

**BY ORDER OF THE COMMANDER
CANNON AIR FORCE BASE (AFSOC)**

**CANNON AIR FORCE BASE
INSTRUCTION 31-116**

1 AUGUST 2024

Security

INSTALLATION TRAFFIC CODE



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 27 SOSFS/S5

Certified by: 27 SOSFS/CC
(Lt Col Chad M. Atkinson-Adams)

Supersedes: CANNONAFBI31-116_GM2019-01, 19 June
2019

Pages: 37

This instruction implements Department of the Air Force (DAF) Instruction 31-218, *Motor Vehicle Traffic Supervision*. All provisions are directive in nature and apply to all organizations and personnel located on or within the jurisdictional limits of Cannon Air Force Base (CAFB), New Mexico (NM). Failure to comply with these requirements provides for administrative, judicial, and/or disciplinary action as authorized by federal laws, Uniform Code of Military Justice (UCMJ), Air Force Directives, and the laws of the state of New Mexico. To the extent its direction is inconsistent with other DAF publications, the information herein prevails in accordance with DAFI 90-160, *Publications and Forms Management*. **Note:** All references to United States Air Force (USAF) terminology, units, grades, and positions will also apply to the equivalent in the USSF, as appropriate. For example, references to Airmen will also apply to Guardians. References to major commands (MAJCOMs) or Numbered Air Forces (NAFs) will also apply to field commands (FLDCOMS). This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 United States Code (USC) § 9013. The applicable System of Records Notice (SORN) F031 AF SF B, Security Forces Management Information System, is available at: <https://dpcl.d.defense.gov/privacy/SORNS.aspx>. The authorities to collect and/or maintain the records prescribed in this instruction are Title 10 USC § 9013; and Department of Defense Instruction (DoDI) 5505.17, Collection, Maintenance, Use and Dissemination of Personally Identifiable Information and Law Enforcement Information by DoD Law Enforcement Activities. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and

disposed of in accordance with Air Force Records Disposition Schedule (RDS) located at <https://afrims.cce.af.mil>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Form 847s through local publications/forms managers. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of the Air Force.

SUMMARY OF CHANGES

This instruction has been updated and must be reviewed in its entirety. Changes have been made to the following paragraphs: 1.4.2., 2.3.1., 2.3.3., 2.3.3.2., 2.3.5., 2.4.1.4., 2.4.3., 2.9.13., 2.10.3.10., 2.11.1., 2.11.2., 2.11.4, 2.16.4., 2.16.4.1., 2.16.4.2., 3.1.1., 3.3., and 4.3. Additionally, all directives and references information were reviewed and updated.

Chapter 1—INTRODUCTION	4
1.1. Responsibilities.....	4
1.2. Authority of this Instruction.....	4
1.3. Authority of Security Forces and Fire Officials.....	5
1.4. Obedience to Police and Fire Officials.	5
Chapter 2—TRAFFIC REGULATIONS	6
2.1. Enforcement of Traffic Code.....	6
2.2. Emergency Vehicle Operations.	7
2.3. Installation Driving Privileges.....	8
2.4. Bringing Firearms on the Installation.	10
2.5. Driving While Intoxicated (DWI)/Driving Under the Influence (DUI) Enforcement.....	12
Table 2.1. DUI Information.	13
2.6. Restraint Systems.....	13
2.7. Cellular Telephone Use While Operating a Motor Vehicle.....	14
2.8. Speed Laws.....	14
2.9. Additional Rules of the Road.....	15
2.10. Additional Stopping and Parking Restrictions.....	16
2.11. Additional Motorcycle and Moped Regulation.	17
2.12. Additional Bicycle Regulation.....	19
2.13. Additional Pedestrian Regulation.	19
2.14. Abandoned Vehicles/Towing.....	20
2.15. POV Repair and Maintenance Restrictions.	21

2.16.	Golf Carts, Low Speed Vehicles, and Other Government Motor Vehicle Conveyances.	21
2.17.	Random Installation Entry/Exit Vehicle Checks (RIEVCs).	23
2.18.	Reserved Parking.	23
Chapter 3—	DRIVING RECORDS & TRAFFIC POINT SYSTEM	25
3.1.	Point System Application.	25
Table 3.1.	Point Assessments (No insurance is assessed 2 points).	25
3.2.	Parking Violations.	26
3.3.	Air Force Justice Information System (AFJIS).....	27
Chapter 4—	ACCIDENTS	28
4.1.	Definitions.	28
4.2.	Response.	28
4.3.	Investigations and Reports.	29
Attachment 1—	GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	30
Attachment 2—	EXAMPLE TRAFFIC TICKET REBUTTAL LETTER	34
Attachment 3—	RESTRICTED DRIVING PRIVILEGES LETTER SAMPLE FORMAT	35
Attachment 4—	ALCOHOL RELATED DRIVING REINSTATEMENT REQUEST SAMPLE FORMAT	37

Chapter 1

INTRODUCTION

1.1. Responsibilities.

1.1.1. 27 SOMSG/CC establishes and manages the local installation traffic supervision program.

1.1.2. Defense Force Commander (DFC) is the principal advisor to the Traffic Safety Coordination Group (TSCG) and 27 SOMSG/CC on issues pertaining to the safe movement of personnel and traffic. The DFC exercises staff responsibility for directing, regulating, and controlling traffic and enforcing installation rules pertaining to traffic control. The DFC administers the suspension and revocation of on-base driving privileges as required by this directive pursuant to the traffic point system.

1.1.3. Units/Organizations: Commanders are responsible for ensuring everyone assigned to their respective units/organizations understands applicable traffic laws and has a valid driver's license, insurance, and registration prior to operating a motor vehicle on Cannon AFB.

1.1.4. Security Forces (SF) has developed local procedures to develop a Parking Warden program. Parking Wardens must be delegated by individual unit commanders, in writing, for participation in the program. The Noncommissioned Officer in Charge (NCOIC) of Police Services, 27th Special Operations Security Forces Squadron, (27 SOSFS/S3L) will obtain a letter with the current monitors and maintain the letter on file. The letter should specify a minimum of one primary and alternate, facility/dorm manager in the grade of E-5 or above. Parking Wardens are the commander's representative to issue citations for parking violations in areas under the control of their commander. Wardens will issue parking tickets via Department of Defense (DD) Form 1408 to enforce unmarked parking spaces and reserved parking spaces that are assigned to their organization.

1.2. Authority of this Instruction.

1.2.1. The 27th Special Operations Wing Commander (27 SOW/CC) delegates the authority under this instruction to 27 SOMSG/CC, 27th Special Operations Mission Support Group, Civilian Director (27 SOMSG/CD), and 27th Special Operations Mission Support Group Deputy Commander (27 SOMSG/DD). All instances referencing the installation commander in DAFI 31-218 will be the responsibility of 27 SOW/CC or designee (27 SOMSG/CC, CD or DD).

1.2.2. The New Mexico Motor Vehicle Code, as amended by this instruction, governs motor vehicle operations on Cannon AFB and areas under its jurisdiction.

1.2.3. The Cannon AFB Integrated Defense Plan provides detailed guidance on entry authorizations and procedures for the installation. It also includes responsibilities of sponsors and is the exclusive directive outlining guidance in this area. DAFI 31-101 is the deciding document for conflicts of base entry procedures and responsibilities and takes precedence over this directive.

1.3. Authority of Security Forces and Fire Officials.

1.3.1. Security Forces personnel and other persons assigned by the DFC are authorized to enforce the Installation Traffic Code and applicable New Mexico traffic laws by voice, hand or other signals.

1.3.2. Fire Officials. Fire Department officials are authorized to direct traffic at the scene of a fire response.

1.4. Obedience to Police and Fire Officials.

1.4.1. No person shall willfully fail or refuse to obey the lawful order or direction of Security Forces or Fire Department officials performing their official duties.

1.4.2. All privately-owned vehicle (POV) operators are required to maintain sufficient vehicle insurance to be able to operate a vehicle in the State of New Mexico and on Cannon AFB. Vehicle operators will produce proof of insurance (Digital or hard copy), vehicle registration, driver's license, and military identification upon request from Security Forces. Vehicles registered in Texas are not required to carry a paper- registration, instead they must have the motor vehicle inspection sticker that bears the current registration year and plate number on the vehicle. If a Texas registered vehicle (Inspection Sticker) is not current or is showing as expired or does not match, the license plate would then be citable.

Chapter 2

TRAFFIC REGULATIONS

2.1. Enforcement of Traffic Code.

2.1.1. This supplement is established to regulate traffic on the roadways and parking areas of Cannon AFB. By virtue of the *Assimilative Crimes Act* (18 U.S.C. §13), the provisions of the New Mexico Vehicle and Traffic Code are adopted as federal law and will be enforced as traffic control measures, except where noted below in all areas under the control of the installation commander. In those cases where there is a disagreement, this traffic code will take precedence. The following regulations further define Cannon AFB-specific traffic code.

2.1.2. LIDAR/RADAR operators shall be trained in accordance with (IAW) New Mexico training standards by certified trainers. Operators will be recertified every 3 years.

2.1.3. The DFC will ensure Security Forces members authorized to issue DD Form 1408, *Armed Forces Traffic Ticket* and Central Violations Bureau (CVB) Form 1805, *United States District Court Violation Notice*, are trained and receive task certification on procedures by supervisory personnel prior to issuing either form. Training will be documented in the Career Field Education and Training Plan.

