



**AIR FORCE MOTOR VEHICLE TRAFFIC
SUPERVISION**

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AFI 31-204, 14 July 2000, is supplemented as follows:

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SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1.1. This publication establishes uniform policies and procedures for the efficient supervision of motor vehicles, bicycles, roller skates, in-line skates, skateboards, and pedestrian traffic on the United States Air Force Academy (USAFA). It applies to all personnel, both military and civilian, who operate vehicles or are pedestrians at the USAFA. This publication is presented to all personnel assigned, attached, or visiting the USAFA for a two-fold purpose. Primarily, it is designed to set forth "rules of the road" and establish realistic laws for vehicle and pedestrian traffic. Secondly, it is provided so that all personnel may become readily familiar with the obligations and privileges of the motor vehicle operator.

1.3. The 10th Air Base Wing Vice Commander (10 ABW/CV) is the authority to suspend or revoke base driving privileges and to grant modifications to suspensions or revocations, as appropriate.

2.1.1.1. Vehicle registration must be completed by the registered owner of the vehicle or by personnel in possession of notarized letter from the registered owner.

2.2.1.3. Uniformed Security Forces (SF) personnel may inspect a vehicle at any time if they believe the vehicle is unsafe or not properly equipped as required by law. If an SF member determines a vehicle is in such a condition that further operation would be hazardous, the vehicle will be driven to the nearest garage or other place of safety, or immediately removed from the USAFA. Should a serious or hazardous violation be detected by an SF entry controller, the vehicle will be denied entry to the USAFA.

2.4. The Chief, Security Forces (10 SFS/SF), is designated as the impoundment authority. The Security Forces Operations Officer (10 SFS/SFO), On-Duty Flight Chief, and Security Forces Investigators (10 SFS/SFOMI) are delegated the authority to contact the contracted towing company for vehicle impoundment on the USAFA.

2.5.2.1.4. (Added) When private motor vehicle privileges have been revoked, the same will apply to military driving privileges. A notice to preliminarily suspend an individual's driving privileges will be administered by SF personnel immediately following the incident upon which the suspension or revocation action is based.

2.5.2.4. In cases of multiple suspensions or revocations, the periods run consecutively.

2.6.1. Suspension packages received from another service component will be processed through Security Forces Reports and Analysis (10 SFS/SFAR) and Staff Judge Advocate (10 ABW/JA) to the 10 ABW/CV, for determination as to whether the suspension will continue.

2.7.2. 10 SFS/SFAR will prepare a written notice of suspension or revocation for 10 ABW/CV signature. The individual will report to 10 SFS/SFAR to sign acknowledgement of the suspension/revocation. If contact cannot be made with the individual after three documented attempts, the suspension/revocation is immediate and considered a "refusal to sign." The suspension/revocation letter is then transmitted from 10 SFS/SFAR, through the individual's unit commander, air officer commanding (AOC), or first sergeant. **This person will require the member to sign for the receipt of the revocation or, if he refuses, indicate in writing that he personally delivered the revocation to the member. He will return the proof of notification to 10 SFS/SFAR.** For those individuals who are retired military members, family members, or not affiliated with the Academy, 10 SFS/SFAR will forward the notification by certified mail. Upon receipt of a request for an administrative hearing, 10 SFS/SFAR will process the request through 10 ABW/JA, who is delegated the responsibility for conducting administrative hearings on behalf of the installation commander. The hearing officer may not reverse an assessment of points or determination of guilt for any prior ticket assessed against the violator. 10 ABW/JA will submit a recommendation to 10 ABW/CV for final adjudication. The final determination will be forwarded to 10 SFS/SFAR for disposition. 10 SFS/SFAR will forward the results of the hearing to the affected individual through **their** commander, AOC, or certified mail. For DOD affiliated personnel, suspension or revocation actions will occur upon receipt of notification. For non-DOD affiliated personnel, these actions will take effect 10 days after dispatch of the certified mail notification. See **Attachment 5 (Added)**.

2.9. Written proof must be provided to 10 SFS/SFAR and signed by the prosecuting authority in that jurisdiction. The provided documents will then be reviewed for legality by 10 ABW/JA.

2.10.3. (Added) Any military member, DOD civilian, Nonappropriated Fund (NAF) civilian, or military family member whose base privileges are revoked for an alcohol-related driving offense, must successfully complete a state or installation approved alcohol or drug rehabilitation program before restricted driving privileges can be requested. The request will include the results of the 10th Medical Group Alco-

hol and Drug Abuse Program evaluation **or proof of program completion from the Cadet Counseling and Leadership Development Center.** Submit requests for restricted driving privileges to 10 SFS/SFAR for processing. The unit commander, AOC, or staff agency chief indorses the request citing specific mission requirements and specifies the location and occasion in which a vehicle can be driven by the subject. All requests must include a statement by the individual and proper credentials showing his or her license is not suspended or revoked by state or federal licensing authorities. The requests will be reviewed by 10 ABW/JA and a recommendation provided to 10 ABW/CV who is the final decision authority.

