



**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 directive applies to all individuals residing, working, or visiting MacDill Air Force Base (AFB).

**SUMMARY OF REVISIONS**

This revision implements AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, dated 14 July 2000, changes all references to 6th Air Refueling Wing (6 ARW) to 6th Air Mobility Wing (6 AMW). Changes DD Form 1569 to AF Form 3545, **Incident Report**. Adds **Table 5.1**. Assessment 4(9) punitive actions for speeding in housing areas and school zones. Deletes paragraph 3.3.

1.3.1. (Added) The 6th Support Group Deputy Commander (6 SPTG/CD) is designated the Traffic Violations Review Authority (TVRA) and will act under AFI 31-204, paragraph 1.2.4. The 6th Security Forces Squadron Commander (6 SFS/CC), 6 SFS Operations (6 SFS/SFO), 6 SFS Reports and Analysis (6 SFS/SFAR), and the Judge Advocate (6 AMW/JA) will act as advisors to the TVRA. The TVRA will consult with his or her advisors as needed to review traffic violation appeals.

1.3.2. (Added) The 6 SPTG/CD is designated the chairperson for the traffic coordination group and authority for traffic supervision programs. The 6 SFS/SFO, 6th Civil Engineer Squadron, Engineering Flight (6 CES/CEC), 6 AMW/JA, and Ground Safety (6 AMW/SEG) will act as advisors for the traffic supervision programs. The SPTG/CD will meet at least annually with his or her advisors to review the traffic supervision programs.

2.5. The TVRA has the authority to suspend/revoke the privilege of operating a motor vehicle on MacDill AFB.

2.5.1.3. An individual whose driving privileges have been revoked or suspended by the TVRA or by state authorities will have his or her privilege to operate a government owned motor vehicle (GOV) revoked or suspended in the same manner and for the same duration as imposed by the TVRA or state authorities.

On-duty Security Forces personnel will issue immediate notices of suspension of base driving privileges to personnel apprehended or detained for intoxicated driving.

2.7.2.4. (Added) All appeals of suspension or revocation actions will be submitted to 6 SFS/SFAR for review, and forwarded through 6 SFS/CC to the TVRA for consideration/action.

2.10.1.1. (Added) The TVRA has the authority to grant or deny a request for restricted or limited driving privileges or probation. To request restricted or limited driving privileges or probation, the suspended driver must submit a written request, endorsed by his or her commander, through 6 SFS/SFAR to the TVRA.

2.10.1.2. (Added) If restricted or limited driving privileges or probation are granted and the individual is subsequently involved in a chargeable accident or moving violation, restricted or limited driving privileges will be withdrawn. This is done in addition to any further suspension or revocation action taken for the offense that occurred.

3.1.1. The 6 SFS/CC will administer the motor vehicle registration program.

3.1.5. Organizations that sponsor a contractor will provide a letter to the Visitor Reception Facility (6 SFS/SFOLV) stating reason for pass, length of contract, and name of contract personnel to be issued an AF Form 75, Visitor/Vehicle Pass. The duration of AF Forms 75 will not exceed one year.

3.4.2. Surviving dependents authorized base decals will be issued decals commensurate with sponsor's rank.

3.4.6. (Added) No person will maintain a DD Form 2220, DOD Registered Vehicle Decal, or base tag that is invalid, faded, illegible, damaged, or not authorized to be in the possession of the vehicle owner. Improper use of decals and tags shall be cause for Security Forces personnel to have the vehicle operator remove such items.

3.4.7. (Added) When an individual's installation driving privileges have been revoked, the individual shall remove the vehicle decal (DD Form 2220) from his or her vehicle and return the decal to the Visitor Reception Facility (VRF), Building 1098, within 24 hours of written notification of the suspension or revocation. If other family members have installation driving privileges and require the use of the vehicle, a restricted AF Form 75 will be issued.

4.8.2. The TVRA is the approval authority for reserved parking requests ([Attachment 3](#)).

4.9.3.1. (Added) Active duty military, reserve, guard and individual mobilization augmentee personnel on active duty orders who commit traffic offenses on base will be issued a DD Form 1408, **Armed Forces Traffic Ticket**. Civilian employees operating a GOV will also be cited with a DD Form 1408. Civilian employees not operating a GOV, active duty and retired military dependents (18 years of age or older), and visitors (18 years of age or older) to MacDill AFB will be issued DD Form 1805, **United States District Court Violation Notice**. Juveniles under 18 years of age will be issued a DD Form 1408.

