehicles must have a serviceable windshield. Vehicles shall not be operated with an iced, fogged, or excessively dirty windshield. The entire glass area of the vehicle will be free of any obstructions that might restrict the driver's view.

4.2.9. (Added) Pedestrians Rights and Duties. Pedestrians are subject to the following rules.

4.2.9.1. (Added) When sidewalks are not provided, pedestrians should walk on the shoulder or roadway of on coming traffic. Pedestrians and joggers may not wear headphones, except on the base jogging trail. Pedestrians must obey all traffic control devices and use designated crosswalks.

4.2.9.2. (Added) No person shall stand or park in the roadway for the purpose of soliciting transportation, employment or business from a vehicle. No solicitation is permitted without the prior approval from the installation commander.

4.2.9.3. (Added) Vehicle drivers will yield the right-of-way, slowing down or stopping, if necessary, for a pedestrian crossing the roadway within a crosswalk. No pedestrian will suddenly leave a curb or other place of safety and enter the path of a vehicle which is so close as to constitute an immediate hazard.

4.2.10. (Added) Bicycling Rules. Bicyclists will obey all traffic control devices and rules which apply to vehicle operators. Additionally, bicyclists will:

4.2.10.1. (Added) Comply with all safety requirements outlined in AFI 91-207.

4.2.10.2. (Added) While the bicycle is in motion, ride as near to the right of the roadway as possible and with the flow of traffic.

4.2.10.3. (Added) Not carry more personnel than the bicycle was designed for.

4.2.10.4. (Added) When operating a bicycle at night, the bicycle will be equipped with a headlight and rear red reflector.

4.2.11. (Added) Dim Lights at Gate. When entering base entry gates, vehicle headlights will be switched from low beams to parking lights. Parking lights will be switched back to low beams immediately once the vehicle has passed the gate. This requirement does not apply to vehicles equipped with daytime running lights.

4.2.12. (Added) Quantity of Passengers. No vehicle will be operated with more passengers than there are safety restraints. This includes operating a vehicle with a person riding on an exterior portion of the vehi-

cle or inside the bed of a truck, unless the person(s) is/are seated on the bed or platform of the vehicle or upon a seat built below the level of the sideboards with all body extremities inside the bed. Personnel are permitted to ride in the bed of a truck when all available seats are in use by other persons. While riding in the bed they shall not lean against the tailgate.

4.2.13. (Added) Limitations on Backing. The driver of a vehicle shall not back the vehicle unless such movement can be made with reasonable safety and without interfering with other traffic. The driver of a backing vehicle will yield the right-of-way to oncoming vehicles. Vehicles without a clear view to the rear should use a spotter while backing. Spotters must dismount from the interior to a position that can be easily observed by the vehicle operator. The spotter shares the responsibility in an accident/situation where their actions are clearly contributory to the accident. Government motor vehicle operators will sound the horn before backing.

4.2.14. (Added) Towing Vehicles on CAFB. A vehicle towed upon a roadway must be towed by means of a tow bar or other rigid device. In addition to the tow bar or rigid device, safety chains, cable or equivalent device will be utilized to prevent the rigid connecting device or tow bar from dropping to the ground in the event of its failure. Requests for exceptions to this rule may be addressed to the Security Forces Control Center and will only be granted based on emergency or other extenuating circumstances.

4.2.15. (Added) Vehicle Maintenance. Emergency repairs may be made as needed, and other minor maintenance (for example fixing flat tires) may be conducted in authorized parking areas as long as there are no safety hazards and the work is completed within a reasonable time period. Major repairs (such as removing engines, transmissions and so forth) on POVs may not be conducted in any place other than the Base Automotive Craft Center. Unattended vehicles may not be left elevated on jacks or similar equipment except those authorized repair areas indicated above. Oil and other automotive fluids will be properly disposed of and will not be allowed to drain on the roadway or ground. Trash receptacles will not be used to dispose of these fluids.

4.2.16. (Added) Parking Limitations. Parking on a seeded area is unauthorized. A seeded area is defined as an area where grass is growing, or an area where grass could be grown. Exceptions: Emergency response vehicles, government-owned vehicles responding to an emergency or when directed to do so by on-duty Security Forces personnel.

4.2.17. (Added) Non-powered scooters, Skateboards, Roller-skates, and Roller-Blades. Non-powered scooters, skateboards, roller-skates, roller-blades, and other recreational equipment are authorized on sidewalks and jogging trails only. They shall not be operated on installation roadways.

4.2.17.1. (Added) Powered scooters are not authorized for use on Charleston AFB.