2.1.3.1. Fix-it Tickets: If proof of valid vehicle registration, valid insurance, or valid driver's license is not produced, the operator will be issued a fix-it-ticket along with a consideration of revocation of driving privileges letter. If the individual did not have valid, current insurance or registration at the time of the citation, then the ticket will stand. After being cited, the operator will have 72 hours to provide proof of insurance and registration to 27th Special Operations Security Forces Squadron Reports and Analysis Section (27 SOSFS/S5R). Only DD Form 1408's can be written as a fix-it-ticket, CVB 1805s cannot be issued as a fix-it-ticket. For all other fix-it-tickets individuals can report to the Base Defense Operations Center (BDOC).

2.1.3.2. Individual will receive a consideration to suspend base driving privilege letter from 27th Special Operations Security Forces Squadron, Reports and Analysis Section, (27 SOSFS/S5) section if reasons for the citation cannot be fixed.

2.1.3.3. Rebuttal/Voiding a DD Form 1408. In the event an individual does not agree with a citation he or she has received, the individual must notify 27 SOSFS/S5R within five duty days of their intent to rebut the citation. The violator must submit a rebuttal letter articulating his/her position to the DFC through 27 SOSFS/S5R within 14 calendar days of receipt of the ticket. The letter must be endorsed by the individual's commander (see [Attachment 2](#) for an example). The purpose of this endorsement is to ensure commander-level involvement. The commander must add comments supporting the violator's guilt or innocence. The completed package will be forwarded to the DFC for his/her annotation and/or recommendation and subsequently to the rebuttal authority (27 SOMSG/CC or CD) for final decision. Once the rebuttal authority has decided, 27 SOSFS/S5R will notify the violator of the outcome of the ticket rebuttal.

2.1.3.4. The rebuttal process for DD Form 1805, *United States District Court Violation Notice*, is through the US Magistrate Court.

2.1.4. Enforcement of Reserved Parking. All reserved parking assigned to specific units will be enforced under the unit's Parking Warden Program. It is the responsibility of each unit to maintain a constant enforcement program as a continuance of their written justification for reserved parking. Non-enforcement of reserved parking by a specific unit shall be cause for reevaluation by the 27 SOW/CC or designee 27 SOMSG/CC/CD of the unit's reserved parking requirements. Unit commanders will designate, in writing, facility/dorm managers (units with geographically separated buildings may have a primary and alternate for each building) up to four personnel assigned parking warden duties and sign an appointment letter, authorizing each warden to sign DD Form 1408. The letter will include the name of the parking monitors, rank, organization, office symbol, duty phone, date trained and the facility or facilities where they perform these duties and must be signed by their commander. This form will be forwarded to the 27th Special Operations Security Forces Squadron (27 SOSFS), NCOIC of Police Services for approval. The appointment letter will be kept on file for verification purposes. Unit-designated parking wardens are only authorized to issue DD Forms 1408 for illegal parking violations in their area of responsibility. All other violations will be handled through the BDOC.

2.1.5. Parking wardens will be issued a citation book of DD Form 1408's as well as receive initial and annual refresher training from 27 SOSFS/S3L on the correct way to complete a DD Form 1408. Their appointment letters must be updated annually and provided to 27 SOSFS/S3L. The main difference between a DD Form 1408 issued by a security forces member and one issued by a parking warden is the special instructions on the back of the pink copy that directs the violator to contact the parking warden who issued the ticket instead of 27 SOSFS/S5R. It is important that parking wardens include how or where they can be reached by the violators. When contacted by the violator, the parking warden will fill in any missing data in sections 1-10. Rebuttal instruction must be included on the back of the violator's pink copy of the citation as well as reporting instructions. The five duty days for rebuttals does not commence until the parking warden completes the citation and contacts the violator: If you wish to rebut this citation; report to Bldg. #575/S5R within 5 duty days. If you do not notify 27 SOSFS/S5R of rebuttal request, it is assumed you do not wish to rebut the citation. Circle all appropriate actions below: Report this violation to your commander on your next duty day; Report to Bldg. #XXXX and contact facility/dorm manager within 72 hours with correction to discrepancy; Report to Bldg. #XXXX immediately and contact facility/dorm manager for further processing. Parking Wardens will provide 27 SOSFS/S3L with all completed citations weekly to allow for review and processing. Tickets that are incomplete, over 30-days old or were written by personnel not designated as parking wardens will not be processed by 27 SOSFS/S3L and will be returned to the unit with no action taken by security forces.

2.2. Emergency Vehicle Operations.

2.2.1. Emergency Vehicle Defined. Ambulances, Security Forces, fire, explosive ordnance disposal, and disaster response and command and control vehicles are considered emergency vehicles.

2.2.2. The driver of an authorized emergency vehicle, when responding to an emergency call or when in pursuit of an actual or suspected violator of the law or when responding to but not upon returning from a fire alarm, may exercise the privileges set forth in this section subject to the conditions stated. The driver of an emergency vehicle may:

2.2.2.1. Park or stand, regardless of the restrictions in this code.

2.2.2.2. Proceed past a red or stop signal or stop sign, but only after clearing the intersection of on-coming traffic.

2.2.2.3. Exceed the maximum speed limits so long as they do not endanger life or property. Responding emergency units will not exceed posted speed limits by more than 20 mph.

2.2.2.4. Disregard regulations governing direction of movement or turning specified directions. **Note:** The exemptions granted to an authorized emergency vehicle apply only when the driver of the vehicle, while in motion, sounds an audible signal by bell or siren as reasonably necessary and when the vehicle is equipped with at least one lighted lamp displaying a red light visible under normal atmospheric conditions from a distance of 500 feet to the front of the vehicle, except that an authorized emergency vehicle operated as a police vehicle need not be equipped with or display a red light on the front of the vehicle, or sound an audible signal during a silent response.

2.2.3. This section does not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons nor does it protect the driver from the consequences of reckless disregard for the safety of others.

2.2.4. The dispatching control center must notify the BDOC of all emergency vehicle responses.

2.3. Installation Driving Privileges.

2.3.1. DAFI 31-218, *Motor Vehicle Traffic Supervision* will be used to determine requirements for installation driving privileges; stopping and inspecting personnel or vehicles; implied consent to blood, breath or urine tests; implied consent to impoundment; suspension or revocation of installation driving privileges; administrative due process for suspension or revocation of installation driving privileges; remedial driver's training programs; alcohol and drug abuse programs; restoration of installation driving privileges on acquittal; restricted installation driving privileges or probation; extensions of suspensions or revocations of installation driving privileges.

2.3.2. Upon implementation of increased Force Protection Conditions (FPCONs), drivers whose vehicles are parked within identified standoff areas must immediately move their vehicles. Drivers who fail to comply will be cited and have their vehicles towed outside the standoff area. The owner/operator will pay the cost of towing.

2.3.3. 27 SOW/CC or designee (27 SOMSG/CC, 27 SOMSG/CD and or 27 SOMSG/DD) may at his/her discretion suspend or revoke anyone's authorization to operate a government or POV on Cannon AFB, including Chavez Manor and Chavez Manor West. **EXCEPTION:** IAW AFI 24-301, *Ground Transportation*, para. 5.7.8., Unit commanders or equivalent may suspend or revoke a vehicle operator's GMV driving privileges for due cause. The commander must notify the Operator Records and Licensing (OR&L) office in writing of this action and ensure the operator's AF Form 2293 is returned to the OR&L section. Individuals will be notified in writing when their driving privileges are under consideration for suspension or revocation and they will be offered an administrative hearing IAW DAFI 31-218, para. 2-6.c.(8). The individual will be given 14 calendar days to request the hearing before any suspension or revocation action is taken. **EXCEPTION:** Under conditions described in DAFI

31-218, para. 2-6.c., suspension/revocation will be implemented immediately. Additionally, active-duty personnel are subject to a 6-month suspension for driving privileges for engaging in underage drinking and driving based upon credible evidence, as determined by the 27 SOW/CC or designee (27 SOMSG/CC/CD/DD). This applies regardless of the geographic location of an intoxicated incident.

2.3.3.1. Personnel who transferred from other Department of Defense (DoD) installations whose driving privileges were revoked will be notified in writing that they will remain under revocation for at least the original specified period. The revocation will apply at all military installations and will remain in effect upon reassignment. Individuals who have had limited driving privileges granted by the installation commander must have a copy of the granting memorandum immediately available when operating a motor vehicle on base.

2.3.3.2. IAW AFI 24-301, *Ground Transportation*, paragraph 5.7.2., 27.th Special Operations Logistics Readiness Squadron Commander (27 SOLRS/CC) appoints personnel to receive Suspended/Revoked GOV licenses. 27 SOSFS/S5R then notifies the OR&L office when individuals have their driving privileges suspended, revoked, or reinstated. 27 SOSFS/S5R shall provide OR&L office the suspension/revocation lists.

2.3.4. Any individual operating a motor vehicle with a state suspended, revoked, invalid driver's license or no state issued driver's license is subject to up to a 1-year revocation of driving privileges based upon credible evidence, as determined by the 27 SOW/CC or designee (27 SOMSG/CC or CD).

2.3.5. 27 SOW/CC or designee will immediately suspend installation driving privileges pending resolution of an intoxicated driving incident involving active-duty personnel, their family members, retired military members and DoD civilian personnel. This applies regardless of the geographic location of an intoxicated driving incident.

