

**BY ORDER OF THE COMMANDER
439TH AIRLIFT WING**

**439TH AIRLIFT WING INSTRUCTION
31-202**



5 OCTOBER 2015

Security

VEHICLE TRAFFIC SUPERVISION

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(Lt Col Kelly E. Hosey)

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This instruction implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense*. It prescribes procedures and responsibilities for vehicle operations on Westover Air Reserve Base (ARB), MA. It outlines procedures for traffic violations, vehicle documentation, parking, revoking and reinstating driving privileges, and establishes speed limits. This instruction is to be utilized in combination with Air Force Manual (AFMAN) 31-116, *Air Force Motor Vehicle Traffic Supervision* as well as AFI 31-218, *Motor Vehicle Traffic Supervision*. It applies to all personnel operating vehicles on Westover ARB MA. This instruction requires collecting and maintaining information protected by the *Privacy Act of 1974* authorized by Title 10, U. S. C. 8013. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 to 439 SFS/S3L, 300 Patriot Avenue, Box 53, Westover ARB, MA 01022.

SUMMARY OF CHANGES

This revision deletes the requirement for personnel to register their vehicles with Security Forces for installation entry. Additionally, it removes references to the passes/badges that will be issued to contractors and visitors, which will be covered in AWI 31-113, *Installation Perimeter Access Control*. References to AFI 31-204 have been removed as that instruction has been replaced by

AFI 31-218 and AFMAN 31-116. All future references to traffic supervision instructions/manuals should reference AFI 31-218 and AFMAN 31-116. Also, the policies for long term parking have been fully incorporated into this instruction. Penalties for traffic violations have been revised and updated. Finally, procedures for the operation of non-motor vehicles such as bicycles have been outlined. Removed section 13, Prescribed Forms. This section is no longer needed.

1. Vehicle Documentation.

1.1. All motor vehicles found on base must have an up-to-date registration, valid safety inspection sticker (as required by the State of registration), proof of insurance, and other required evidence of ownership or means of identification. Lacking these documents leaves the vehicle subject to towing/impoundment.

1.2. Motorcycles. Personnel operating motorcycles must present those items outlined in paragraph 1.1 and a certificate or proof of completion of an Air Force recognized motorcycle rider's safety course in accordance with AWI 91-207 *Motorcycle Traffic Safety Program*.

1.3. Mopeds/Motor Scooters. Motorized bicycles, and scooters with 50 CC or smaller engines capable of 25 MPH maximum brake horsepower or less are to be registered as motorized bicycles. The moped/motor scooter must be registered with the state, and display a registration sticker on the back fender or license plate holder. The operator must be at least 16 years of age, and have a valid driver's license or learner's permit. Operators are required to wear a Department of Transportation (DOT) approved safety helmet, safety glasses, and brightly colored/ contrasting clothing during daylight hours and a reflective vest, strap, or garment between dusk and dawn. The operator must follow the rules of the road. Motorized bicycles or motor scooters with engines larger than 50 CC's are considered motorcycles and must meet the same standards and requirements identified in [paragraph 1.1](#), [1.2](#), and [11](#) of this instruction.

2. Suspension or Revocation of Driving Privileges. The designated representative of the Installation Commander concerning Suspension and Revocation of driving privileges is the 439th Mission Support Group Commander (439 MSG/CC). Unit commanders may request the suspension or revocation of driving privileges of personnel under their command. Commanders submit a memorandum to the 439 MSG/CC thru the 439 SFS/S3L for approval and signature. ([Attachment 2](#), Sample Memorandum – Suspension/Revocation of On-Base Driving Privileges) After receiving the approved memorandum from the 439 MSG/CC, the individual concerned acknowledges receipt by endorsement and the memorandum is forwarded to Security Forces (439 SFS/S3L).

