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This instruction implements Air Force Policy Directive (AFPD) 31-2, *Law Enforcement*, and establishes policies, assigns responsibilities and procedures to encourage voluntary compliance with safe and efficient movement of personnel and vehicles for the efficient supervision of motor vehicles, bicycles, roller skates, and pedestrian traffic on Spangdahlem Air Base (SAB) and areas under the control of the 52d Fighter Wing (52 FW). This instruction applies to all personnel, military, civilian family members, and Department of Defense (DoD) civilians, who have a United States Army Europe (USAREUR) driver's license. Portions of this instruction, as indicated, apply to German national employees on the installation and personnel without a driver's license. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS).

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1.	Responsibility:	3
2.	Suspension or Revocation of Driving Privileges:	3
3.	Rules Connected with Motor Vehicles and Bicycle Operations:	9
4.	Parking:	19
5.	Impounding Vehicles and Abandoned Vehicles:	21
6.	Miscellaneous:	23

Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 28

Attachment 2— RESERVED PARKING SPACES AND AREAS 31

1. Responsibility:

- 1.1. The 52 FW/CC designates responsibility for revocations and suspensions of driving privileges to the 52d Mission Support Group Commander (52 MSG/CC) and Deputy Commander (52 MSG/CD). Unit commanders have been designated the authority to suspend an individual's driving privileges up to 59 days without 52d Security Forces Administration and Reports (52 SFS/SFAR) section action/notification.
- 1.2. The 52d Security Forces Squadron Commander (52 SFS/CC) has overall responsibility for the traffic code.
- 1.3. The 52d Security Forces Operations Flight Commander has responsibility for traffic enforcement and administrative upkeep of the code, reserved parking plan, vehicle for-sale, long-term temporary duty (TDY), and the base impoundment parking lots.
- 1.4. The 52d Civil Engineering Squadron Commander (52 CES/CC) will plan, construct, and maintain streets and adjacent lands on all areas of SAB. This includes procurement, construction, installation and maintenance of traffic control devices, signage, and removal/emplacement of barricades or traffic control devices during painting, maintenance, and operations.
- 1.5. The 52d Fighter Wing Safety Office (52 FW/SE) is responsible for initiating activities relating to preventing accidents, educating personnel in motor vehicle safety, and conducting detailed investigations of safety incidents/mishaps as required by applicable directives.
- 1.6. The 52d Logistics Readiness Squadron Commander (52 LRS/CC) provides wrecker service upon request of appropriate SAB officials or security forces to remove vehicles creating safety hazards, impeding the flow of traffic, or which must be removed when contractor towing is not available.
- 1.7. 52 MSG/CD will chair a traffic board at least quarterly to address traffic flow, parking, and other issues pertaining to this instruction. Traffic board members will normally include, as a minimum, 52 FW/SE, 52 CES/CC and 52 SFS/CC.

2. Suspension or Revocation of Driving Privileges:

- 2.1. Declaration of ineligibility for a USAREUR privately owned vehicle (POV) driver's license.
 - 2.1.1. Revoking authorities will declare a person ineligible for a USAREUR POV driver's license for a minimum of 90 days for:
 - 2.1.1.1. Making a false statement in an attempt to obtain a USAREUR POV driver's license.
 - 2.1.1.2. Operating a POV without being licensed or after the license has expired. When an individual is operating a vehicle and cannot produce a valid license media, they will not be allowed to drive that vehicle. The security forces member will confiscate the individual's vehicle keys via AF Form 52, **Evidence Tag**. The individual will then report to the security control center (SCC) to verify they are an authorized driver. If the stopped vehicle poses a safety hazard, security forces will ask the individual for permission to move the vehicle to a safe parking area. If consent is not given, and another USAREUR licensed driver is not present, the individual will be transported to the SCC where arrangements will be made to have the vehicle moved (at the operator's expense), and the operator will be detained until the vehicle has been moved.
 - 2.1.2. Revoking authorities will declare a person ineligible for a USAREUR POV driver's license for the same applicable period of suspension or revocation for:

- 2.1.2.1. Committing a violation while unlicensed that would be grounds for suspension or revocation if licensed.
 - 2.1.2.2. Having an AF Form 2293, **USAF Motor Vehicle Operator Identification Card**, suspended or revoked.
 - 2.1.2.3. Driving a POV after the person has been declared ineligible for a USAREUR license.
 - 2.1.3. Officers in charge of local driver testing stations will declare a person ineligible for a USAREUR POV driver's license for the following periods:
 - 2.1.3.1. One year for using unauthorized assistance during an examination.
 - 2.1.3.2. Sixty days for failing to pass the written examination after three attempts. Any failure thereafter will result in an additional 60-day ineligibility.
 - 2.1.4. Persons declared ineligible will remain so until they successfully petition the revoking authority for re-instatement.
- 2.2. Suspensions:
- 2.2.1. Suspensions will be either discretionary or mandatory and for periods specified below. The period of suspension begins on the date the USAREUR POV driver's license is confiscated.
 - 2.2.2. After reviewing the circumstances in conjunction with the individual's unit commander, the 52 MSG/CC will direct remedial measures appropriate for the situation. These may include completion of Course V, Defensive Driving Course, through wing safety for those with a bad driving history or completion of substance abuse awareness through substance abuse for those with a drug/alcohol-related suspension.
 - 2.2.3. Driving without valid insurance will result in a 90-day suspension. Upon final determination of suspension action, the unit will forward the government license to 52 SFS/SFAR for disposition. 52 SFS/SFAR will maintain the license in all cases of suspension actions.
 - 2.2.4. Discretionary suspension: Discretionary suspensions will be assessed for periods not to exceed 1 year. The suspending authority may suspend a licensee's driving privilege for a period of time necessary to:
 - 2.2.4.1. Evaluate a driver's physical or mental ability after a physician has submitted a statement that the person is incapable of safely operating a POV. The suspension will end and the USAREUR license will be returned only when a physician provides a statement that the person can safely operate a vehicle.
 - 2.2.4.2. When the suspending authority determines that the person lacks the necessary driving skills or knowledge, the authority may suspend a USAREUR POV driver's license until the licensee has retaken and passed all tests required by this instruction. If a person fails to pass required tests for a government driver's license, his or her USAREUR POV driver's license may be suspended.
 - 2.2.4.3. Investigate motor vehicle related incidents involving the driver: The driving privileges of persons involved in motor vehicle related incidents may be suspended until the investigation is completed and final action is taken. In alcohol-related incidents, the driver's USAREUR license must be suspended, pending resolution.
 - 2.2.4.4. Review the driver's failure to remove or cover indecent or obscene material on a POV

or failure to move the POV displaying indecent or obscene material from the installation after being ordered to do so.

2.2.4.5. Owning or operating an unregistered or uninsured POV.

2.2.5. Suspension may last a maximum of 180 days for:

2.2.5.1. Displaying a lack of good judgment about safe and prudent operation of a POV.

2.2.5.2. Misconduct reflecting the licensee's qualifications as a driver. Examples are:

2.2.5.2.1. Abuse of alcohol or controlled substances.

2.2.5.2.2. Habitual violent acts.

2.2.5.2.3. Numerous (3 or more) non-moving violations.

2.2.5.2.4. Allowing someone to operate a POV without a USAREUR POV driver's license or without a USAREUR POV license valid for the vehicle class operated.

2.2.5.3. Violating provisions of displaying graphic, indecent and obscene materials.

2.2.5.4. Third offense for failing to renew vehicle registration in which the registration has exceeded 30 days past the expiration date.

2.2.6. The following violations may result in suspension of a maximum of 1 year:

2.2.6.1. Two or more incidents described in paragraph 2.2. in a 180-day period.

2.2.6.2. Committing a traffic offense outside Germany (GE) that would require suspension or revocation under this regulation if committed in GE.

2.2.6.3. Using or allowing someone else to use a USAREUR POV driver's license in an unlawful or fraudulent manner.

2.2.6.4. Fleeing, or attempting to flee from a police officer in relation to a traffic violation and fleeing the scene of an accident.

2.2.7. Mandatory suspension: Mandatory suspensions will be assessed for the period indicated below. The suspending authority will suspend the licensee's driving privileges for:

2.2.7.1. Seven days for failing to properly wear a seat belt or to require passengers to properly wear a seat belt or restraining device while riding in a POV. Thirty-day suspension for a second offense. Subsequent offenses could result in revocation of driving privileges upon recommendation from the 52 MSG/CC, and a legal review, for a maximum of 1 year. The individual's unit commander may further recommend additional disciplinary or administrative actions.

2.2.7.2. A period of at least 30 days, but not to exceed 180 days, if the owner fails to register or reregister a POV 30 days or more after the expiration date.

2.2.7.3. Sixty days for the second offense of failing to reregister their vehicle.

2.2.7.4. In the event a third offense is committed, violators who fail to reregister their vehicle will have their USAREUR driving privileges suspended for 180 days.

2.2.7.5. If an individual believes he or she is not at fault, (valid medical condition, or special circumstances) they may immediately contact the Chief of Security Forces; failure to receive

USAREUR mailed notice is not a valid excuse.

2.2.7.6. Thirty days for not paying the license fee within the time specified after notification that the initial check was returned for insufficient funds.

2.2.8. A minimum 180-day suspension will be assessed for:

2.2.8.1. Operating a class of vehicle not licensed to operate.

2.2.8.2. Having two convictions or twice receiving non-judicial punishment for reckless driving in a 1-year period.

2.2.8.3. Accumulating 12 or more traffic points in a 1-year period or 18 traffic points in a 2-year period.

2.2.8.4. Disposing of a POV in a manner not authorized by this regulation (This paragraph does not apply to re-registration of a POV within 30 days after the expiration).