4.2.17.2. (Added) All individuals who utilize bicycles, non-powered scooters, skateboards, roller-skates, roller-blades, and other recreational equipment on Charleston AFB shall properly wear an approved helmet. An approved helmet is defined as a helmet meeting the standards set by the Consumer Product Safety Commission (CPSC), American National Standards Institute (ANSI), or Snell Memorial Foundation.

4.3.2.5. Aiding and Abetting the Crime of Driving Under the Influence (DUI). Any person who assists, encourages, advises, instigates, counsels or commands another person to drive a motor vehicle while the operator is intoxicated, shall be guilty of the crime as a perpetrator, and their base driving privileges shall be revoked IAW AFI 31-204 and this supplement. This includes any person in control of a motor vehicle (owner/user) who knowingly allows an impaired or intoxicated person to operate that vehicle.

4.4.2.2. Security Forces receive training from certified SLED training course (i.e., SLED Academy, Charleston County Sheriff's Office).

4.5.1.2. Conduct a detailed investigation when damage to privately owned vehicles and/or property exceeds \$10,000, or damage to government vehicles and/or property exceeds \$10,000.

4.5.1.3. (Added) All incidents described in paragraph 4.5. of AFI 31-204 are considered a major accident and require an AF Form 1315, Accident Report, be accomplished.

4.5.2. Security Forces will not conduct off-installation vehicle accident investigations.

4.6.1. Off-base accidents categorized as major will be reported to the Security Forces Control Center (SFCC). The SFCC will notify the Command Post and appropriate squadron commander/first sergeant.

4.6.3.6. Security Forces will also respond to minor on-base accidents, if manning and time permit. The response will be for documentation of information only and an investigation will not be conducted. However, citations may be issued for any violations if fault can be determined.

4.6.4. A minor accident is any accident with no injuries and/or the damage to private and government property is under \$10,000. Major accidents are categorized in paragraph 4.5.1. of AFI 31-204 and **4.5.1.2.** of this supplement.

4.7.1. All military agencies are authorized to receive accident and incident data. Copies are forwarded to the appropriate agency upon request.

4.8.1.5. (Added) The only authorized storage area for recreational vehicles, campers, boats and trailers will be in the recreational vehicle storage lot across from Building #637, Automotive Craft Center. This lot is managed by the housing office and is for the use of on-base residents only. Additionally, base residents may store these types of vehicles at their quarters provided they have written approval from the housing office.

4.8.2. All requests for reserved parking spaces will be submitted to the BTEWG; the decision of the group is final.

4.8.2.1. (Added) Charleston has reserved parking for Government-Owned Vehicles, Handicapped (Decal), E-9s and Colonels and above.

4.8.2.2. (Added) Storage of Vehicles. Any vehicle parked on base for over 72 hours will be parked IAW **Table 4.2. (Added)** The long-term parking lots are generally reserved for active duty who are deployed, TDY or on leave. The primary long-term parking lot is located at the corner of McCaw Street and Graves Avenue. The secondary long-term parking lot is located at the corner of Scott and Davis Drive. Vehicles parked in the long-term storage lots must be registered IAW AFI 31-204, paragraph 2.1. and paragraph **4.8.2.3.** of this supplement. Vehicles must be maintained in good condition, i.e., no flat tires, no broken windows. Vehicles are authorized storage in long-term lots for no more than 179 days.

4.8.2.3. Registration for Long-Term Parking. Parking is limited to passenger vehicles and motorcycles. No boats, travel trailers, storage trailers, recreational vehicles or campers are allowed. Long-term parkers must fill out a registration form at Building 254, 437th Security Forces Control Center. Registration form includes name, rank, address, SSN, service affiliation, insurance info, why they must leave their vehicle and emergency contact number. This form must be placed on the dashboard of automobiles or in a visible location on a motorcycle. Ticketing and towing will be strictly and routinely enforced.

Table 4.2. (Added) Long-Term Parking.

If you are:	And you need long-term parking for	You may park	Long-term parking not authorized	Notes
Active Duty deployed/ TDY/on leave for more than 72 hours	POV (passenger vehicle or motorcycle only)	> 72 hours: long-term lot		1, 2
		< 72 hours: long-term lot or passenger terminal parking lot		1
315 Reservist/DoD employee deployed for more than 72 hours or reservists who store a vehicle between UTA weekends	POV (passenger vehicle or motorcycle only)	Same as above		2
Retirees using Space-A travel	POV (passenger vehicle or motorcycle only)	Same as above		2
Active Duty living on base	Recreational vehicle, camper, boat, motorcycle or trailer (travel or storage)	Housing Storage area		3
Active Duty living off base/Retiree/DoD employee/315 Reservist/ Contractor	Recreational vehicle, camper, boat, motorcycle or trailer (travel or storage)		X	

NOTES:

1. Dorm Residents may leave vehicles in a marked parking spot in the dorm parking lot.
2. See registration procedures, paragraph [4.8.2.3](#).
3. See paragraph [4.8.1.5. \(Added\)](#)

4.8.3. Handicapped individuals, 0-6s and above and E-9s have distinctive stickers for reserved parking on CAFB. The sticker must be affixed next to the installation decal.

