

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**

AIR FORCE MANUAL 31-116



9 MAY 2012

**HILL AIR FORCE BASE
Supplement**

15 JANUARY 2015

Certified Current On 31 December 2015

**Incorporating Change 1, 24 June 2015
Security**

**AIR FORCE MOTOR VEHICLE
TRAFFIC SUPERVISION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication

OPR: AFSFC/SFOP

Certified by: AF/A7S
(Mr. John Fedrigo)

Supersedes: AFI 31-204, 14 July 2000

Pages: 53

(HILLAFB)

OPR: 75 SFS/S5

Certified by: 75 ABW/CC
(Col Ronald E. Jolly, Sr)

Supersedes: AFMAN31-116_
HILLAFBGM1,
16 July 2014

Pages:37

This manual implements AFD 31-1, *Integrated Defense*, sets forth AF guidance related to the Interservice publication AFI 31-218 (I), *Motor Vehicle Traffic Supervision*, and provides additional Air Force specific guidance. It assigns responsibilities and establishes procedures for motor vehicle traffic supervision on Air Force installations in the continental United States (CONUS) and overseas (OCONUS) areas. This includes, but is not limited to, granting, suspending, or revoking the privilege to operate a privately owned vehicle (POV); registration of POVs; administration of vehicle registration and driver performance records; driver improvement programs; police traffic supervision; and off-installation traffic activities. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by 50 United States Code 797. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. This publication may be supplemented at any level.

This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 *United States Code*, Section 8013, and DoD Directive 7730.47, Defense Incident-Based Reporting System (DIBRS). The applicable Privacy Act SORN(s) *F031 AF SF B*, Security Forces Management Information Service, is available at <http://privacy.defense.gov/notices/usaf/>. **Records Disposition:** Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/rims.cfm>.

(HILLAFB) This supplement implements Air Force Manual (AFMAN) 31-116, *Air Force Motor Vehicle Traffic Supervision*. Compliance with this Instruction is mandatory and applies to all personnel employed, visiting or otherwise working on Hill Air Force Base (AFB). The terms “must,” “shall,” and “will” denote mandatory actions in this supplement. 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 Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, Publications and Forms Management, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

(HILLAFB) This supplement requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed by this instruction is 10 USC 8013. Each form, format, or form letter prescribed by this supplement that requires a Privacy Act Statement (PAS), IAW AFI 33-332, *Air Force Privacy Act Program*, must have the PAS incorporated thereon or the PAS will be prominently posted and be provided to the requester prior to collecting this information. Privacy Act information taken from an existing privacy act system of records, which authorizes blanket use of this information for this purpose, doesn’t require a PAS. Collected information is “For Official Use Only.” Requests to release privacy act information to persons or agencies outside the Department of Defense (DoD) must be in accordance with AFI 33-332. Privacy Act System of Records Notices F031 AF SP M, *Personnel Security Access Records*, and F031 AF SP O, *Documentation for Identification and Entry Authority* apply. Access at: <http://privacy.defense.gov/notices/usaf>

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This manual incorporates extensive changes from AFI 31-204 which it replaces and must be thoroughly reviewed by the reader. Among other things, this manual: incorporates current terminology and standards related to testing for the presence of alcohol and drugs used by the National Highway Traffic Safety Administration; describes the processes to be used in the collection of evidence

and action on traffic reports; includes guidance on matters ranging from registration of vehicles to establishment of base traffic management programs; and sets minimum traffic enforcement goals for Defense Force commanders

(HILLAFB) This interim change revises the Hill AFB Supplement to AFMAN 31-116 by (1) implementing guidance from AFI 91-207, regarding personal protective equipment requirements, and (2) adding language from the Utah Code Annotated, Section 41-1a-414, regarding handicapped parking rules. A margin bar (|) indicates newly revised material.

Chapter 1—INTRODUCTION	6
1.1. Program Management.	6
1.2. Responsibilities.	6
1.3. Delegation of Authority.	6
Chapter 2—DRIVING PRIVILEGES	7
2.1. Requirements for Driving Privileges.	7
2.2. Stopping and Inspecting Personnel or Vehicles.	8
2.3. Implied Consent to Blood, Breath or Urine Tests.	9
2.4. Implied Consent to Vehicle Impoundment.	9
2.5. Suspension or Revocation of Driving Privileges.	9
Table 2.1. (Added-HILLAFB) Violation and Penalty	12
2.6. Alcohol and Drug Abuse Programs.	13
2.7. (Added-HILLAFB) Administrative Due Process for Suspensions and Revocations.	14
2.8. (Added-HILLAFB) Completing the Hill AFB 487, Administrative Due Process Procedures.	15
2.9. (Added-HILLAFB) Restoration of Driving Privileges on Acquittal.	17
2.10. (Added-HILLAFB) Requesting Restricted Driving Privileges.	17
2.11. (Added-HILLAFB) Extensions of Suspensions and Revocations.	18
2.12. (Added-HILLAFB) Reciprocal State-Military Action.	18
Chapter 3—PRIVATELY OWNED VEHICLE OPERATION REQUIREMENTS	19
3.1. General.	19
3.2. Motorcycles, Motor Scooters and Mopeds.	19
3.3. AF Form 75, Visitor/Vehicle Pass.	22
3.4. Handicapped Person Identification.	22
3.5. Vehicle Registration at non Air Force Installations.	22

3.6.	Vehicle Registration at Air Force Installations.	22
Chapter 4—TRAFFIC PLANNING AND CODES		23
4.1.	Installation Traffic Codes.	23
Table 4.1.	(Added-HILLAFB) Installation Traffic, Hill Air Force Base Traffic Codes	24
4.2.	Traffic Accident Investigation.	28
4.3.	Traffic Accident Investigation Reports.	28
4.4.	Parking.	29
Table 4.2.	(Added-HILLAFB) Decals and Permits Used at Hill AFB	30
4.5.	Off-installation Traffic Activities.	36
4.6.	(Added-HILLAFB) Flight Line Driving.	36
4.7.	(Added-HILLAFB) United States District Court Violation Notice (formerly CVB Form 1805) and DD Form 1408, Armed Forces Traffic Ticket.	36
Chapter 5—DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM		37
5.1.	Driving Records.	37
Table 5.1.	Point Assessment for Moving Violations	37
Table 5.2.	Point Assessment for Non-Moving Violations.	38
5.2.	Point System Procedures.	38
5.3.	Disposition of Driving Records.	39
Chapter 6—IMPOUNDING PRIVATELY OWNED VEHICLES		40
6.1.	Standards for Impoundment.	40
6.2.	Procedures for Impoundment.	40
6.3.	Disposition of Vehicles After Impoundment.	40
Chapter 7—(Added-HILLAFB) NOISE ORDINANCE (ADDED) (HAFB)		41
7.1.	(Added-HILLAFB) General.	41
7.2.	(Added-HILLAFB) Vehicle Noise Ordinance.	41
7.3.	(Added-HILLAFB) Residential Noise Ordinance.	41
7.4.	(Added-HILLAFB) Fireworks.	41
7.5.	(Added-HILLAFB) Horns and Signaling Devices.	41
7.6.	(Added-HILLAFB) Exceptions to Noise Ordinance:	42
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		43
Attachment 1—(HILLAFB) GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		46

**Attachment 2—(Added-HILLAFB) PARKING LOTS, CLASSIFICATION, LOCATION,
AND ORGANIZATION**

Chapter 1

INTRODUCTION

1.1. Program Management. This manual implements policy, assigns responsibility and establishes procedures for motor vehicle traffic supervision on Air Force installations located in the continental United States (CONUS), outside the continental United States (OCONUS), and deployed locations, where implemented. This AFMAN provides additional Air Force specific guidance to complement guidance found in AFI 31-218 (I). The objective of traffic control programs is the safe and efficient flow of vehicles and pedestrians through reduction of factors contributing to accidents.

1.2. Responsibilities. Installation Defense Force Commander (DFC). The DFC is the Installation Commander's principal advisor on issues pertaining to the lawful movement of personnel and traffic. The DFC exercises staff responsibility for directing, regulating and controlling traffic, and enforcing installation rules pertaining to traffic control. DFCs assist traffic engineers by performing traffic control studies to gather information on traffic problems and use patterns.

1.3. Delegation of Authority. Installation commanders may delegate their responsibilities under this manual to their vice commanders, mission support commanders or other group commanders as appropriate and provided the individual does not occupy a position such as law enforcement which would constitute a conflict of interest. Commanders should coordinate letters of delegation through their SJAs.

1.3.1. **(Added-HILLAFB)** The authority of the Installation Commander for the administration of the base motor vehicle traffic supervision program, including the authority to revoke, suspend or restore base driving privileges is delegated to the 75th Mission Support Group Commander (75 MSG/CC). The 75th Air Base Wing Commander (75 ABW/CC) is the final approving authority for any and all amendments to this supplement.

Chapter 2

DRIVING PRIVILEGES

2.1. Requirements for Driving Privileges. Each Installation Commander will determine if international driver's licenses will be recognized and authorized for use on the installation. Take into consideration the local (civilian) jurisdiction's policy on recognition and acceptance of international driver's licenses. As a general rule, most CONUS civilian jurisdictions will honor use of international driver's licenses for short periods of time by non-resident visitors and assigned military personnel and dependents. When practical, Installation Commanders should incorporate local guidance to prevent conflicts and confusion.

2.1.1. **(Added-HILLAFB)** Unless contravened by military instructions, policies or exigencies, the Utah Motor Vehicle Code is applicable to traffic and vehicles on base. In accordance with the provisions of this supplement, paved base roadways are open to the use of the public, but are subject to military requirements. Operation of privately owned vehicles (POV), including motorcycles, motor-driven cycles, all-terrain vehicles and snowmobiles off paved base roadways is prohibited. Only government-owned vehicles (GOV) on official government business may operate off paved base roadways, and only when there are no safety or environmental restrictions imposed on the area to be used.

2.1.2. **(Added-HILLAFB)** Driving a vehicle on Hill AFB is a privilege granted by the 75 ABW/CC. Operators who drive a motor vehicle on Hill AFB must produce, upon request from 75th Security Forces Squadron (75 SFS) personnel, the following: **(T-3)**

2.1.2.1. **(Added-HILLAFB)** Proof of vehicle registration as required by the issuing authority.

2.1.2.2. **(Added-HILLAFB)** Proof of current and valid vehicle insurance.

2.1.2.3. **(Added-HILLAFB)** A valid state, or international driver's license and/or AF Form 2293, *US Air Force Motor Vehicle Operator's Identification Card*, supported by a common access card (CAC). Upon initial assignment to Hill AFB an international operator's license may be used in the place of a state operator's license for a 30-day period, after which only valid state licenses will be accepted. **(T-3)**

2.1.2.4. **(Added-HILLAFB)** Valid identification credentials or visitor pass.