2.2.8.5. Operating a POV without valid insurance.

2.3. Any military member, family member, or DoD civilian employee who acquires six or more traffic points for moving violations, within a 6 month period, receives a suspension/revocation, or as directed by the 52 MSG/CC, will attend Course V, Defensive Driving Course. Failure to attend the course will result in a 60-day suspension. This suspension will be in addition to any other suspension already imposed. Completion of Course V, Defensive Driving Course, at any time during the suspension period or 6 months prior to the suspension period will satisfy the requirement for reinstatement.

2.4. Any traffic citations issued by civil police will also be processed by 52 SFS/SFAR and the individual will be assessed the appropriate points against the violator's USAREUR license.

2.5. Revocations:

2.5.1. Revocations are mandatory, take effect immediately, and remain in effect indefinitely. The period of revocation begins on the date the USAREUR license is confiscated. Offenses requiring mandatory revocation are listed in paragraphs 2.6. and subparagraphs 2.7. below.

2.6. A petition for reinstatement is authorized after 1 year for:

2.6.1. Those who refuse to take or complete a lawfully requested chemical test under implied consent provisions and are subsequently convicted for drunk driving, will have their license revoked for a period of 12 months for each offense. Both revocations will run consecutively for a total of 24 months.

2.6.2. Operating a POV with a Blood alcohol concentration (BAC) of .05 mg (0.05/100 ml) or more of alcohol per 1.0 ml (0.10g/100 ml) of whole blood or a Breath alcohol concentration (BRAC) of .05 mg (.10/210 ml) per 210 liters of breath.

2.6.2.1. Blood alcohol concentration is expressed in percent weight by volume (%w/v) based upon grams of alcohol per 100 cubic centimeters of blood or per 210 liters of breath. A BAC of 0.10 % w/v means 0.10 grams of alcohol per 100 cubic centimeters of blood (0.01g/100cc) or 0.10 grams of alcohol per 210 liters of breath. The conversion factor of 210 is a commonly used value recognized by the Committee on Alcohol and Other Drugs of the National Safety Council; that is 210 liters of deep lung air at 34 degrees centigrade contains exactly the same quantity (mass) of ethanol (alcohol) as 100 cc of pulmonary blood.

- 2.6.3. Testing positive for a substance listed in the Uniformed Code of Military Justice (UCMJ), Article 112a, as a result of an administered chemical test.
- 2.6.4. Being convicted by a military or civilian court or receiving non-judicial punishment for:
- 2.6.4.1. Manslaughter or negligent homicide resulting from operating a motor vehicle.
 - 2.6.4.2. Drunk driving or driving while impaired by a substance described in the UCMJ, Article 112a.
 - 2.6.4.3. Any offense in which a motor vehicle is used, if the same or a closely related offense carries a maximum punishment of confinement for 1 year or more, or a punitive discharge under the UCMJ.
 - 2.6.4.4. Committing perjury or making a false affidavit and/or statement to responsible officials about owning or operating motor vehicles.
 - 2.6.4.5. Obtaining a USAREUR POV driver's license, or assisting another person to obtain a USAREUR POV driver's license, through unauthorized means or by using false pretenses to avoid licensing requirements.
- 2.7. A petition for reinstatement is authorized after five years for:
- 2.7.1. Driving a POV while the license was suspended, revoked, or after being declared ineligible.
 - 2.7.2. Committing, for the second time within the last 5-year period, the offenses of:
 - 2.7.2.1. Operating a POV with a BAC of 0.5 mg (0.05g/100ml) or more per 100 ml (0.10g/100ml) of whole blood or breathe.
 - 2.7.2.2. Refusing to take a chemical test.
 - 2.7.2.3. Testing positive for a substance described in the UCMJ, Article 112a, as a result of a chemical test administered under paragraph 2-11 of USAREUR Regulation 190-1, *Registering and Operating Privately Owned Motor Vehicles in Germany*.
- 2.8. The 52 MSG/CC is the designated authority to review available evidence to determine if immediate suspension of driving privileges of personnel suspected or charged with drunk or reckless driving is warranted. If immediate suspension is warranted, the individual will be issued a Preliminary Suspension of Driving Privileges letter from the 52 FW/CC.
- 2.9. If privileges have been suspended by a German court, requests for restricted driving privileges will not be granted until the German suspension has expired.
- 2.9.1. Persons will not drive a POV in Europe if their privileges to drive have been withdrawn by civil authorities.
- 2.10. Reports to the USAREUR Registrar: Any authority who assesses traffic points, or who suspends, revokes, or declares a person ineligible for a USAREUR POV driver's license, will immediately report the action to 52 SFS/SFAR. 52 SFS/SFAR will review the action for propriety and send the completed action to the USAREUR RMV. When a temporary suspension is based on physical or mental disability, the physician's statement will accompany the report. For revocations, the individual's USAREUR POV driver's license must accompany the report.
- 2.11. Disposition of USAREUR POV driver's licenses and license plates:

2.11.1. Following suspension, the suspending authority will keep the USAREUR POV driver's license until the period of suspension elapses.

2.11.2. Individuals authorized by their commander to receive detained or apprehended personnel for drunk driving will confiscate the individual's USAREUR and Government Owned Vehicles (GOV) licenses immediately. The unit is responsible for safeguarding the licenses until disposition of the case. When a dependent family member is detained or apprehended for drunk driving, the sponsor will confiscate the family member's license and present it to the 52 MSG Base Support Manager the next duty day.

2.11.3. Following revocation, the revoking authority will send the USAREUR POV driver's license to the USAREUR RMV:

2.11.4. After revocation, the POV will be registered non-operational unless registered to another valid USAREUR license holder. License plates will be returned to the USAREUR RMV for destruction unless a family member has a valid USAREUR POV driver's license and the POV is registered in the family member's name.

2.12. Rebuttal procedures:

2.12.1. The suspending or revoking authority will evaluate each case to determine appropriate action. Only pertinent facts may be used to determine the appropriate action to be taken. An individual's character or service record will not be used to determine action. Once a decision is made to impose administrative sanctions, the suspending or revoking authority will:

2.12.2. Suspend the person's driving privileges pending the outcome of rebuttal proceedings.

2.12.3. Once the rebuttal is reviewed, the suspending or revoking authority will notify the USAREUR RMV in writing of the action taken.

2.12.4. Review cases where the individual is charged with operating a POV with a BAC of 0.5 mg (0.05 g/100 ml) or more per 1.0 ml (0.10g/100 ml) of whole blood, or while under the influence of any controlled substance, and find in favor of the person only if the person was not operating the POV or the BAC results were incorrect or invalid.

2.13. DD Form 1408, **Armed Forces Traffic Ticket**, Rebuttal and Appeal Procedures:

2.13.1. The 52 FW/CC designates the 52d Security Forces Squadron Commander as the person authorized to void DD Form 1408, and designates 52d Mission Support Group Commander as the final authority when appealed, for final resolution.

2.13.2. Unit commander(s) or the first sergeant(s) will conduct an inquiry. The commander/ first sergeant will take or recommend proper disciplinary or administration action, annotate on and return the citation to 52 SFS/SFAR.

2.13.3. If after a finding of guilty, the individual wishes to rebut their citation, they may submit a rebuttal package once command action has been taken and points assessed. The individual will have 10 days in which to rebut a traffic citation through their unit commander, who will submit it to the 52 SFS/CC for resolution. The 52 SFS/CC reviews the appeal of the individual and an inquiry is conducted on patrolman actions/justification.

2.13.4. Upon completion of review by the 52 SFS/CC and the individual is found guilty; the individual may submit an appeal through their unit commander to the 52 MSG/CC for final resolution.

2.13.5. In those instances where command action is obviously warranted and the unit commander, or the first sergeant, does not take any action by considering the violator not guilty, the 52 SFS/CC may submit a rebuttal package and forward it to the 52 MSG/CC for final resolution.

2.14. Petitions for reinstatement:

2.14.1. People whose driving privileges have been revoked may petition for reinstatement of driving privileges through the 52 MSG/CC. A prerequisite of reinstatement in actions involving alcohol or controlled substances is successful completion of a drug/alcohol awareness prevention control program.

2.14.2. The 52 FW/CC designates the 52 MSG/CC as the individual authorized to grant restricted driving privileges. Prior to granting restricted driving privileges, personnel will complete Course V, Defensive Driving Course, and the Substance Abuse Seminar through the Substance Abuse Control Office (if revocation/suspension was drug or alcohol related). Individuals must also successfully complete the USAREUR written POV test prior to the granting of restricted or reinstated driving privileges.

2.14.3. After completing the entire period of the revocation/suspension and the directed remedial measures, the individual may apply for reinstatement of driving privileges. This will be a written request from the individual to the 52 MSG/CC and will be routed through the following agencies and in the following order:

- 2.14.3.1. Unit commander or base support manager.
- 2.14.3.2. 52 SFS/SFAR, Reports and Analysis.
- 2.14.3.3. 52 FW/SA, Substance Abuse (if Substance Abuse Training was required).
- 2.14.3.4. 52 FW/SE, Wing Safety (if Course V was required).
- 2.14.3.5. 52 SFS/SFOXI (Pass & ID) Driver's Testing.
- 2.14.3.6. 52 MSG/CC, (for approval/disapproval).
- 2.14.3.7. 52 SFS/SFAR, Reports and Analysis (for filing).