4.9.5.5.2. Upon receipt of a DD Form 1408, the commander/first sergeant of the individual involved will indicate in the proper block the action taken and return the citation to 6 SFS/SFAR in a sealed envelope. If action taken by the commander/first sergeant cannot be completed by the suspension date, the commander/first sergeant will contact 6 SFS/SFAR and request an extension.

4.18.1. Traffic rules applicable to the operation and control of motor vehicles on MacDill AFB are outlined in the Florida State Motor Vehicle Code and the Installation Traffic Code ([Attachment 3](#)). All vehicle operators shall comply with these rules.

5.1. The Reports and Analysis System will be used.

**Table 5.1. Suspension/Revocation of Driving Privileges (Added).**

<p><b>Assessment 3</b></p> <p>(8) (Added). VIOLATION: Operating a vehicle with knowledge of the presence of marijuana or other illegal drugs in vehicle.</p> <p>(9) (Added). VIOLATION: Using a motor vehicle to transport stolen government or private property.</p> <p>(10) (Added). VIOLATION: Accumulation of 12 points within 12 months.</p> <p>(11) (Added). VIOLATION: Accumulation of 18 points within 24 months.</p>
<p><b>Assessment 4</b></p> <p>(7) (Added). Suspension for a period of 30 days. VIOLATION: Accumulation of more than 9 points but less than 12 points within 12 months.</p> <p>(8) (Added). Nonmoving violations acquired within a 12 month period will result in the suspension of on-base driving privileges in accordance with the following criteria:</p> <p>First Offense: Action determined by squadron commander/first sergeant.</p> <p>Second Offense: Action determined by squadron commander/first sergeant.</p> <p>Third Offense: 60 day suspension by TVRA.</p> <p>Fourth Offense: 180 day suspension by TVRA.</p> <p>Fifth Offense: 1 year suspension by TVRA.</p> <p>Table 5-1, Assessment 4 (9) (Added). VIOLATION: Speeding in base housing or school zones:</p> <p>First Offense: Revocation of on-base driving privileges for a period of 30 days.</p> <p>Second and subsequent offense: Revocation of on base driving privileges to be determined by the TVRA, but as a minimum will be for a period of 6 months.</p>

5.3. The 6 SFS/CC has delegated the Chief, Administration and Reports Flight (6 SFS/SFA), the authority to assess traffic points on DD Forms 1408 and 1805 issued to civilians and military dependents. The number of points assessed will be recorded on the individual's driving record. Suspensions or revocations will also be indicated.

5.3.1. (Added) An individual may rebut a DD Form 1408 by submitting a letter (**Attachment 4**) to his or her commander. If concurred, the letter is endorsed by the commander and forwarded to 6 SFS/CC through 6 SFS/ SFAR. If 6 SFS/CC concurs/nonconcur, the letter will be forwarded to the TVRA with recommendations for final determination.

5.3.2. (Added) An individual who disagrees with the findings made by his or her commander on a DD Form 1408 may appeal, in writing, through his or her commander setting forth the grounds for the appeal and attaching statements or other evidence in support of the appeal to 6 SFS/CC through 6 SFS/SFAR. If

6 SFS/CC concurs/nonconcur, the letter will be forwarded to the TVRA with recommendations for final determination.

5.3.3. (Added) Individuals found not guilty in Magistrate Court may rebut a DD Form 1805 by submitting a written appeal (**Attachment 5**) to 6 SFS/CC through 6 SFS/SFAR. If 6 SFS/CC concurs/nonconcur, the letter will be forwarded to the TVRA with recommendations for final determination.

5.4.1. Individuals who receive a DD Form 1805 on MacDill AFB will have traffic points assessed against their base driving record and have the option of paying the fine or attending Magistrate Court.

5.4.4.1.1. (Added) 6 SFS/CC will notify the appropriate unit commander and 6 AMW/SE when an individual has accumulated more than 6 points within 6 months.

5.4.4.1.2. (Added) 6 SFS/CC will notify all civilians accumulating 9 points within a 12 month period by a warning letter indicating an automatic suspension for any subsequent moving violation during the 12 month period.

5.4.4.4. Unit commanders have the option to send military or Department of Defense (DOD) civilians to Course V, Drivers Improvement, if warranted. When an individual completes Course V, the 6 AMW/SE will notify 6 SFS/SFAR of Course V completion.