2.12.1.1.2. 10 SFS/SFAR will transmit information on suspension and revocation violations to the Central Violations Bureau.

3.1.1. Since the USAFA operates as an open base from 0500-2000, DD Form 2220 (decals) will not be issued to local dignitaries, community leaders, retired federal civilian employees, reserve officer training corps cadets, civil air patrol members, or retired foreign military members who served joint service with the U.S. Air Force.

3.1.1.1. USAFA personnel have 10 days upon signing into their units or upon obtaining a vehicle to register it at their unit orderly room or the USAFA Pass and Registration Section (10 SFS/SFAP). Personnel not assigned to the USAFA, but residing in base housing, must register their vehicles either with 10 SFS/SFAP or their parent installation within 10 days of occupying military quarters. DD Form 2220 will not be issued to personnel with temporary vehicle tags. A temporary pass (AF Form 75) decal will be issued until permanent plates are obtained.

3.1.3. Limited temporary registration will be verified by a letter from the unit commander and accomplished with AF Form 75 at 10 SFS/SFAP.

3.1.5. AF Form 75 will be issued for the length of the contract to contractors who are assigned to the installation for periods of less than 1 year. Contractors will be issued the DD Form 2220 for contracts of greater than 1 year. A list of USAFA contract employees will be generated by the Base Contracting Office (10 ABW/LGC) and sent to the Security Forces Operations Section (10 SFS/SFO) and 10 SFS/SFAP. This will be completed upon initial award of a contract and upon change in employment status with the employees listed. An AF Form 75 may be issued for a period not to exceed 30 days to persons residing or visiting on the USAFA, unless special circumstances are approved by 10 SFS/SF or the Superintendent, Security Forces Administration and Reports (10 SFS/SFA). Passes for visitors must be obtained by their sponsor. AF Form 75 may be obtained at 10 SFS/SFAP.

3.1.5.1.4. Sponsors of individuals must ensure the vehicle pass is returned to 10 SFS/SFAP upon termination of visit. Contractors will return all vehicle passes for their employees upon termination of employment.

3.1.6.1. Private Motor Vehicle Registration will be used for the purpose of registering all vehicles on the USAFA.

3.2. Cadets must also provide their authorization to own or maintain a motor vehicle on the USAFA, in accordance with Air Force Cadet Wing Instruction (AFCWI 31-201, *Private Motor Vehicles*), to the 34th Training Wing Cadet Support Branch (34 TRW/SDC) Cadet Vehicle Registration area. State vehicle registration for vehicles not expired but within authorized grace periods for re-registration by the issuing state may not be used to obtain base registration decals. State vehicle registration must be current between the dates issued and the visible expiration on the tag or window as applicable with the state of registration. Reserve and Individual Mobilization Augmentee (IMA) personnel residing in Colorado and assigned to units outside of the state of Colorado are authorized registration with DD Form 2220. Reserve and IMA

personnel assigned to units in the state of Colorado must register their vehicles at their base of assignment.

3.2.1.2. The Security Forces Management Information System (SFMIS) will be used as directed for vehicle registration functions. If no SFMIS is directed or supported, locally developed information systems are authorized to track requirements.

3.3. Unit orderly rooms are authorized to issue DD Forms 2220. The orderly room personnel will be designated by their commander and a memorandum of authorization will be filed with 10 SFS/SFAP. In addition, the personnel must receive training from 10 SFS/SFAP. The authorization memorandum will be updated annually or when there is a change of personnel on the list.

3.4.2.6. (Added) Family members of deceased military members will be issued the installation tab that reflects the rank of the deceased military member.

3.4.4.1. (Added) The DD Form 2220 is to be displayed on the top edge, outside, portion of the front windshield directly behind the rearview mirror. Display of AF Form 75 will be on the lower corner of the driver's side portion of the front windshield. Display of both vehicle forms will be positioned in locations such that they are clearly visible from a distance of 15 feet in front of the vehicle. Owner supplied plates fastened to the vehicle are not authorized for vehicle decals.

3.4.5. Short- and long-term disabilities are handled through the state of Colorado or respective state of vehicle registration. Personnel must submit a memorandum describing the disability, along with supporting papers, as required, from the individual's doctor to the state. State issued disability decals and display items are honored for parking at the USAFA.

3.5.7. Personnel transferring to a CONUS assignment may retain their DD Form 2220; however, they must notify their unit orderly room or 10 SFS/SFAP 10 duty days prior to departure.

4.1.2. The Traffic Safety Committee (TSC) will prepare and review as necessary the installation Traffic Control Plan (TCP). The committee will consist of the following members, as a minimum:

10th Civil Engineering Squadron Maintenance Engineering Flight (10 CES/CEOE)

Safety Office (HQ USAFA/SE)

Security Forces Operations (10 SFS/SFO)

American Federation of Government Employees (AFGE), Local 1867

4.2.1. The Colorado Motor Vehicle Laws and Model Traffic Code (MTC) are hereby adopted for use on the USAFA in conjunction with the USAF Academy Motor Vehicle Code (USAFAMVC, **Attachment 3 (Added)**, this supplement). In cases where the Colorado Motor Vehicle Laws or MTC conflict with the USAFAMVC or applicable Air Force instructions, the applicable Air Force instruction will apply. In cases not covered by the USAFAMVC or Air Force instructions, the Colorado Motor Vehicle Laws or MTC will apply.