2.3.5.1. The offender, military or civilian, will be served a preliminary suspension of driving privileges letter before being released by 27 SOSFS. Under (NM Criminal and Traffic Law Manual, NM State Code 66-8-102, it is unlawful for a person who is under the influence of intoxicating liquor to drive a vehicle within the state. It is unlawful for a person who is under the influence of any drug to a degree that renders a person incapable of safely driving a vehicle to drive a vehicle within the state. Reference [Table 2.1.](#) - Driving Under the Influence (DUI) Information for Breath Alcohol Concentration (BrAC) and Blood Alcohol Concentration (BAC) levels. **Note:** Medical personnel will report the results of chemical tests to 27 SOSFS/S5R or personnel listed on the unit official letter posted with the 27th Special Operations Medical Group (27 SOMDG) Laboratory and Drug Reduction Flight. 27 SOSFS/S5R will take appropriate actions under this instruction and DAFI 31-218, para. 4-14, when a positive test result is obtained. 27 SOSFS/S5R will notify the unit commanders/staff agency chiefs of a positive test result. Unit commanders/staff agency chiefs will forward the appropriate information to Drug/Alcohol Abuse managers.

2.3.5.2. The offender may request a hearing with the 27 SOW/CC or designee within 14 calendar days of being cited for DUI/Driving While Intoxicated (DWI).

2.3.5.3. Personnel who transferred from other DoD Installations whose driving privileges were suspended or revoked will be notified in writing that they will remain under suspension or revocation for at least the original specified period.

2.3.6. Any individual who fails to report an accident or leaves the scene of an accident in which he or she was a party, either on base or off base, is subject to a 6-month to 1-year revocation of base driving privileges based on credible evidence, as determined by the 27 SOW/CC or designee.

2.3.7. 27 SOW/CC or designee may impose multiple suspensions to run consecutively.

2.3.8. The 27 SOW/CC or designee may authorize partial or restricted driving privileges to those whose authority to drive on Cannon AFB was suspended or revoked by a military service authority.

2.3.9. An operator applying for partial or restricted driving privileges must route a request containing proof of valid driver's license, letter of request stating the justification, and an AF Form 1768, *Staff Summary Sheet*, or an electronic Staff Summary Sheet, both endorsed by his or her commander. See [Attachment 3](#).

2.3.10. 27 SOSFS/S5R will compile and enclose copies of the revocation/suspension package pertaining to the request. The request will be routed through 27 SOSFS/S5, DFC, and 27th Special Operations Wing, Staff Judge Advocate (27 SOW/JA) prior to being reviewed by the 27 SOW/CC or designee.

2.3.11. Individuals whose driving privileges have been suspended or revoked will be issued a laminated AF Form 75, *Visitor(s)/Vehicle(s) Pass*, for the duration of the suspension or revocation up to a period of 12 months. The AF Form 75 will have a red border and the word — Restricted written across it which permits the vehicle to be driven by another household family member on the installation. If the vehicle approaches the base gate and after the vehicle operator has been identified as having his or her driving privileges revoked or suspended from the base, the individual is permitted to drive the vehicle to the designated Suspension and Revocation Parking Lot located between the fuels bulk storage area and the main gate. The responsible First Sergeant or designated unit representative will ensure the member reports to Pass and Registration to obtain the AF Form 75. The individual must meet and maintain all registration requirements. The 27 SOW/CC or designee may grant individuals additional on-base restricted driving privileges on a case-by-case basis. Personnel who have been granted restricted driving privileges in addition to those listed in this paragraph must maintain a letter of authorization always approved by 27 SOW/CC or designee on their person while operating a vehicle on the base. The letter of authorization must include under what circumstance the restricted driving privileges apply (e.g., from gate to duty section).

2.4. Bringing Firearms on the Installation.

2.4.1. All firearms must be stored and transported IAW the 27 SOW *Combined Integrated Defense Plan and Installation Antiterrorism Plan*, Annex R.

2.4.1.1. All personnel must notify the installation entry controller when transporting firearms onto the installation and must state their destination. Ensure firearms are unloaded and placed in the trunk or behind the seat or in a locked container in the bed of a pickup truck. When transporting a POW into the Security Forces Armory, individuals must have

their POW inside the weapon case in which it will be stored. POWs will be cleared out utilizing the Security Forces clearing barrels at the armory window prior to turn in. Personnel will accomplish an DAF Form 1297 annotating any damage or overall condition of the weapon prior to storage with the 27 SOSFS Armory. **(With the exceptions of para. 2.4.1.2, 2.4.1.3, and 2.4.1.4.).**

2.4.1.2. Local, state, and federal law enforcement officials are authorized to carry loaded firearms on their person and in their vehicles on the base when performing official business.

2.4.1.3. Qualified Law Enforcement Officer Safety Act (LEOSA) members currently assigned to the 27 SOSFS are authorized to carry loaded firearms on their person and in their vehicles IAW the 27 SOW Integrated Defense Plan Annex C, Appendix 2, Tab B.

2.4.1.4. Active-duty military members and DoD Civilian Employees assigned to Cannon AFB and holders of New Mexico Concealed Carry License (CCL) (IAW **Chapter 29**, Article 19 NMSA 1978 “Concealed Handgun Carry Act”) or holders of reciprocating state CCL equivalent are authorized to transport and secure privately-owned handguns in POVs within the legal boundary of Cannon AFB. This exception does NOT allow the concealed carry of firearms outside of the POV or within any facility on Cannon AFB. **Note:** Active-duty military members and DoD Civilian Employees assigned to Cannon AFB are no longer required to register their CCL with 27 SOSFS for authorization to transport a concealed handgun on the installation within a privately owned vehicle.

2.4.1.5. Individuals exercising the privilege of **paragraph 2.4.1.4**, will never exit their vehicle with a handgun while within the legal boundaries of Cannon AFB. The only exception is to allow an individual to go inside their on base residence or to transport a handgun into the Security Forces Armory for storage. When transporting a POW into the Security Forces Armory, individuals must have their POW inside the weapon case in which it will be stored. POWs will be cleared out utilizing the Security Forces clearing barrels at the armory window prior to turn in. Personnel will accomplish an DAF Form 1297 annotating any damage or overall condition of the weapon prior to storage with the 27 SOSFS Armory.

2.4.1.6. If stopped by Security Forces, the Office of Special Investigations (OSI), or local law enforcement official in fulfillment of their duties, individuals will immediately identify the presence and location of the handgun and ammunition within their POV.

2.4.1.7. Weapons will not be stored or left unattended in a vehicle for more than 24 hours while within the legal boundaries of Cannon AFB. For guests in lodging or Airman living in the dorms, weapons must still be checked into and out of the Security Forces armory for storage.

2.4.1.8. Personnel on two- or three-wheeled motorcycle to include the Polaris Slingshot are authorized to transport firearms onto the installation. Firearm will be locked in a permanently affixed storage container and secured in a locked storable container IAW 27 SOW Integrated Defense Plan and this instruction. **Note:** Firearm must be stored in a hardened lockable container, such as a nano safe, which is then secured inside a permanently attached container.

2.4.2. Confiscated weapons will be returned to the individuals from whom they were taken when they are departing the installation. Individual will proceed to 27 SOSFS Base Defense

Operations Center/Building 575, and contact personnel assigned to 27th Special Operations Security Forces Squadron, Investigations Section (27 SOSFS/S2I) prior to leaving the installation.

2.4.3. 27 SOSFS/S2I will verify the individual's identity by either verifying with the patrolman who seized the weapon(s) and ammunition or by comparing the DD Form 2817-1, Evidence/Property Tag to a valid photo identification card. Once the individual has received the weapon and ammunition from 27 SOSFS/S2I he or she will be directed to exit the installation immediately. A check of National Crime Information Center (NCIC) must be conducted on the individual, as well as the weapon.

2.5. Driving While Intoxicated (DWI)/Driving Under the Influence (DUI) Enforcement.

2.5.1. In areas of exclusive federal jurisdictions, the Security Forces will process all persons suspected of intoxicated driving on Cannon AFB according to DAFI 31-218. In areas of concurrent jurisdiction, military members suspected of intoxicated driving will be processed according to DAFI 31-218. Civilians suspected of operating a motor vehicle while under the influence of intoxicating liquor or drugs in a concurrent jurisdiction location will be detained at that location. BDOC will immediately notify Curry County Sheriff's Office (CCSO) or New Mexico State Police (NMSP) of a suspected DWI at the incident location and request they respond to handle the situation.

2.5.1.1. For civilian suspects detained in an area of concurrent jurisdiction, the suspect will be directed to turn the vehicle off, hand the keys to the SF member, and remain in their vehicle. The suspect will not be questioned or administered pre-exits or Standard Field Sobriety Test (SFST).

2.5.1.2. If CCSO or NMSP choose to respond, they will take control of the suspect upon arrival and determine if they will process them for the suspected charge. If CCSO and NMSP both choose not to respond, process the suspect IAW 27 SOSFS Security Forces Instruction (SFI) 31-101 and appropriate Quick Reaction Checklist's (QRCs).

2.5.2. For administrative purposes and IAW the UCMJ and New Mexico State Law, a person is driving under the influence of alcohol at a BAC or BrAC of 0.08 or higher.

2.5.3. Military members apprehended for intoxicated driving will be released to their commander, first sergeant or their designee. Civilians detained for intoxicated driving will be released to their military sponsor (if applicable), family member, friend, or local civil law enforcement officials. All offenders will be released utilizing the DD Form 2708, *Receipt for Inmate, or Detained Person*.

2.5.4. Security Forces members will advise drivers suspected of DUI that the results of the chemical test conducted under the implied consent provisions of DAFI 31-218 may be used as evidence in a court-martial, non-judicial proceedings under Article 15 of the UCMJ, administrative action or civil court proceedings. Drivers suspected of a DUI violation will also be advised under the Implied Consent Act that they do not have the right to have an attorney present before deciding if they will or will not take the test and that 27 SOW/CC or designee will revoke on base driving privileges for two years if they fail to voluntarily submit to or complete a requested chemical test.