2.1.2.5. **(Added-HILLAFB)** Record of state inspection.

2.1.3. (Added-HILLAFB) Vehicle Emissions Inspection Testing and Reporting Requirements.

2.1.3.1. **(Added-HILLAFB)** Hill AFB is located in a county where a Vehicle Emissions Inspection is required for certain vehicles under the Federal Clean Air Act (CAA).

2.1.3.2. **(Added-HILLAFB)** Federal employees which operate their vehicles on Hill AFB for more than 60 days per year, and which are not exempt from State Emissions Inspection requirements, shall maintain proof of current Emissions Inspection in the vehicle, regardless of where the vehicle is registered. **(T-3)**

2.1.3.3. **(Added-HILLAFB)** Both 42 U.S.C. § 7418(d) [CAA § 118(d)] and AFI 32-7040, *Air Quality Compliance and Resource Management*, require Federal employees to report the emissions compliance status of employee-owned vehicles which are operated on this facility more than 60 days per year and which are not exempt from State Emissions Inspection requirements. Employees must furnish proof of compliance with the local Emissions Inspection requirements annually on AF Form 4434, *Vehicle Inspection and Maintenance (I/M) Program*, in accordance with AFI 32-7040. **(T-3)**

2.2. Stopping and Inspecting Personnel or Vehicles.

2.2.1. AFI 31-101, *Integrated Defense*, and AFI 10-245, *Antiterrorism*, require Installation Commanders to develop instructions and guidance that detail stop, inspection, search and impoundment of motor vehicles at CONUS installation entry gates, to include Air Force restricted and controlled areas.

2.2.2. MAJCOMs responsible for overseas military installations must provide their Installation Commanders with written guidelines governing stop, inspection, search and impoundment of vehicles. This guidance must reflect host nation agreements and pass appropriate legal review. Note: A combatant commander or those commanding unified forces may direct guidance covering all installations under their command. In this case, MAJCOMs must review those policies before issuing their guidance.

2.2.3. **(Added-HILLAFB)** Vehicles entering and exiting the installation are subject to vehicle inspection, which consists of an examination of the vehicle and its contents. The following procedures for vehicle inspection have been developed for normal and increased Force Protection Condition (FPCON). **NOTE:** If a military working dog (MWD) is utilized to conduct an inspection, they will inspect the vehicle first and then the second person will conduct a vehicle inspection. **(T-3)**

2.2.4. **(Added-HILLAFB)** The patrol will stop the vehicle to be inspected, identify themselves, explain the purpose of the inspection and provide the driver with the 75 ABW/CC explanation of inspection letter. **(T-3)** The patrol will then ask the driver for permission to proceed. **(T-3)** If consent is given the patrol will conduct the inspection and write the results on the locally generated Vehicle Search Record. **(T-3)** If subject refuses, utilize the following guidance:

2.2.4.1. **(Added-HILLAFB) Entering (civilian).** The patrol will secure the vehicle and conduct a walk around inspection of the vehicle. **(T-3)** The driver's identification media authorizing installation access will be confiscated, they will be denied access to Hill AFB and driver will be issued a 1 year driving revocation letter. **(T-3)** The driver is entitled to appeal the revocation to the 75 ABW/CC. **(T-3)** A Security Forces Management Information System (SFMS) Incident Report will be accomplished reflecting the incident. **(T-3)**

2.2.4.2. **(Added-HILLAFB) Entering (military).** The patrol will detain the individual, secure the vehicle and contact the 75ABW Judge Advocate (75ABW/JA) for guidance. **(T-3)** A SFMS incident report will be accomplished reflecting the incident. **(T-3)**

2.2.4.3. **(Added-HILLAFB) Exiting (civilian or military).** The patrol will detain the driver, secure the vehicle and conduct a walk around inspection of the vehicle. **(T-3)** The patrol will pursue search authorization with the use of AF IMT 1176, *Authority to*

Search and Seize. (T-3) The driver will be issued a 1 year driving revocation letter. (T-3) The driver is entitled to appeal the revocation to the 75 ABW/CC. (T-3) A SFMIS incident report will be accomplished reflecting the incident. (T-3)

2.2.5. (Added-HILLAFB) During an inspection the individual authorized entry will be instructed to turn off the vehicle and open all doors, hood, trunk and boxes or packages in the vehicle. (T-3) Security Forces personnel will conduct their inspection in accordance with Security Forces Operations Instruction (SFOI) 31-101, *Security Forces Operations*. (T-3)

2.3. Implied Consent to Blood, Breath or Urine Tests. This requirement must be outlined as part of installation newcomers briefings and/or inprocessing of newly assigned personnel. Refer to AFI 31-218 (I) for specific information.

2.4. Implied Consent to Vehicle Impoundment. In addition to those conditions for impoundment listed in AFI 31-218(I), paragraph 2-3, local situations may arise that require impoundment. The determination will be made by the Installation Commander or designee. Installation and unit commanders must view the abandonment of personal property as a personnel management issue and be diligent in deterring occurrences. Commanders must include the consequences when personal property is abandoned during familiarization and indoctrination training into units. Additionally, measures must be established to ensure personal effects are cleared prior to personnel departing on permanent change-of-station orders.

2.5. Suspension or Revocation of Driving Privileges. Installation Commanders must incorporate procedures governing suspension and revocation in base publications or as a supplement to this instruction. Make these known to the base population. AF will follow the administrative due process for suspensions detailed in AFI 31-218(I).

2.5.1. Suspensions.

2.5.1.1. Installation Commanders determine suspension and revocation guidance for non-moving violations, as well as what constitutes a non-moving violation on their installation (i.e., performing unauthorized repair; failure to register and insure vehicles; unauthorized modifications or alterations; failure to maintain safety standards, etc). Make these standards part of the local installation traffic code and take reasonable steps to make them known to the general public.

2.5.1.2. Persons under the age of 21, when in the United States or where legal alcohol consumption age is 21, operating a motor vehicle with a BAC or BrAC level standard of .01 or higher is reason for automatic suspension. Refer to AFI 31-218(I) 2-4.a.(3).(a).(b).(c).(d). for additional guidance.

2.5.1.2.1. (Added-HILLAFB) Utah Code Annotated (UCA) 32B-4-409 (5)(a) states that "When a minor who is at least 18 years old, but younger than 21 years old, is found by a court to have violated this section, except as provided in Section , the court hearing the case shall suspend the minor's driving privileges under Section ."

2.5.1.3. The .08 blood alcohol limit for presumptive intoxication determination may be reduced to reflect a more stringent local, state or host nation standard.

2.5.1.3.1. (Added-HILLAFB) **Civilian Driving Under the Influence (DUI).** UCA 41-6A-502 states that a person may not operate or be in actual physical control of a

vehicle with a blood or breath alcohol concentration of .08 grams or greater at the time of the test, or at the time of operation or actual physical control. Additionally, a person may not operate or be in actual physical control of a vehicle if the person “is under the influence of alcohol, any drug, or the combined influence of alcohol and any drug to a degree that renders the person incapable of safely operating a vehicle.”.

2.5.1.3.2. **(Added-HILLAFB) Military DUI.** In accordance with Article 111 of the Uniform Code of Military Justice, a persons is considered DUI if that person operates or is in actual physical control of a vehicle with a blood or breath alcohol concentration that is equal to or exceeds the blood or breach alcohol concentration levels set forth by the State of Utah, which is .08 percent or higher.

2.5.1.4. **(Added-HILLAFB)** The 75 MSG/CC may suspend or revoke privileges for habitual offenders of the installation parking standards. A habitual parking offender is someone who has received three or more parking citations within a 60-day period or six or more parking citations in a six-month period.

2.5.1.5. **(Added-HILLAFB) Table 2 1** of this supplement lists instances when suspension or revocation of base driving privileges will occur. **(T-3)** This list is not exhaustive, as the installation commander or designee has discretionary authority to withdraw anyone's authorization to operate a government or privately owned motor vehicle on the installation for cause or any lawful reason.

2.5.1.6. **(Added-HILLAFB)** Immediate suspension of installation or overseas command POV driving privileges pending resolution of an intoxicated driving incident is authorized for active duty military personnel, family members, retired members of the military services, DOD civilian personnel, and others with installation or overseas command driving privileges, regardless of the geographic location of the intoxicated driving incident. Suspension is authorized for non-DOD affiliated civilians only with respect to incidents occurring on the installation or in areas subject to military traffic supervision. After a review of available information as specified in paragraph 2-6 (AFI 31-218), installation driving privileges will be immediately suspended pending resolution of the intoxicated driving accident in the following circumstances:

2.5.1.6.1. **(Added-HILLAFB)** Refusal to take or complete a lawfully requested chemical test to determine contents of blood for alcohol or other drugs.

2.5.1.6.2. **(Added-HILLAFB)** Operating a motor vehicle with a blood alcohol content (BAC) of 0.08 percent by volume (0.08 grams per 100 milliliters) or higher or in violation of the law of the jurisdiction that is being assimilated on the military installation.

2.5.1.6.3. **(Added-HILLAFB)** Operating a motor vehicle with a BAC of 0.05 percent by volume but less than 0.08 percent blood alcohol by volume in violation of the law of the jurisdiction in which the vehicle is being operated if the jurisdiction imposes a suspension solely on the basis of the BAC level (as measured in grams per 100 milliliters).

2.5.1.6.4. **(Added-HILLAFB)** On an arrest report or other official documentation of the circumstances of an apprehension for intoxicated driving.