3. Reinstatement of Driving Privileges. Unit commanders who wish to reinstate driving privileges for personnel under their command must submit a memorandum of request for reinstatement to the 439 MSG/CC thru the 439 SFS/S3L. This memorandum must contain justification for reinstatement. The unit commander may need to verify attendance at the Driver's Improvement Course prior to submitting the request. Attendance of the Driver Improvement Course is scheduled by the unit commander in coordination with 439 AW/SE. Once action is taken by 439 MSG/CC, an information copy of the memorandum is forwarded to 439 SFS/S3L for required action and filing. SFS/S3L notifies SE of any changes in the driving privileges of personnel concerned as required.

4. Speed Limits. The speed limit on Westover ARB is 30 miles per hour (mph) unless otherwise posted. Exceptions are as follows:

- 4.1. Five mph in all parking areas.
- 4.2. Fifteen mph on the flight line and taxiways except Taxiway G from the intersection of runway 15-33 to the approach end of runway 23, where the speed limit is 25 mph.
- 4.3. Five mph whenever passing a troop formation.
- 4.4. Fifteen mph during periods of severe weather where roads are snow or ice covered or visibility is reduced to a dangerous level as determined by Security Forces.
- 4.5. Fifteen mph when approaching an installation entry/exit control point.

5. Use of Seatbelts. All personnel operating a motor vehicle (government or civilian) on Westover ARB must utilize a seatbelt or other means of approved safety restraint equipment; this requirement extends to all passengers, including children. Operators have the responsibility to ensure restraint devices are utilized and will be issued base traffic citations for passengers not utilizing the required restraint devices. Vehicle operators transporting children in a car seat must ensure that it is secured properly and that all manufacturers' safety devices are employed to protect the child.

6. Approaching Gates. During hours of darkness, personnel operating motor vehicles must ensure that headlights are switched to the parking light position when approaching the Installation Entry Control Points from either direction. During periods of precipitation individuals should stop their windshield wipers as a courtesy to the Installation Entry Controller/Sentry.

7. Privately Owned Vehicle Maintenance. Major vehicle maintenance on any privately owned vehicles may not be performed on Westover ARB due to environmental spill hazards.

8. Traffic Citations. When issued a traffic citation, military, civil service, and non appropriated fund personnel operating vehicles on Westover ARB report to appropriate commander or supervisor within 24 hours during normal duty hours, and 72 hours during holidays, or weekends. Family members of military sponsors receiving a citation immediately report to their sponsors who, in turn, reports to their commander or supervisor within the established 24 or 72 hour notification period identified above as appropriate hours of issuance. Civilians who do not fall under a military commander (i.e., contractors or retired members) will follow the procedures set forth by their company's owner, president, or foreman. Personnel apprehended operating a motor vehicle found under the influence of drugs or alcohol may be transferred to the Massachusetts State Police for arrest and prosecution in District Court. This action will not prohibit the Installation Commander from exercising his/her authority to suspend or revoke the on-base driving privileges of the offender. It also does not limit the power of the individual's supervisor/Commander with regard to administrative or UCMJ actions as applicable. See AFI 31-218, *Motor Vehicle Traffic Supervision*, and AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision* for additional instructions on infraction point assessments.

- 8.1. Individuals who accumulate six or more traffic points in a six month period are subject to a 1 month on base driving suspension. In the event that an individual serves the one month suspension and then is issued another citation within six months of serving the suspension, that brings their total citation points to nine or more, but less than 12, they will

be issued a three month suspension. If at any time an individual receives citation points that amount to 12 or more points within a 12 month period they will receive an automatic one year suspension. In accordance with AFI 31-218 and AFMAN 31-116 individuals may be assessed multiple citations/points during one traffic stop and those points are totaled and retained in the Security Forces Management Information System (SFMIS).

Table 1. Point Total/Time Frame and Corrective Action.