2.14.4. Foreign nationals who have their driving privileges revoked/suspended will make a written request to the 52 MSG/CC. All requests will be routed through the following agencies and in the following order:

- 2.14.4.1. Unit commander or base support manager.
- 2.14.4.2. 52 SFS/SFAR, Reports and Analysis.
- 2.14.4.3. 52 MSG/CC (for approval/disapproval).
- 2.14.4.4. 52 SFS/SFAR, Reports and Analysis (for filing).

3. Rules Connected with Motor Vehicles and Bicycle Operations:

3.1. Implied consent provision. Persons who have a POV driver's license or who operate a POV have given their consent to chemical tests for alcohol or other drugs on their breath, or in their blood or urine if lawfully stopped, apprehended, or cited for any offense allegedly committed while driving, or in physical control of a vehicle while under the influence of intoxicants.

- 3.1.1. The chemical test, administered by either US Forces or German civilian authorities, is sufficient evidence for action under this instruction.
 - 3.1.2. Licensees who refuse to submit to chemical testing will be informed that failure to submit to and complete tests administered by US Forces will result in revocation of their USAREUR POV driver's license.
 - 3.1.3. Administration of the chemical test may be delayed following a POV accident or offense. When administered, the results of the test will be considered valid under this instruction, despite the delay.
 - 3.1.4. German civil authorities may forcibly administer chemical tests according to their laws.
- 3.2. Individuals who are stopped for operating a motor vehicle **without** a driver's license, vehicle registration, or proof of insurance in their possession will be issued a citation with instructions to:
- 3.2.1. Report to the Security Control Center (SCC) within 3 calendar days to show proof they had the required documentation when the citation was issued.
 - 3.2.2. Those individuals who fail to present proof within 3 calendar days are guilty of failure to produce driver's license, vehicle registration, or insurance upon demand. The citation will be forwarded to their unit commander, first sergeant, or the base support manager, for action. Two points will automatically be assessed against the individual's driving record.
- 3.3. Personnel stationed in Germany will not operate their vehicles with stateside license plates. USAREUR license plates, insurance, and USAREUR driver's license are required prior to operating a vehicle. Individuals assigned to, and who will pick up their vehicles at SAB will report to 52 SFS/SFAR (Pass and Registration) no sooner than 1 duty day prior to delivery date with two AF Forms, 190-IAA, **USAREUR Application for Motor Vehicles Registration and Allied Transactions**, double white insurance card, USAREUR driver's license, military identification, stateside title or registration, DD Form 788, **Private Vehicle Shipping Document for Automobile**, and a check or money order for the exact amount of the registration fee. 52 SFS/SFAR, after ensuring all paperwork is completed correctly, will issue the individual USAREUR license plates and a temporary registration. The vehicle must be inspected on the same day of pick-up; however, the individual will have 3 duty days to complete all action and return paperwork to Pass and Registration.
- 3.4. Reckless driving is defined as the willful and wanton disregard for the safety of persons or property. One example is a driver exceeding the speed limit over twice the limit in a residential area, school zone, with pedestrians in the area. Road conditions, curves, etc., can also be contributing factors in determining reckless driving. Drivers will not operate vehicles in a reckless manner.
- 3.5. Vehicle owners will not willfully permit a physically impaired person to operate their POV.
- 3.6. Speed contest/racing is prohibited except in an officially recognized event approved by an appropriate authority. No one will participate in the following events on US controlled areas.
- 3.6.1. Attempts to set a speed record.
 - 3.6.2. Exhibitions of speed or acceleration.
 - 3.6.3. Racing is the use of one or more vehicles in an attempt to out distance other vehicles, or to prevent other vehicles from passing to arrive at a destination first, and is prohibited.

3.7. Vehicle operators must obey all posted traffic signs, traffic control devices, warning devices, and directions from a security force member conducting traffic control. Orange cones are a type of traffic control device, and like all traffic control devices only authorized officials such as civil and construction engineers, along with security forces can remove or modify control devices. When traffic control devices are placed according to this, or other governing instructions, said devices will be presumed to have been placed at the direction of proper authorities.

3.8. International traffic signs will be posted on SAB.

3.9. Yield signs: Drivers approaching a yield sign will slow to a speed reasonable for existing conditions.

3.9.1. After slowing or stopping, the driver will yield the right-of-way to vehicles that are in the intersection. If a driver fails to yield the right-of-way and is involved in a collision with a vehicle in the intersection, the collision will be “presumptive evidence” of the driver’s failure to yield the right-of-way.

3.10. Left turns: Drivers of vehicles turning left will turn from the furthest left-hand lane available to them.

3.11. Turn signals: The operator of a motor vehicle or bicycle initiating a turn will indicate change of direction with vehicle indicators or appropriate hand signals. Drivers will signal turns or lane changes early enough to warn other drivers.

3.12. Backing: The operator of a motor vehicle will not back into an intersection. Vehicle operators backing out will ensure the area is clear of all vehicle and pedestrian traffic, along with proper clearance of nearby vehicles or fixed objects. The operator of a government vehicle will use a spotter when available. A spotter will always be used when the driver's vision to the rear is obstructed.

3.13. Passing: The general guidance rules apply to drivers who are passing other vehicles moving in the same direction.

3.13.1. The operator of a motor vehicle or bicycle will not cross a solid white line or yellow line.

3.13.2. If a driver is in an authorized passing zone he or she should pass to the left at a safe distance from the vehicle being passed. The driver of the passing vehicle will not return to the right side of the road until the passing vehicle is clear of the overtaken vehicle.

3.13.3. The driver of an overtaken vehicle will give the overtaking vehicle room to pass, and not increase speed until the passing vehicle has completely passed.

3.13.4. Drivers of vehicles will not pass to the left of vehicles moving in the same direction, unless the left side of the road is visible and free of oncoming traffic for a safe distance. Passing must not interfere with the operation of vehicles approaching from the opposite direction or vehicles being overtaken. Drivers will not pass when the driver’s view of oncoming traffic is limited and could create a hazard if a vehicle approaches from the opposite direction.

3.13.5. Drivers will not pass vehicles that are stopped at marked crosswalks.

3.13.6. Highway B-50 No Passing Policy. This policy applies to all 52d Fighter Wing personnel.

3.13.6.1. It is prohibited to pass any vehicle traveling on the B-50 (between Spangdahlem and Bitburg) except for slow-moving vehicles. A slow-moving vehicle is defined as any vehicle traveling less than 40 kilometers per hour (KPH). When passing slow-moving vehicles, driv-

ers have the responsibility to do so only where passing is safe and authorized by German traffic laws.

3.13.6.2. Any driver who violates the no-passing policy will have their driver's privileges suspended for 7 days for the first offense and 30 days for a second offense. A third offense will result in a 180-day suspension and require the driver to attend Course V, Defensive Driving course.

3.13.6.3. Any driver causing a vehicle accident as a result of improper passing will have their driving privileges suspended for a minimum of 180 days.

3.13.6.4. Two B-50 speeding violations within 12 months will result in a 180-day suspension and require the driver to attend Course V, Defensive Driving course.

3.14. Following too closely: Drivers will not follow other vehicles closer than is safe. To judge a safe distance, drivers should consider the amount of traffic, road conditions, and speed of the vehicles ahead.

3.15. Right-of-way: When drivers approach an unmarked intersection from different directions at approximately the same time, the driver on the left will yield the right-of-way to the driver on the right.

3.15.1. Construction vehicles: Drivers will yield the right-of-way to any authorized construction or maintenance vehicle and to pedestrians working on highway construction or maintenance areas, as indicated by traffic control devices.

3.15.2. Road obstruction: When an obstruction makes it necessary to drive to left of the center of the road. Drivers will yield the right-of-way to vehicles traveling in the proper direction on the unobstructed portion of the road.

3.15.3. Entering or crossing a road: Drivers entering or crossing a road will yield the right-of-way to vehicles already on the road.

3.15.4. Convoys: All convoys have the right-of-way over all vehicular traffic including bicycles, except emergency response vehicles.

3.16. Emergency equipment: Sirens or lights commonly identified for installation and use on emergency vehicles will not be mounted on privately owned vehicles without written approval of the 52 SFS/CC. Activation of emergency equipment without a valid reason is prohibited.

3.16.1. Blue emergency lightbar use will be limited to emergency response vehicles identified in paragraph 3.29. of this instruction. Non-emergency response vehicles such as snow removal and safety will use amber lightbars.

3.17. School and shuttle bus stops: At no time will traffic in either lane pass a stopped school bus or shuttle that is picking up or discharging passengers. This policy applies to bus stops on base and in the government leased housing (GLH).

3.18. U-turns: Reversing the direction of travel by "U" turning is prohibited, unless an authorized U-turn sign is posted.

3.19. Following emergency vehicles: Motorists will not follow responding emergency vehicles closer than 300 feet while such vehicles have audio or visual warning devices activated. In addition, vehicle

operators will not wear stereo headphones or anything that would distract the operator from hearing responding vehicles.

3.20. Fire hoses: The operation of a motor vehicle across a fire hose is prohibited without permission of an on-scene fire department official, unless the hose is protected by a cover.

3.21. Abandoned vehicles: The owner of a motor vehicle shall not abandon a vehicle.

3.22. Litter: Debris and litter will not be thrown from a motor vehicle, bicycle, or by a pedestrian.

3.23. Disabled vehicles: Disabled vehicles will be moved to the extreme right of the roadway. The operator of the vehicle will place the international warning triangle 100 meters behind the vehicle. Disabled vehicles will be removed from the roadway within 24 hours. Vehicles involved in an accident will not be moved until the arrival of the security forces or German Polizei. Vehicles involved in an accident, with minor damage, that are causing safety hazards or traffic delays, may be moved to the side of the roadway and await the arrival of responding police agency. Disabled vehicles that present a safety hazard or impede the flow of traffic will be moved without the owners consent.