- 2.5.1.6.5. **(Added-HILLAFB)** Any apprehended person under the legal drinking age, who has a blood or breath alcohol content less than 0.08, may lose their driving privileges for 90 days pending due process.
- 2.5.1.7. **(Added-HILLAFB)** If operating a motor vehicle with a BAC of at least 0.05 percent by volume but less than 0.08 percent by volume (impaired driving) in violation of the law of the jurisdiction in which the vehicle is being operated, the suspension may remain in effect for not less than six months but no more than one year.
- 2.5.1.8. **(Added-HILLAFB) Penalty for Failure to Obtain and Report Emissions Inspection Compliance.** Commanders should suspend the on base driving privileges of an employee when the employee is found operating a motor vehicle that does not comply with the Emissions Inspection required by section 2.1.3.1 above, or report the status of the vehicle's Emissions Inspection compliance as required by section 2.1.3.2 above. If driving privileges are suspended for failure to comply with the requirements of Sections 2.1.3.1-.2 above, Commanders should reinstate the driving privileges of Federal employees when compliance with 2.1.3.1-.2 is achieved.
- 2.5.1.9. **(Added-HILLAFB)** Multiple suspensions will run consecutively unless otherwise determined by the 75 MSG/CC. **(T-3)**

Table 2.1. (Added-HILLAFB) Violation and Penalty

VIOLATION	PENALTY
Driving on base while driver's license under suspension, revocation, or denial by a state issuing authority	Two years or less—Revocation
Accumulation of 12 traffic points over 12 consecutive months, or 18 traffic points over 24 consecutive months, due to traffic Revocation violations.	One year or less—Revocation
Three parking violations over 12 consecutive months.	Six months or less—Suspension See note 2.
Unauthorized use, attempted unauthorized use, or permitting unauthorized use of any carpool permit.	Six months or less—Suspension
Obtaining carpool permit by giving false information.	Six months or less—Suspension
Use of a stolen, lost, or otherwise invalid carpool permit.	Six months or less—Suspension
Participating in more than one carpool simultaneously.	Six months or less—Suspension
Unauthorized use of an official business parking permit; use of a stolen, lost, or falsely obtained permit, or use of a permit to park a POV in any lot and then going to work at the user's work center.	Six months or less—Suspension
Two failures by military personnel to wear prescribed clothing while operating a motorcycle or moped over 18 consecutive months.	Two points

NOTE 1: The penalties reflected in this table represent a range of allowable suspension or revocation periods. The actual period of suspension or revocation imposed will be based on the facts surrounding the particular offense, with consideration given to any aggravating and/or mitigating factors present. **(T-3)**

NOTE 2: This is for violators not considered to be habitual offenders as defined in paragraph 2.5.2. Revocation.

2.5.2.1. The Installation Commander will immediately revoke driving privileges for a period of not less than 1 year when a serious incident involving a motor vehicle occurs and the Installation Commander determines immediate revocation of driving privileges is required to preserve public safety or the good order and discipline of military personnel.

2.5.2.2. The DFC develops plans and procedures to forward revocation, suspension and driving records to gaining commanders and to initiate appropriate staff action when receiving similar records from losing commanders of inbound personnel.

2.5.2.2. **(HILLAFB)** When the 75 SFS Reports and Analysis (75 SFS/S5R) Section is notified of personnel changing duty stations, an Individual History Record will be forwarded to the gaining commander if the individual's driver's license is revoked or suspended, or if the individual has accumulated traffic points. **(T-3)**

2.5.2.3. Installation Commanders may impose multiple suspensions to run consecutively or concurrently.

2.5.2.3.1. **(Added-HILLAFB)** Any period of revocation or suspension may be in addition to, and will run consecutively with, any revocation period imposed as a result of conviction of an alcohol-related offense unless otherwise determined by the 75 MSG/CC. **(T-3)**

2.5.2.4. **(Added-HILLAFB)** If a conviction, non-judicial punishment, a military or a civilian administrative action results in the suspension or revocation of a person's state driver's license, official documentation is required as the basis for base driving suspension or revocation action.

2.5.2.5. **(Added-HILLAFB)** A one-year base driving revocation will be imposed on a driver convicted in an off-base civilian court of DUI or a lesser-included alcohol-related driving offense, such as alcohol-related reckless driving, when the original offense charged was DUI. **(T-3)**

2.5.2.6. **(Added-HILLAFB)** Any illegal drug detection resulting from an incident involving a motor vehicle may result in a one-year driving revocation pending due process.

2.5.2.7. **(Added-HILLAFB)** When temporary suspensions are followed by revocations, the revocation period will be computed from the original suspension date, exclusive of any period during which full driving privileges were restored pending resolution of charges. **(T-3)**

2.5.2.8. **(Added-HILLAFB)** A driver whose driving privilege is suspended at another DoD installation is also suspended at Hill AFB for the same period.

2.5.2.9. **(Added-HILLAFB)** Any individual who is on a suspension or revocation and is charged with another violation that warrants suspension or revocation is subject to the additional suspension or revocation being imposed. If imposed, the additional suspension or revocation will run consecutively to the term of the original suspension or revocation. Any individual charged with driving on base while base driving privileges are suspended or revoked is subject to revocation of an additional two years. **(T-3)** The two additional years will run consecutively to the term of the original suspension or revocation. **(T-3)**

2.6. Alcohol and Drug Abuse Programs. After coordination with the SJA, unit commanders will direct drug and/or alcohol testing within 24 hours of suspected alcohol related motor vehicle/traffic incidents or misconduct, episodes of aberrant or bizarre behavior or where there is reasonable suspicion of drug use and the member refuses to provide consent for testing. Commanders are also encouraged to ensure Blood Alcohol Tests (BAT) are taken as soon after the incident as possible to determine the level and intensity of alcohol involvement. For additional information refer to AFI 31-218(I).

2.6.1. **(Added-HILLAFB)** Hill AFB supervisors may refer employees charged with intoxicated driving, on or off base, to the Alcohol and Drug Abuse Program and Treatment (ADAPT) at DSN 777-7909. **(T-3)**

2.7. (Added-HILLAFB) Administrative Due Process for Suspensions and Revocations.

2.7.1. **(Added-HILLAFB)** When considering suspending or revoking someone's driving privileges, the person must be notified in writing, including what action is being taken and the reason for it. **(T-3)** This notice must be coordinated through the 75 ABW/JA. **(T-3)**

2.7.2. **(Added-HILLAFB)** Except for incidents outlined in paragraphs 2.5.1.7 and 2.5.2.1 of this supplement, do not suspend or revoke a person's driving privileges until they are notified (or reasonable attempts made) and offered an administrative hearing. The 75 MSG/CC will determine when a suspension or revocation takes effect once making or attempting this written notice. **(T-3)** Only in unusual circumstances should verbal notifications be made. Unless an application for a hearing is made within the prescribed period identified in the notification, the proposed suspension or revocation takes place on the prescribed date and time. If an administrative hearing is requested, the suspension or revocation action will be stayed until that hearing is completed. **(T-3)** Such evidence can include witness statements, a military or civilian police report, chemical test results, a refusal to complete chemical testing, video tapes, written statements, field sobriety test results, or other evidence.

2.7.3. **(Added-HILLAFB)** The 75 MSG/CC must conduct evidence reviews as soon as possible, but no later than three duty days following final assembly of evidence. **(T-3)**

2.7.4. **(Added-HILLAFB)** For active duty military personnel, a request will be sent to the member's commander or reasonable equivalent requesting the member report to 75 SFS/S5R to be served their notice. **(T-3)** If the person is a civilian employed on the installation, send a request to the subject's commander or reasonable equivalent requesting the subject report to 75 SFS/S5R to be served their notice. For non-installation, non-DoD affiliated civilians, present the written notice of preliminary suspension of driving privileges either in person (preferred) or by certified mail.

2.7.5. **(Added-HILLAFB)** Advise the individual of the following in the preliminary suspension notification for due process:

2.7.5.1. **(Added-HILLAFB)** The 75 ABW/CC designates 75 ABW/JA to hold the administrative hearing. In no instance will the 75 ABW/JA appointee be a member of security forces. **(T-3)**

2.7.5.2. **(Added-HILLAFB)** The preliminary suspension may become a revocation of base driving privileges as authorized under this instruction and AFI 31-218(I), *Motor Vehicle Traffic Supervision*.

2.7.5.3. **(Added-HILLAFB)** The right to request a stay of the suspension or restoration of driving privileges pending the investigation or resolution of the incident (direct request letters to the 75 MSG/CC).

2.7.5.4. **(Added-HILLAFB)** The right of military personnel to present evidence and witnesses and be represented by a civilian counsel (at their own expense).

2.7.5.5. **(Added-HILLAFB)** The right of DoD civilian employees to have a personal representative present at the administrative hearing in accordance with applicable laws and instructions (at their own expense).

2.7.5.6. **(Added-HILLAFB)** The individual has to respond and request the administrative hearing within 7 days before the preliminary suspension or revocation becomes permanent.

2.7.5.7. **(Added-HILLAFB)** Requested hearings must take place within 14 calendar days of the request. **(T-3)** A preliminary suspension for intoxicated driving remains in effect until the 75 MSG/CC makes a final decision. However, if no decision is made within 30 days of the preliminary suspension or revocation, full driving privileges will be restored until the accused is notified of the final hearing results. **(T-3)**

2.7.6. **(Added-HILLAFB)** Hearings for intoxicated driving will cover only the pertinent issues of whether: 1) The law enforcement official had reasonable grounds to believe the person was driving or was in actual physical control of a motor vehicle while under the influence of alcohol or other drugs; 2) The person was lawfully cited or apprehended for an intoxicated driving offense; 3) The person was asked to submit to a test to determine the alcohol or other drug content of blood, breath, or urine and was informed of the consequences for refusing to take or complete such a test; 4) The person refused to submit to the test for alcohol, breath, or urine; failed to complete the test; submitted to the test and the result exceeded the amount of allowed blood or breath alcohol content; results indicate the presence of other drugs for an on-installation apprehension or in violation of state laws for an off-installation apprehension; and 5) The testing methods used were valid and reliable, and the results accurately recorded and evaluated. **(T-3)**

2.7.7. **(Added-HILLAFB)** For revocation actions under paragraph 2.5.2.1 for intoxicated driving, the revocation is mandatory on conviction or other findings that confirm the charge.

2.7.8. **(Added-HILLAFB)** Revocation is not effective until receipt of the written notice, or the showing that reasonable attempt was made to notify the individual.

2.7.9. **(Added-HILLAFB)** Revocations cancel any partial or restricted driving privileges, or stay, previously granted. Once revocation is acknowledged, a person may petition for the restoration of all or partial driving privileges.

2.8. (Added-HILLAFB) Completing the Hill AFB 487, Administrative Due Process Procedures.

2.8.1. **(Added-HILLAFB)** The 75 SFS/S5R will complete Part I of Hill AFB 487, *Administrative Due Process*. **(T-3)** The purpose of this form is to delineate the administrative process for the suspension and revocation of driving privileges. The completed information will include: **(T-3)**

2.8.1.1. **(Added-HILLAFB)** The type of action recommended and any preliminary action taken.

2.8.1.2. **(Added-HILLAFB)** The period of suspension or revocation recommended.

2.8.1.3. **(Added-HILLAFB)** The reason for the action recommended and preliminary action taken.