6.3.2. The Security Forces Impound Lot is designated the impoundment lot on MacDill AFB.

6.3.4. (Added) The towing of one privately owned vehicle (POV) by another is permitted only with a tow bar. Sufficient warning devices must be displayed indicating a vehicle is being towed.

## Attachment 3

## INSTALLATION TRAFFIC CODE

## INSTALLATION TRAFFIC CODE

The following rules and regulations shall govern the operation of motor vehicles, bicycles, and traffic control within the jurisdictional limits of MacDill AFB. In cases not specifically covered by this supplement, that portion of the Florida State Motor Vehicle Code which covers the traffic violation shall apply by assimilation as provided by Title 18, United States Code, Section 13. AFI 31-204, as supplemented, and the Florida State Motor Vehicle Code are directive in nature and prescribe a uniform traffic code. It is applicable to all military personnel and civilians who are assigned/attached to, employed/residing on, visiting and/or entering MacDill AFB. Violators will be dealt with in accordance with AFI 31-204, as supplemented, AFI 91-207, The US Air Force Traffic Safety Program, MACDI 10-103, Vehicle Operations on the Flightline, Federal Statutes, and/or the Uniform Code of Military Justice.

## CONTENTS OF THIS ATTACHMENT

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## ARTICLE I - Accident Reporting and Investigations

1. The driver of a vehicle involved in any accident shall, if physically and mentally capable, immediately report such accident to the Security Forces Control Center (SFCC). When the driver of such a vehicle is physically and/or mentally incapable of giving an immediate report as required and there is another occupant in the vehicle capable of reporting the accident, then he or she shall be responsible for notifying the Security Forces.

1.1. Anyone initially arriving at an accident scene before any Emergency Response Units shall be responsible for stopping and rendering aid to any injured person and notifying the Security Forces.

1.2. The SFCC will dispatch appropriate Security Forces units to accomplish accident investigative and management measures. Minor accidents not involving Security forces response need to be reported to the Security Forces Control Center. A blotter entry will be accomplished to 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), and a brief summary of any damage and circumstances behind or causing the accident.

2. The driver of a vehicle involved in an accident resulting in injury or death to any person or damage to any vehicle shall immediately stop the vehicle at the scene of the accident and notify the SFCC. The driver will remain at the scene of the accident until all requirements of the accident investigation have been satisfied and Security Forces have released all individuals involved.

2.1. Major vehicle accidents will be defined as:

2.1.1. Disabling damage to a POV/GOV requiring towing.

2.1.2. Accidents that are difficult to explain (i.e., no correlation between damage and accident, chain-of-events, arson suspected, fraudulent claim anticipated, etc.).

2.1.3. Major vehicle accidents will be fully investigated by Security Forces personnel and reported on AF Form 1315, Accident Report.

#### **ARTICLE II - Troop Movements**

1. Troop movements/formations will use the extreme right side of the roadway and move with the flow of traffic.
2. At intersections, road guards will be posted at least 25 yards prior to the formation reaching the intersection.
3. During the hours of darkness or reduced visibility, a reflective vest, belt, or traffic wand will be used by all personnel positioned on the perimeter ranks (flanks, front and rear), and by all those performing duties as road guards.
4. Vehicles approaching a troop movement will reduce speed to 10 miles per hour (mph) and pass only on the command of the troop commander.

#### **ARTICLE III - Abandoned/Impounded Vehicles**

Any vehicle on MacDill AFB will be deemed to be abandoned if it 1) is not in an operational condition; 2) fails to meet all base/state registration and insurance requirements; 3) has been parked in the same location for longer than seven calendar days without approval of the Security Forces Investigation Section. A vehicle that meets the above mentioned criteria will be cited by Security Forces personnel utilizing a DD Form 1408, Armed Forces Traffic Ticket, and a DD Form 2504, Abandoned Vehicle Notice. If the vehicle has not been removed within 72 hours, a DD Form 2506, Vehicle Impoundment Report, is accomplished and an off-base towing company is notified to remove the vehicle. Upon arrival of the towing company, a blotter entry is accomplished and the vehicle is removed from the installation. The towing company is responsible for following Florida State Statutes 715.05 and 715.109 to locate the owner and/or dispose of the vehicle. In the event a vehicle is determined by the 6 SPTG/CC to be a hazard or force protection concern, it may be immediately removed from the installation using an off-base towing company. The registered owner of the vehicle is responsible to the civilian towing company for any and all charges associated with the expense of towing the vehicle.