3.24. Excessive snow/ice/dirt: Vehicles will not be operated with ice or snow on the body of the vehicle or windshield. Vehicles will not be operated with fogged or excessively dirty windshield, windows, headlights, or taillights. All glass will be free of obstructions that could restrict the visibility of the operator.

3.25. Headlights: From dusk to dawn, and when visibility is poor, all vehicles will operate with headlights on (driving with only parking lights/fog lights is prohibited).

3.25.1. Use headlights when raining.

3.26. Speed Limits: Motor vehicle and bicycle operators will comply with the following speed limits unless traffic or road conditions warrant slower speeds:

3.26.1. Arnold Blvd and all roads in the main cantonment area: 40 KPH (25 mile per hour [MPH]) (unless otherwise posted).

3.26.2. Perimeter Road: 60 KPH (37 MPH) (unless otherwise posted).

3.26.3. All parking lots: 16 KPH (10 MPH).

3.26.4. Base housing: 30 KPH (18 MPH).

3.26.5. Eifel West (EW) housing and French Caserne: 30 KPH (18 MPH) (applies to the entire EW area except parking lots).

3.26.6. Speed limits for off-base housing are established in conjunction with host nation authorities and signs will be posted.

3.27. Minimum speed: Drivers will not drive so slow that they impede the normal flow of traffic, unless conditions warrant a slow speed is necessary.

3.28. Spangdahlem security forces are authorized to conduct speed and traffic enforcement on public roadways in accordance with (IAW) treaty agreements. Security forces patrols may be used for directed patrols as determined by the 52 SFS/CC and coordinated through local police authorities as appropriate.

3.28.1. Security Forces are authorized to conduct speed and traffic enforcement to ensure good order, discipline, and safety in all government leased housing areas under control of the 52 FW.

3.29. Emergency response vehicle operators are authorized to exceed speed limits during actual emergencies, however, these vehicles will not be operated more than 16 KPH (10 MPH) above the posted speed limits. Emergency vehicles are:

- 3.29.1. Fire fighting vehicles.
- 3.29.2. Disaster Preparedness/Response.
- 3.29.3. Crash recovery vehicles.
- 3.29.4. Base fire marshal.
- 3.29.5. Explosive Ordnance vehicles.
- 3.29.6. 52 MSG/CC GOV.
- 3.29.7. Security Forces vehicles.
- 3.29.8. 52 CE barrier crew.
- 3.29.9. Ambulances.
- 3.29.10. 52 OG/CC GOV.

3.30. During actual emergency responses, operators will:

- 3.30.1. Maintain a speed that is safe and prudent for existing traffic and weather conditions.
- 3.30.2. Ensure life and property are not endangered.
- 3.30.3. Utilize audio and visual emergency warning devices.
- 3.30.4. Operators may assume the right-of-way at intersections, but only after ensuring other traffic is in a position to yield.

3.31. Motorists approached by response vehicles with emergency warning devices activated will:

- 3.31.1. Clear route of travel immediately by pulling as far to the right side of road as possible and stopping.
- 3.31.2. Remain stopped until the responding vehicle passes.
- 3.31.3. Ensure no other emergency vehicles are approaching prior to returning to the roadway.

3.32. Operators of disabled emergency response vehicles are authorized to commandeer any government vehicle needed to:

- 3.32.1. Prevent serious crimes.
- 3.32.2. Prevent escape of a known criminal.
- 3.32.3. Save lives and prevent theft or destruction of priority resources.

3.33. Passengers and seat belts.

- 3.33.1. Children under the age of 12 are prohibited from riding in front seats except when other seats are occupied by children of a younger age. The only exceptions are pickup trucks with a sole bench seat. Special care will be used in installing child safety seats in pickups. When equipped with airbags, owners will follow vehicle and car seat manufacturer guidance.

- 3.33.2. Vehicles will not be operated while passengers are improperly seated or when the number of passengers exceeds the number the vehicle was designed for or interferes with its safe operation.
- 3.33.3. Children under 12 years of age and shorter than 150 centimeters (cm) (4' 11") are required to use suitable Economic Commission for Europe (ECE 44) approved or US Department of Transportation (DOT) approved child restraint devices when being transported in a USAREUR plated motor vehicle. While DOT child restraint devices are permissible when traveling in a USAREUR plated vehicle, German child restraint devices must be used when traveling in a German plated vehicle.
- 3.33.4. Children weighing more than 22 kilograms (kg) (48 pounds) will use approved booster seats or other suitable approved devices designed for use with the vehicle's three point (lap and shoulder harness) seat belts.
- 3.33.5. Booster seats will not be used with two point seat belts (lap belts).
- 3.33.6. Owners of vehicles equipped only with two point seat belts in the rear seats should consider having three point systems professionally installed.
- 3.33.7. Vehicles equipped only with two point seat belts in the rear seats must transport a child weighing over 22 kg in a suitable approved device secured in the front seat with a three-point seat belt. Additional children weighing over 22 kg will be secured using the two-point seat belt in the rear seat.
- 3.34. All operators and passengers of four wheeled motor vehicles must wear seat belts. (**EXCEPTION:** Government All Terrain Vehicles) The following guidelines will apply:
- 3.34.1. Unless directed by the installation commander, Security Forces will not conduct traffic checks for the sole purpose of checking drivers' documents or safety belt use.
- 3.34.2. Seat belt enforcement shall be incorporated into everyday traffic supervision and law enforcement operations (i.e., accident investigation, traffic stops, etc.). Violators will be issued a citation.
- 3.34.3. Squadron commanders will be notified by the 52d Security Forces Reports and Analysis Section for counseling of offenders as appropriate.
- 3.34.4. Three or more offenses will require a hearing with the 52 MSG/CD to determine whether or not continuing of base driving privileges are granted.
- 3.35. Pedestrian crosswalks/crossing streets/walking on roads.
- 3.35.1. The operator of a motor vehicle or bicycle will stop for any person entering or waiting to enter a marked crosswalk. Once the pedestrian is in a crosswalk, the operator of a motor vehicle will not proceed until the pedestrian exits the crosswalk.
- 3.35.2. Pedestrians will wait on the side of the roadway and ensure traffic is clear or has stopped before stepping into the roadway.
- 3.35.3. Pedestrians crossing a road without a marked crosswalk will yield the right-of-way to vehicles.

3.35.4. Pedestrians have the right-of-way in public parking lots, however, pedestrians will yield the right-of-way to a vehicle that is so close that the driver cannot stop, such as when a pedestrian steps out onto the path of a vehicle from a obstructed object such as a parked vehicle.

3.35.5. Pedestrians will not walk on the road if a sidewalk is available.

3.35.6. If a sidewalk is not available, but a shoulder is, pedestrians will walk on the shoulder, as far from the road as possible.

3.35.7. If a sidewalk or a shoulder is not available, pedestrians walking on a road will walk as near to the outside edge of the road as possible. On a two-lane road with two-way traffic, pedestrians will walk on the left side of the road, facing traffic.

3.35.8. A reflective belt or vest will be worn when walking during dusk, nighttime, or in limited visibility conditions if in uniform. The reflective belt will only be worn around the waist when in uniform. Any other fashion of wear is prohibited.

3.35.9. Except as otherwise provided in this instruction, pedestrians on roads will yield the right-of-way to vehicles on the roads.

3.35.10. Drivers entering or leaving an area that requires them to drive across a sidewalk or bicycle lane will yield the right-of-way to pedestrians and bicyclists.

3.36. Accident reporting:

3.36.1. Vehicle operators who are involved in traffic accidents on the installation will immediately notify the Security Forces, regardless of the degree of damage. Failure to report involvement in a traffic accident or fleeing the scene will result in a traffic citation.

3.36.2. Vehicle operators who are involved in traffic accidents off base must report the accident immediately to the Security Forces and German Polizei, regardless of the degree of damage. In accordance with German Criminal Code Section 142, a person involved in a traffic accident must remain at the scene, if injuries or damage to property of others is inflicted. The person involved must make his identity known to the victim (driver/owner of other vehicle involved or owner of damaged property), and notify police immediately. The person involved in a traffic accident may leave the scene only if they waited a reasonable period of time, considering the circumstances, but must report the accident immediately to proper authorities. If the accident is not immediately reported, the security forces will issue a citation for Failure to Report Accident. For accidents occurring while the vehicle operator are on leave, a considerable distance from the installation (for example, on leave in Southern Germany, Austria, etc.), the operator can either report it to the nearest military law enforcement agency or report it immediately after returning to the Spangdahlem area.

3.37. A traffic accident investigation will be conducted on all on-base traffic accidents that involve:

3.37.1. Disabling damage: rendering the vehicle inoperative or unsafe to operate. Note: Broken headlights or tail lights during the hours of darkness does not constitute disabling damage, nor does a flat or blown tire without a spare.

3.37.2. Government property damage in excess of \$10,000.

3.37.3. Fatal injuries.

3.37.4. Personal injury requiring any type of medical treatment or complaint of injuries.

3.38. Any accidents not described in paragraphs 3.37.1. through 3.37.4., will be classified as a minor accident, requiring a AF Form 1168, **Statement of Suspect/Witness/Complainant**, or the locally devised minor accident worksheet and a security forces blotter entry. All AF Forms 1168, and minor accident worksheets accomplished for minor traffic accidents, will be maintained by 52 SFS/SFAR for 1 year.