- 2.8.1.4. **(Added-HILLAFB)** A chronological record of violations leading to the suspension or revocation.
- 2.8.2. **(Added-HILLAFB)** After completion of Part I, 75 SFS/S5R will forward the form and all evidence to the 75 MSG/CC via staff summary sheet for approval. **(T-3)**
- 2.8.3. **(Added-HILLAFB)** Within 7 days of 75 MSG/CC approval, the subject will report to 75 SFS/S5R and be briefed on the following: **(T-3)**
- 2.8.3.1. **(Added-HILLAFB)** The right to be represented by counsel at personal expense.
 - 2.8.3.2. **(Added-HILLAFB)** The right to present evidence or call witnesses.
 - 2.8.3.3. **(Added-HILLAFB)** Notice of the time and location of the hearing if so requested.
- 2.8.4. **(Added-HILLAFB)** The subject will complete Part II of Hill AFB 487, by indicating whether a hearing is desired and sign in the appropriate space. **(T-3)**
- 2.8.5. **(Added-HILLAFB)** The affected individual will appear promptly for the hearing at the time and place directed by 75 SFS/S5R. **(T-3)** Unless prior authorization for a continuance has been granted by the hearing officer or 75 SFS/S5R, failure to appear at the specified time will constitute a waiver of the right to a hearing. **(T-3)**
- 2.8.6. **(Added-HILLAFB)** The hearing officer will: **(T-3)**
- 2.8.6.1. **(Added-HILLAFB)** Complete Part III of Hill AFB 487 and attach their findings.
 - 2.8.6.2. **(Added-HILLAFB)** Forward the form to 75 ABW/JA for review.
- 2.8.7. **(Added-HILLAFB)** The 75 ABW/JA will: **(T-3)**
- 2.8.7.1. **(Added-HILLAFB)** Review the findings and recommendations of the hearing officer.
 - 2.8.7.2. **(Added-HILLAFB)** Concur or non-concur with the findings and recommendations of the hearing officer.
 - 2.8.7.3. **(Added-HILLAFB)** Enter recommendations in the appropriate block of the form.
 - 2.8.7.4. **(Added-HILLAFB)** Forward the form to 75 MSG/CC.
- 2.8.8. **(Added-HILLAFB)** The 75 MSG/CC will: **(T-3)**
- 2.8.8.1. **(Added-HILLAFB)** Review all hearing officer and 75 ABW/JA comments.
 - 2.8.8.2. **(Added-HILLAFB)** Enter findings on the form.
 - 2.8.8.3. **(Added-HILLAFB)** Forward the form to 75 SFS/S5R.
- 2.8.9. **(Added-HILLAFB)** The 75 SFS/S5R will: **(T-3)**
- 2.8.9.1. **(Added-HILLAFB)** Prepare a letter of notification advising the subject of the findings and action imposed.
 - 2.8.9.2. **(Added-HILLAFB)** The 75 SFS Commander (75 SFS/CC) is authorized to issue orders on behalf of the 75 MSG/CC, concerning the suspension, revocation or

restoration of driving privileges pursuant to this manual as supplemented, and consistent with the findings made by 75 MSG/CC.

2.8.9.3. **(Added-HILLAFB)** Forward the notification letter to the subject through required channels.

2.9. (Added-HILLAFB) Restoration of Driving Privileges on Acquittal. When an official report or finding determines lack of guilt (not guilty) or when charges are dismissed or reduced to an offense not amounting to intoxicated driving, the revocation of driving privileges will be vacated except when: **(T-3)**

2.9.1. **(Added-HILLAFB)** The preliminary suspension was based on refusal to take a BAC or BrAC test.

2.9.2. **(Added-HILLAFB)** The person was driving or in actual physical control of a motor vehicle while under another suspension or revocation.

2.9.3. **(Added-HILLAFB)** The state authorities made an administrative determination to suspend or revoke driving privileges based on local law or pertinent regulations.

2.9.4. **(Added-HILLAFB)** The individual failed to complete a formally directed substance abuse or driver's training program.

2.10. (Added-HILLAFB) Requesting Restricted Driving Privileges.

2.10.1. **(Added-HILLAFB)** The 75 MSG/CC may authorize partial or restricted driving privileges to those whose authority to drive on Hill AFB was suspended or revoked under circumstances governed by AFI 31-218(I), paragraph 2-10.d. Ensure the individual's driving credentials (civilian state, international, host nation, etc.) are still valid.

2.10.2. **(Added-HILLAFB)** Restricted driving privileges or reinstatement will not be granted to any person whose civilian driver's license is under suspension or revocation by a state, federal, or host nation licensing authority. **(T-3)**

2.10.3. **(Added-HILLAFB)** Reinstatement of base driving privileges applies to operation of GOVs only. Any request for reinstatement must be submitted in writing by the subject, justified as mission essential, and be endorsed by the subject's commander or equivalent. **(T-3)**

2.10.4. **(Added-HILLAFB)** Restriction of base driving privileges applies to operation of POVs only. Any request for restricted privileges must be submitted in writing by the subject outlining the necessity of operating a POV and be endorsed by the subject's commander or equivalent. **(T-3)**

2.10.5. **(Added-HILLAFB)** Requests for reinstatement of, or restriction on, base driving privileges may be submitted at the time of the administrative due process hearing or at any other time. Requests must be addressed to the 75 MSG/CC through 75 SFS/S5R. **(T-3)**

2.10.6. **(Added-HILLAFB)** Administrative separation may be appropriate when the loss of driving privileges renders someone ineffective and incapable of performing their military duties, and a change in duty position is not reasonable.

2.11. (Added-HILLAFB) Extensions of Suspensions and Revocations.

2.11.1. **(Added-HILLAFB)** When revocation action for implied consent is combined with another revocation, it will run consecutively. **(T-3)**

2.11.2. **(Added-HILLAFB)** Increase the suspension or revocation period by two years when someone is discovered driving in violation of their original suspension or revocation. The unit or 75 ABW/CC may also take administrative or disciplinary action.

2.11.3. **(Added-HILLAFB)** Extend the suspension or revocation of installation driving privileges until the offender completes an approved remedial driver training course, drug or alcohol program, or other program if deemed necessary by the 75 MSG/CC or local authorities.

2.12. (Added-HILLAFB) Reciprocal State-Military Action.

2.12.1. **(Added-HILLAFB)** Statutory authority exists within the state of Utah and various other states for reciprocal suspension and revocation of driving privileges. If so, the 75 ABW/CC will honor the reciprocal agreements with the state driver licensing authorities. **(T-3)** On receipt of notice, 75 SFS/S5R will suspend or revoke driving privileges as if the violations or incidents occurred within the jurisdiction of Hill AFB. **(T-3)**

2.12.2. **(Added-HILLAFB)** When such authority suspends or revokes a license, the individual's installation GOV and POV driving privileges will be automatically terminated. **(T-3)** Only comparable military administrative actions (suspensions, revocation, or point assessment) will be taken for those off-base violations reported by local, state, or host nation authorities.

2.12.3. **(Added-HILLAFB)** The 75 SFS/S5R will notify the licensing authority of the state where a license is issued when revoking a person's installation driving privileges (for a period of one year or more only) following final adjudication of an intoxicated driving offense or for refusal to submit to a BAC/BrAC test. **(T-3)** Include the basis for the revocation and the BAC/BrAC level in the notification.

2.12.4. **(Added-HILLAFB)** A driver whose privilege is suspended at another DoD installation is also suspended at Hill AFB for the same period.

Chapter 3

PRIVATELY OWNED VEHICLE OPERATION REQUIREMENTS

3.1. General. The Installation Commander will identify requirements to operate a motor vehicle on the installation.

3.2. Motorcycles, Motor Scooters and Mopeds. See AFI 91-207, *The US Air Force Traffic Safety Program*, for requirements to operate motorcycles, motor scooters and mopeds on AF installations. Refer to AFI 91-207, para 4.6., for motorcycle training requirements.

3.2.1. **(Added-HILLAFB)** Any person who operates a motorcycle, motor-driven cycle, or scooter on Hill AFB will have the following in their possession at all times: **(T-3)**

3.2.1.1. **(Added-HILLAFB)** A valid state driver's license with motorcycle endorsement.

3.2.1.2. **(Added-HILLAFB)** Evidence of required liability insurance.

3.2.1.3. **(Added-HILLAFB)** Evidence of valid state registration certificate.

3.2.1.4. **(Added-HILLAFB)** Completion certificate of an approved motorcycle safety course, IAW AFI 91-207, *The US Air Force Traffic Safety Program*. This requirement will be based on the following AFI 91-207 guidelines: **(T-2)**

3.2.1.4.1. **(Added-HILLAFB)** All Air Force military personnel who operate a motorcycle, on or off duty or on/off a DoD installation, are required to attend or to have attended an approved motorcycle safety course.

3.2.1.4.2. **(Added-HILLAFB)** Air Force civilian personnel operating motorcycle as part of their official job duty are required to complete or to have completed, an approved motorcycle safety course. Others may, take the motorcycle training course on a space-available basis, without cost and on duty time, when offered on base.

3.2.1.4.3. **(Added-HILLAFB)** Retirees, contractors and military dependents and all other non-Air Force civilian personnel who operate a motorcycle while on an Air Force installation are highly encouraged but not required to attend an approved safety course.

3.2.1.4.4. **(Added-HILLAFB)** Three wheeled motorcycle operators are not required to complete an approved motorcycle safety course; however, they are required to wear all of the proper personal protective equipment (PPE) as defined in paragraph 3.2.1.5 below. **NOTES:** 1. In accordance with AFI 91-207, on-duty civilian personnel are defined as DoD Civil Service employees (including reserve component technicians and reserve technicians, unless in a military duty status), nonappropriated fund employees (excluding part time military), Corps of Engineers Civil Works employees, youth or student assistance program employees, foreign nationals employed by the DoD components, and Army-Air Force Exchange Service employees. 2. Military personnel are defined as U.S. military personnel on active duty, reserve or National Guard personnel on active duty or performing inactive duty training, service academy cadets, officer candidates in Officer Candidate School (OCS), Aviation Officer Candidate School (AOCS) or Reserve Officer Training

Corps (ROTC) cadets when engaged in directed training activities, and foreign national military personnel assigned to the DoD components. 3. A motorcycle operator who has not completed an approved safety course, whether required or not, may complete an approved course off-base IAW AFI 91-207. There are no reimbursement options while MSF courses are offered on base. Unit Motorcycle Safety Representatives can provide information on registering for base courses provided free of charge. If the rider does not have a motorcycle endorsement, the motorcycle must be trailered or delivered by an eligible rider to the training range prior to the course start time and only operate on the range. Riders are required to have a motorcycle endorsement on their driver's license to operate a motorcycle on any base roadway. Temporary passes are not available for riders with no endorsement. **(T-3)** 4. A motorcycle operator will show evidence of compliance with registration requirements at any time requested by authorized personnel at the beginning of the scheduled course or anytime while riding on base. **(T-3)** An operator who is required to, but cannot show evidence of completion of an approved safety course, will not be permitted to operate motorcycles on base. **(T-3)**

3.2.1.5. **(Added-HILLAFB)** Persons will not operate or ride motorcycles, scooters or three-wheeled motorcycles on base unless they comply with the following requirements: **(T-3)**

3.2.1.5.1. **(Added-HILLAFB)** Headlights will be on at all times. **(T-3)**

3.2.1.5.2. **(Added-HILLAFB)** Rear-view mirrors will be attached. **(T-3)**

3.2.1.5.3. **(Added-HILLAFB)** All riders will properly wear protective helmets meeting Department of Transportation (DoT), American National Standards Institute (ANSI) or Snell Memorial Foundation (SMF) standards. **(T-3)**

3.2.1.5.4. **(Added-HILLAFB)** Eye Protection. Goggles, wrap around glasses, or a full-face shield designed to meet or exceed American National Standards Institute (ANSI) Standard Z87.1, or UNECE 22.05 or BS6658 in effect when manufactured, will be properly worn. A windshield does not constitute proper eye protection. **(T-0)**

3.2.1.5.5. **(Added-HILLAFB)** Riders are highly encouraged to wear a high visibility colored outer garment on their torsos during the day and retro-reflective clothing during the night. **(T-0)** If worn, the high visibility colored or retro-reflective garment should be clearly visible and not covered.