#### **ARTICLE IV - Driving Under the Influence/Driving While Impaired**

1. It is unlawful for any person in a vehicle, motorized or other, operated on MacDill AFB to have an open container of an alcoholic beverage in his or her possession.
2. If an active duty military member detained for suspected driving under the influence (DUI) refuses a chemical test of breath, blood, urine, or any combination thereof, after an AF Form 1176, Authority to Search and Seize, has been authorized, the individual will be advised they are being charged under Article 92, Uniform Code of Military Justice (UCMJ) for failure to obey a lawful order. Investigating Security Forces personnel will accomplish the appropriate documentation to substantiate the DUI, i.e., DD Form 1920, Alcoholic Influence Report, AF Form 1168, Statement of Suspect/Witness/Complaint, and an AF Form 3545, Incident Report. Civilians are not subject to our search and seizure laws governed by the UCMJ, therefore, if they should refuse a chemical test of their breath, a DD Form 1920 and AF Form 3545 will be accomplished and the individual issued a DD Form 1805, United States District Court Violation Notice.
3. Active duty personnel and civilians apprehended for DUI will be processed using AF Form 3545. Commanders will take appropriate action utilizing AF Form 3545, DD Form 1920, and AF Form 1168.

#### **ARTICLE V - Driving on Streets and Roadways**

1. Drivers entering MacDill AFB during the hours of darkness are required to use their parking lights or daylight running lights when approaching MacDill AFB entrance gates. Motorcycles, motor scooters, and motorized bicycles that do not have parking lights will use their low beam headlights when approaching entrance gates.

2. No person will be transported in or on a vehicle while in a standing position, except in buses where suitable handholds are provided. When riding in the cargo compartment of a pickup truck, personnel will be seated on the floor, fasten their seatbelt (if installed), and remain seated until the vehicle is properly parked or stopped. The number of personnel riding in a passenger car, station wagon, carry-all, or cab of a truck shall not exceed the number prescribed for the said vehicle or the number of seatbelts installed. Seatbelts will be used at all times when a GOV or POV is in motion.

**NOTE:** Owners of those vehicles manufactured prior to 1966 without seatbelts are strongly encouraged to have seatbelts installed for their own safety.

3. Riding on the outside of vehicles is permitted only when specific authorization is noted in USAF Instructions or Technical Orders (Fire Dept., etc.).

4. All vehicles carrying a load that exceeds the end of the vehicle by 3 feet must have a red flag attached to the end of the load.

5. Driving on an unpaved area is permissible only under conditions where leaving the paved surface is necessary to avoid obstructions on the road or when directed by Security Forces personnel.

6. No vehicle will be operated with only its parking lights illuminated during the hours of darkness.

7. Emergency vehicles will not be operated in any manner that endangers personnel or property. Emergency vehicles have the right of way when using emergency equipment (lights/sirens). For the purpose of this supplement, the term "Emergency Vehicle" applies only when these vehicles are responding to an emergency or exercise with appropriate emergency devices in use.

8. Off-road vehicles (dirt bikes, all terrain vehicles (ATV), etc.) will not be operated on MacDill AFB except as outlined in Article VII, para 8, and Article XI, para 6.

9. Traffic Complaints: Personnel witnessing an individual violate a traffic law may file a traffic complaint with the SFCC. The traffic complaint will be forwarded to 6 SFS/SFAR and, if known, to the individual's commander. Three traffic complaints on the same individual from different complainants are grounds for a suspension of driving privileges. The TVRA will determine period of suspension.

#### **ARTICLE VI - Parking**

1. Parking is authorized only in areas clearly laid out or marked off on paved areas by paint, barriers, cones, signs, and/or at the direction of Security Forces personnel. Parking on unpaved areas is not authorized except during designated special events.

2. All curb parking will be parallel to the direction of traffic flow and only when there is a painted parking space on the pavement, with the exception of base housing where parking is in accordance with base housing regulations.