2.5.5. Special rules of refusal of blood tests without penalty exist for persons who have hemophilia, other blood clotting disorders or any medical or surgical disorder under treatment with an anticoagulant. However, a refusal under such conditions is valid only with the concurrence of a medical doctor. A breath or urine test or both may be offered to individuals meeting this exemption rule. The 27 SOMDG will outline these procedures and the type of medical conditions that qualify for non-punitive refusal in readily available guidelines located in areas where blood samples might be drawn from the suspect of an alcohol related incident.

2.5.6. Upon notification of an off-base intoxicated driving incident, the on-duty Base Defense Operations Center Controller (BDOCC) will immediately prepare a preliminary driving suspension letter to be issued to the individual upon their release. The individual's first sergeant will ensure the suspension letter is signed as soon as possible.

2.5.7. Security Forces will decide for towing of vehicles operated by civilians detained for intoxicated driving in areas of exclusive federal jurisdiction if a driver cannot be located to take custody of the vehicle. (The arresting civil police officer normally arranges for the vehicle's removal when the incident occurs in an area of proprietary jurisdiction).

2.5.8. Alcohol and Drug Abuse Programs. Unit commanders will ensure all military personnel assigned to their respective units who have had their driving privileges revoked for an alcohol-related incident are required to be referred to the Alcohol and Drug Abuse Prevention and Treatment (ADAPT) program no later than the next duty day for evaluation prior to having their driving privileges reinstated. Member will provide 27 SOSFS/S5 with proof he or she was referred to a substance abuse counselor for evaluation. See [Attachment 4](#).

Table 2.1. DUI Information.

0.01 – 0.079 (Under 21 years of age) First Offense Second Offense	6-month base driving suspension 1-year base driving suspension
0.05 – 0.079 (Over 21 years of age) First Offense Second Offense Third Offense	90-day base driving suspension 6-month base driving suspension 1-year base driving suspension
0.08 – 0.159 First Offense Second Offense	1-year base driving suspension/revocation 2-year base driving suspension/revocation
Refusal to submit to complete tests to measure blood alcohol or drug content	2-year base driving revocation

2.6. Restraint Systems.

2.6.1. Violation of restraint system requirements is not a secondary violation on Cannon AFB. Restraint systems (seat belts) must be worn by all persons, and proper restraint systems must be used by children, IAW DAFI 31-218, para. 4-2.c.(2), and subparagraphs, and the corresponding paragraphs of this instruction. Additionally, motorcycle operators must wear personal protection equipment (PPE) IAW DAFI 91-207.

2.6.2. Sanctions for Non-Compliance:

2.6.2.1. First offense is a 7-day suspension of base driving privileges.

2.6.2.2. Second offense is a 30-day suspension of base driving privileges.

2.6.2.3. Third offense is a 60-day suspension of base driving privileges.

2.6.3. Vehicle operators are responsible for themselves and their passengers under the age of 18 in their vehicles who do not wear seatbelts. Passengers 18 years of age and older are responsible for ensuring they wear their seat belts.

2.6.3.1. Children less than 1 year of age will be properly secured in a rear-facing child passenger restraint device that meets federal standards, in the rear seat of a vehicle that is equipped with a rear seat. If the vehicle is not equipped with a rear seat, the child may ride in the front seat of the vehicle if the passenger-side air bag is deactivated or if the vehicle is not equipped with a deactivation switch for the passenger-side air bag.

2.6.3.2. Children 1 year old through 4 years old regardless of weight, or children less than 45 pounds regardless of age, will be properly secured in a child passenger restraint device that meets federal standards.

2.6.3.3. Children 5 years through 6 years of age regardless of weight, or children who weigh less than 60 pounds, regardless of age, shall be properly secured in either a child booster seat or an appropriate child passenger restraint device that meets federal standards.

2.6.3.4. Children 7 years of age through 12 years of age shall be properly secured in a child passenger restraint device or by a seatbelt.

2.6.3.5. Vehicles manufactured prior to model year 1966 that are transporting infants/children under 5 years of age and less than 45 pounds in weight will have United States Department of Transportation (USDOT) approved restraints IAW DAFI 31-218, para. 4-2.c.(2).(d).

2.7. Cellular Telephone Use While Operating a Motor Vehicle. No vehicle operator on Cannon AFB shall use a cell phone in a vehicle unless the vehicle is safely parked or unless using a hands-free device. This includes any operation of a cell phone (talking, texting, emailing, internet, handling, etc.). The wearing of any portable headphones, earphones, or other listening devices (except for hands-free cellular phone devices) while operating a motor vehicle is prohibited. Use of those devices impairs driving and masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles and human speech. Drivers who violate this rule will be assessed three (3) points under the Other Moving Violations (involving driver behavior only) IAW DAFI 31-218, para. 4-2.c.(3) and subparagraphs.

2.7.1. Sanctions for Non-Compliance:

2.7.1.1. First offense is a 7-day suspension of base driving privileges.

2.7.1.2. Second offense is a 30-day suspension of base driving privileges.

2.7.1.3. Third offense is a 60-day suspension of base driving privileges.

2.8. Speed Laws. The base speed limit is 30 miles per hour (mph), except:

2.8.1. Military Family Housing area avenues, loops, courts, places, circles, and streets that do not have a driveway leading to them have a speed limit of 20 mph.

- 2.8.2. In parking lots, the speed limit is 10 mph, unless otherwise posted.
- 2.8.3. When passing formations of personnel in the roadway, the speed limit is 10 mph.
- 2.8.4. Where otherwise posted.

2.9. Additional Rules of the Road.

2.9.1. Attachment to Vehicle Prohibited. Operators or passengers in any vehicle (including bicycles, motorcycles, or mopeds) shall not grab or hold onto any vehicle in motion nor will the operator of any such vehicle allow any person or other vehicle to grab or hold onto their vehicle.

2.9.2. Government Vehicle (GOV) Backing Restrictions. Personnel will not back GOVs over 10,000 GVW, vehicles identified as 12 passengers or more to include the 15-passenger van (e.g., B192), and special purpose vehicles (e.g., trailers) without a spotter. If a spotter is not available, the vehicle operator must dismount and check the area behind the vehicle and sound the horn prior to placing the vehicle in motion. Units may apply more stringent rules for GOVs in local operating instructions.

2.9.3. Littering Prohibited. No person shall throw or deposit trash on a roadway, parking lot or other similar area. Drivers found in violation will be assessed three (3) points under the Other Moving Violations (involving driver behavior only) IAW DAFI 31-218, Table 5-2.

2.9.4. Off-Road Vehicle Operation Prohibited. No person will operate a motor vehicle off roadways or on any seeded or unimproved area without the installation commander's approval unless required in the performance of official duties. **Note:** Operation of privately owned off-road vehicles is prohibited on Cannon AFB and areas under its jurisdiction except for All-terrain Vehicle (ATV) off-road motorcycle safety courses and Security Forces activities unless authorized by 27 SOW/CC.

2.9.5. Restrictions on Overtaking and Passing Troop Formations. Passing formations of personnel, proceeding in the same direction as the vehicle, is prohibited unless directed to do so by the person in charge of the formation and then at a speed not to exceed 10 mph.

2.9.6. Subject to the exceptions identified below, Riding in Open Truck Bed Is Prohibited. No one will operate a truck with any person riding in an open bed. The only exception is transporting personnel in the cargo beds of 1/4 thru 3/4-ton general purpose GOV pickup trucks, M-Series troop carriers or contractor vehicle in compliance with the following safety procedures:

- 2.9.6.1. Be sure the vehicle is equipped with a working tailgate.

- 2.9.6.2. Be sure passengers are seated on the cargo deck with no portion of their bodies overhanging the vehicle's sides or rear.

- 2.9.6.3. Do not operate the vehicle off base.

2.9.7. Use of Radar Detection Devices Prohibited. No person will use a radar detection device to indicate the presence of speed-recording instruments or to transmit simulated erroneous speeds while operating any vehicle.

2.9.8. Noise Limitation. No vehicle operator will operate a music system at a level that impairs the operator's ability to hear audible warnings of emergency vehicles. IAW Clovis

City Code § 9.40.020., a violation has occurred when music can be heard at a distance of more than 25 feet from the vehicle.

2.9.9. Driving through any parking area for the purpose of bypassing normal traffic flow on the street is prohibited. Additionally motor vehicles will be restricted from crossing solid white or yellow lines outlining parking spaces in a parking area.

2.9.10. It is prohibited to drive through a parking lot without following identified traffic flow. If arrows or signs do not direct the flow of traffic and the angled parking spaces are facing the same direction, then the traffic flow will comply with the direction of the angled spaces for the traffic flow pattern.

2.9.11. It is unlawful to operate in the State of New Mexico any motor vehicle equipped with a television screen upon which images may be projected or shown if the screen is within the normal view of the driver of the motor vehicle unless the television is used solely as an aid to the driver in the operation of the vehicle. As used in this section "television screen" does not include closed circuit monitors or computer terminal monitors used by law enforcement agencies in law enforcement motor vehicles.

2.9.12. Vehicles operating on Cannon AFB will have a minimum ground clearance of six inches, allowing the vehicle to travel over speed bumps without causing damage to either the speed bump or the vehicle.

2.9.13. In the State of New Mexico and on Cannon AFB all motor vehicles will have a minimum headlamp height of no less than 20 inches and no more than 54 inches, as measured from the ground to the middle of the headlamp.

2.9.14. The tires of vehicles operating on Cannon AFB, will not extend laterally more than 1 inch from the wheel well.

2.10. Additional Stopping and Parking Restrictions.

2.10.1. Unattended Child in Vehicle Prohibited. Children under 10 years of age shall not be left unattended in a motor vehicle. The vehicle may not be left running unless a licensed driver is in the vehicle or unless the vehicle is started via a remote start and no unlicensed personnel are in the vehicle. Pets may be left in the vehicle when remote start is utilized. When a remote start is utilized, the vehicle must be placed in park, the emergency brake must be set, and the keys must be removed.