4.2.6. Off-road vehicle usage is not authorized on the USAFA, except for government procured **and/or leased** vehicles.

4.4.2.1. SF members authorized to utilize radar must be trained by a state-certified instructor. The Security Forces Training Section (10 SFS/SFTT) will be responsible for ensuring a state-certified instructor is available to provide instruction.

4.6.4. All minor accidents involving POVs should be reported to SF as soon as possible but not later than 72 hours after the accident. Failure to report a minor accident within 72 hours will result in a suspension of installation driving privileges for 3 months. The operators of GOVs involved in offbase accidents will immediately report the accident to local law enforcement authorities and, upon return to their home base, will immediately report the accident to SF, the traffic unit vehicle control officer, their commander, and Fleet Control (10 ABW/LGTF). Any accident requiring treatment for injuries or where the involved vehicle **and property** incurs more than \$10,000 worth of damage or is disabled and unable to be moved will be designated as a major vehicle accident. Fault will not be determined or citations issued by SF personnel in minor accidents.

4.8.2. Reserved parking slots are monitored, coordinated, and approved in accordance with 10 ABW/CC reserved parking space policy. All requests for reserved parking slots should be formally requested using the AF Form 332, **BCE Work Request**. The request is then forwarded to the appropriate building manager for approval or disapproval, based on the standards set by 10 ABW/CC. In addition, cadet area requests will be sent through the Cadet Support Branch (34 TRW/SDC). Upon approval by the building manager, the request will be signed by the unit commander and forwarded to Customer Service (10 CES/CEOW) who will in turn submit the request to the Traffic Safety Committee for final approval. Once the reserved parking slots are approved, it will be the responsibility of the unit's parking wardens to monitor these parking slots.

4.8.4. The unit commander or staff agency chief will submit to 10 SFS/SFAR, the name, office symbol, and phone number of each traffic warden and alternate for their parking lots. Ticket books and training may be obtained from 10 SFS/SFAR after the Chief, Security Forces, has approved the appointment of the traffic warden. Only those individuals having received the appropriate training will be authorized to issue traffic citations. Traffic wardens are authorized to write parking tickets within their designated area only. Cadet traffic wardens are authorized to write parking tickets on all vehicles in the cadet area that are parked illegally. Parking tickets will be forwarded to 10 SFS/SFAR for processing within 1 duty day after issue with the exception of cadet tickets, and they will be held for 14 days by the Chief, 34 TRW/SDC, and then forwarded. This is to afford the cadet time to work an appeal through their applicable squadron and group commanders. Parking wardens will only issue citations for parking violations.

4.9.3. 10 SFS/SFAR will forward traffic citations, accident reports, and incident or complaint reports involving traffic and parking offenses to the appropriate agency for corrective action.

4.10.2. The OPR for breath test requirements is 10 SFS/SFAR.

4.10.4. All personnel authorized to operate the intoxilyzer must attend the Colorado State Certification Course or be trained by a certified Colorado State Instructor. The SF member must continue to maintain the certification to be authorized to operate the intoxilyzer. 10 SFS/SFAR will monitor certification, ensuring operators maintain a valid certification.

4.17. All military personnel who are cited or apprehended by civil law-enforcement authorities are required, as soon as possible or after release from the hospital, jail, etc., to notify their commanders, AOCs, or first sergeants, who, in turn, notify the SF desk sergeant. The SF desk sergeant will complete an incident/complaint report for serious cases only (those cases involving the subject being charged with an offense, excluding minor traffic infractions) and forward it to 10 SFS/SFAR. 10 SFS/SFAR will follow the case through the civilian courts and accomplish supplemental reports until the case is closed. Once the case is closed, 10 SFS/SFAR will complete a final report and forward it to the commander or AOC for appropriate action.

5.1. Traffic incidents and traffic points will be maintained using the current Security Forces Management Information System (SFMIS).

Table 5.1. Suspension/Revocation of Driving Privileges.