3. Parking is prohibited:

3.1. Within 15 feet of a fire hydrant, except emergency vehicles performing official duties.

3.2. In a reserved space of another.

3.3. In a handicapped space without handicapped permit issued to said person or without authorized person present.

3.4. In areas painted with diagonal lines.

3.5. In front of a garage or cubicle unless it is assigned to the vehicle operator.

4. Two-wheeled motor vehicles may park in "No Parking Areas" at the end of parking lanes so as not to impede the flow of traffic. Four-wheeled vehicles will not park in these spaces.

5. Recreational vehicles (RV) (defined as boats, jet skis, trailers regardless of size, unlicensed or license expired, 2/3/4 wheeled off-road vehicles (except properly base registered off-road only vehicles), campers, unmounted campers/camper shells (for pickup trucks), motor-homes of all sizes, trucks other than pickups, and any vehicle that is inoperable or "awaiting restoration") will not be parked on streets in base housing, dormitory and lodging parking lots except as follows:

5.1. When properly registered on base and used as a primary vehicle by the owner. Motor homes, campers, boats, and trucks, other than pick-ups, may be parked in the housing area for immediate packing and unpacking after a leave period.

5.2. Personnel will park their oversized vehicles or trailers that are not attached to their vehicles in the temporary parking lot located on the south side of Marina Bay Drive between the Combat Arms Training Range and the Coon's Creek Pavilion Area.

5.2.1. The RV lot is for recreational vehicles only. Boxed or loose items must be kept inside the vehicle and not on the ground.

5.2.2. Assignment of spaces to the RV and dry boat marina lots is controlled by Coon's Creek Recreation Office. Each individual will be issued a key card to gain access to the storage lots. The SFCC will be issued a key card for emergency use only.

5.2.3. Military personnel living in family housing and the mobile home park must remove their vehicles from the RV lot prior to final housing inspection. Military personnel residing in the dormitory must contact Coon's Creek Recreation Office and arrange removal of their vehicle prior to out-processing.

6. All reserved parking spaces are approved by the 6 SPTG/CD after coordination with his or her advisors for the traffic supervision program. Designated reserved numbers will be controlled and maintained by 6 CES/CEC. EXCEPTIONS: United States Special Operations Command (USSOCOM) and United States Central Command (USCENTCOM) establish procedures for requesting, approving, marking, and controlling reserved parking areas around their facilities. Reserved parking spaces will be authorized at the respective duty locations for the following: Unit commanders; first sergeants; Wing Command Chief; Group Executive Support Noncommissioned Officer (NCO); officers and civilian personnel of equal rank who hold a two-letter office symbol; the senior E-9 of an organization; official government vehicles; units wishing to provide recognition to outstanding performers may designate spaces for "NCO and Airman of the Quarter," or other award winners (these designated parking spaces may be obtained by re-designating a previously designated space through coordination with the 6 SFS/SFO; handicapped personnel who are qualified for and have affixed to their vehicle the handicapped decal; and carpools. The following procedures apply for control and marking:

6.1. Personnel requesting reserved parking spaces will submit an AF Form 1768, Staff Summary Sheet, to 6 SPTG/CD through his or her traffic program advisors. Requests must show justification and a diagram attached of the location on standard size bond paper to include the name, rank, duty title, and office symbol of the requester. Requests must have prior coordination through the affected building custodian. The requester will also attach a prepared AF Form 332, Base Civil Engineer Work Request, requesting a bumper block marked with the word "RESERVED". Upon request approval, the 6 CES/CEC will assign a number to be placed in the appropriate assigned parking slot. 6 CES/CEC will maintain and update the listing of all assigned reserved parking spaces and forward a copy to 6 SFS/SFO when updates are made.

6.2. Units, sections, and agencies may reserve "Off-Street" parking spaces for loading as necessary to their operation; however, these zones will not impede the flow of traffic. Loading zones shall be clearly marked with

yellow diagonal lines on pavement or by signs stating, "No Parking/Loading Zone." Organizations will coordinate with 6 SFS/SFO and 6 CES/CEC prior to marking the area.

6.3. Units, sections, or agencies will not (except as authorized herein) reserve or otherwise prohibit parking in any authorized or designated parking space.

6.4. Reserved parking spaces are not transferable. When an organization moves to a new location, requests for reserved parking spaces must be resubmitted as prescribed above, and existing signs and/or markings removed.

6.5. During visits by higher headquarters, temporary signs may be posted with the following terminology: "Reserved for Inspector," or "Inspector General," or other similar terminology.