2.10.2. Unattended Animal Restrictions.

2.10.2.1. Animals will not be left unattended in the open bed of a truck, unless properly caged.

2.10.2.2. Animals will not be left unattended in the passenger compartment of a vehicle unless it is controlled in such a manner that prevents an attack on other animals or persons outside the vehicle. Animals will not be left in vehicles when the temperature rises above 80 degrees Fahrenheit. **EXCEPTION:** If the vehicle is running with air conditioning on utilizing a remote start and the vehicle is in park, emergency brake set, and keys removed.

2.10.3. Prohibited Stopping, Standing and Parking. In addition to New Mexico Code § 66-7-351, the following rules apply:

2.10.3.1. In any position which obstructs or blocks a fire lane or in any position which hampers fire department operations.

2.10.3.2. Within 30 feet of the boundary of a restricted area.

2.10.3.3. In a reserved parking space not designated for the operator's use (spouses may park in spaces designated for their spouse).

2.10.3.4. At or near an intersection in any position that causes an obstructed view of approaching traffic, or against the direction of travel for the roadway.

2.10.3.5. Across painted parking lines in any manner which causes the vehicle to occupy more than one parking space.

2.10.3.6. Within a loading zone unless engaged in the loading or unloading of passengers or material.

2.10.3.7. In a parallel manner within any area designated or designed for angled or straight-in parking, even if the area's parking spaces are not marked by painted lines.

2.10.3.8. In any manner which blocks or is within an area painted with yellow or white diagonal stripes.

2.10.3.9. In any location not marked or designated as a parking space by painted lines or placards.

2.10.3.10. Special consideration will be provided to motorcycles. Motorcycle parking in diagonal stripe painted areas is authorized provided it does not impede the flow of traffic or emergency response and does not create an unsafe situation.

2.10.4. Restrictions on Parking off the Paved Surface. No person will park off the paved surface or on any seeded or unimproved area, except when:

2.10.4.1. Directed to do so by a police or fire department official.

2.10.4.2. Absolutely necessary in the performance of authorized official duties.

2.10.4.3. Authorized by the installation commander.

2.10.5. Recreational Vehicle (RV) and Boat Parking Restrictions.

2.10.5.1. RV Defined. A vehicular portable structure built on a chassis designed to be used as a temporary dwelling for travel, recreation or vacation use or permanently identified as a travel trailer by the manufacturer. This also includes boats, trailers and jet skis.

2.10.5.2. Residents who own RVs have the option of parking these vehicles at their residence in the garage or carport. RVs may be temporarily parked outside of garages or carports in the housing area for up to 24 hours to allow residents to clean, load and unload the vehicle.

2.11. Additional Motorcycle and Moped Regulation.

2.11.1. Operators and passengers of motorcycles and other self-propelled, open, two-wheel, three-wheel and four-wheel vehicles powered by motorcycle-type engines must adhere to procedures outlined in DAFI 91-207 and the following rules and equipment requirements IAW DAFI 31-218, Section 4-2:

2.11.1.1. Headlights must be always on, while in operation.

2.11.1.2. A rear-view mirror must be attached to each side of the handlebars.

2.11.1.3. Personal protective equipment and clothing will be IAW DAFI 91-207, *The US Air Force Traffic Safety Program*, as supplemented.

2.11.2. Motorcycle operators must attend the Base Motorcycle Safety Education Course, must have a valid certificate of training in their possession while operating a motorcycle and must have the motorcycle endorsement on their driver's license. Moped operators must attend the classroom portion of the course. Military members who have never been certified are required to take the course prior to operating any motorcycle on or off base. Refer to DAFI 91-207, paragraph 4.4., for additional information on Motorcycle Safety Foundation (MSF).

2.11.3. It is unlawful to operate on the highways or roadways of the state of New Mexico any motor vehicle which does not meet the following requirements:

2.11.3.1. A wheelbase, between two axles, of less than 3 feet 4 inches. For the purpose, of this section, wheelbase shall be measured upon a straight line from center to center of the vehicle axles.

2.11.3.2. A motor displacement of less than 45 cubic centimeters.

2.11.3.3. Any motorcycle with less than a 25-inch seat height measured from the ground to the lowest point on the top of the seat cushion, without a rider.

2.11.3.4. Motor scooters with engine capacity smaller than 49cc are not authorized for use on Cannon AFB roadways.

2.11.3.5. Polaris Slingshot is not considered a vehicle and must comply with all motorcycle safety and operating requirements. However, the Slingshot is also not eligible to park in motorcycle designated parking spots.

2.11.4. Registration and Driver Requirements: Each unit commander will maintain a roster of the motorcycle riders assigned to his or her unit and brief each rider on the requirements of this instruction and other applicable guidance. This roster will indicate, at a minimum, training completed, motorcycle(s) make and model, engine size and operator experience. IAW DAFI 91-207, para 4.1., prior to riding any street certified motorcycle, all military personnel will receive a briefing from their commander and then attend the MSF motorcycle rider's course. This course is scheduled and funded by each unit after the commander's briefing, as mandated by DODI, AFI, and local commander- directed guidance. Military members must be MSF certified to ride on and off base. DOD employees must have MSF certification to ride on base while on orders. Retirees, contractors, dependents, and non-Air Force civilian personnel are not required to take the course but encouraged to do so IAW DODI 6055.4, *DoD Traffic Safety Program*, para. Enclosure 3.2.3.2., and DAFI 91-207, para 4.6.1., MSF courses taught at Clovis Community College cater to differing experience levels. Motorcyclists with little or no experience will participate in the Riders Street Skills course. An Experienced Rider Course is offered for advanced motorcyclists with a minimum of 6 months experience. All new or newly assigned motorcycle riders will be briefed by the unit commander or designated Motorcycle Safety Representative within 30 days of initial assignment IAW DAFI 91-207, para. 1.3.4.5. Each squadron commander will assign at least one experienced rider from his or her unit to mentor novice riders. The motorcycle mentor will be appointed in writing. Active rider

participation in base and unit motorcycle mentorship fosters skill development and reinforces safe riding practices. If there are insufficient numbers of experienced riders in the unit, solicit support from other base units to help.

2.12. Additional Bicycle Regulation.

2.12.1. Any person operating or riding as a passenger on a bicycle must ride on or astride a seat secured to the frame.

2.12.2. When a usable bicycle path is provided along the roadway, bicycle riders must use the path and not the roadway. When using a roadway, bicyclists will adhere to all vehicle rules of the road.

2.12.3. No more than two bicycles will ride abreast on any roadway. Bicyclists may ride more than two abreast on bicycle paths constructed and located off the roadway exclusively for bicycle operation.

2.12.4. During hours of darkness riders will wear retro-reflective vest/jacket or outer garment containing retro-reflective material. In addition, bicycles will be equipped with a white front light (not a reflector) visible for 500 feet and red rear reflector or light clearly visible from the rear of the bicycle from 300 feet distance.

2.12.5. Bicyclists shall not grab or hold onto any vehicle in motion.

2.12.6. All persons who ride a bicycle, tricycle, or other human powered vehicle, including motorized bicycles, on an AF installation in a traffic environment shall wear a properly fastened and approved (e.g., Consumer Product Safety Commission, American National Standards Institute (ANSI), or Snell Memorial Foundation) bicycle helmet.

2.12.7. Bicyclists must wear shoes.

2.13. Additional Pedestrian Regulation.

2.13.1. Pedestrian Defined. Any person moving or traveling on foot, including any person wearing roller skates, roller blades or riding on a skateboard or coaster type conveyances.

2.13.2. Pedestrians in or on the shoulder of a roadway at dusk, dawn or during the hours of darkness must wear bright-colored clothing or reflective belts.

2.13.3. Pedestrians will not attach their bodies to any vehicle in motion.

2.13.4. Pedestrians engaged in roller blading or roller skating (including skateboarding) shall wear an approved safety helmet. For roller blading, wear a properly fastened and approved safety helmet that meets the requirements of the Consumer Product Safety Commission's Safety Standard for Bicycle Helmets (16 C.F.R. [Part 1203](#)). For other roller skating and skateboarding, wear a properly fastened and approved safety helmet that meets the requirements of the American Society for Testing and Materials (ASTM) F1492 skateboard standard.

2.13.5. Roller blading and roller skating are prohibited on streets with a speed limit greater than 20 mph.

2.13.6. No person will use skateboards or coaster-type conveyances in or around the Base Exchange, Commissary, or Shoppette areas or in any area where there is congested pedestrian traffic.

2.13.7. Skateboards and other coaster-type conveyances may be used in the housing areas to include sidewalks, if, their use does not interfere with the safe flow of motor vehicle traffic or endanger the safety of pedestrians.

2.13.8. When traffic control signals are not in place or not in operation, the driver of a vehicle shall yield the right-of-way, slowing down or stopping if necessary to yield to a pedestrian crossing the roadway within a marked or unmarked crosswalk. No pedestrian will suddenly leave a curb or other place of safety and walk or run into the path of a vehicle that is so close that it is impossible for a driver to yield.

2.14. Abandoned Vehicles/Towing. Abandoned Vehicle Defined. Any vehicle that is illegally parked, unlicensed, unregistered or derelict whose owner cannot be contacted or who fails to move such vehicle within 72 hours after it is cited for abandonment.

2.14.1. It is unlawful for any person to abandon a motor vehicle on base or for any person to introduce or cause any derelict vehicle to enter Cannon AFB or areas under its jurisdiction.