<p>Assessment: 4. Suspension for a period of 6 months or less or revocation for a period not to exceed 1 year is discretionary.</p> <p>Violation:</p> <ol style="list-style-type: none"> 1. Conviction of driving while ability impaired. That is a breath alcohol content level of .05 to 99. (Automatic 6-month driving suspension) 2. Operating a motor vehicle without insurance. (Privileges suspended for 6 months) 3. Failing to maintain a valid state driver's license or maintaining current base and state registration. (60-day suspension) 4. Vehicle is legally registered, but the current decals are not displayed. (Cited for failure to display proper registration) 5. Receiving two parking citations within any 90-day period. (USAFA driving privileges suspended for 30 days). Each additional ticket (third, fourth, and so forth) within a 90-day period will result in an additional 30-day suspension. 6. Receiving two tickets for littering from a motor vehicle within a 12-month period. (USAFA driving privileges suspended for 30 days) Each additional ticket will result in an additional 30-day suspension
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5.4.2. 10 SFS/SFAR will process violations on visiting military or DOD civilians and forward the DD Form 1408 or Incident Report to the law enforcement authority at the individual's base of assignment. If the original (white) copy of the citation is lost, the action authority is responsible for contacting 10 SFS/SFAR to request a duplicate copy. If a unit commander or AOC cannot complete the action within the suspense established by 10 SFS/SFAR, they must request an extension. For moving violations which involve a formal appeal by the violator, the unit commander or AOC will maintain the original copy of the citation or report until final reports of action of the appeal have been forwarded. **Attachment 4 (Added)**, this supplement, outlines procedures for the administrative appeal of moving and nonmoving traffic violations and prescribes USAFA Form 28, **Traffic Appeal**, for this purpose.

5.4.4.3. Commanders and AOCs will establish procedures to ensure referral of members of their unit when appropriate. When results of medical evaluations indicate the suspension or revocation of installation driving privileges is in order, the unit commander or AOC will request such action through 10 SFS/SF to 10 ABW/CC.

5.4.6. 10 SFS/SFAR will send a memorandum notifying the appropriate commander of suspension/revocation action upon their subordinates. Individuals who accumulate 12 traffic points within 12 consecutive months or 18 points within 24 months are subject to 8 months revocation of base driving privileges. **In addition, anyone cited for speeding in USAFA housing areas and school zones will be subject to suspension or revocation of driving privileges for up to 12 months.**

5.5. Orders issuing activities will provide 10 SFS/SFAR with a copy of each PCS, retirement, and discharge order.

6.4.1.2. If a vehicle meets the criteria established in AFI 31-204, paragraph 6.2, SF will complete the **Security Police Abandoned Vehicle Report**. If the vehicle has not been moved within 24 hours of said notice, the authorized contractor will be contacted to tow the vehicle to the base impoundment lot.

6.6.3. (Added) If an impounded vehicle, owned by an active duty or family member, or cadet assigned to the USAFA, is not registered (i.e., DD Form 2220, not displayed), the vehicle will not be released until properly registered through 10 SFS/SFAP, unit orderly room, or cadet vehicle registration.

6.7.11. (Added) USAFA Form 28, **Traffic Appeal**.

6.7.11.1. (Added) Adopted. AF Form 3545, Incident Report.

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms*

CVB —Central Violation Bureau

MTC —Model Traffic Code

MIS —Security Forces Management Information System

TCC —The Traffic Safety Committee

TCP —Traffic Control Plan

USAFAMVC —USAF Academy Motor Vehicle Code

Attachment 3 (Added)

USAF ACADEMY MOTOR VEHICLE CODE (USAFAMVC)

A3.1. General:

A3.1.1. Purpose. The purpose of the USAFAMVC is to provide a uniform traffic code for the operation of motor vehicles on the USAFA.

A3.1.2. Scope. Provisions contained herein govern the operation of all motor vehicles within the limits of this installation and are directive in nature.

A3.1.3. Responsibility. 10 ABW/CC is delegated the authority to administer the program contained herein.

A3.1.4. Procedures. This code constitutes a realistic traffic control program aimed at providing maximum safety for all residents, employees, and visitors of this installation. The realization of this aim requires strict observance and enforcement of this code. Careless, indifferent, or irresponsible operation of motor vehicles will not be tolerated. Drivers who prove by their own actions that they constitute a menace to themselves and others must be denied the privilege of operating motor vehicles on the USAFA. When it is in the interest of personnel safety, maximum penalties will be imposed upon offenders. It is mandatory that action be taken by commanders, AOCs, and civilian employee supervisors against any individual breaking these laws.

A3.1.5. Additional Cadet Guidance. In addition to this instruction, the 34th Training Wing (34 TRW) has established an AFCW Instruction that provides guidance for cadets owning, maintaining, renting, or operating motor vehicles on the USAFA. The Commander, Preparatory School (HQ USAFA/PL), may do the same for cadet candidates.

A3.1.6. Terms Explained. Terms used herein are defined as follows:

A3.1.6.1. Container. Any object used to hold or carry a beverage; includes but is not limited to bottles, cans, jars, flasks, pitchers, thermos, jugs, canteens, or any other formidable object used to hold a liquid substance.

A3.1.6.2. Emergency Vehicles. Fire-fighting equipment, ambulances, Security Forces vehicles, and other specifically designated vehicles.

A3.1.6.3. Nonmoving Violation. A violation of any traffic law, ordinance, or regulation not defined as a moving violation. Examples are violations of base registration or parking laws.

A3.1.6.4. Motorcycle. A motorcycle is defined as any motor vehicle having a seat or saddle for the use of its operator and designed to travel on not more than three wheels in contact with the ground. This definition includes but is not limited to motor scooters and motorized bicycles.

A3.2. Motorcycle Operation:

A3.2.1. Carrying Passengers. Carrying passengers on any motorcycle, moped, or bicycle not equipped with seats for such passengers is prohibited.