3.2.1.5.6. **(Added-HILLAFB)** Protective Clothing. Wearing of long sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens is required. **(T-0)** Gloves or mittens will be made from leather or other abrasion-resistant material. Wearing of a motorcycle jacket and pants constructed of abrasion resistant materials such as leather, Kevlar® or Cordura® containing impact absorbing padding is strongly encouraged. Over-the-ankle, closed-toed shoes or boots (no sandals) are mandatory. **(T-0)**

3.2.1.5.7. **(Added-HILLAFB)** All riders will sit only on the regular seats of the vehicles. **(T-3)**

- 3.2.1.5.8. **(Added-HILLAFB)** Operators will not allow passengers on their vehicles unless they have been specifically designed to carry more than one person. **(T-3)** Passengers will ride only on the passenger seat. **(T-3)**
- 3.2.1.5.9. **(Added-HILLAFB)** Motorcycles carrying a passenger, other than in a sidecar or enclosed cab, must be equipped with passenger footrests. **(T-3)**
- 3.2.1.5.10. **(Added-HILLAFB)** Operators must not allow passengers to ride in any manner that interferes with the view or the operation or control of the vehicle. **(T-3)**
- 3.2.1.5.11. **(Added-HILLAFB)** All riders will sit astride the seats, facing forward, with one leg on each side of the vehicle. **(T-3)**
- 3.2.1.5.12. **(Added-HILLAFB)** Persons will not operate motorcycles or scooters while carrying anything that prevents them from keeping both hands on the handlebars. **(T-3)**
- 3.2.1.5.13. **(Added-HILLAFB)** No riders on motorcycles or scooters will attach themselves or the vehicle to another vehicle on a roadway. **(T-3)**
- 3.2.1.5.14. **(Added-HILLAFB)** Operation of any motorized vehicle outside of base roadways is prohibited, unless specifically authorized for official business. Operation of GOVs outside of base roadways is permitted for official business, provided there is no safety or environmental restrictions imposed on the area to be used.
- 3.2.1.5.15. **(Added-HILLAFB)** One additional safety rule is strongly recommended, but not required, for persons operating motorcycles and scooters. Riders should affix reflective material to their helmets to increase their visibility during the hours of darkness.
- 3.2.1.6. **(Added-HILLAFB)** Motorcycles will be parked only in designated motorcycle parking areas. **(T-3)** When such areas are not available, motorcycles may be parked in regular parking areas.
- 3.2.2. **(Added-HILLAFB)** Operational Requirements for all-terrain vehicles (ATV):
- 3.2.2.1. **(Added-HILLAFB)** Operation of ATVs, snowmobiles, off highway vehicles (OHV) etc., on base is prohibited, unless specifically authorized for official business. Operation of GOV ATVs, snowmobiles, OHVs, etc., outside of base roadways is permitted for official business, provided there is no safety or environmental restrictions imposed on the area to be used.
- 3.2.2.2. **(Added-HILLAFB)** Any use of ATVs certified to transport munitions will comply with AFMAN 91-201, *Explosives Safety Standards*. **(T-2)**
- 3.2.2.3. **(Added-HILLAFB)** Operators of ATVs will show proof of training (Specialty Vehicle Institute of America course completion card) upon demand by security forces or safety personnel. **Exception:** Operators in the process of being trained by a certified ATV instructor do not have to present the card.
- 3.2.2.4. **(Added-HILLAFB)** Passengers are prohibited on 3 wheeled (or fewer) ATVs.
- 3.2.2.5. **(Added-HILLAFB)** Operators of ATVs will wear protective gear as described in paragraph 3.2.1.5.1 thru 3.2.1.5.6 above. **(T-3)**

3.3. AF Form 75, Visitor/Vehicle Pass. The Security Forces Management Information System (SFMIS), the Defense Biometric Identification System (DBIDS) generated vehicle/visitor passes or the AF Form 75 are methods to control and identify personnel and vehicles on a temporary basis. Specific procedures can be found in AFI 31-201, *Security Forces Standards and Procedures*, and AFI 31-113, *Installation Perimeter Access Control*, when implemented.

3.4. Handicapped Person Identification. Honor local and state-issued handicap decals, placards, signs, etc, on all Air Force installations. Upon request from a medical practitioner, Installation Commanders may authorize issue of a locally devised card or form in OCONUS or deployed locations where decals are not issued. Locally devised decals will contain an issue and expiration date and be issued and displayed per local procedures.

3.4.1. **(Added-HILLAFB)** For short term and temporary disabilities, the 75 ABW/CC authorizes 75 SFS Police Services (75 SFS/S5L) to issue a locally devised permit. This temporary permit will contain an expiration date not to exceed 90 days. **(T-3)** If a permit is required for a longer period of time, the subject will be required to apply for a state issued handicap parking pass. **(T-3)**

3.4.2. **(Added-HILLAFB)** To be issued a temporary handicapped parking permit, an individual must bring a properly completed Hill AFB IMT 339, *Handicap Parking Request*, with blocks 1-21 filled out by requester and blocks 23-28 by applicable civilian or base hospital, to 75 SFS/S5L **(T-3)**. This form needs to be signed by a medical physician as proof of the need for the permit. Since the permits are an accountable item, the information (name, work center, organization, duty phone and effective dates) is kept in a log with 75 SFS/S5L. When the temporary permit expires it will be returned to 75 SFS/S5L for destruction. **(T-3)**

3.4.3. **(Added-HILLAFB)** The local permit, when in use must be placed on the bottom left hand side of the dashboard in plain view at all times. **(T-3)** These permits authorize the user to park in any handicap parking space on Hill AFB on a first-come, first-served basis. Reserving of handicap parking spaces for specific personnel is not authorized.

3.4.4. **(Added-HILLAFB)** The use of obsolete AF Form 787, *Handicap Person Decal*, is no longer authorized. Any personnel still utilizing the decal needs to apply for a State or Hill AFB Handicap placard for parking in handicap stalls on Hill AFB.

3.5. Vehicle Registration at non Air Force Installations. Personnel who live or work on a DoD Installation or who often use the facilities therein, may be required to register and be issued a DD Form 2220, *Vehicle Decal*, for their vehicles at those locations.

3.6. Vehicle Registration at Air Force Installations. Personnel who possess appropriate credentials to access Air Force Installations do not require a DD Form 2220. Although AFI 31-218(I) requires vehicle registration, the Air Force was granted a waiver from this requirement. Air Force Installations who continue to utilize the DD Form 2220 will use AFI 31-218(I) for guidance and include any specific requirements for their location in the local traffic plan. The Air Force will no longer produce DD Form 2220.

Chapter 4

TRAFFIC PLANNING AND CODES

4.1. Installation Traffic Codes.

4.1.1. Restraint systems.

4.1.1.1. Require the use of child safety seats consistent with state, territory or host nation laws. If there is no state, territory or host nation law, all children under 4 years of age regardless of weight or less than 50 pounds regardless of age shall be properly secured in an appropriate child restraint system. Children ages 4 through 7, weighing 50 pounds or more and less than 4 feet 9 inches shall be properly secured in a booster seat or other appropriate child restraint system. Children ages 8 and above and no less than 4 feet 9 inches in height will be properly secured in a vehicle seat belt or booster seat. The child safety seat or booster seat will be certified by the manufacturer to meet all applicable Federal performance standards or host nation requirements and will be installed in accordance with the manufacturer's instructions.

4.1.1.2. All drivers and passengers on Air Force installations will wear seat belts, or in the case of infants, be properly restrained.

4.1.2. Radar Detection Devices. The use of radars or laser detection devices are prohibited on Air Force Installations.

4.1.2.1. **(Added-HILLAFB)** The use or open display of radar and laser detection devices that indicate the presence of speed recording instruments, or transmit simulated erroneous speeds, is prohibited.

4.1.3. Off-road vehicle usage: Installation Commanders or their designee determines if, when and where off-road vehicles may be operated on base. In many areas, the operation of off-road vehicles is unregulated while other jurisdictions have strict requirements concerning age, safety training and vehicle equipment. Generally, some "on-street" safety practices such as reflective vests, gloves, headlights and goggles may not apply when operating off road in a recreational capacity. However, ensure full compliance with local, state or host nation requirements. When necessary, develop additional procedures and guidance locally and publish in the installation traffic safety plan or supplement to this instruction. Ensure environmental considerations are reviewed prior to designating any off-road vehicle use area.

4.1.4. **(Added-HILLAFB)** Dash Cameras. The use or open display of dash-mounted camera equipment that takes photographs or records video is prohibited.

4.1.5. **(Added-HILLAFB) Installation Traffic Codes.** The installation traffic code for operation of motor vehicles is outlined in [Table 4.1](#) of this supplement. The Utah Motor Vehicle Code found in Title 41, Chapter 6, of the UCA is assimilated into this supplement and applies to all pedestrians and individuals operating motor vehicles, motorcycles, motor-driven cycles, ATVs and bicycles on base unless otherwise specified or clarified in this supplement. The code can be viewed at 75 SFS Operations Flight (75 SFS/S3O), building 408, or by viewing on line at: Utah Code, Title 41-Motor Vehicles.