2.14.2. Towing. A vehicle creating a security, safety or traffic hazard may be moved immediately by 27th Special Operations Logistics Readiness Squadron (27 SOLRS) as requested by 27 SOSFS. The vehicle will be towed to the nearest place of safety. If a POV, the owner may be required to reimburse the government for towing services if deemed appropriate on reasonable grounds by 27 SOW/CC or designee.

2.14.2.1. The POV is illegally parked within 30 feet of a restricted area or on the flight line.

2.14.2.2. Law enforcement personnel have reason to believe the vehicle is involved in criminal activities, abandoned, or creating a fire hazard.

2.14.2.3. A contracted civilian tow service will be used to tow vehicles to an off-base impoundment lot or other designated location.

2.14.2.4. Temporary impoundment and towing of POVs for violations of the installation traffic code or involvement in criminal activities must be accomplished under the direct supervision of the Security Forces.

2.14.2.5. Vehicle will be cited via AF Form 1408 and a DD Form 2504, *Abandoned Vehicle Notice*, prior to abandonment action being initiated. After being cited the owner will have 72 hours to provide proof of insurance and registration to 27 SOSFS/S5R. 27 SOSFS/S2I will initiate abandoned vehicle procedures after 72 hours if no contact is made with the vehicle owner. Vehicles will be towed off the installation by a civilian contract company.

2.14.2.6. Security Forces will conduct a search of impounded vehicles and complete an inventory of property contained therein.

2.14.2.7. When the owner of an impounded vehicle is located, the vehicle will be released as soon as possible. In cases where the owner of an abandoned and impounded vehicle cannot be located, no charges will be assessed, and the vehicle will be released to the contracted tow company. Vehicles impounded due to criminal activity will be released only after coordination with the base legal office.

2.15. POV Repair and Maintenance Restrictions.

2.15.1. No person will perform major repairs or maintenance on a POV at any on-base location other than the Auto Hobby Shop or Army & Air Force Exchange Service (AAFES) Station. Major repairs and maintenance require the removal of major parts including, but not limited to, the transmission, engine, differential, or fenders, or require more than 24 hours to complete.

2.15.2. Minor POV repairs and maintenance may be performed at any location where it is safe to do so, and which does not present a traffic hazard. Minor repairs and maintenance must take less than 24 hours to complete and include, but are not limited to, tire changes and carburetor adjustments.

2.15.3. No person will leave a vehicle unattended outdoors while such vehicle is on jacks, stands or lifts.

2.16. Golf Carts, Low Speed Vehicles, and Other Government Motor Vehicle Conveyances.

2.16.1. Other Government Motor Vehicle Conveyances (OGMVC) are vehicles that provide basic passenger or light cargo transportation capability (i.e., Kawasaki Mules, Polaris RZR's, Polaris Rangers, John Deere Gators, Golf Carts, etc.). OGMVCs are allowed to be operated on Cannon AFB if the following criteria are met:

2.16.1.1. Vehicles will be properly purchased IAW AFI 24-302, *Vehicle Management*, and AFI 23-101, *Air Force Materiel Management*, para. 5.4.3.15., and added to the unit's equipment account.

2.16.1.2. Squadrons will have a formal risk assessment acceptance document signed by the current commander. (Product must be completed with Occupational Safety office guidance and review).

2.16.1.3. Mandatory OGMVC training/lesson plans in place for members who operate these vehicles. Training plan will include, but not be limited to:

2.16.1.3.1. Minimum operator age and operator licensing requirements.

2.16.1.3.2. Operation of vehicle safety devices or equipment to include seatbelts, rollover protection, taillights, reflectors, brakes, and other applicable safety features.

2.16.1.3.3. Minimum operator safety equipment (PPE, when required).

2.16.1.3.4. Hours of authorized use/rules for nighttime/hours of darkness operation.

2.16.1.3.5. Installation areas or roads authorized/not authorized for OGMVC use.

2.16.1.3.6. Seasonal/weather related operating restrictions.

2.16.1.3.7. Hands on/vehicle familiarization/training.

2.16.1.3.8. Daily inspection requirements/prior to use inspection (1800).

2.16.1.3.9. Each Specific vehicle's operating/service manual will be included in the training plan and adhered to. **Note:** Training plans are required to be always current and are subject to inspection by the safety office.

2.16.1.4. Each unit commander will maintain a unit roster of trained OGMVC operators and their unit's assets. The roster will include at a minimum: the operator's completed training, date training completed, specific vehicles/equipment the operators were trained

on (make/model), trainer's printed name and signature. The roster will also include the number of vehicles that each unit possesses, make/models and their serviceability status (serviceable, broken/discrepancy detail, wishing to/in process of Defense Reutilization Marketing Office, etc.) of each vehicle.

2.16.1.5. Each unit will be responsible for servicing and maintaining their vehicles in accordance with the vehicle's service/user manual.

2.16.1.6. All occupants of high speed (capable of 35 MPH or more) OGMVCs must wear a DOT approved helmet, regardless of roll protection. Squadron Commanders may approve use of tactical helmets as a suitable alternate through a signed Memorandum for Record.

2.16.1.7. If the vehicle does not have a windscreen or it is removed for ventilation purposes, the driver at a minimum must have eye protection (i.e., glasses, sunglasses, or goggles).

2.16.1.8. At no time will members be allowed to ride in the bed of an OGMVC vehicle.

2.16.2. Golf carts are small utility conveyances that are incapable of exceeding 20 mph.

2.16.3. Low Speed Vehicles (LSV) are four-wheeled conveyances with a top speed greater than 20 mph, but less than 25 mph. LSVs are classified as motor vehicles and must meet specific *Federal Motor Vehicle Safety Standards* (49 C.F.R. 571.500) to operate on military installation public roads.

2.16.3.1. Conveyances procured as golf carts or LSVs will only be authorized for government use. Privately owned golf carts are to be used on the golf course and are not authorized for use on Cannon AFB roadways.

2.16.3.2. Golf carts will not be operated except during daylight hours due to the lack of headlamps, stop lamps, and turn signal lamps.

2.16.3.3. Operators will be trained in the use of manual (hand and arm) traffic signals prior to operating the vehicle on any roadway.

2.16.3.4. LSVs must be equipped with specified headlamps, stop lamps, turn signal lamps, reflex reflectors, parking brakes, rear view mirrors, windshields, seat belts, and vehicle identification numbers.

2.16.4. Golf Carts and LSVs, commonly referred to as scooters or utility carts. Golf carts or LSVs are legal to operate on Cannon AFB public roadways, if, the following criteria are met.

2.16.4.1. Golf Carts and LSVs operators have valid operator's license or Off-Highway Motor Vehicle safety permit, if under 18 years old.

2.16.4.2. Conveyances procured as golf carts or LSVs will be configured to carry no more than authorized number of seat (driver plus passengers).

2.16.4.3. Golf carts will only be operated during daylight hours, due to the lack of headlamps, stop lamps and turn signal lamps.

2.16.4.4. Operators will be trained in the use of manual (hand and arm) traffic signals prior to operating the vehicle on any roadway.

2.16.4.5. LSVs must be equipped with specified headlamps, stop lamps, turn signal lamps, reflex reflectors, parking brakes, rear view mirrors, windshields, seat belts and vehicle identification numbers.

2.16.5. Conveyances designed or modified to operate at speeds greater than 25 mph must meet all *Federal Motor Vehicle Safety Standards*, which apply to passenger carrying vehicles. These standards are much more stringent than LSV safety standards.

2.16.6. 27 SOSFS may at any time verify the maximum speed of any golf car or LSV to ensure its compliance with this supplement.

2.17. Random Installation Entry/Exit Vehicle Checks (RIEVCs). RIEVCs are derived from an approved computer-generated random list signed by the 27 SOW/CC or their designee identifying the date, time, and criteria for vehicle checks. These random checks are not based upon probable cause to believe the vehicle/pedestrian contains property subject to search but are based on the commander's authority to protect the security of the installation or to protect government property. During such checks, SF personnel posted at installation entry/exit points are acting, not in their law enforcement capacity, but, as sentinels safeguarding a military installation and protecting government property. Once a person/vehicle has been identified as meeting the random criteria, the SF member will identify themselves, inform the person they are conducting RIEVCs authorized by the 27 SOW/CC and ask the person if they will consent to a check of their vehicle. If consent is given, further instruction of where the check will take place and compartments to be opened will be provided. Refusal to submit to a randomly selected check may subject the individual to debarment from base and/or revocation of on-base driving privileges and/or disciplinary action under the Uniform Code of Military Justice (UCMJ).

2.18. Reserved Parking.

2.18.1. Initial requests and revalidations for permanent reserved parking slots are submitted in letter format with a diagram showing the proposed reserved parking areas and total number of parking spaces available. Additionally, justification for spaces other than those identified in [para. 2.18.2.1](#), below is required along with an AF Form 332, *Base Civil Engineer Work Request*, which will be routed through 27th Special Operations Civil Engineering Squadron (27 SOCES) for coordination. Recommendations for approval/disapproval will then be forwarded to the Traffic Safety and Coordination Group (TSCG) for final approval/disapproval. Once approved or disapproved, the TSCG will return requests to 27 SOCES who will notify requesting unit of approval or disapproval. If approved, 27 SOCES will make the appropriate sign(s) and attach them to the parking spaces.

2.18.2. Reserved parking slots will not exceed 10 percent of the total parking spaces available (excluding spaces for the handicapped, which are regulated by the uniform federal accessibility standards). Permanent reserved parking spaces will be limited to the personnel listed below:

2.18.2.1. Colonels (O-6) and above, squadron commanders, deputy or vice commanders, chief master sergeants and first sergeants.