A3.2.2. Safety Training and Registration Requirements:

A3.2.2.1. Military Personnel. All military motorcycle operators (regardless of nationality, duty status, or operating location) must attend an approved operator safety course.

A3.2.2.2. **Civilian Personnel.** All Air Force civilian personnel who operate a motorcycle while on duty (regardless of operating location) must attend an approved operator safety course.

A3.2.2.3. **Other Personnel.** Retirees, contractors, dependants, and all other non-Air Force civilian personnel are highly encouraged to attend an approved operator safety course.

A3.2.2.4. **Training.** Those military and civilian personnel that will ride and have not attended an approved operator safety course must contact the USAFA Safety Office (HQ USAFA/SE) for course information and registration.

A3.2.3. Registration. After registering for training, affected personnel desiring to operate their motorcycle on USAFA will proceed to Security Forces Pass and Registration Section (10 SFS/SFAP) for temporary base registration. The temporary registration will not be issued for more than a total of 30 days, pending completion of an approved operators safety course. Upon completion of training, personnel will be issued a "Motorcycle Riders Course Completion Card" by the course instructor. This card serves as proof of course completion and is required for permanent base registration.

A3.2.4. USAFA-Personal Protective Equipment. The following personal protective equipment is mandatory for all persons operating or riding as a passenger on a motorcycle on USAFA:

A3.2.4.1. **Helmet.** Certified to meet Department of Transportation standards and properly fastened under the chin.

A3.2.4.2. **Goggles or Face Shields.** Impact or shatter resistant goggles or full-face shield properly attached to helmet. A windshield or eyeglasses alone are not proper eye protection.

A3.2.4.3. **Clothing.** Long sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens designed for use on a motorcycle.

A3.2.4.4. **Garment Visibility.** A brightly colored outer upper garment during the day and a reflective upper garment during the night. Outer upper garment shall be clearly visible and not covered.

A3.3. Bicycle/Rollerblade Operation:

A3.3.1. Riding Two Abreast. Under assimilation of CRS 42-4-1412, bicycle riders will not ride their bicycles two or more abreast. They must be single file.

A3.3.2. Riding on Sidewalks. Bicycles will not be ridden on sidewalks. The exceptions are bicycles with training wheels or bicycles ridden by children 10 years of age or younger.

A3.3.3. Bicycle Equipment. Bicycles will be equipped with a suitable headlight and taillight or red reflector, if operated during hours of darkness, and a permanently attached seat designated for use on a bicycle.

A3.3.4. Helmets. Anyone operating a bicycle, roller blades, roller skates, skateboard, foot scooter, go-cart, etc., on the USAFA must wear a helmet in accordance with AFI 91-207, *The US Air Force Traffic Safety Program*, Section D(20).

A3.3.5. Headphone Equipment. Personnel may not wear portable headphones, earphones or other listening devices when using USAFA roadways. This is to include but not limited to personnel operating any motor vehicle equipment, walking, jogging, ridding a bicycle, rollerblading, etc. Whenever possible, use these devices only when the vehicle is safely stopped. Exception: when required to perform official duties; e.g., personnel on fire response vehicles.

A3.3.6. Parking and Securing. Bicycles will not be parked in a manner that obstructs pedestrian or vehicle traffic. When left unattended, bicycles should be secured to prevent or hinder theft.

A3.4. Prohibitions Against Bicycle/Rollerblade Operation:

A3.4.1. Bicycles will not be operated on USAFA roadways while snow removal operations are in progress.

A3.4.2. Bicycles will not be operated on USAFA roadways outside the immediate vicinity of housing areas during home football games, cadet graduation, and other special events that create hazardous safety conditions as determined by the Chief, Security Forces. For the purposes of this instruction, East and West Douglass Drives are considered outside the immediate vicinity of the housing areas.

A3.4.3. Rollerblade operation will be limited to sidewalks and roads in housing clusters. Rollerblade operation is not allowed on any of the USAFA roadways.

A3.5. Speed Limits and Basic Rules:

A3.5.1. Speed Conditions. Regardless of posted speed limits or the speed limits specified in paragraph 4.2, no person will operate a motor vehicle on the USAFA at a speed in excess of what is reasonable and safe for surface, weather, visibility, and existing traffic conditions. Vehicle operators will reduce speed and proceed with extreme caution while driving through congested areas, when passing troops, or when approaching children at play.

A3.5.2. Radar Detection Devices. The use of radar or laser detection devices to indicate the presence of speed recording instruments or to transmit simulated erroneous speeds is prohibited.

A3.6. Speed Limits:

A3.6.1. Unless otherwise posted, vehicle operators will observe the following speed limits, weather and road conditions permitting:

A3.6.1.1. Four-lane paved roads: 45 miles per hour (mph).

A3.6.1.2. Two-lane paved roads: 40 mph.

A3.6.1.3. Paved service roads: 30 mph.

A3.6.1.4. Paved housing loop roads and school zones: 20 mph.

A3.6.1.5. Parking areas: 10 mph.