Point Total/Time frame	Corrective Action
6+ Points in 6 Months	1 Month On-Base Suspension
9+ but less than 12 in following 6 Months	3 Month On-Base Suspension
12+ at any time within a 12 Month Period	1 Year On-Base Revocation/Suspension

8.2. Citation points will be assessed based on the tables in AFI 31-218 and AFMAN 31-116

8.3. 439 SFS will notify the 439 MSG/CC when an individual accumulates 6 or more points in a six month period. Upon receipt and review of the notice, the 439 MSG/CC will issue a Suspension Memorandum of On-Base Driving Privileges. The squadron commander, organizational manager or supervisor will issue the Suspension Memorandum signed by the 439 MSG/CC to the individual violator. The recipient acknowledges by endorsement, and the original memorandum is forwarded to 439 SFS/S3L for filing. In the event that the violator is a dependent, non-affiliated civilian, or DoD member whose supervisor cannot be contacted, the signed suspension memorandum will be sent certified mail to the address listed in DBIDS, DEERS, or from the State RMV.

9. Parking.

9.1. Reserved Parking spaces. Personnel listed below are authorized reserved parking spaces:

9.1.1. 439 AW Commander and Vice Commander.

9.1.2. Group Commanders.

9.1.3. Chiefs of Major Staff Agencies.

9.1.4. Squadron or Detachment Commanders.

9.1.5. CMSgt/E9 Senior Enlisted Personnel

9.1.6. Handicapped Decal Vehicles.

9.1.7. "Fire Department Personnel Only" is designated for Fire Department personnel only with the appropriate decal. The area is located between the Base Hangar and Hangar 3. This decal is issued by the Base Fire Department to support staff personnel only.

9.2. Long-Term Parking.

9.2.1. A long-term parking lot is available for personnel who will be departing Westover ARB on official orders or as Space-A travelers. This parking lot is for automobiles and motorcycles only and is not for trailers, equipment, or campers. The long term parking lot is defined as an area of parking without movement exceeding 48-hours. This lot is

located between Recall Avenue and Walker Drive, just north of buildings 2416. Long-term parking is not authorized in any other parking lot on base and vehicles discovered doing so are subject to tow at the owner's expense.

9.2.1.1. Criteria for use of long term parking lot.

9.2.1.1.1. Vehicles must be insured, have a valid and current registration, and display an inspection sticker (as applicable)

9.2.1.1.2. Vehicles must be road worthy and operable. The MSG/CC will exercise final judgment with regards to safety and operability of a vehicle.

9.2.1.2. Vehicles found in the parking area without valid registration, inspection, or insurance will be cited and a tow notice will be affixed to the vehicle for 72 hours.

9.2.1.3. During the 72 hour period Security Forces will attempt to contact the vehicle owner. Unanswered calls, no call backs, non-response to messages left, and disconnected phone lines will NOT prevent the vehicle from being removed after the initial 72 hours. Attempts at contacting the owner/representative are a courtesy. It is the responsibility of the vehicle owner to understand the requirements of parking in the long term parking lot.

9.2.1.4. Vehicles found within the long term parking lot or elsewhere on the installation that do not meet the outlined requirements of this instruction will be towed at the owner's expense. All fees, taxes, and fines shall be the responsibility of the owner of the vehicle. Vehicles removed from the installation will be transported off the installation and held by a private tow company independent of the installation. All financial costs associated with the removal and storage or disposition of the vehicle is between the tow company and the vehicle owner.

9.3. Boats, Trailers, and Recreational Vehicles. Boats, trailers, and recreational vehicles must be registered with Morale, Welfare, and Recreation (MWR) before the vehicle can be authorized for storage on the installation. Authorized storage of these types of vehicles is restricted to the MWR storage facility; the fenced area located on the end of Recall Avenue. MWR shall provide a listing to SFS of all vehicles registered for long-term storage on Westover ARB annually or as changes occur.