3.39. Off-base traffic accidents (to include GLHs) will be investigated by German Polizei. The on-scene security forces will act as the focal point for information or assistance only. Basic information obtained by the on-scene security forces will be sufficient for a clear and concise blotter entry.

3.39.1. If an off-base traffic accident involves a fatality, injuries requiring any medical treatment, complaint of injuries, or GOVs in a major accident, an AF Form 1315, **Accident Report**, with appropriate statements, field sketch, photographs, and narrative will be accomplished in addition to the investigation accomplished by the German Polizei. In all other instances, to include walk-in reports, a blotter entry and statement will be accomplished. Specific responsibilities for off-base fatality response are outlined in a memorandum of understanding between the 52d Mission Support and Medical Groups, which is maintained by the 52d Services Squadron.

3.40. A 10-day suspense is normally used when processing all traffic related reports. Unit commanders will designate in writing, personnel authorized to review, retrieve, and sign for reports of command action referencing only those persons assigned to their respective units. Those authorized may review AF Form 3545, **Incident Report**, the AF Form 1168, AF Form 1315, and AF Form 1313, **Driver's Record**. These letters must be updated accordingly and maintained on file in 52 SFS/SFAR.

3.41. The breath test, if available, should be used, but the blood test will be used if an accident, death or serious injury resulted. The blood test should be used to determine the blood alcohol content level if it is believed the operator of the motor vehicle is intoxicated or under the influence of alcohol. The urine test should be used if drugs are suspected (not alcohol). For military members, a request for a urine sample will be automatically done with the breath/blood sample.

3.42. Rendering assistance:

3.42.1. Germany has a Good Samaritan Law that requires everyone, in case of an accident or common danger or distress, to render all aid that could be extended under the circumstances. Failure to render aid may result in a fine or imprisonment.

3.42.2. If the vehicle sustained major or disabling damage or injuries are involved, the people involved must remain on scene and not move the vehicle until properly identified and released by the responding police agency.

3.42.3. If the accident is minor and the driver of the other vehicle is not in the vehicle, the operator must immediately inform the owner of the vehicle and the security forces that he/she was involved in an accident.

3.43. Bicycles: The operator of a bicycle will:

3.43.1. Obey all traffic rules and regulations.

3.43.2. Ride to the right side of the roadway in single file.

3.43.3. Ensure only one person rides on a bicycle unless it is equipped with tandem or buddy seats.

- 3.43.4. Bicycles will have headlights and tail lights if utilized during periods of reduced visibility or hours of darkness. They will also have a bell and reflective disks.
- 3.43.5. All personnel who ride bicycles on SAB, Eifel West military housing, or any other GLH area must wear an approved (i.e. American Standard Institute/ANSI, Snell Memorial Institute, or host nation certified) bicycle helmet. The chinstrap must be properly fastened under the chin while wearing the helmet. All bicyclists are highly encouraged to wear a bicycle helmet when riding bicycles off the installation.
- 3.43.6. Reflective equipment or high visibility outer garments must be worn when riding during periods of reduced visibility, e.g., hours of darkness, inclement weather, etc.
- 3.43.7. Citations issued in connection with bicycle operations will be processed as non-moving violations.
- 3.43.8. Bicyclists will refrain from riding in areas normally intended for pedestrian traffic such as sidewalks, crosswalks, stairs etc. Small children learning to ride bicycles may use sidewalks.
- 3.44. Motorcycles, motor scooters and mopeds. The operator of any two-wheeled motor vehicle will abide by training and riding gear requirements as specified in AFI 91-207, and will:
- 3.44.1. Operate with headlights on at all times.
- 3.44.2. Operator and any passenger must wear DOT or host nation approved helmet and impact resistant goggles or a full-face shield on their helmet. **EXCEPTION:** Goggles or a full-face shield are not required for the operator if the motorcycle is equipped with a windshield that is equal in height to or above the top of the helmet of the properly upright-seated operator. DOT or host-nation certified helmets and eye protectors may be worn if they meet the aforementioned standards.
- 3.44.3. Ensure operators and passengers wear (as a minimum) full finger gloves or mittens, long trousers, long-sleeve shirt or jacket, and sturdy footwear.
- 3.44.4. Ensure personnel have obtained a Motorcycle Safety Foundation Card per AFI 91-207, and are in possession of this card, whenever they operate a motorcycle.
- 3.44.5. The outer, upper garment shall be a vest or jacket that is brightly colored during the day and reflective during the night. The outer upper garment shall be clearly visible and not covered by other riding gear or backpacks. Camouflaged uniforms, flight suits and black or brown leathers worn alone are not considered highly visible and must be supplemented with a suitable vest or jacket. High-quality durable blaze orange and yellow motorcycle reflective vests meet all requirements and are recommended. Riding suits, jackets, and other professional riding gear are highly encouraged, but must meet the aforementioned visibility requirements.
- 3.44.6. Have rearview mirror attached to each side of the handlebar.
- 3.45. All Terrain Vehicles (ATV): Personal ATVs (2 and 4 wheelers) will be registered with Security Forces Pass and Registration. These vehicles are not authorized for use on base, on or off the road.
- 3.46. Licensing.
- 3.46.1. Any two-wheeled motorized vehicle capable of traveling over 40 KPH (25 MPH) must be properly registered and display appropriate license plates.
- 3.46.2. Operators of all two-wheeled motorized vehicles must be licensed.

3.46.3. Two-wheeled motor vehicles, 50cc or less and not capable of traveling over 40 KPH (25 MPH), must display an identification plate issued by local insurance companies and must meet the mechanical standards required by German law.

4. Parking:

4.1. Definition of parking: To stop a motor vehicle with the motor running or shut off, whether occupied or not, unless complying with a traffic control order, device, or signal.

4.2. Prohibited parking: Vehicles will only be parked in designated, marked parking spaces or areas. Designated, marked parking spaces/areas are defined as areas with painted lines indicating a parking space. The absence of a sign does not mean the area is authorized for parking. Many areas where parking is unauthorized will not be marked with a sign. Vehicles parked in unauthorized slots, creating a safety hazard, or impeding the flow of traffic, will be ticketed and towed as necessary.

4.3. No one will park or leave any vehicle unattended in a manner that constitutes a public nuisance, safety hazard, or impedance to fire, snow, and ice control, police and/or medical operations.

4.4. For disabled vehicles on a roadway see paragraph [3.23](#).

4.5. Parking violators will have one point assessed to their driving record.

4.6. Handicapped parking: Parking for handicapped persons is permitted in designated handicapped parking areas and all loading and unloading zones. Vehicles parked in these spaces or zones must display the handicapped parking decal, available from Pass and Registration section.

4.6.1. Violators of parking in a handicapped slot will have their driving privileges suspended for 7 days. Unit commanders and/or first sergeants will be responsible for the suspension.

4.6.2. Misuse of handicapped parking decals (i.e. handicapped person not in the vehicle) will result in a suspension of 7 days. Unit commanders and/or first sergeants will be responsible for the suspension.

4.7. Vehicle operators who are found guilty of three parking violations in a 1-year period will have their driving privileges suspended for 90 days.

4.8. Prohibited parking areas. The following areas are identified as prohibited parking areas:

4.8.1. Within 15 feet of fire hydrant, intersection or pedestrian crosswalk.

4.8.2. Within 45 feet of bus stops.

4.8.3. In designated fire lanes.

4.8.4. More than 18 inches from a curb or roadway edge where curbing does not exist.

4.8.5. Blocking driveways, intersections, roadways, or parking lanes, includes parking on sidewalks.

4.8.6. On the left side of a street facing on-coming traffic.

4.8.7. Double parking.

4.8.8. In a reserved slot designated for the use of another person.

4.8.9. Blocking trash receptacles.

4.8.10. In officially designated loading zones during the operating hours of the facility.

4.8.11. In excess of 24 hours in public parking lots (Army and Air Force Exchange Service [AAFES], Post Office, Bowling Alley, Club Eifel etc.).

4.9. Signage. The only authorized reserved parking signs are metal with a "Park Service" brown background and white lettering spelling out the unit and office symbol or standard abbreviation. These signs are fastened to the vertical curb face, on metal posts, or on a facility wall (in areas without curbs or adequate ground space for a post). Nonstandard signage and painting on curbs are not authorized. Units who have nonstandard signs or painting on curbs are required to remove signs and paint and submit a request for proper signage.

4.10. Reserved Parking. Reserved parking for groups, squadrons, wing agencies, and tenants is defined in **Attachment 2** to this instruction. Reserved parking is specifically authorized for the following positions: 52d Wing and Vice Wing Commander, group and deputy group commanders, colonels, squadron commanders, wing agency chiefs and tenant commanders, 52d FW Command Chief Master Sergeant, group chief enlisted managers, and first sergeants.

4.10.1. Squadrons and tenant units are authorized additional reserved parking spaces for use at the unit commander's discretion. Each requirement will be submitted to the Civil Engineer Squadron Operations Flight on a separate AF Form 332, **Base Civil Engineer Work Request**. Specific allocation is as follows:

- 4.10.1.1. Unit size less than 150:2 spaces
- 4.10.1.2. Unit size between 150 and 349:3 spaces
- 4.10.1.3. Unit size between 350 and 549:4 spaces
- 4.10.1.4. Unit size 550 or greater:5 spaces

4.10.2. Other categories of reserved parking are bicycle, customer, patient, timed, handicapped, GOV, VIP (temporary) and motorcycle. These reserved parking slots are separate from the above categories and are authorized within reason to meet mission needs. Each group facility project manager will collect reserved parking requests for their unit and submit the requests on a separate AF Form 332, **Base Civil Engineer Work Request**, to the 52d Security Forces Squadron Operations Flight for consideration at the next meeting of the traffic board.