A3.6.1.6. Terrazzo and housing clusters: 5 mph.

A3.6.1.7. Unpaved roads: 25 mph.

A3.7. Right-of-Way:

A3.7.1. Marching Troops . Drivers will yield the right-of-way to marching troop formations, slow their vehicle to 5 mph when approaching from any direction, and when passing the formation, use extreme caution. The formation will comply with the troop formation road guard instructions and not overtake a troop formation marching in the same direction until instructed by the troop commander to pass.

A3.7.2. Deer. Drivers should alert approaching vehicles to the presence of deer by flashing their headlights from low to high beams several times.

A3.7.3. Snow Removal Vehicles. Drivers will yield the right-of-way to snow removal vehicles engaged in snow removal operations.

A3.8. Equipment:

A3.8.1. Defective Vehicles. Owners of vehicles identified or cited for not meeting the safety standards will correct the discrepancy and present evidence of correction to the SF within 10 days of the citation. If the defect is satisfactorily repaired or corrected, the previously issued citation will be voided and no points will be assessed against the individual's on base driver's record. However, if the vehicle operator or owner fails to correct the discrepancy within 10 days, he or she will remove the vehicle from the USAFA until the discrepancy is corrected. The only exception to this requirement is for vehicles taken to the Auto Hobby Shop or other facility for repairs. Evidence of such disposition of vehicles will be presented to SF within 10 days of citation and again when the discrepancy has been corrected. When an extension is needed, the owner of the vehicle must contact 10 SFS/SFAR; extensions will be granted on a case-by-case situation.

A3.8.2. Lights. When approaching a manned entry control point, headlights will be turned off and parking lights will be used. Exception: When a vehicle is equipped with Daytime-Running-Lights (DRL). During hours of darkness or reduced visibility (i.e., conditions of fog, snow and rainfall, etc.) headlights must be turned on.

A3.9. Lane Use:

A3.9.1. Motorcycles. All motorcycles are entitled to full use of a traffic lane, and no motor vehicles will be driven in such a manner as to deprive any motorcycle of the full use of a traffic lane. It is unlawful for motorcycles to ride two or more abreast in a single lane.

A3.10. Pedestrians, Joggers, and Marching Troops:

A3.10.1. Headphones. Headphones will not be worn by pedestrians (including joggers) who walk or run adjacent to roadways on the paved surface, sidewalks, or within 10 feet of the roadway.

A3.10.2. Pedestrians on Highways. No person will solicit a ride on any USAFA roadway except at the designated pickup or drop-off point or in an emergency. Pedestrians will use sidewalks when available. Where no sidewalk exists, pedestrians will walk single file facing oncoming traffic and will not walk on roadway pavement (except to cross intersections) unless no other option exists.

A3.10.3. Joggers. Joggers will jog single file facing oncoming traffic and will not jog on roadway pavement, except to cross intersections or in designated bicycle lanes when no other option exists. They will not jog when snow removal operations are in progress. Joggers will, at all times, wear light colored clothing that **contrasts** with the environment, this is particularly important during hours of darkness and during other periods of reduced visibility. The wearing of reflective vest and arm bands as an outer garment is strongly recommended.

A3.10.4. Marching Troop Formations. Troops in formation will march on the right side of the roadway with the direction of traffic. Personnel in front and rear ranks will use fluorescent or reflective personal protective equipment or organizational clothing with sewn-on reflective tape. Road guards will be provided for safety at intersections.

A3.11. Parking:

A3.11.1. Unattended Children. No person will leave a child under the age of 10 in an unattended vehicle. A person leaving a child unattended will be cited, and the child may be taken into temporary custody by law enforcement officials.

A3.11.2. Unattended Motor Vehicle. No person driving or in charge of a motor vehicle will permit it to stand unattended without setting the parking brake and placing the gear in low for a standard transmission or park for an automatic transmission.

A3.11.3. Vehicles for Sale. The only authorized area to advertise a vehicle for sale on the USAFA is the parking lot located on the south side of Bldg 4560, Skills Development Center. Vehicles violating this instruction will be towed and impounded in the installation impoundment lot (directly south of Bldg 8024).

A3.11.4. Prohibited Parking. Vehicles will not be parked along roadways unless the roadway is specifically marked for parking. Vehicle parking is prohibited as follows:

A3.11.4.1. On the Terrazzo and "Bring Me Men" ramp or immediately at the top and bottom of the ramp, with the exception of members of the Crisis Action Team during actual or exercise contingencies.

A3.11.4.2. Within loading docks, to include bus-loading docks except during specified loading and unloading operations.

A3.11.4.3. Beneath any portion of Vandenberg and Sijan Halls except when authorized by the Chief, 34 TRW/SDC, and with the concurrence of the Fire Protection Flight (10 CES/CEF).

A3.11.4.4. Within fire lanes except for loading and unloading vehicles. Vehicles parked in fire lanes will engage the vehicle's emergency flashers while completing loading and unloading operations. However, a vehicle will not be left in a fire lane for more than 5 minutes or dormitory driveway for more than 15 minutes while loading and unloading. The vehicle will be immediately moved when emergency response vehicles require use of the area. Towing expenses of the vehicle may be incurred by the vehicle owner during emergency responses.