9.4. No Parking Areas. When vehicles are found in a no parking area or appear to be abandoned, an authorized towing agency is contacted and the vehicle is placed in an impoundment area at the owner's expense as outlined in 9.2.1.6. No parking areas are as follows:

9.4.1. All seeded (grass) areas of Westover ARB.

9.4.2. Fire lanes.

9.4.3. Within 15 feet of a fire hydrant.

9.4.4. Reserved parking space.

9.4.5. Impending snow removal areas.

9.4.6. Within 25 feet of an intersection.

9.4.7. Within travel lanes of parking lots.

10. Cell Phone Use. Operators of government vehicles on/off Westover ARB, and operators of privately owned vehicles on the installation, will not use cell phones, unless the vehicle is safely parked, or they are using a hands-free device. The wearing of any other portable headphones, earphones, or other listening devices (except for hands-free cellular phones) while operating a motor vehicle is prohibited.

10.1. Violators can be cited for using a cell phone while driving without a hands-free device. For point's assessment purposes, violations of this paragraph will fall under: Other moving violations (involving driver behavior only). Note: When two or more violations are committed on a single occasion, points may be assessed for each violation.

11. Motorcycle, Motor Scooter, Motor Driven Cycles, Moped, and Bicycle Safety. Operators must comply with the following safety requirements (**Note:** Recognized reflective colors are limited to Safety Orange, Lime Green or Bright Red or White).

11.1. Operators and passengers must wear Personal Protective Equipment in accordance with AFI 91-207, *The US Air Force Traffic Safety Program*.

11.2. It is recommended that individuals wear brightly colored contrasting clothing during the hours between dawn and dusk, which covers the entire upper body both front and back or the safety equipment described in **11.3**.

11.3. Between dusk and dawn individuals are required to wear a reflective safety vest or single reflective belt at least 2 inches wide, worn across the upper body over the head; diagonally between the shoulders and waist or an approved reflective jacket that meets the same requirements.

11.4. Bicycle operators are to follow the same rules of the road as applicable to motorcycles. Failure to do so can result in citations, such as other moving violations (involving driver behavior only) and could result in the loss of base privileges.

12. Pets. While operating a motor vehicle on the installation, pets such as dogs or cats are not to be on the driver's lap, in the driver's line of sight, or interfering with the driver's ability to operate the vehicle. This is not only for the safety of the public, but for the safety of the animal in the event of an accident. Individuals may be cited for distracted driving if found in violation.

ALBERT V. LUPENSKI, Col, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 31-1, *Integrated Defense*, 28 October 2011

AFMAN 33-363, *Management of Records*, 1 March 2008, incorporating change, 28 May 2014

AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, 09 May 2012

AFI 31-218, *Motor Vehicle Traffic Supervision*, 22 May 2006

AFI 31-113, *Installation Perimeter Access Control (FOUO)*, 26 January 2012

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AWI 91-207, *Motorcycle Traffic Safety Program*, 29 July 2010