2.18.2.2. Award winners.

2.18.2.3. Customer service patrons and visitors.

2.18.2.4. GOVs (not to exceed 50% of vehicles assigned to the unit). Emergency Response units: Medical, Fire Department, Security Forces and Explosive Ordnance

Disposal (EOD) are exempt from the 50% regulation. Any exceptions to the above listed reserved spaces will be approved on a case-by-case basis.

2.18.3. Temporary reserved parking spaces will be coordinated through 27 SOSFS/S3L, who will provide temporary signs for special events only. No reserved parking spaces, permanent or temporary, are authorized without Security Forces' coordination. 27 SOCES will provide signs to the 27 SOSFS.

Chapter 3

DRIVING RECORDS & TRAFFIC POINT SYSTEM

3.1. Point System Application.

3.1.1. Traffic point assessment involving military and DoD civilian personnel, their family members, and other personnel operating motor vehicles on a military installation in accordance with DAFI 31-218. **Note:** Table 5-1., DAFI 31-218 prescribes mandatory minimum or maximum suspension or revocation period. Traffic points are not assessed for suspension or revocation actions.

3.1.2. Accumulation of 12 points within 12 consecutive months or 18 points within 24 consecutive months may result in suspension/revocation of base driving privileges for a period of up to 1 year.

Table 3.1. Point Assessments (No insurance is assessed 2 points).

Violation	Point Assessment
Reckless driving (willful and wanton disregard for the safety of persons or property).	6
Owner knowingly and willfully permitting a physically impaired person to operate the owner's motor vehicle.	6
Fleeing the scene (hit and run)-property damage only.	6
Driving vehicle while impaired (BAC more than 0.05 percent and less than 0.08 percent).	6
Speed contests.	6
Speed too fast for conditions.	2
Speed too slow for traffic conditions, and/or impeding the flow of traffic, causing potential safety hazard.	2
Failure of operator or occupants to use available restraint system devices while moving (operator assessed points).	2
Failure to properly restrain children in a child restraint system while moving (when child is 4 years of age or younger or the weight of the child does not exceed 45 pounds).	2
1 to 10 miles per hour over posted speed limit.	3
Over 10 but not more than 15 miles per hour above posted speed limit.	4
Over 15 but not more than 20 miles per hour above posted speed limit.	5
Over 20 miles per hour above posted speed limit.	6
Following too close.	4
Failure to yield right of way to emergency vehicle.	4
Failure to stop for school bus or school-crossing signals.	4
Failure to obey traffic signals or traffic instructions of an enforcement officer or traffic warden; or any official regulatory traffic sign or device requiring a full stop or yield of right of way; denying entry; or requiring direction of traffic.	4

Improper passing.	4
Failure to yield (no official sign involved).	4
Improper turning movements (no official sign involved).	3
Wearing of headphones/earphones while driving motor vehicles (two or more wheels).	3
Failure to wear an approved helmet and/or reflectorized vest while operating or riding on a motorcycle, MOPED, or a three or four-wheel vehicle powered by a motorcycle-like engine.	3
Improper overtaking.	3
Other moving violations (involving driver behavior only).	3
Operating an unsafe vehicle.	2
Driver involved in accident is deemed responsible (only added to points assessed for specific offenses).	1
Operating a radar detection device to indicate the presence of speed recording instruments or to transmit simulated erroneous speed.	3
Failure to yield to pedestrians in designated walkway/crosswalk.	3
Unattended Child under 10 years of age left in vehicle (animals are included if a danger exists to the animal).	6
Improper Registration (fraudulent tags).	4
Misuse of handicap decal.	3
Illegally parked in designated handicap area (no decal, license or placard displayed).	3
Unattended Vehicle (while running).	3
Abandoned Vehicle.	3
Improper Parking.	2
Improper Registration (expired or unregistered).	2
No Insurance	2
Noise Limitation Violation.	2
Improper Backing/Cited as Careless Driving when involving an accident. Driver involved in accident is deemed responsible (only added to points assessed for specific offenses).	2

3.2. Parking Violations. Drivers who receive three citations for violating Cannon AFB parking regulations or other non-moving violations in an 18-month period will receive a consideration memo for a 6-month suspension of their installation driving privileges. If any subsequent violations within the same 18-month period occur, the violator can be subject to an additional revocation of up to 12 months as determined by the 27 SOW/CC or designee (27 SOMSG/CC or CD). For point assessments, refer to **Table 3.1. – Point Assessments.**

3.2.1. The provisions listed below apply to citations issued by security forces via CVB Form 1805, DD Form 1408, and DD Forms 1408 issued by parking wardens. Non-moving citations issued outside the jurisdiction of Cannon AFB are not considered under the accumulative provision listed below. When the operator is unidentified, the registered owner will be cited for the nonmoving violation, unless a written statement is provided within 5 workdays from the date of the citation by the registered owner that another individual was operating the motor vehicle and concurrence of that individual is reflected on the written statement. In this case, the DFC will evaluate the citation and cite the responsible individual. For GOVs, the

responsible identified operator will be cited under this paragraph. The following mandatory administrative actions, in addition to any appropriate disciplinary action by the respective commander, will be taken when persons subject to this instruction have accumulated the number of nonmoving violations indicated during a 12-month period.

3.3. Air Force Justice Information System (AFJIS). The DFC has authorized the use of AFJIS for the transfer of revocation, suspension, and driving records to gaining commanders and to initiate appropriate staff action when receiving similar records for inbound personnel. **Note:** Security Forces Management Information System (SFMIS) records are maintained in AFJIS.

Chapter 4

ACCIDENTS

4.1. Definitions. A major vehicle accident is any accident involving a fatality, a personal injury (evident or claimed), disabling damage requiring towing, hard-to-explain circumstances, or property damage over \$10,000.

4.2. Response.

4.2.1. 27 SOSFS will make detailed accident investigations when estimated damage is in excess of \$10,000 or disabling damage requires towing. 27 SOLRS will assist with government vehicle damage estimates and towing or removal of government-owned and privately owned vehicles from the accident scene, if requested by 27 SOSFS. Normally, the towing of POVs will be limited to removing it from an intersection or street into the most available parking lot. **Note:** The on-duty Security Forces Flight Chief will determine if reported minor vehicle accidents require an investigation or a police response.

4.2.2. Security Forces will respond to off-base traffic accidents only when requested by local law enforcement agencies, as approved by 27 SOSFS/DFC. IAW the *Posse Comitatus Act* (18 U.S.C. §1835), Air Force members may not assist local law enforcement agencies in enforcing civilian laws; this includes investigation, search, seizure, arrest and similar activities. Air Force members may aid, in rescuing civilians from danger.

4.2.3. The responding patrol will give the individual(s) involved in the accident the following handout: To receive a copy of your accident report from 27 SOSFS, you can either make your request in person to 27 SOSFS/S5R located in Bldg 575/Room 111 Cannon AFB or by sending an e-mail to 27sosfs.s5@us.af.mil titled "Accident Report Request". You must either provide a digital .pdf copy of a valid state of federal issued ID for requestor identity verification purposes or use a Common Access Card (CAC) encrypted federal e-mail address to assist with expediting your request. You must include details & dates for the accident & most importantly ensure you understand that some of the information will be censored to Air Force standards. Third party requests or Incident Report requests must go through Freedom of Information Act (FOIA) online to <https://www.efoia.af.mil/palMain.aspx>. E-mail FOIA questions to Cannon.FOIA@Cannon.af.mil.

4.3. Investigations and Reports. Traffic Accident Investigation Reports. All POV accidents require an exchange of information between operators, a detailed blotter entry and the 27 SOSFS CAFB Minor Vehicle Worksheet. Blotter entries must include operators' names, unit(s) (address(es) for non-affiliated civilians), any witnesses to include their unit(s) (address(es) for civilians) and vehicle descriptions to include year, make, model, color of vehicle and license plate state and number, as well as insurance provider and policy number. The responding patrol will ensure both operators exchange information and will provide information in the event one or both operators are transported from the scene prior to exchanging information to the other operator. BDOC will conduct an NCIC check of both vehicle operators driver's licenses along with a check of both vehicles.