4.8.4. Parking Warden Program (PWP)

4.8.4.1. (Added) Enhances regulation of parking enforcement on CAFB.

4.8.4.2. (Added) The 437th Security Forces Squadron NCOIC, Police Services, is the PWP monitor and will train, equip and monitor all parking wardens on CAFB.

4.8.4.3. (Added) The 437th Security Forces Squadron NCOIC, Police Services, will maintain a current list of authorized parking wardens.

4.8.5. (Added) Parking Warden Responsibilities.

4.8.5.1. (Added) Parking wardens are limited to writing citations for parking violations on vehicles located in their unit's parking lots or driveways (areas under the unit commander's control).

4.8.5.2. (Added) Parking wardens will be an NCO or civilian equivalent, with the exception of dorm managers. This WILL NOT apply to temporary dorm managers or work detail personnel.

4.8.5.3. (Added) Parking wardens will submit all citations to the 437th Security Forces NCOIC, Police Services, on the day of issue, or within 24 hours.

4.8.5.4. (Added) Parking wardens carry the vested authority of their unit commander and the 437th Security Forces to issue legal binding citations.

4.9.2. The US Magistrate is not used on CAFB.

4.9.3. The DD Form 1408 will be used to cite all violators on CAFB. The AF Form 1168, **Statement of Suspect/Witness/Complainant**, may be used to supplement the DD Form 1408 when circumstances are such that lengthy explanation is required. All on-duty Security Forces members, Security Forces augmentees, and parking wardens are authorized to issue DD Forms 1408. All individuals must complete familiarization training before issuing any citation. The training must include proper annotation of the form, local laws and what violations warrant citations.

4.9.3.1. (Added) If an individual is operating a motor vehicle owned by another person at the time of a violation, points will be assessed against the violator and not the vehicle owner. When the vehicle owner knowingly or willingly permits an unqualified or unlicensed driver to operate their vehicle, points will be assessed against both the violator and the vehicle owner.

4.9.3.2. (Added) Commanders may delegate the responsibility for determining guilt and signing traffic tickets and traffic reports to their section commander or first sergeant.

4.9.4. Procedures for administrative cases are outlined in paragraphs **4.9.4.1. (Added)** and **4.9.4.2. (Added)** of this supplement.

4.9.4.1. (Added) **DD Form 1408 Voiding Procedures.** Once a traffic violation notice has been issued, normally only the issuing official may void it. The 437th Security Forces Commander, or his designee, may void for obvious administrative or legal errors when an inappropriate citation (violation) has been annotated. The issuing/voiding official will state, in writing, on the reverse of the white copy of the form the exact reason for voiding; name, rank, date and signature. The voided form will then be forwarded to the 437th Security Forces Reports and Analysis section.

4.9.4.2. (Added) **DD Form 1408 Rebuttal Procedures.** A written request may be submitted within 10 days of receiving the citation, through you or your sponsor's chain of command, to the 437th Security Forces Reports and Analysis (R&A) section. (If you fall under no chain of command, send the rebuttal directly to the R&A section) The R&A section will forward the rebuttal to the 437th Security Forces Operations Manager (SFOM). If the SFOM denies the rebuttal, it will be forwarded to the Chief, Security Forces for final decision. You will be notified, in writing, of the final decision.

4.9.5. DD Form 1805 is not issued on CAFB.

4.10.2.2. Personnel are certified by the state of South Carolina and must complete a state formal training course to operate the "Data Master". Re-certification is required at least every 2 years by the state.

4.11.2. The percentage standard in the state matches the standards outlined in paragraph 4.11. of AFI 31-204, except under the zero tolerance policy of South Carolina. If the individual is under 21 years of age

and the percentage of alcohol in their blood is .02 percent or higher, they will have their driving privileges immediately suspended for 6 months.

4.12.1.3. The "Data Master" is approved by the state to be used by certified personnel on CAFB.

4.14.3. (Added) The prescribed (primary) method for determining BAC will be the chemical breath test. Certified Security Forces operators using the Breathalyzer BAC "Data Master" will administer the breath test. Alternate means of determining BAC will be the Blood Alcohol Test (BAT) or Urinalysis (UA), in that order. A qualified medical technician will administer the BAT or UA. For further guidance refer to AFI 31-204, paragraph 4.15.