Table 4.1. (Added-HILLAFB) Installation Traffic, Hill Air Force Base Traffic Codes

TRAFFIC CODE	POLICY
Obedience to Security Forces	No person shall willfully refuse or fail to comply with any lawful order or direction of security forces personnel authorized to direct, control or regulate traffic. (T-3)
Headphones	Wearing headphones, earphones or similar devices while operating a motor vehicle, or while jogging, walking or bicycling in or near vehicle traffic is prohibited on base. Exception: This does not include wearing hearing protection when conditions warrant.
Cellular Phone, Text Messaging, and Driver Distractions.	Vehicle operators on Hill AFB and operators of government owned vehicles assigned to Hill AFB shall not talk, text, email, utilize internet or any other function on cell phones unless the vehicle is safely parked or unless they are using a hands-free device. (T-3) Hands-free devices are wired-single ear bud, wireless ear piece (Bluetooth), dedicated or built in speaker phone devices that allow the driver to utilize the device without having to touch the phone. At no time will devices be in both ears. (T-3) Holding the phone and utilizing the built-in speaker phone function does not constitute as using a hands-free device. The wearing of any other portable headphone, earphones, stereo Bluetooth headset or other listening devices that cover both ears while operating a motor vehicle is prohibited. Use of these devices impairs driving and masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, and human speech. Other potential driving distractions include eating and drinking, operating radios, CD players, global positioning equipment, mobile radios, and pagers. Whenever possible, these should only be done when the vehicle is safely parked. Drivers who violate any part of this rule will be assessed three (3) points under the Other Moving Violations (involving driver behavior only) IAW AFI 31-218(I), <i>Motor Vehicle Traffic Supervision</i> , paragraph 4-2.c.(3) and subparagraphs. (T-3)
Display of Obscene/Offensive Materials	Vehicles operating on Hill AFB will not have obscene/offensive material displayed while on the installation. (T-3) Military and civilian personnel operating a vehicle displaying obscene and/or offensive material (e.g., bumper stickers, license plates, stickers) will be asked to remove the material or they will not be allowed to operate their vehicles on Hill AFB. (T-3) Additionally, motorcycle operators displaying obscene/offensive materials on their helmets will be required to remove the material prior to operating on the installation. (T-3)
Speed Restrictions	1. No person shall operate a vehicle at a speed greater than is reasonable and prudent under existing conditions, giving regard to actual and potential hazards existing, including when: (T-3) <ol style="list-style-type: none"> a. Approaching and crossing intersections or railroad crossings. b. Approaching and rounding curves. c. Approaching the crests of hills.

	<p>d. Traveling upon narrow or winding roadways; and, e. Special hazards exist due to pedestrians, other traffic, and weather or highway conditions.</p> <p>2. General On-Base Speed Limits. The maximum speed is 25 miles per hour (mph) unless otherwise posted.</p> <p>3. The following maximum speed limits apply in the non-flight line areas indicated, unless otherwise posted:</p> <ul style="list-style-type: none"> a. 15 mph when approaching or passing children waiting for or departing from a school bus. b. 15 mph when approaching or passing troop formations on or alongside the roadway. c. 10 mph in parking zones and parking lots. d. 5 mph on warehouse ramps. e. 20 mph in all residential areas, including from the intersection of 6th Street/Liberty Road heading west to intersection of 6th Street/Charlestown Street during school year, Monday through Friday from 0700-1600. All other times, this specific section is 30 mph. <p>4. The following maximum speed limits apply in the flight line areas, including taxiways, aircraft parking ramps, areas where aircraft are parked for maintenance, areas where aircraft are being towed, and roadways within the flight line boundary:</p> <ul style="list-style-type: none"> a. 15 mph for general-purpose vehicles. b. 10 mph for special purpose vehicles; and, c. 5 mph for all vehicles within 50 feet of aircraft.
Rules of the Road	<ol style="list-style-type: none"> 1. Keys will not be left in unoccupied vehicles, except in the flight line area. (T-3) 2. Hand signals take precedence over all posted traffic control devices, markings and signs when traffic is controlled by 75 SFS/S3O or 775th Civil Engineer Squadron Fire Protection (775 CES/CEF) personnel, or by on- scene commanders. 3. If the flow of traffic stops, drivers will avoid blocking intersections. (T-3) 4. Tugs, forklifts, tractors and other slow moving vehicles, which cannot exceed 25 mph, will be driven in the extreme right lane and display a “slow moving” emblem visible to vehicles approaching from the rear. (T-3) 5. Vehicles will not be driven or parked on grass or seeded areas or in off-road areas where vegetation is growing. (T-3) Exception: Government-owned ATVs and construction equipment when conducting official business. 6. Drivers will yield the right-of-way to snow removal and street cleaning equipment when such equipment is in operation. (T-3) 7. Vehicles will not be driven over fire hoses, except as directed by 75 SFS/S3O or 775 CES/CEF personnel. (T-3) 8. Drivers approaching the rear of vehicles stopped for pedestrians

	<p>at intersections or marked crosswalks will not overtake and pass the stopped vehicles. (T-3)</p> <p>9. All vehicles will pull to the far right of the roadway when dropping off or picking up passengers, or when emergency vehicles approach with emergency lights or signals on. (T-3)</p> <p>11. Vehicles and bicycles will not be operated on designated jogging tracks and trails. (T-3)</p> <p>12. Visibility of license plates and information thereon will not be obstructed by tinted covers, fluorescent light rings, or in any other manner. (T-3)</p> <p>13. If a vehicle is registered in a state that issues two license plates, both must be affixed to the vehicle in the authorized locations. (T-2)</p>
Railroad Crossings	<p>1. Whenever a vehicle approaches a railroad crossing and a train is also approaching, the driver must stop no closer than 10 feet to the nearest track. (T-3)</p> <p>2. All persons operating a vehicle approaching or crossing railroad tracks will obey the signals of any flag person present. (T-3)</p>
Bicycles, Roller Blades, Scooters, Motorized Scooter, Skateboards	<p>1. All bicyclists, rollerblades, scooters, motorized scooters with an engine size 48 cc or less and skateboarders on base will wear a bicycle helmet approved by ANSI, SMF, etc, as intended or designed. (T-2) Riders of motorized scooters with an engine size of 49 cc or more must adhere to all motorcycle rules IAW AFI 91-207. (T-2) Personnel bicycling in hard-hat areas may wear ANSI-approved hard hats instead. The use of elbow/knee pads is optional, but recommended.</p> <p>Exceptions: Bicyclists in industrial or flight line areas designated no- hat area due to Foreign Object Damage (FOD) potential will not wear bicycle helmets. (T-3) Tricycle riders are not required to wear bicycle helmets. NOTE: Tricycle refers to bicycles with three wheels. Riders of any motorcycle or engine propelled vehicle with three wheels must wear a helmet. (T-2)</p> <p>2. Bicyclists, rollerblades, scooter and motorized scooter riders, and skateboarders on roadways will ride on the far right side of the roadway and exercise due care when passing any vehicle. (T-3)</p> <p>3. Bicyclists, rollerblades, scooter and motorized scooter riders, and skateboarders turning left will stay in the far right of the turning lane. (T-3) After completing the turn, bicyclists will comply with official traffic control devices or 75 SFS/S3O personnel regulating traffic along the roadway to be traveled. (T-3) Racing on roadways is prohibited except on approval of 75 ABW/CC.</p> <p>4. Every bicycle, scooter and motorized scooter in use at any time from a half hour after sunset to a half hour before sunrise, and at any other time when due to prevailing conditions and ground visibility is less than 1,000 feet, will be equipped with a working front lamp visible for at least 500 feet, and a red rear reflector visible for at least 500 feet in the low beams of vehicle headlamps. (T-2) During times</p>

	<p>described above, personnel will be equipped with reflective material of sufficient size and reflectivity to be visible laterally on both sides for at least 500 feet in the low beams of vehicle headlamps. (T-3) In lieu of reflective material, a lighted lamp visible laterally on both sides for at least 500 feet will suffice. Skateboard riders will adhere to reflective material requirements during the times described above. (T-3)</p> <p>5. The 75 SFS/S3O personnel reasonably believing a bicycle, roller blades, scooter, motorized scooter or skateboard is unsafe may require the operator to stop and submit the device to inspection or testing as appropriate. Any device determined to be unsafe will not be operated on base. (T-3)</p> <p>6. Persons operating bicycles, scooters, skates, skateboards, rollerblades, sleds, etc., will not hold on to, or otherwise attach themselves to any vehicle on a roadway, while the vehicle is moving, so as to hitch a ride, be dragged, or otherwise pulled by the vehicle. (T-3) Nothing in this paragraph would prohibit persons from transporting their bicycles, scooters, skates, skateboards, rollerblades, sleds, etc., on or in a vehicle.</p>
Pedestrians	<p>1. Pedestrians will obey traffic control devices except when otherwise directed by 75 SFS/S3O or 775 CES/CEF personnel, or by an on-scene commander. (T-3)</p> <p>2. Pedestrians and joggers will not cross roadways without first ensuring the roadway is clear of traffic. Joggers will run facing traffic and wear reflective apparel during low light conditions. (T-3)</p> <p>3. Pedestrians and joggers will not wear headphones while near roadways. Headphones are only authorized while on a designated running track. (T-3)</p> <p>4. Pedestrians will use available crosswalks. (T-3)</p>
75th Force Support Squadron (75 FSS) For Sale Lot	<p>1. Personnel authorized unescorted access to Hill AFB may display their POV for sale in the parking lot adjacent to building 805, 75 FSS Outdoor Recreation (75 FSS/FSCO). Before such use, personnel will register their POVs and obtain a permit from the 75 FSS Auto Hobby Shop (75 FSS/FSCT), 777-3476. (T-3)</p> <p>2. Privately Owned Vehicles may also be displayed for sale at base housing residences if parked in their driveways or garages.</p>
Recreational Vehicle (RV) Parking/Use	<p>1. RVs (motor homes, fifth wheels, travel trailers, pickup truck campers, and pop-up/tent campers) pose unique problems for the installation. Their size, either alone or in conjunction with their tow vehicle, imposes challenges and obstacles to traffic, often requiring more than the single parking space allotted for POVs.</p> <p>2. The following rules govern the parking and use of RVs on base.</p> <p>a. RVs may be stored or parked only in the following locations: 1 Apr–31 Oct, in the designated RV storage lot, or completely within the driveway or carport of a base housing unit; 1 Nov-31 Mar, in the RV storage lot, or off base. Except for trucks with</p>

	<p>campers mounted in their beds, RVs will not be parked on the street in base housing. (T-3) RVs will not be stored in parking lots. (T-3)</p> <p>b. RVs will not be occupied overnight unless registered and parked in the Family Camping Area (FAMCAMP). (T-3) On occasion, the 75 FSS may sponsor an activity and designate a parking lot for the use of RVs participating in that activity, and RVs parked in the designated area may only dry camp; there will be no connection to utilities (electricity, water and sewer). (T-3) Generator use will be determined for each event (normally 0600-2200 hours). (T-3) Quiet hours will be from 2200-0600. (T-3)</p> <p>c. Transient RVs may park at the base exchange and commissary for a reasonable length of time while their occupants are shopping in these facilities, but in no case will they remain overnight. (T-3) Drivers will do everything possible to avoid causing obstruction to other traffic. (T-3)</p> <p>d. Small RVs (typically pickup truck campers and small Class B motor homes) may be used by personnel to commute to and from work, only as long as the vehicles, when parked, occupy no more than a single parking space.</p> <p>e. The 75 SFS/S3O personnel or parking wardens may ticket violators. Unattended RVs in violation may be ticketed and towed at the owner's expense. Repeated violations may result in denial of entry to base. Under some circumstances, owners/drivers may be debarred from base.</p>
--	--

4.2. Traffic Accident Investigation.

4.2.1. A major traffic accident is any accident involving a fatality, injury or property damage above the amount established by Installation Commanders. Installation Commanders may set differing amounts for government versus private vehicle and property damage. Monetary damage amounts for major accidents are typically \$10,000. The investigation of major accidents should be accomplished by a trained accident investigator. MAJCOMs will determine the level of training required.