#### **ARTICLE VII - Operation of Motorcycles**

1. Headlights will be turned on when the motorcycle is in motion.

2. A rear view mirror will be attached to at least one side of the motorcycle.

3. Operators and passengers must wear a protective helmet. (Helmets must be properly worn and fastened and meet standards of the Snell Memorial Foundation, the American National Standards Institute, or the Department of Transportation.) Operator and any passenger must wear impact resistant goggles or a full-face shield on their helmet. Tinted eye protection will not be worn during the hours of darkness. Soft pliable footwear such as sandals, shower clogs, etc., is not authorized.

4. Persons riding on a motorcycle will ride on permanently affixed regular seats. No more than one passenger will be carried on any motorcycle or scooter with passenger accommodations. Passengers are not allowed on mopeds.

5. All motorcycles will be equipped with a functional front brake and fender.

6. Foot pegs or floor boards will be used by the operator and passenger.

7. Motorcycles will not be operated more than two abreast in a single lane of traffic.

**EXCEPTION:** Contractors operating motorcycles on Air Force installations must be licensed and must comply with all installation safety requirements, except training.

#### **ARTICLE VIII - Speed Limits**

1. The speed limit on MacDill AFB is 25 mph unless otherwise posted.

2. The maximum speed limit in parking lots is 5 mph.

3. The maximum speed limit while backing is 5 mph.

4. The maximum speed limit in the Base Housing areas is 15 mph.

5. The maximum speed limit in the Hangar Loop Industrial Complex area is 25 mph.

6. Speed limits for special purpose vehicles operating on the aircraft parking ramp and hangar area are specified in MACDI 10-103, Vehicle Operations on the Airfield. The speed restrictions are enforceable under provisions of that instruction.

7. The authority for emergency vehicles to exceed the posted speed limit during actual emergency situations rests with owning units. At no time will speeds exceed 10 mph over posted speed limits. **NOTE:** No vehicle will exceed the speed limit during exercise situations.

**ARTICLE IX - Bicycles, Roller Blades, Scooters, and Other Manually Operated Vehicles**

1. Operators of these devices must wear an approved helmet. A helmet is considered approved if it is from an organization such as American National Standards Institute (ANSI) or Snell Memorial Foundation.
2. Operators will not wear headphones, earplugs, or any other device, which impairs hearing.
3. Operators are prohibited from holding on to any vehicle in motion. Allowing animals to pull users of these devices on the street or sidewalk presents a safety hazard and is prohibited.
4. These devices will not be parked on sidewalks so as to obstruct doorways or impede pedestrian traffic.
5. During hours of darkness, bicycles will be equipped with and use working headlights and taillights/approved reflectors.
6. Organizational bicycles (government owned) are permitted on the aircraft parking aprons. Privately owned bicycles are prohibited from the flight line area. NOTE: All bicycles are prohibited from taxiways and runways.
7. Roller blading, skate boarding, and other similar devices are permitted only on the jogging path and sidewalk in base housing. Also, in addition to an approved helmet, operators of the types of devices must wear protective knee and elbow pads.

**ARTICLE X - Pedestrians**

1. Pedestrians will use the jogging path or grass area directly parallel to it when jogging. Joggers will not run on the flight line without clearance through the 6th Operational Support Squadron, Airfield Operations.
2. Pedestrians will use crosswalks, if available, when crossing streets. Pedestrians have the right-of-way when in marked crosswalks.
3. Pedestrians will not walk or jog on any vehicle roadway while wearing headphones. Headphones may be worn on the jogging path, but will be removed when crossing any roadway or street.

**ARTICLE XI - Miscellaneous**

1. The owner of a motor vehicle will be the subject in all vehicle complaints where the operator of said vehicle cannot be determined.
2. Erection, removal, destruction, or tampering with any traffic sign, signal, or device is prohibited without the prior approval of 6 SFS/CC and the installation traffic engineer. Unresolved differences will be brought before the TVRA.
3. No person shall throw or leave litter, garbage, debris of an accident, or refuse on or about a roadway, parking lot, or any other area, except in designated receptacles. Those observed littering shall be cited, and military members may be subject to punitive action under the UCMJ. Civilians could be barred from base and/or issued DD Form 1805.
4. The owner of a defective vehicle will be issued a DD Form 1408 or 1805 with instructions to repair the vehicle and report to the SFCC in Building 528 within 72 hours. If the defect has been corrected, it will be annotated on the traffic ticket and forwarded to 6 SFS/SFAR for information. If the defect is not corrected, the ticket will be processed.
5. No person will drive any vehicle in any race, speed competition or contest, drag or acceleration contest, test of physical endurance, exhibition of speed or acceleration, or participate in any such race, competition, contest, test, or exhibition unless the event is authorized by 6 SPTG/CC.