4.10.3. Units may reserve parking spots for senior leadership, i.e., Wing and Vice Wing Commander and group commanders, when the senior leader is a frequent visitor. For less frequent visitors, units will post a DV parking sign to temporarily reserve a parking space.

4.11. Timed parking: Personnel parking in a space with a time limit must visibly display a German parking disk in the front windshield of their vehicle indicating the time they parked the vehicle. Citations will be issued on vehicles exceeding the posted time limit or those not displaying the German parking disk. Only one time disk will be displayed per vehicle.

4.12. Non-operative vehicle parking. Vehicles registered in non-operative status are authorized to be parked at the:

- 4.12.1. Auto Hobby Shop, provided the vehicle is registered with the Auto Hobby Shop and the transaction document is displayed for identification.
- 4.12.2. AAFES garage, provided the vehicle is registered with the AAFES garage concession.

4.13. Long-term parking: Personnel departing TDY may park their vehicles at the TDY Long Term Parking Lot, which is located behind the wing pavilion next to the bowling center. The following conditions apply:

4.13.1. The owner or authorized agent obtains approval and registers the vehicle through 52 SFS/SFOSP.

4.13.2. The owner is TDY, on extended leave, emergency leave or a tour 30 days or longer.

4.13.3. Agent has valid Power of Attorney from the owner authorizing the vehicle to be placed in Long Term Parking Lot.

4.13.4. The owner or agent has either leave paperwork stating extended or emergency for at least 30 days or TDY orders.

4.13.5. The owner or agent has displayed approval paperwork from 52 SFS/SFOSP in the interior of the vehicle which is clearly visible from the exterior of the vehicle.

4.13.6. Upon the return from leave or TDY the owner of the vehicle has 5 working days to remove their vehicle from the Long Term Parking Lot or it will be impounded.

4.13.7. The owner must maintain comprehensive insurance for the entire approved period.

4.14. Vehicles may be parked at off-base locations, providing the vehicle is:

4.14.1. On private property owned or rented by the vehicle owner and the vehicle is screened from public view.

4.14.2. At local garages and warehouses when written permission is obtained from the property owner.

4.15. Vehicle For-Sale lot. Vehicles may be placed in the For-Sale Lot, located between dormitories 225-226 under the following conditions:

4.15.1. The owner must obtain approval and register the vehicle through 52 SFS/SFOSP.

4.15.2. The owner or agent has displayed the approval paperwork from 52 SFS/SFOSP in the interior of the vehicle that is clearly visible from the exterior of the vehicle.

4.15.3. Vehicles placed in the For-Sale Lot are limited to 14 days. Once the time limit is up the owner or agent has 24 hours to remove the vehicle from the For-Sale Lot (owner/agents may request an extension which will be approved by 52 SFS/SFOSP).

4.15.4. Maintenance will not be performed in the For-Sale Lot.

4.15.5. Vehicles parked in the For-Sale lot will be properly registered operational, to include current insurance.

4.15.6. Vehicles may be towed at the owners expense if the above procedures are not observed.

5. Impounding Vehicles and Abandoned Vehicles:

5.1. Vehicle may be placed in the impoundment lot providing:

5.1.1. It is directed by the 52 FW/CC or designee.

5.1.2. A vehicle is suspected of being abandoned.

5.2. Abandoned vehicles: A vehicle is subject to towing/impoundment if it has not been moved in 24 hours, is apparently non-operational and it does not display proper registration, or it presents the appearance of being abandoned, unsightly, or has flat tires, broken windows, etc. Also, vehicles not bearing license plates and vehicles bearing expired plates will be cited as "Abandoned Vehicles". After 72 hours, vehicles may be towed to the impoundment lot by the Security Forces Abandoned Vehicle Monitor (AVM).

5.2.1. The AVM assigns the vehicle a case file and logs the vehicle into a logbook. The case file will contain any citations issued to the owner, a DD Form 2505, **Authorization for Removal of Vehicle**, a DD Form 2506, **Impoundment Report**, inventorying all items contained within the vehicle, any damage before and during the tow, and a DD Form 2507, **Vehicle Impoundment Notice**.

5.2.2. Owners identified as abandoning a vehicle may be charged under Article 92 of the UCMJ for Failure to Obey Order, pursuant to this instruction.

5.2.3. The owner is liable for any damage incurred during the impoundment procedures.

5.2.4. Property contained in any impounded vehicle will remain in the vehicle until the vehicle is released.

5.2.5. When conditions warrant, the 52 FW/CC designates the on-duty 52d Security Forces Flight Chief the authority to remove and impound vehicles posing safety hazards or suspected of being abandoned.

5.3. Unclaimed Vehicles: Vehicles impounded will be disposed of in accordance with DoDD 4160.21-M, *Defense Reutilization and Marketing Manual*, and *Title 10, United States Code*, Section 2575. Prior to disposing of vehicles, the abandoned vehicle monitor or representative custodians will make a diligent effort to find the owner or representative of the abandoned vehicle.

5.3.1. If the owner is known and can be contacted, the owner will be informed that the vehicle has been impounded and given the choice of picking up the vehicle or turning it over to services. Regardless of the decision, the owner will reimburse the government for towing and storage fees.

5.3.2. After official notification to the owner has been made and the owner has failure to inform, or contact the AVM with his or her intentions, the vehicle may be released for disposal after 45 days.

5.3.3. If the owner is known, but cannot be found, the custodians will notify the owner or representative 120 days in advance of disposition. The notice must be sent by registered or certified mail to the person's last known address and state the time and place of sale or other disposition.

5.3.4. If the owner or representative is unknown, the custodian will not dispose of the property worth \$25 or more until 3 months after it has been placed in storage. At that point, the vehicle may be turned over to the 52d Services Squadron or to Defense Reutilization Management Office, depending on what the member indicated on the AE Form 190-1AA, **Application For Motor Vehicle Registration and Allied Transactions**.

5.4. Towing of vehicles: The following guidelines govern the towing of vehicles:

5.4.1. The vehicle being towed will be properly registered (temporary, operational, or non-operational). Personnel involved in towing a vehicle will be in possession of registration documents for that vehicle:

5.4.2. If the towed vehicle is equipped with an operational brake system (not power assisted) to include operational brake lights, a tow strap; rope, or chain may be used. A qualified, licensed vehicle operator will be positioned in the driver's seat to operate brakes and steer the towed vehicle.

5.4.3. A vehicle with inoperable brake system or power assisted brakes will be towed by tow truck, tow bar, or trailer.

5.4.4. Any vehicle towed during darkness will be equipped with operational taillights and turn signals.

5.4.5. Motorcycles will only be towed when secured on a trailer.

6. Miscellaneous:

6.1. Vehicle security and safety:

6.2. Mechanical standards: Vehicle operators will comply and follow general requirements for POV mechanical standards IAW USAREUR Reg. 190-1, Section II, paragraph C-5 - C-27.i., USAFE Instruction 31-202, *Registering and Operating Privately Owned Motor Vehicles in Germany*.

6.3. Unattended vehicle. The operator of a motor vehicle leaving the vehicle unattended will place the transmission in gear or park position, set the emergency brake, remove the ignition key and secure all locking devices to include windows. Whenever an individual who does not possess a USAREUR license is left in a vehicle, the vehicle will be secured as described above with the exception of securing all locking devices to include windows.

6.4. Driving in reverse: Drivers will not drive in reverse unless it is safe to do so and does not interfere with other traffic.

6.5. Obstructing the driver's view: Drivers will not operate vehicles if cargo or passengers obstruct the driver's view or the driver's control of the vehicle.

6.6. Maximum passengers: Vehicle will carry only the number of persons for which there are permanently installed seats.

6.7. Secure loads: Drivers will not move vehicles unless cargo in or on the vehicle is secured and will not fall.

6.8. Opening vehicle doors. Doors of vehicles will only be opened when it is safe and only when it will not interfere with traffic.

6.9. Drivers will be careful when driving near children and pedestrians. Warn pedestrians by sounding the horn if necessary.

6.10. Any individual who observes another driver operating any Privately Owned Vehicle (POV) or Government Owned Vehicle (GOV) on-base or off-base in an unsafe, careless, or reckless manner may initiate a traffic complaint at the Security Control Center. A complaint form must be accomplished describing the vehicle, license number, description of the driver, and details of the violation.