4.2.2. Generally, a detailed accident investigation includes, but is not limited to, an AF Form 1315, *Accident Report*, field sketch, scale diagram (if death or serious bodily harm), and accident narrative.

4.3. Traffic Accident Investigation Reports.

4.3.1. Military members report information to Security Forces if they are on/off base resulting in accidents involving injuries or damage to military property. Local guidance will capture procedures to accomplish these notifications and the timeframes to report. Installation Commanders determine what agencies to notify and for what type of accidents to notify them. The DFC must develop a local notification matrix or other procedures to ensure proper notification of appropriate base and civilian agencies are conducted. Develop and publish these notification procedures locally.

4.3.1.1. **(Added-HILLAFB)** All traffic incidents on Hill AFB will be handled in accordance with SFOI 31-101. **(T-3)**

4.3.2. Security Forces will act as the focal point for gathering off-base accident information of military affiliated personnel. Record the information in the Security Forces blotter, along with the associated case number from the investigating police agency. When possible, Security Forces Reports and Analysis (S5R) will obtain copies of major accident reports prepared by investigating civilian police agencies to accompany off-base accident reporting information.

4.3.3. Security Forces respond to all on-base major vehicle accidents (unless local conditions or policies prohibit) to accomplish the following:

4.3.3.1. Render first aid and arrange for medical assistance.

4.3.3.2. Protect personal property.

4.3.3.3. Normalize traffic.

4.3.3.4. Identify witnesses and personnel involved.

4.3.3.5. Conduct a formal investigation.

4.3.3.6. The DFC (with Installation Commander approval) will develop local response and investigative procedures for various types of accidents to include minor vehicle accidents. S/He may delegate this authority to on-duty Security Forces supervisory personnel.

4.3.4. Record accident information in the Security Forces blotter. This information should include the accident type, time and date, location, name(s) of vehicle operator(s), unit (or address when civilian not affiliated with military), vehicle description and license number(s)/plate. Also, include a brief summary of any damage and circumstances behind or causing the accident, as well as any traffic citations issued.

4.3.5. Investigation conducted by Security Forces and/or AFOSI of any traffic accident will take precedence over any other types of investigations relating to the accident. This precludes the loss of any potential evidence that may later have to be introduced in any criminal/judicial proceedings. (Example: Any safety related investigation and/or any other investigation that may hamper accident investigation practices by Security Forces and/or AFOSI.)

4.4. Parking.

4.4.1. Reserved Parking. When not addressed by MAJCOMs, Installation Commanders determine reserved parking guidance for their installations. Number of available spaces, facility design and layout, traffic flow and number of vehicles using facilities will help determine the number and location of reserved parking spaces. Make guidance and procedures governing reserved parking a part of the installation supplement to this instruction, separate traffic control instruction or installation-parking plan. The publication must address approval, issue, control and review of reserved parking and should give special consideration to bicycle, motorcycle, visitor and car pool parking. Consideration should also be given to labor and management contracts when designating parking. Handicap parking is

regulated under the Uniform Federal Accessibility Standards and applies to all Air Force installations.

4.4.2. Use distinctive emblems, decals, stickers, etc, to control parking space assignments and to indicate authorized use of the parking slot. MAJCOMs (or Installation Commanders if not addressed by the MAJCOM) may develop guidance concerning the issue and control of the identification media discussed above. Designation of parking spaces by name, grade, rank or title should be avoided due to force protection concerns.

4.4.2.1. **(Added-HILLAFB)** The decals and permits used at Hill AFB are in **Table 4.2** of this supplement. The parking wardens will issue parking lot decals, permits and placards to personnel authorized to park in their lots. **(T-3)** Decals will be placed on the left rear bumper. **(T-3)** Placards or hanging permits will be placed so they are visible through the windshield. **NOTE:** When available, placards may be used in lieu of decals, but they must be identifiable. **(T-3)**

Table 4.2. (Added-HILLAFB) Decals and Permits Used at Hill AFB

<p>AF Form 75, <i>Visitor/Vehicle Pass</i> Official Business Parking Permit (See paragraph 4.6.) Parking lot Permit Temporary Handicap Parking Permit (See paragraph 3.4.1.) Van or Car-pool Parking Permit, Class B Van or Car-pool Parking Permit, Class C X Decal. (See NOTE 1) XX Decal. (See NOTE 2) Rank Insignia Decal (See NOTE 3)</p>
<p>NOTES:</p> <ol style="list-style-type: none"> 1. The X parking decal will be issued by 75 SFS Pass and Identification (75 SFS/S5P) located in building 408 to active duty colonels and civilians, GS-15 and GM-15, (placement of the decal will be on the left rear bumper of POVs). (T-3) 2. The XX parking decal will be issued by 75 SFS/S5P located in Building 408 to active duty and retired general officers and to Senior Executive Service (SES) civilians (placement of the decal will be on the left rear bumper of POVs). (T-3) 3. Chief Master Sergeants will also be issued appropriate identifying rank stickers by 75 SFS/S5P located in Building 408. (T-3)

4.4.3. Installations may create a parking wardens program to monitor and cite parking violators at their facilities.

4.4.3.1. If utilized, installations will develop a local publication to supplement/implement this instruction addressing the parking warden program. The supplement will include a requirement for individual unit commanders to delegate a minimum of one primary and alternate at the grade of E-5 or above, in writing. All monitors will issue parking tickets on the DD Form 1408, *Armed Forces Traffic Ticket*. S5R will obtain a letter with the current monitors and maintain the letter on file.

4.4.3.2. Monitors will be trained by the Security Forces unit on the correct procedures to complete tickets, including the routing process of issued tickets to S5R. The main

difference between a DD Form 1408 issued by a Security Forces member and one by a parking monitor is the special instructions on the back of the pink copy that directs the violator to contact the monitor within 24 hours or next duty day who issued the ticket instead of Security Forces. Monitors will provide contact information on parking tickets to enable violators to provide information necessary to complete the citation.

4.4.4. **(Added-HILLAFB) Parking lot Management.** Commanders are responsible for assignment of parking spaces within their respective parking lots. When more than one organization is involved, commanders are encouraged to divide spaces based on percentages for number of personnel assigned.

4.4.4.1. **(Added-HILLAFB)** Assigned spaces are identified as those spaces reserved for specific vehicles such as handicapped, GOV, visitor, contract designated union stewards, and key personnel. Assigned spaces will not exceed 10 percent of the total spaces available at each building. **(T-3)** Total available is the number of spaces after subtracting exclusions from the total number of spaces. Exclusions include handicapped, GOV, visitor, and carpool parking spaces. The commander may use up to 10 percent of the remaining total available spaces for reserve or dedicated spaces. Car pool parking is a special reserved parking and not considered in the total available or exclusion. Parking spaces will be appropriately marked and located according to the following priorities, based on the shortest, most accessible walking distance to work areas, handicap vehicles, GOVs used during duty hours, visitor vehicles, key personnel vehicles, car pool vehicles and all other vehicles. **(T-3) NOTE:** Handicapped stalls will not be reserved for specific individuals. **(T-3)** The stalls are assigned to specific facilities, to be used on a "first-come, first-served" basis. Contact the responsible facility commander for concerns with the number of stalls available. **(T-3) NOTE:** In accordance with the UCA, Section 41-1a-414, paragraph (2), a person with disability may park an appropriately marked vehicle in restricted parking areas. This means if all handicapped parking stalls in a numbered parking lot are occupied, a handicapped person can park in any open stall in the lot without having a sticker for that lot.

4.4.4.2. **(Added-HILLAFB)** Civil Engineering is responsible for the design, establishment and construction of all roadways and parking areas on base, the installation or removal of parking lot and traffic control signs and signals, and the design and placement of roadblocks.

4.4.4.3. **(Added-HILLAFB)** All requests for construction, installation or removal of traffic signs and markings will be submitted through 75 SFS/S3O and the 75th Civil Engineer Squadron Heavy Repair Section (75 CES/CEOH) in turn. **(T-3)**

4.4.4.4. **(Added-HILLAFB)** All parking lots will be designated as either 1) open for all personnel, 2) carpool or 3) with parking decal only. **(T-3)**

4.4.4.5. **(Added-HILLAFB)** Reserved and special parking areas are individually designated. See Attachment 2 of this manual for the location, classification, and type of parking decals required. **NOTE:** This list changes frequently. Contact 75 SFS/S5L for a current version when needed.

4.4.4.6. **(Added-HILLAFB)** Subdividing or changing parking slots or lot boundary lines requires approval of the using organization and 75 SFS/S3O.

4.4.4.6.1. **(Added-HILLAFB)** Coordinate with 75 FSS Labor & Employee Relations (75 FSS/FSMC) for completion of labor obligations (i.e., notifying and bargaining with the American Federation of Government Employees (AFGE) Local 1592) as applicable) prior to implementation and when changes will impact bargaining unit civilian employees. **(T-3)** Also, including AFGE Local 1592 in the coordination process for automated work orders serves as informational notice to enhance timely communication.

4.4.4.7. **(Added-HILLAFB)** Special parking privileges such as noncommissioned officer (NCO)/Airman of the Quarter, etc., are discouraged in areas that have limited parking. These types of parking spaces count as the available slots and in the 10 percent allowed to be reserved.

4.4.5. **(Added-HILLAFB) Parking Rules:**

4.4.5.1. **(Added-HILLAFB)** All personnel driving POVs to their workplace will park in their organization's parking lot if so assigned, others will utilize Lot 1. **(T-3)**

4.4.5.2. **(Added-HILLAFB)** Vehicles will be parked only in areas specifically designated, posted or striped as parking areas, zones, lots or spaces. **(T-3) Exception:** Parallel parking is authorized on streets in base housing.

4.4.5.3. **(Added-HILLAFB)** Parking lot decals will be placed on the driver's side rear bumper of vehicles. **(T-3)** Placards or hanging permits will be placed so they are visible through the vehicle windshield. **(T-3)**

4.4.5.4. **(Added-HILLAFB)** Maintenance and service vehicles, or POVs on official business, may stop at building entrances to load or unload cargo or equipment, providing other vehicular traffic is not obstructed and traffic hazards are not created. Vehicle must be moved immediately upon completion of loading/unloading. **(T-3)**

4.4.5.5. **(Added-HILLAFB)** All boats and trailers not parked in carports or garages in base housing will be stored in one of the fenced compounds on base or off base. **(T-3)** Outdoor Recreation (75 FSS/FSCO) in building 805 controls access to the compounds.