6. The following guidelines apply to the use of ATVs on MacDill AFB:

6.1. Operators will attend an approved ATV training course prior to operating the ATV on the installation.

6.2. ATVs used on the hard surface will:

6.2.1. Be restricted to a maximum speed of 25 mph.

6.2.2. Have commercial hard-surface tires installed.

6.2.3. Have a slow-moving vehicle sign displayed on the rear of the vehicle.

6.2.4. Not be operated within 50 feet of any flammable/combustible operation or storage facility.

6.2.5. Only tow accessories as specified by the vehicle manufacturer.

6.3. Operators will wear a helmet that meets or exceeds Department of Transportation specifications and proper eye protection (i.e., full face shield, goggles, or impact resistant eyeglasses).

7. The installation traffic engineer or traffic coordinating group may direct the use of official traffic control devices (i.e., electronic or traffic control points) to be placed that would change the normal flow of traffic temporarily or for special events. When such devices are in place, no motor vehicle operator will operate a vehicle other than directed by such devices.

#### **ARTICLE XII - Installation Entry Requirements**

1. Individuals that do not have a valid DD Form 2220 or AF Form 75 for their vehicle will be stopped prior to entering the installation. The installation entry controller will request from the driver approved credentials that authorize him or her to enter the base.

1.1. If the individual does not possess valid credentials, he or she will require a sponsor and must be vouched onto the installation.

1.2. If the operator is in possession of valid credentials, he or she will be required to register the vehicle with Security Forces prior to entering the installation.

2. Installation Registration Requirements: Vehicle registration is required for the following authorized identification card holders living on or near MacDill AFB who utilize base facilities. NOTE: The word "near" is defined as living within 200 miles of the installation if no other military installation is closer.

2.1. Active duty personnel and dependents.

2.2. USAF, Non-Appropriated Fund (NAF), Department of Defense (DOD), Department of Transportation (DOT) and Department of Commerce (DOC) civilians permanently employed on the MacDill AFB.

2.3. Retired military personnel and dependents.

2.4. Reserve and National Guard personnel and dependents from all branches of the Armed Forces.

2.5. Surviving spouses and dependents of deceased active duty and retired military members.

2.6. Retired DOD civilians.

2.7. Hillsborough County School District staff employed at Tinker Elementary.

2.8. Long term contractors assigned to the 6 AMW, USSOCOM, and USCENCOM.

3. All other vehicles not displaying a valid DD Form 2220 are required to display a valid AF Form 75.

**Attachment 4**

**SAMPLE FORMAT FOR APPEAL OF ARMED FORCES TRAFFIC TICKET –  
ACTIVE DUTY**

**SAMPLE FORMAT FOR APPEAL OF ARMED FORCES TRAFFIC TICKET - ACTIVE DUTY**

MEMORANDUM FOR 6 SPTG/CD

FROM: SSgt Paul Smith  
Unit and Duty Phone

SUBJECT: Appeal of Armed Forces Traffic Ticket

1. Use this paragraph to describe incident.
2. Use this paragraph to present justification for appeal; present facts, evidence, or witnesses to support your case.

PAUL SMITH, SSgt, USAF  
Duty Title

1st Ind, Unit Commander's Office Symbol  
TO: 6 SFS/CC  
Recommend approval/disapproval

Unit Commander's Signature Block

**Attachment 5**

**SAMPLE FORMAT FOR APPEAL OF ARMED FORCES TRAFFIC TICKET - CIVILIANS**

**SAMPLE FORMAT FOR APPEAL OF ARMED FORCES TRAFFIC TICKET - CIVILIANS**

PAUL SMITH  
56B Bayshore Blvd  
MacDill AFB FL 33621

SUBJECT: Appeal of Armed Forces Traffic Ticket

6 SFS/CC  
7235 Bayshore Blvd.  
MacDill AFB FL 33621

1. Use this paragraph to describe incident.
2. Use this paragraph to present justification for appeal; present facts, evidence, or witnesses to support your case.

PAUL SMITH

WILLIAM W. HODGES, Brig Gen, USAF  
Commander