AFI 91-207, *The US Air Force Traffic Safety Program*, 01 May 2015

Attachment 2

SAMPLE MEMORANDUM - NOTIFICATION OF SUSPENSION OF BASE DRIVING PRIVILEGES



FOR OFFICIAL USE ONLY

DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

03 July 2014

MEMORANDUM FOR MSGT JOHN A. DOUGH D.O.B. 13 JUNE 1988

FROM: 439 MSG/CC

SUBJECT: Notification of Suspension of Base Driving Privileges

1. A review of your driving records reveals the following offenses/violations:
 - a. Speeding 65MPH in 25MPH zone (operator assessed 6 points) (27 June 2014)
2. In accordance with the 439 AWI 31-202, *Motor Vehicle Traffic Supervision*, paragraph 8, I am suspending your base driving privileges for a period of one month effective **18 July 2014 and running through 16 August 2014**. You are hereby ordered not to operate a motor vehicle within the limits of Westover ARB, MA or any other military installation for the period specified above.
3. You are entitled to a hearing before the Mission Support Group Commander (439 MSG/CC). Within 14 days of receipt of this notice you may submit a written request for a hearing through 439 SFS/SFL, to 439 MSG/CC, 975 Patriot Ave, Box 63 Westover ARB MA 01022. If you do not request a hearing, your driving privileges will be revoked for the period specified in 439 AWI 31-202, paragraph 8.
4. If you request a hearing to contest the charges, it will be held within 14 days of your request. At the hearing, you may be represented by council (if a DOD civilian, you may also have a representative from Civilian Personnel to present evidence, including witnesses, all at your own expense). Your driving privileges will be either suspended for the period stated in paragraph 2, or reinstated. The decision will be based on the results of evidence presented at the hearing.
5. The signature below is in no way an admission of guilt, but merely an acknowledgment of receipt.

X

JAMES M. SMITH, Colonel, USAFR
Commandercc:
439 SFS/S3L

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1st Ind to 439 MSG/CC, 03 July 2014, Notification of Suspension of Base Driving Privileges

JOHN A. DOUGH

__ July 2014

MEMORANDUM FOR 439 MSG/CC & 439 SFS/S3L

This is to certify that I, the individual identified, have received the forgoing in writing and have read and fully understand the same. I understand that if I am found driving upon Westover Air Reserve Base, in violation of this order, it will result in harsher penalties.

Received and signed the _____ day of _____, 2014

JOHN A. DOUGH

Please return a signed copy of this letter to Security Forces. The copy can be hand delivered to the Law Enforcement Desk located at 300 Patriot Ave Westover ARB. If you are unable to hand deliver the copy it may be mailed to 439 SFS/S3L 300 Patriot Ave Westover ARB, Chicopee, MA 01022 or scanned and emailed to 439SFS.S3L@us.af.mil.

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Attachment 3

SAMPLE MEMORANDUM - REQUEST FOR REINSTATEMENT OF DRIVING PRIVILEGES

5 July 2010

MEMORANDUM FOR 439 CS/CC

FROM: 439 CS/SCBN

SUBJECT: Request for Reinstatement of Driving Privileges

1. I was apprehended on Westover ARB for Driving Under the Influence of Alcohol. My base driving privileges were revoked for a period of one year effective 10 June 2009 through 9 June, 2010.
2. I am requesting my driving privileges be reinstated so I can drive to and from work and drive a government vehicle in the performance of my official military duties.
3. If you have any questions, please call me at DSN: 589-1111 or Commercial: (413) 557-1111.
4. Please indorse this memorandum and forward for further action to 439 SFS/CC. Thank you for your consideration.

Jonathan A. Dough
JONATHAN A. DOUGH, SSgt, USAFR
Computer and Information Systems Technician

1st Ind. 439 CS/CC 6 July 2010

MEMORANDUM FOR 439 SFS/CC

Approved/Disapproved

Ima B. Commando
IMA B. COMMANDO, Lt Col, USAFR
Commander

Attachment 4

SAMPLE MEMORANDUM - REQUEST FOR HEARING TO VACATE ACTION

25 June 2010

MEMORANDUM FOR 439 MSG/CC

FROM: 439 CS/SCBN

SUBJECT: Request for Hearing to Vacate Action

1. I am requesting a hearing to vacate my suspension of base driving privileges.
2. Pending outcome of the Registry of Motor Vehicles hearing on 23 July 2010, I have been re-issued a Massachusetts Driver's License with no restriction.
3. Therefore, I am requesting reinstatement of my full driving privileges.
4. If you have any questions please contact me at extension 1234.

Jonathan A. Dough
JONATHAN A. DOUGH, SSgt, USAFR
Computer and Information Systems Technician

1st Ind. 439 MSG/CC 26 June 2010

MEMORANDUM FOR 439 SFS/CC

Approved / Disapproved

Evan D. Commando
EVAN D. COMMANDO, Col, USAFR
Commander

cc:
439 CS/CC