JEREMY S. BERGIN, Colonel, USAF
Commander

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

Title 18, USC 13, *Assimilative Crimes Act*, 14 January 2019

Title 18, USC 1385, *Posse Comitatus Act*, 14 January 2019

Title 50, USC 797, *Security Regulations and Orders; Penalty for Violation*, 14 January 2019

16 CFR, Part 1203, *Consumer Product Safety Commission Safety Standard for Bicycle Helmets*, 30 May 2024

49 CFR, Part 571.500, *Federal Motor Vehicle Safety Standards*, 10 June 2024

DODI 6055.4, *DoD Traffic Safety Program*, 27 August 2021

DAFH 33-337, *Tongue and Quill*, 13 December 2023

DAFI 31-101, *Integrated Defense*, 10 April 2023

DAFI 31-218, *Motor Vehicle Traffic Supervision*, 10 December 2021

DAFI 91-207, *The Traffic Safety Program*, 9 January 2024

AFI 23-101, *Air Force Materiel Management*, 14 August 2023

AFI 24-301, *Ground Transportation*, 22 October 2019

AFI 24-302, *Vehicle Management*, 21 February 2020

AFI 31-118, *Security Forces Standards and Procedures*, 15 November 2023

AFI 33-322, *Records Management and Information Governance Program*, 27 July 2021

New Mexico Criminal and Traffic Law Manual

New Mexico Statutes 1978, Chapter 29, Article 19 NMSA 1978 “Concealed Handgun Carry Act”

27 SOW, *Combined Integrated Defense Plan and Installation Antiterrorism Plan*, 22 April 2024

Prescribed Forms

None

Adopted Forms

CVB Form 1805, *United States District Court Violation Notice*

DAF Form 847, *Recommendation for Change of Publication*, 14 April 2022

DAF Form 1297, *Temporary Issue Receipt*, 12 August 2023

DD Form 1408, *Armed Forces Traffic Ticket*, 30 November 1987

DD Form 1805, *United States District Court Violation Notice*, 1 July 2001

DD Form 2504, *Abandoned Vehicle Notice*, 1 May 2000

DD Form 2708, *Receipt for Pretrial/Post-Trial Prisoner or Detained Person*, 3 November 2022

DD Form 2817, *Evidence Custody Document*, 30 September 2020

DD Form 2817-1, *Evidence/Property Tag*, 22 October 2020

AF Form 75, *Visitor/Vehicle Pass*, 31 May 2002

AF Form 332, *Base Civil Engineer Work Request*, 1 January 1991

AF Form 1768, *Staff Summary Sheet*, 1 September 1984

AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*, 31 January 1987

Abbreviations and Acronyms

AFB—Air Force Base

AFSOC—Air Force Special Operations Command

AFJIS—Air Force Justice Information System

ANSI—American National Standards Institute

ATV—All Terrain Vehicle

BAC—Blood Alcohol Concentration

BDOC—Base Defense Operations Center

BDOCC—Base Defense Operations Center Controller

BrAC—Breath Alcohol Concentration

CAFB—Cannon Air Force Base

CCSO—Curry County Sheriff's Office

CVB—Central Violations Bureau

DAF—Department of the Air Force

DD/DoD—Department of Defense

DFC—Defense Force Commander

DUI—Driving Under the Influence

DWI—Driving While Intoxicated

EOD—Explosive Ordnance Disposal

FPCON—Force Protection Conditions

FOIA—Freedom of Information Act

GOV—Government Vehicle

IAW—In Accordance With

LEOSA—Law Enforcement Officer Safety Act

LSV—Low Speed Vehicles

MSF—Motorcycle Safety Foundation

NCIC—National Crime Information Center

NCOIC—Noncommissioned Officer in Charge

NM—New Mexico

NMSP—New Mexico State Police

OGMVC—Other Government Motor Vehicle Conveyances

OR&L—Operator Records and Licensing

POV—Privately-Owned Vehicle

PPE—Personal Protective Equipment

QRC—Quick Reaction Checklist

RIEVC—Random Installation Entry/Exit Vehicle Check

RV—Recreational Vehicle

SF—Security Forces

SFMIS—Security Forces Management Information System

SFSTs—Standard Field Sobriety Test

SRB—Suspension/Revocation/Barment Listing

TSCG—Traffic Safety Coordination Group

UCMJ—Uniform Code of Military Justice

USDOT—United States Department of Transportation

Office Symbols

27 SOLRS—27th Special Operations Logistics Readiness Squadron

27 SOLRS/CC—27th Special Operations Logistics Readiness Squadron Commander

27 SOMDG—27th Special Operations Medical Group

27 SOMSG/CC—27th Special Operations Mission Support Group Commander

27 SOMSG/CD—27th Special Operations Mission Support Group Civilian Director

27 SOMSG/DD—27th Special Operations Mission Support Group Deputy Commander

27 SOSFS—27th Special Operations Security Forces Squadron

27 SOSFS/DFC—27th Special Operations Security Forces Squadron Defense Force Commander

27 SOSFS/S2I—27th Special Operations Security Forces Squadron Investigations Section

27 SOSFS/S3L—27th Special Operations Security Forces Squadron Police Services

27 SOSFS/S5—27th Special Operations Security Forces Squadron Reports and Analysis Section, Flight Chief

27 SOSFS/S5R—27th Special Operations Security Forces Squadron Reports and Analysis Section

27 SOCES—27th Special Operations Civil Engineering Squadron

27 SOW/CC—27th Special Operations Wing Commander

27 SOW/JA—27th Special Operations Staff Judge Advocate

Terms

Authorized Emergency Vehicles—Ambulances, Security Forces, fire, explosive ordnance disposal, disaster response and command and control vehicles are considered emergency vehicles. All such vehicles should be distinctly marked and have operable flashing lights and sirens when feasible.

Crosswalk—The area marked on a roadway for the purpose of pedestrian traffic.

Driver—Any person who drives or is in actual physical control of a motor vehicle is considered a driver. A person is considered to be in actual physical control when in a position to control the vehicle, whether to regulate or restrain its operation or movement. The term driver is used interchangeably with the word operator.

Fire Lane—The area adjacent to any building, extending 25 feet from the building in any direction, excluding designated parking areas or any area marked or posted as a fire lane.

Implied Consent—This applies to any person granted the privilege of operating a motor vehicle on a military installation. Such persons shall be deemed to have given consent to a chemical test of their blood, breath or urine for the purpose of determining the alcohol/drug content in the individual, if cited or lawfully stopped for any offense arising out of acts alleged to have been committed while driving under the influence of intoxicating substances.

Motor Vehicle Accident—Any incident which involves a moving vehicle and results in property damage, death, or injury to persons.

Stop—The complete cessation of movement, normally marked by a shift of weight rearward following a stop from forward motion.

Revoked Driving Privileges—A long-term loss of driving privileges. The specific duration and specific terms are described in the revocation letter.

Suspended Driving Privileges—A short-term loss of driving privileges (179 days or less), usually while pending resolution, investigation, or due process.

Traffic Control Device—Any sign, signal device, speed bump/hump or marking placed or erected for the purpose of regulating, warning, or guiding traffic. This includes Security Forces or other persons authorized by Security Forces while performing traffic control duties.

Attachment 2

EXAMPLE TRAFFIC TICKET REBUTTAL LETTER

Figure A2.1. Example Traffic Ticket Rebuttal Letter.

(Not to Scale—Use Appropriate Letterhead & Format IAW DAFH33-337, *Tongue and Quill*)
MEMORANDUM FOR DEFENSE FORCE COMMANDER/27 SOSFS

FROM: Requester's Name

SUBJECT: Ticket/Citation Rebuttal

State the background of the case and the reason for rebutting the citation. The background of the case should include but not limited to; reason citation was issued, date, location, and offense the requester was cited. Requestors need to ensure the reason for this request is clearly required and articulated. The commander must add comments supporting the violator's guilt or innocence.

Place a contact number for any questions or concerns.

Requestor's Name (All Capitalized Letters)
Job Title

1st Ind, (Requestor's/CC) MEMORANDUM FOR DFC/27 SOSFS
Recommend approval/disapproval.

Requestor's CC Name (Capitalized Letters)
Commander

2nd Ind, Requestors Name Ticket Rebuttal Letter Dated MEMORANDUM FOR 27 SOSFS/S5R
Recommend approval/disapproval.

Name, of DFC, Rank, USAF
Defense Force Commander, 27 SOSFS

Attachment 3

RESTRICTED DRIVING PRIVILEGES LETTER SAMPLE FORMAT

Figure A3.1. Restricted Driving Privileges Letter Sample Format, Part 1.

DEPARTMENT OF THE AIR FORCE
27TH SPECIAL OPERATIONS (REQUESTER UNIT) (AFSOC)
CANNON AIR FORCE BASE NEW MEXICO

DATE

MEMORANDUM FOR 27 SOMSG/CC OR CD

FROM: Requester's Name/Grade

SUBJECT: Request for Restricted On-Base (GOV/POV or both) Driving Privileges

State the background of the case and reason for rebuttal of the citation. The background of the case should include, but not be limited to: reason citation was issued, date, location and offense the requester was cited for. Requester must ensure the reason for this request is clearly required and articulated.

Place a contact number for any questions or concerns (e.g., if you have any questions or concerns you can contact Requester's Name at extension 784-XXXX).

Requester's Name, Grade, USAF
Job Title

1st Ind, (Requester's/CC)
MEMORANDUM FOR 27 SOSFS/DFC
Recommend approval/disapproval.

Requester's/CC Name, Grade, USAF
Commander

2nd Ind, to (Requester Name), (date of letter), Request for Restricted On-Base (GOV/POV or both) Driving Privileges

Figure A3.1. Restricted Driving Privileges Letter Sample Format, Part 2.

27 SOSFS/DFC Name, Grade, USAF
Commander

3d Ind, 27 SOMSG/CD MEMORANDUM FOR 27 SOSFS/DFC 27 SOSFS/S5R
Approved/disapproved.

27 SOMSG/CD Name, Grade, USAF
Deputy Commander

Attachment 4

ALCOHOL RELATED DRIVING REINSTATEMENT REQUEST SAMPLE FORMAT

Figure A4.1. Alcohol Related Driving Reinstatement Request Sample Format.

DEPARTMENT OF THE AIR FORCE
27TH SPECIAL OPERATIONS (REQUESTER UNIT) (AFSOC)
CANNON AIR FORCE BASE NEW MEXICO

DATE

MEMORANDUM FOR 27 SOSFS/S5R

FROM: Member's Commander

SUBJECT: Driving Privileges Reinstatement Request: (insert Suspended/Revoked members rank/last name)

I am requesting the driving privileges of (insert rank/first/last name) be reinstated effective immediately. Member has completed the required time for suspension/revocation and was referred to the Alcohol Treatment program for evaluation prior to having their driving privileges reinstated. Member's date of birth is (insert mm/dd/yyyy). Their (insert state) state issued driver's license number is (insert license number).

Place a contact number for any questions or concerns.

Commander's Name, Rank, USAF
Commander