6.11. Visual checks of motor vehicles will be conducted by security forces to detect obvious safety defects. Operator of vehicles with defects will be issued a warning citation with instructions to:

6.11.1. Repair the defect(s) and transport the vehicle to the POV inspection station within 7 calendar days.

- 6.11.2. Have the vehicle inspected and the pink copy of the citation stamped at the POV inspection station.
- 6.11.3. Present the stamped citation to the Security Control Center within 7 calendar days. The stamped citation will be affixed to the white and yellow copies of the DD Form 1408, **Armed Forces Traffic Ticket**, and forwarded to 52 SFS/SFAR, Reports and Analysis.
- 6.11.4. Those individuals who fail to have the defect fixed within seven calendar days are guilty of failure to comply with mechanical standards. The citation will be forwarded to unit commander, first sergeant, or base support manager, for action. Two points will automatically be assessed to the individual's driving record.
- 6.11.5. If repairing a major safety defect (i.e., bald tires, no headlights/tail lights, no exhaust system) and it takes more than the 7 calendar days; the vehicle must be registered non-operational.
- 6.11.6. Citations issued to personnel for a defective vehicle will not be forwarded by 52 SFS/SFAR to their respective commander for action or review if the defect is repaired within seven calendar days and all administrative requirements are met by the vehicle operator or owner.
- 6.11.7. It is the driver's responsibility to ensure violations are corrected and registration is current.
- 6.12. Use of jacks and jack stands: A vehicle lifted for repairs must be supported by jack stands or safety stands except during tire changes. While on jacks, jack stands, or safety stands a vehicle will not be left unattended, and the wheels remaining on the ground will be blocked.
- 6.13. Vehicle emissions/smog alert: It is the responsibility of all vehicle operators to mechanically maintain their vehicle in such a manner as to prevent any unnecessary vehicle emissions. Any vehicle seen disseminating excessive vehicle emissions can be cited and the owner required to repair the vehicle or register it non-operational.
- 6.14. Major vehicle repairs: Repairs causing the disassembly or causing the vehicle to be inoperative for more than eight hours will not be performed on SAB, in base housing, or in Government Leased Housing (GLH) unless it is being performed in an area designated for that purpose such as the Base Hobby Shop or AAFES Garage. Whenever repair work is accomplished, all environmentally hazardous fluids (transmission fluid, oil, anti-freeze, wet cell batteries) will be captured and disposed of in a designated area, such as the Base Hobby Shop. At no time will these fluids be allowed to absorb into the ground, dumped into dumpsters, or be stored in a non-designated area (such as a maid's room).
- 6.15. POV license plates: USAREUR license plates will be secured properly in the front and rear of the vehicle so that both plates are clearly visible.
- 6.15.1. License plates will be attached firmly to the POV using bolts, screws, or brackets. Use of string or wire to secure plates is prohibited.
- 6.15.2. Failure to properly secure plates could result in a traffic citation.
- 6.15.3. Lost or stolen license plates will be immediately reported to the nearest law enforcement desk or military police station.
- 6.15.4. Security Forces are authorized to confiscate USAREUR license plates from POVs for violations such as fraudulent use, expired registration and recovery of stolen plates.
- 6.16. Unattended children: Children 6 years of age and under will not be left unattended within a motor vehicle. Children ages 7 to 9 may be left in the car unattended if the keys are removed from the

ignition for a maximum of 10 minutes. Children ages 10 to 11 may be left unattended if the keys are removed for a maximum of 30 minutes. Children ages 12 to 15 may be left unattended if the keys are removed. Only those in the ages of 16 to 18 may be left in the car unattended without similar limitations.

6.17. Unattended pets: Pets will not be left unattended in a vehicle for more than 30 minutes. Weather permitting, whenever a pet is left in a vehicle, at least two windows will be slightly lowered to allow for ventilation. When the temperature exceeds 80 degrees Fahrenheit, pets will not be left in vehicles.

6.18. Running and jogging: The following guidelines govern running formations and joggers that utilize base roadways. These procedures will be adhered to:

6.18.1. Running formations are prohibited for squadron level and below on Memorial Blvd, Arnold Blvd, Fairchild Ave, Maxwell Ave, Smith Ave, and Perimeter Road, Monday through Friday, between 0630-0745 and 1600-1730. On Arnold Blvd and Memorial Blvd running formations are restricted to the sidewalk. Group level and wing level runs may use these roads at any time designated by the 52 FW/CC.

6.18.2. Running formations for group level and below will not exceed three files with the formation width not crossing the centerline. Wing level formations will not exceed four files.

6.18.3. Formations for group level and below will have road guards wearing reflective vests at the front and the rear of the formation. Wing level formations will use sufficient law enforcement personnel to control traffic at all road intersections.

6.18.4. Cadence calls are permitted only between the hours of 0700 until 1800 when near the base housing or dormitory areas.

6.18.5. Abusive language, name calling, and irregular behavior will not be tolerated. Violation will result in the loss of these privileges.

6.18.6. Drivers passing a formation (from either direction) must provide at least one-meter clearance and may not exceed 25 KPH (15 MPH). Drivers will use common sense and safe driving practices when passing these formations.

6.18.7. All joggers will wear a sufficient amount of reflective type clothing or reflective tape on jogging apparel during hours of darkness or reduced visibility.

6.18.8. Headphones are prohibited while jogging/running on SAB, Eifel West Community Housing or GLH area unless on the 52 SVS approved jogging/running path.

6.18.9. Headphones/Earphones and cellular phones: Use of earphones and cellular phones are prohibited for all vehicular operations to include bicycles, skateboards, roller-skates, scooters, and roller-blades. The only exception to cellular phones is hands free phone systems.

6.19. Skateboards, scooters, roller-skating, and roller-blading:

6.19.1. Skating/Skateboarding will not be allowed in the SAB/Eifel West main cantonment area at any time.

6.19.2. Skating/Skateboarding is allowed:

6.19.2.1. In all housing areas to include government leased housing areas.

6.19.2.2. In the parking area of all DoDDS Schools providing it is after normal business hours

and most of the parked vehicles have departed. Skateboarders/rollerbladers cannot skate in the open road. When a sidewalk is available, it must be used, in all other areas, stay to the far right side of the road, as a runner would.

- 6.19.3. Skaters/Skateboarders must yield to all vehicle and pedestrian traffic.
- 6.19.4. Ramps will not be personally built.
- 6.19.5. Citations issued in connection with skateboarding, roller-skating, scootering, or roller-blading will be processed as non-moving violations.
- 6.19.6. Users of skates, skateboards, scooters, and rollerblades must wear protective equipment (helmet, elbow and knee pads) when skating on the installation or GLHs.
- 6.20. Excessive vehicle stereo noise: Vehicle stereos will not be played at excessive levels. Excessive levels are defined as music being clearly heard within approximately 50 feet from the vehicle with the vehicle windows rolled down.
- 6.21. Radar detectors: Speed radar detection devices are prohibited for use in any USAREUR registered vehicles.
- 6.22. Restrictions on display of written or graphic material on POVs.
 - 6.22.1. USAREUR registered POVs (include those registered non-operational) displaying indecent or obscene Terms, (**Attachment 1**) bumper stickers, license plates, signs, writing, or graphic depictions of any sort will not be permitted on any area under the control of the 52 FW.
 - 6.22.2. Vehicles with indecent and obscene material painted on, attached or displayed in the view of the general public will be asked to remove or cover the material.
 - 6.22.3. Failure to remove or cover indecent or obscene material could result in having drivers and owner's USAREUR driver's license suspended.
- 6.23. Flight line operation: Privately owned vehicles not displaying decals which authorize parking or operation on the flight line will not be operated on the flight line.
 - 6.23.1. Personnel who operate equipment solely for maintenance support of aircraft, which are not operated on public roadways, do not require a USAREUR license. Training, qualification, and certification to operate these vehicles will be recorded in the individual's training records.
- 6.24. Transporting privately owned firearms (POF): POFs may be carried only:
 - 6.24.1. While hunting when in possession of a valid German hunting license (Jagdschein) and an AE Form 190-6B, **Privately Owned Firearm Registration Card**, for the weapon.
 - 6.24.2. While traveling to and from or participating in a lawful sporting or range firing event. The event must be one authorized by appropriate German or American authorities. The participant must have an AE Form 190-6B, or the weapon with him or her.
 - 6.24.3. While traveling to and from a repair shop when in possession of AE Form 190-6B for the weapon.
 - 6.24.4. While traveling to and from the registration office when in possession of one of the following:
 - 6.24.4.1. An AE Form 190-6A, **Firearms Retention Authorization**.

6.24.4.2. A valid AE Form 190-6B, **Privately Owned Firearm Registration Card**.

6.24.4.3. An approved AE Form 190-6D, **USAREUR Application for Registration of a Firearm**.

6.24.5. While traveling to a new duty station in Germany.

6.24.6. While traveling from the place of purchase or place of authorized sale of the firearm.

6.24.7. Except while actually using firearms for hunting and sporting purposes, carrying is permitted only if the weapon is:

6.24.7.1. Unloaded and wrapped.

6.24.7.2. Not concealed on the person in a manner that will prevent exposure to public view.

6.24.7.3. Not within reach of a driver or passenger of a motor vehicle.

6.24.7.4. Ammunition is stored in a separate compartment of the vehicle (i.e. weapon in trunk, ammo in passenger compartment).

6.25. Open Container: While driving on or off the installation, operators and passengers of motor vehicles are prohibited from having open containers of alcoholic beverages in their ready possession. "Open container," means any bottle, can, or container from which the seal has been broken, or the contents partially removed. "Ready possession" means located in the passenger compartment of the vehicle accessible to the driver or passenger(s). Violation of this rule will result in the driver receiving a traffic citation and six points will be assessed to their license.