A3.11.4.5. Boats, boat trailers, horse trailers, and utility trailers for a period of more than 24 hours and only to load, unload, or clean.

A3.11.4.6. Recreation vehicles, designated for sleeping, within cluster areas when they create a safety hazard, when they interfere with other cluster residents' parking spaces, or when the vehicle is not properly registered. Vehicles may be parked in housing areas for a period of 24 hours to load, unload, or clean only.

A3.11.4.7. Anywhere on the USAFA for the purpose of camping, except approved areas.

A3.11.4.8. On any portion of roadways marked with yellow lines.

A3.11.4.9. Within 75 feet of an accident or fire equipment which is stopped in response to an alarm.

A3.11.4.10. In compactor (trash rack or container) driveways unless posted times are visible.

A3.11.4.11. In spaces marked reserved, except for the person or category of persons who are authorized to park there.

A3.11.4.12. Outside of specific parking slots or on parking strips or in a manner where the vehicle extends into another parking slot or protrudes into driveway lanes within parking areas.

A3.11.4.13. On any seeded or grassed area not specifically designated for parking.

A3.11.4.14. In any area where the vehicle exceeds the allotted parking time.

A3.11.5. Handicapped Parking. Persons may park in slots marked for the handicapped when the parked vehicle displays a state-issued handicapped pass, an AF Form 787, **Handicapped Person Vehicle Decal**, (properly affixed to the vehicle), a license plate with the handicap symbol, or a disabled veteran license plate. The vehicle must be driven by a handicapped person or actually transporting a handicapped person. All other vehicles are prohibited from parking in handicapped slots.

A3.11.6. Dormitory Parking. Parking at the airman dormitories (Intrepid, Atlantis, and Challenger Halls) on the sidewalk adjacent to entry points is permissible only for short-term unloading of vehicles. Vehicles will not be parked for longer than 20 minutes for unloading.

A3.11.7. Unauthorized Parking. Vehicle parking is not authorized for nonairman dormitory residents in the west parking lot of Intrepid Hall (Parking lot to the south of the Community Center Gymnasium).

A3.12. Driver's License:

A3.12.1. License Invalid During Suspension. No resident or nonresident whose driver's license, or whose right or privilege to operate a motor vehicle in the state of Colorado, has been suspended or revoked will operate a motor vehicle on the USAFA under a license, permit, or registration certificate issued by any other jurisdiction, and during such suspension or after such revocation operate a motor vehicle until a new license is obtained as permitted by Colorado Law.

A3.12.2. Suspended, Canceled, or Revoked Licenses. Persons whose state license has been suspended, canceled, revoked, or denied are required to inform their commander, first sergeant, or air officer commanding, who will in turn notify SF as soon as possible.

A3.13. Other Violations and Offenses:

A3.13.1. Open Alcoholic Beverage Containers. Consumption of an alcoholic beverage by any person in any motor vehicle, that is in operation, is prohibited.

A3.14. Accidents and Accident Reporting:

A3.14.2. Duty to Report Accidents. The driver of a vehicle involved in a traffic accident resulting in injury, death, or disabling vehicle damage will immediately notify the SF desk sergeant. If directed, the driver will return to the scene and remain until SF personnel have arrived and completed their investigation, if one is required. Failure to report a motor vehicle accident will be cause to revoke installation driving privileges for a period of not less than 6 months.

A3.14.3. Delayed Reporting. When the installation commander declares that the weather or traffic conditions have become severe, delayed reporting of accidents will be enacted. Personnel will be required to report their accident to the SF desk sergeant within 72 hours of the accident. Failure to do so will be considered a failure to report an accident and will result in the punitive measures defined by AFI 31-204 and Colorado Motor Vehicle Laws.

A3.15. Miscellaneous Provisions:

A3.15.2. Appeals: Appeals citations for moving and nonmoving traffic violations may be appealed in accordance with **Attachment 4 (Added)**, this supplement.

A3.15.3. Operating Vehicles off Roadways or in Prohibited Areas:

A3.15.3.1. Privately-owned vehicles (POVs) will not be operated off established USAFA roadways, unpaved roads, or in any other area where prohibited by signs. POVs may be operated on the roads to Ice

Lake, Deadman's Lake, and to Stanley Canyon parking areas only, with the exception of combat arms personnel or students enroute to CATM.

A3.15.3.2. Government motor vehicles will not be operated off USAFA roadways except under mission-essential requirements. When such operation is required, care will be taken to prevent environmental and vehicle damage.

A3.15.4. Terrazzo:

A3.15.4.1. Except for emergency and mission requirements, motor vehicles will not be operated on the terrazzo (the area bounded by the Cadet Chapel, Sijan, Arnold, Mitchell, Vandenberg, and Fairchild Halls, including the Cadet Chapel and across the "Bring Me Men" ramp). Exceptions to this rule must be approved by the Director, 34th Training Wing Support Division (34 TRW/SD).