4.17. Local police have a list of personnel who are allowed to receive copies of reports. Information is released upon fax request or walk-in request. Security Forces will forward any information to local police agencies upon fax request or walk-in request, after verifying authenticity.

4.18. Jurisdiction. CAFB has proprietary jurisdiction. Local police departments will not respond to traffic incidents, except at the request of the installation commander or the 437th Security Forces Commander.

Table 5.1. Suspension/Revocation Period.

1-month Suspension	11 MPH over posted speed limit in base housing
1-month Suspension	2 Expired state registration violations in a 12-month period
1-month Suspension	3 Parking violations in 12-month period
1-month Suspension	3 Defective vehicle violations in 12-month period
1-month Suspension	Operating vehicle with expired driver's license
1-month Suspension	2d offense for failure to wear an approved safety device (Seat Belt)
2-month Suspension	An accumulation of 9 points in a 12-month period
3-month Suspension	3 Expired state registrations in 18-month period
3-month Suspension	4 Defective vehicle violations in 12-month period
3-month Suspension	4 Parking violations in an 18-month period
3-month Suspension	Open container violations
3-month Suspension	Voluntarily allowing BAC, BAT or UA testing while in violation of South Carolina's "Zero Tolerance" policy (BAC of 0.02g/ml – 0.05g/ml)
6-month Suspension	Voluntarily allowing BAC, BAT or UA testing when driving while impaired under South Carolina's "Zero Tolerance" policy (BAC of 0.05g/ml – 0.099g/ml)
6-month Suspension	Refusing BAC, BAT or UA testing while in violation of South Carolina's "Zero Tolerance" policy
6-month Suspension	4 Expired state registration violations within a 24-month period
6-month Suspension	5 Parking violations within a 24-month period
6-month Suspension	4 Expired state registration violations within a 24-month period
6-month Suspension	12 Points in a 12-month period
6-month Suspension	18 Points in a 24-month period
6-month Suspension	Permitting an unlicensed driver to operate a vehicle
6-month Suspension	Driving While Impaired (BAC of 0.05g/ml -0.099g/ml)(6 points)
6-month Suspension	Reckless driving (6 points)
1-year Suspension	Failure to comply with minimum insurance requirements
1-year Suspension	Wrongful use, possession or transfer of base vehicle registration decal
1-year Suspension	Operating a vehicle without a valid drivers license
1-year Suspension	Apprehension/detention/arrest for DUI
1-year Suspension	Implied Consent violations
2-year Suspension	Apprehension/detention/arrest for driving while installation or state privileges are suspended
2-year Suspension	Second apprehension/detention/arrest for DUI in a 5-year period

NOTE: 3: Reckless driving is defined as operating a vehicle with a willful disregard for personal or public safety.

5.5. Procedures to notify the Chief, Security Forces are outlined in paragraph **2.5.2.2.** of this supplement.

6.1. For specific questions about impoundment, refer to CAFBI 31-206.

6.2. **Impounded Vehicles.** No person shall abandon a vehicle on CAFB. Vehicles identified as abandoned will be processed by 437th Security Forces Investigation section. A vehicle is normally considered abandoned if it is known that the legal owner has departed the base by the way of PCS orders, separation or retirement; vehicle has expired or missing base/state registration; all attempts to identify the owner have met with negative results; if the owner doesn't respond; or if the vehicle otherwise appears to be abandoned. For further guidelines refer to CAFBI 31-206.

6.2.3.1.5. (Added) Vehicles will be impounded for being parked in a restricted or controlled area if their presence is a security hazard or has an adverse impact on mission requirements.

6.2.3.1.6. (Added) Vehicles illegally parked for more than 3 days will be towed.

6.2.3.3. Any vehicle towed due to being illegally parked will be towed at the owner's expense.

6.3.2. (Added) The vehicle impound lot is located behind the Veterinarian Clinic.

6.4.2.2. Civilian law enforcement agencies are authorized to enter the installation and impound vehicles, with prior coordination with 437th Security Forces Squadron, and the Staff Judge Advocate.

6.6.2.1. All vehicles are disposed of by a contractor service IAW 10 USC 2575.

References (Added)

Title 56-1-286, *South Carolina Criminal and Motor Vehicle Laws*

Abbreviations and Acronyms (Added)

SLED—South Carolina Law Enforcement Division

SFCC—Security Forces Control Center

SFOM—Security Forces Operations Manager

Terms (Added)

Data Master —Instrument used to test blood alcohol levels in individuals.

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