STEPHEN P. MUELLER, Brigadier General (S), USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DOD 4160.21-M, *Defense Reutilization and Marketing Manual*

AFPD 31-2, *Law Enforcement*

AFI 31-204, *AF Motor Vehicle Traffic Supervision*

AFI 37-139, *Records Disposition Schedule*

AFI 91-207, *USAF Traffic Safety Program*

USAFEI 31-202/USAREUR Regulation 190-1, *Registering and Operating Privately Owned Motor Vehicles in Germany*

DD Form 788, **Private Vehicle Shipping Document for Automobile**

DD Form 1131, **Cash Collection Voucher**

DD Form 1408, **Armed Forces Traffic Ticket**

DD Form 2505, **Authorization for Removal of Vehicle**

DD Form 2506, **Impoundment Report**

DD Form 2507, **Vehicle Impoundment Notice**

AF Form 110, **Individual Incident Reference Record**

AF Form 332, **Base Civil Engineer Work Request**

AF Form 1168, **Statement of Suspect/Witness/Complainant**

AF Form 1313, **Driver's Record**

AF Form 1315, **Accident Report**

AF Form 2293, **USAF Motor Vehicle Operator Identification Card**

AF Form 3545, **Incident Report**

AE Form 190-6A, **Firearms Retention Authorization**

AE Form 190-6D, **USAREUR Application for Registration of Firearms**

AE Form 190-6B, **Privately Owned Firearm Registration Card**

AE Form 190-1AA, **Application for Motor Vehicle Registration and Allied Transactions**

Abbreviations and Acronyms

ANSI—American Standard Institute

AVM—Abandoned Vehicle Monitor

BAC—Blood-Alcohol Content

CD—Deputy Commander
CSF—Chief, Security Forces
DoD—Department of Defense
DoDDS—Department of Defense Dependent Schools
DOT—Department of Transportation
DUI—Driving Under the Influence
ECE—Economic Commission for Europe
FOD—Foreign Object Damage
GE—Germany
GLH—Government Leased Housing
GOV—Government Vehicle
IAW—In Accordance With
KPH—Kilometers Per Hour
MPH—Miles Per Hour
POF—Privately Owned Firearms
POV—Privately Owned Vehicle
RV—Recreational Vehicle
SAB—Spangdahlem Air Base
TDY—Temporary Duty
UCMJ—United States Code of Military Justice
USAREUR—United States Army Europe

Terms

Abandoned Vehicle—Vehicles that have been stationary for an extended period and vehicles missing license plates or other evidence of ownership are vehicles that will become officially “abandoned vehicles”.

Bicycle—Vehicle having two wheels in tandem, propelled by human power using foot pedals.

Crosswalk—Any portion of a roadway, at an intersection or elsewhere, distinctly marked for pedestrian crossing by lines, or other markings on the roadway surface.

Divided Road—A road that is divided into two or more clearly marked lanes for vehicular traffic.

Driver—A person in actual physical control of a motor vehicle, including motorcycles, motor scooters, and mopeds, or exercising control over or steering a towed vehicle.

Driving on Suspension or Revocation—Operating a motor vehicle while driving privileges are suspended or revoked.

Indecent and Obscene Material—Written or graphic material that is considered indecent because it describes or depicts sexual or excretory activities or organs in terms or in a way that is patently offensive as measured by contemporary standards. Such material is obscene if, taken as a whole, the material appeals to prurient interest in sex; is offensive because it affronts contemporary community standards relating to the description or representation of sexual matters, and is utterly without redeeming social value.

Intersection—A place where two or more streets meet. The junction of an alley or driveway with a street or highway is not an intersection.

Motorcycle—A vehicle designed to travel with no more than three wheels in contact with the ground. Include in this category are mopeds, motor scooters, mopedikes, and motorbikes propelled by an engine.

Motor Vehicle—Is every vehicle which is self-propelled or propelled by electric power.

Moving Violation—A violation of any traffic law, ordinance, or directive while operating a vehicle.

On-Moving Violation—A violation of the **SAB** Traffic Code when the vehicle is not in motion, such as parking violations and abandoned vehicles.

Non-Moving Violation Suspension—A suspension of driving privileges not to exceed 6 months for an individual who accumulates three non-moving violations within a 12-month period.

Park—To bring a vehicle to a stop and keep it at the edge of a public way; to temporarily leave the vehicle on a public way or in a parking lot or garage.

Pedestrian—A person on foot.

Right-of-Way—A precedence in passing accorded to one vehicle over another by custom, decision, or statute; the legal right of traffic to take precedence; the legal right to take precedence over others.

Small Child—Child under 12 years of age.

Stop—Complete cessation of movement.

Traffic Control Devices—Signs, signals, and markings used by the authorities to regulate, warn or guide traffic.

Unlicensed Person—Any person who failed to accomplish the prescribed requirements to obtain a USAREUR operator's license for which they are required.

Vehicle—Any form of land transportation by which any person or property may be transported upon a highway.

Attachment 2**RESERVED PARKING SPACES AND AREAS**

A2.1. Reserved Parking. The following parking spaces and areas are reserved permanently and require no revalidation.

A2.2. Military Family Housing:

A2.2.1. Colonels, two spaces.

A2.2.2. Other personnel directed by the Spangdahlem Air Base Housing Brochure (Handbook) to reside on base, one space.

A2.3. Base Fitness Center: 52d Fighter Wing Commander (52 FW/CC), one space; any Chief Master Sergeant, one space.

A2.4. Commissary (Spangdahlem and Bitburg): X decal, one space; any Chief Master Sergeant, one space.

A2.5. Base Exchange (Spangdahlem and Bitburg): X decal, one space; any Chief Master Sergeant, one space.

A2.6. Club Eifel:

A2.6.1. 52 FW/CC, one space.

A2.6.2. 52 FW Vice Commander (52 FW/CV), one space.

A2.6.3. 52d Operations Group Commander (52 OG/CC), one space.

A2.6.4. 52d Mission Support Group Commander (52 MSG/CC), one space.

A2.6.5. 52d Maintenance Group Commander (52 MXG/CC), one space.

A2.6.6. 52d Medical Group Commander (52 MDG/CC), one space.

A2.6.7. Any squadron commander.

A2.6.8. 52 FW Command Chief Master Sergeant (52 FW/CCC), one space.

A2.6.9. Any Chief Master Sergeant, two spaces.

A2.6.10. Any First Sergeant, one space.

A2.6.11. Any Second Lieutenant, one space.

A2.7. 52 FW Headquarters (Adjacent to Bldg 23):

A2.7.1. 52 FW/CC.

A2.7.2. 52 FW/CV.

A2.7.3. 52 MSG/CC.

A2.7.4. 52 MDG/CC.

A2.7.5. 52 FW/Director of Staff (52 FW/DS).

A2.7.6. 52 FW/CCC.

A2.7.7. X decal/DV (reversible), four spaces.

A2.8. 52 FW Headquarters (Lot between Bldgs 23 and 235).

A2.8.1. 52 FW/Wing Plans (52 FW/XP).

A2.8.2. 52 FW/Safety (52 FW/SE).

A2.8.3. 52 FW/Public Affairs (52 FW/PA).

A2.8.4. 52 FW/SE/GOV (Response Vehicles), two spaces.

A2.9. 52 MSG Headquarters:

A2.9.1. 52 MSG/CC.

A2.9.2. 52 MSG/Deputy Commander (52 MSG/CD).

A2.9.3. 52 MSG/Chief Enlisted Manager (52 MSG/CCM).

A2.9.4. 52 MSG/CC/GOV.

A2.9.5. 52d Mission Support Squadron Commander (52 MSS/CC).

A2.9.6. 52 MSS/First Sergeant (52 MSS/CCF).

A2.9.7. Chairman, Works Council (adjacent to the rear of Bldg 131).

A2.10. 52 OG Headquarters:

A2.10.1. 52 OG/CC.

A2.10.2. 52 OG/CC/GOV.

A2.10.3. 52 OG/Deputy Command (52 OG/CD).

A2.10.4. 52 OG/CD/GOV.

A2.10.5. 52 OG/Chief Enlisted Manager (52 OG/CCM).

A2.11. 52 MXG Headquarters:

A2.11.1. 52 MXG/CC.

A2.11.2. 52 MXG/Deputy Commander (52 MXG/CD).

A2.11.3. 52 MXG/CC/GOV.

A2.11.4. 52 MXG/Chief Enlisted Manager (52 MXG/CCM).

A2.11.5. 52 MXG Visitor, 2 each.

A2.11.6. 52 MXG Visitor, 1-hour, 2 each.

A2.12. 52 MDG Headquarters:

A2.12.1. 52 MDG/CC.

A2.12.2. 52 MDG/Deputy Commander (52 MDG/CD).

A2.12.3. 52 MDG/CC/GOV.

A2.12.4. 52 MDG/Chief Enlisted Manager (52 MDG/CCM).

A2.13. X Decal Spaces: As noted in paragraphs [A2.4.](#), [A2.5.](#) and [A2.6.](#), and as designated by 52 MSG/CC.

A2.14. Emergency Vehicles: GOVs operated by members of civil engineers, security forces, medical group and aircrews that are used for emergency responses, one space per assigned vehicle.

A2.15. For Sale Lot: The 20 slots identified in yellow paint, located between dormitories 225-226.

A2.16. TDY Long-Term Parking Lot: The lot is located behind the wing pavilion next to the bowling center. See paragraph [4.13.](#) for terms and conditions.

A2.17. Reserved Parking within Fenced, Controlled, and Restricted Areas: Areas not accessible to the general public and under the exclusive control of specific units are controlled by the owning unit. Conflicts and abuses will be resolved by 52 MSG/CD.

A2.18. Additional Parking Requests:

A2.18.1. Additional requests for parking spaces and areas will be evaluated on an individual basis, subject to a maximum limit of 10% of total base parking spaces for reserved parking. Request with justification must be submitted in original AF Form 332, **Base Civil Engineer Work Request**, to 52 SFS/SFOSP, 52 MSG/CC and 52 SFS/SFOSP "IN TURN". Each request must be accompanied by a diagram depicting proposed locations. No more than 10% of total base available parking will be approved for reserved parking. Requests received after the limit is reached will go on a waiting list as they are received by 52 SFS/CC.

A2.18.2. All reserved spaces will require revalidation annually with the exception of those listed in paragraph [4.10.](#) Reserved parking spaces not requested during annual revalidation may be approved by the 52 MSG/CC. Those found not valid by the 52 MSG/CC will be deleted, and the agency next on the waiting list will be notified to submit their request as outlined above.