A3.15.4.2. Persons who operate vehicles on the terrazzo will comply with the following rules:

A3.15.4.2.1. Do not exceed 5 mph (except snow removal equipment).

A3.15.4.2.2. Headlights must be on at all times.

A3.15.4.2.3. Yield right-of-way to pedestrians and maintain a safe distance from formations.

A3.15.4.2.4. Maintain clear visibility.

A3.15.4.2.5. Stop before proceeding past stairwell exits, doorways, or blind curves.

A3.15.4.2.6. Coordinate with the Director, 34 TRW/SD, prior to any unusual vehicle activity (such as construction, major maintenance, etc.). 10 CEG will ensure contractors comply.

A3.15.5. Limitations on Backing. Drivers of all government owned vehicles will not back up unless it can be done safely and without interfering with other traffic. A vehicle spotter will be used during backing operations. If a spotter is not available, the driver will check behind the vehicle for adequate clearance before backing.

Attachment 4 (Added)**ADMINISTRATION OF APPEALS FOR MOVING AND NONMOVING TRAFFIC VIOLATIONS**

This section sets procedures for administrative appeal of moving and nonmoving traffic violations.

A4.1. Military. The person receiving a traffic citation may appeal the citation to his or her commander within 7 duty days of the date of the offense.

A4.1.2. A commander's determination of not guilty for a particular citation must be forwarded to the 10 ABW/CV through 10 SFS/SF and 10 ABW/JA, using USAFA Form 28 for a final decision. The commander will forward the citation, along with the USAFA Form 28, to 10 SFS/SFAR for further processing as soon as possible after receipt.

A4.2. Traffic Citations. Traffic citations which are not appealed within 7 duty days of the offense are final and not reviewable at any subsequent suspension or revocation of driving privileges proceedings. Traffic citations for which the appeal was denied are also final and not reviewable in subsequent proceedings.

A4.3. Appeals. Appeals of traffic citations received later than 7 duty days after the offense are permitted only if the violator shows that he or she did not receive notice of the citation. However, the appeal must be initiated within 7 duty days after the violator actually receives **notice**.

A4.4. Nonaffiliated Civilians. Nonaffiliated civilians will appeal violations through the U.S. Magistrate Court System.

A4.4.1. A commander's determination of guilty is final and is not reviewable. The commander will return the citation, with his or her findings of guilt, to 10 SFS/SFAR for awarding of the appropriate points as soon as possible after receipt.

A4.4.1. Optional violation notices are identified by a monetary amount in the lower left-hand corner of the DD Form 1805. These violations can be handled in the following two ways:

A4.4.1.1. The violator can pay the fine.

A4.4.1.2. The violator can appeal the violation in magistrate court by appearing in person on the date specified by the Central Violation Bureau (CVB).

A4.4.2. Mandatory violations are issued court dates through the mail by CVB. The violator must appear in court on the date specified or a federal warrant will be issued on the violator.

A4.5. Parking Violation. The registered owner is responsible for any parking violation committed with his or her vehicle. Parking violations will be assessed against the registered owner, regardless of who parked the vehicle. It is the owner's responsibility to brief a borrower of his or her vehicle as to where the vehicle may or may not be parked. The owner is also responsible for knowing where the vehicle is parked when the keys are returned.

Attachment 5 (Added)

BARMEN/REVOCAION GUIDELINES

OFFENSES	ACTIVE DUTY MILITARY USAF ACADEMY	RETIRED MIL/DEP; ACTIVE MIL DEP NON-USAF AFFILIATED; DOD CIV; USAF CONTRACTORS	ACTIVE DUTY DEPENDENTS USAF	CONTRACTORS/ CIVILIANS NON-USAF AFFILIATED
SHOPLIFTING 1st, Under \$100 1st, Over \$100 2d, Any Value 3d, Any Value	Revo 6 mo Revo 1 yr Revo 5 yrs Revo Life	Revo 6 mo Revo 1 yr Revo 5 yrs Revo Life	Revo 6 mo Revo 1 yr Revo 5 yrs Revo Life	Bar 1 yr Bar 5 yrs Bar 5 yrs Bar Life
Assault & Battery	Consult JA	Bar 5 yrs	Situation Dependent	Bar 5 yrs
DUI	Revo 1 yr/Consult JA	Revo 1 yr	Revo 1 yr	Bar 5 yrs
Use/Possession of Marijuana	Consult JA	Bar 5 yrs	Situation Dependent	Bar 5 yrs
Breaking and Entering	Consult JA	Bar 5 yrs	Bar 5 yrs	Bar Life
Aggravated Assault	Consult JA	Bar Life	Bar Life	Bar Life
Drug Offense (Major)	Consult JA	Bar Life	Bar Life	Bar Life
Any Sex Crime	Consult JA	Bar Life	Bar Life	Bar Life
Driving with a Suspended/Revoked License	Revo 1 yr	Revo 1 yr	Revo 1 yr	Revo 1 yr
Driving w/o Insurance	Revo 6 mo	Revo 6 mo	Revo 6 mo	Revo 6 mo

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