4.4.5.6. **(Added-HILLAFB)** Official business parking is authorized in accordance with paragraph 4.6 and **Table 4.2** of this supplement.

4.4.5.7. **(Added-HILLAFB)** Except as otherwise provided in this manual, vehicles stopping or parking on two-way roadways will do so with both passenger-side wheels within 12 inches of the right curb or paved edge of the roadway. **(T-3)**

4.4.5.8. **(Added-HILLAFB)** Vehicles in parking spaces shall not obstruct walkways or entrances. **(T-3)**

4.4.5.9. **(Added-HILLAFB)** Vehicles are prohibited from parking so that the front or rear bumper extends over the sidewalk, thus enabling proper snow removal.

4.4.5.10. **(Added-HILLAFB)** Carpool spaces will be used for employee carpools Monday- Friday, 0530-1600. **(T-3)** At all other times, these spaces will be available for open parking. **(T-3)**

4.4.5.11. **(Added-HILLAFB)** Base parking lots requiring numbered parking or carpool decals will be available for open parking outside of Monday-Friday, 0530-1600. **(T-3)**

Additionally, IAW the Utah Motor Vehicle Code, vehicles displaying an appropriate temporary or permanent handicapped decal or placard may be parked for reasonable periods in restricted parking areas. These vehicles do not require numbered parking decals and can park in non-handicapped slots in numbered parking lots if no handicap slot is open.

4.4.5.12. **(Added-HILLAFB)** Parking Lot 17, along the northeast side of building 100, will only be for handicap parking. **(T-3)**

4.4.5.13. **(Added-HILLAFB)** Only motorcycles will park in designated motorcycle parking spaces, with no exceptions for inclement weather. **(T-3)**

4.4.5.14. **(Added-HILLAFB)** Visitor parking spaces are assigned to specific facilities and will be used on a "first come" basis to persons performing duties in that specific facility. **(T-3)**

4.4.5.15. **(Added-HILLAFB)** Parking is prohibited in the following areas:

4.4.5.15.1. **(Added-HILLAFB)** In or along any areas not designated, posted or striped for parking, including along yellow or red painted curbs.

4.4.5.15.2. **(Added-HILLAFB)** In reserved spaces.

4.4.5.15.3. **(Added-HILLAFB)** In bus stop zones, except for carpool drop-offs and pickups.

4.4.5.15.4. **(Added-HILLAFB)** Within 30 feet of stop signs or traffic signals.

4.4.5.15.5. **(Added-HILLAFB)** Within 10 feet of permanent buildings or within 20 feet of temporary buildings, unless the area is specifically designated for parking or loading/unloading is taking place.

4.4.5.15.6. **(Added-HILLAFB)** Within 15 feet of a fire hydrant, in any direction.

4.4.5.15.7. **(Added-HILLAFB)** Outside the white lines of parking spaces. Vehicles will not take up two parking spaces. **(T-3)**

4.4.5.15.8. **(Added-HILLAFB)** Anywhere on base roadways when the purpose is major or minor vehicle repairs. Major vehicle repairs will also not be made in base parking lots. **(T-3)** Major repairs include: repairing the engine, drive train, or rear end; replacing body parts; placing the vehicle on jack stands or drive- on ramps (excluding tire changing), or any repair disabling the vehicle for six hours or longer.

4.4.6. **(Added-HILLAFB) Parking Warden Program:** The 75 SFS/S5L is responsible for managing the base parking lot warden program. These responsibilities include maintaining a complete list of parking wardens and training primary parking wardens. The list of parking wardens will be provided to AFGE Local 1592 on an annual basis. **(T-3)**

4.4.6.1. **(Added-HILLAFB)** Each organization assigned responsibility for parking lots or spaces will appoint at least one parking warden. **(T-3)** Additional parking wardens may be appointed as deemed necessary by the unit leadership. If an organization is responsible for more than one parking lot, parking wardens may be appointed for each lot. Where more than one organization uses a parking lot, each organization will appoint a parking warden for its respective portion. **(T-3)** However, each parking lot will have a

primary parking warden who will be responsible for issuing and accounting for all parking decals or placards. **(T-3)**

4.4.6.2. **(Added-HILLAFB)** All primary and alternate parking warden appointments will be in writing, and a copy of the letter will be sent to 75 SFS/S5L. **(T-3)** The letter will include the parking warden's name, office symbol, duty phone, date trained, and the parking lot appointed. **(T-3)** The letter will be updated annually or upon change of parking wardens, whichever occurs first. **(T-3)**

4.4.6.3. **(Added-HILLAFB)** Primary parking wardens will receive training from 75 SFS/S5L. **(T-3)** Upon successful completion of training they will: **(T-3)**

4.4.6.3.1. **(Added-HILLAFB)** Control and verify the proper issuance of all DD Forms 1408, *Armed Forces Traffic Ticket*.

4.4.6.3.2. **(Added-HILLAFB)** Control and keep track of the number and location of DD Form 1408 books issued to alternate wardens.

4.4.6.3.3. **(Added-HILLAFB)** Establish tracking database of all DD Form 1408 citations issued in their lot.

4.4.6.3.4. **(Added-HILLAFB)** Submit the white and yellow copies of the DD Form 1408 to the 75 SFS/S5L within three duty days after issuance.

4.4.6.3.5. **(Added-HILLAFB)** Control and track the issuance of permits and decals listed in **Table 4.2** of this supplement.

4.4.6.3.6. **(Added-HILLAFB)** Alternate parking wardens relieved of these duties will relinquish all unused DD Form 1408 citations to the primary parking warden. **(T-3)**

4.4.6.3.7. **(Added-HILLAFB)** Issue parking decals and placards only to vehicles allowed to park in the respective lot. Each requester will be issued one decal or placard per vehicle, each decal or placard will be for one parking space. **(T-3)**

4.4.6.3.8. **(Added-HILLAFB)** Ensure decals and placards are removed and returned upon an individual's permanent change of station (PCS), retirement, etc.

4.4.6.3.9. **(Added-HILLAFB)** Submit an annual report to the 75 SFS/S5L of all assigned parking slots, including a list of all reserved parking slots, parking passes or decals issued, and official parking permits.

4.4.6.3.10. **(Added-HILLAFB)** Train alternate parking wardens and provide them continuing guidance.

4.4.6.3.11. **(Added-HILLAFB)** Ensure parking requirements for their parking lots are strictly enforced.

4.4.6.4. **(Added-HILLAFB)** All citations issued by a warden must be legible by 75SFS/S5R personnel; illegible citations may be destroyed. **(T-3)**

4.4.6.5. **(Added-HILLAFB)** The back of all pink copies of issued citations will be either stamped or a label affixed instructing them to notify their commander of the citation and contact information of the primary warden to complete blocks 1-7 of citation. **(T-3)**

4.4.6.6. **(Added-HILLAFB)** Primary and alternate wardens should contact 75 SFS upon learning of any vehicle suspected of being illegally parked in designated handicap parking space for appropriate action. Check for display of handicap decal, placard, sign, etc., as described in paragraph 3.4.1.

4.4.6.7. **(Added-HILLAFB)** Primary and alternate wardens will issue DD Form 1408 for parking violations only in their assigned parking lots. **(T-3)**

4.4.7. (Added-HILLAFB) Official Business Parking Permit:

4.4.7.1. **(Added-HILLAFB)** The Official Business Parking Permit (OBPP) will be issued by the 75 SFS/S5L on a controlled basis and in limited numbers to directorates, major tenant units, squadrons and union stewards. **(T-3)**

4.4.7.2. **(Added-HILLAFB)** A tracking database will be utilized to keep track of all OBPP's issued by 75SFS/S5L. **(T-3)** It will contain at a minimum the permit number, who the permit was issued to, contact phone number, and organization. **(T-3)**

4.4.7.3. **(Added-HILLAFB)** An OBPP will be used when no other means of transportation (i.e., GOV, motor pool taxi or base shuttle bus) is available and time-sensitive official business must be conducted via POV. **(T-3)**

4.4.7.4. **(Added-HILLAFB)** An individual authorized in writing by the director or commander will manage the OBPP use (usually the parking lot warden), it will be issued only for the time required to conduct the official business and returned to the permit manager. **(T-3)** In no case will the period of issue exceed one duty day, except for individuals who must use POVs on a daily basis, due to the nature of their job requirements. **(T-3)**

4.4.7.5. **(Added-HILLAFB)** The OBPP is not required after duty hours.

4.4.7.6. **(Added-HILLAFB)** The OBPP allows POVs to park in numbered parking lots, GOV, carpool, visitor and official business spaces when performing official business away from the normal work center parking area.

4.4.7.7. **(Added-HILLAFB)** At no time will the OBPP authorize access to handicap, X/XX, parking by permit spaces, the flight line, designated parking lots or spaces at the user's work center during regular duty hours. **(T-3)**

4.4.7.8. **(Added-HILLAFB)** Any lost or stolen passes will be immediately reported to 75 SFS/S5L. **(T-3)**

4.4.8. (Added-HILLAFB) Dormitory Parking Lots. The following items and activities are prohibited in dormitory parking lots and adjacent areas:

4.4.8.1. **(Added-HILLAFB)** Vehicles which appear to be inoperative due to a flat tire or a missing engine, transmission or other major parts (i.e., fenders, windshield, wheel, etc.).

4.4.8.2. **(Added-HILLAFB)** Vehicles leaking fluids.

4.4.8.3. **(Added-HILLAFB)** Vehicles on jacks.

4.4.8.4. **(Added-HILLAFB)** Vehicles that do not have a current state registration.

4.4.8.5. **(Added-HILLAFB)** Trailers or other equipment that can be towed by a motor vehicle.

4.4.8.6. **(Added-HILLAFB)** Vehicle parts and accessories, including truck, sport utility vehicle, and camper shells, tires, wheels, engines, etc.

4.4.8.7. **(Added-HILLAFB)** Vehicle maintenance, except for washing, waxing and interior cleaning, and changing or inflating tires. All other vehicle maintenance will be performed at the Auto Hobby Shop at building 534 or off base. **(T-3)** Under no circumstances will vehicle fluids be changed or added in dormitory parking lots. **(T-3)** Violators will be ordered to immediately cease their activity and, if their vehicles are inoperable, to remove them to the Auto Hobby Shop or off base. **(T-3)**

4.4.8.8. **(Added-HILLAFB)** Storage or parking of anything other than motorcycles in the sheltered areas designated for motorcycle parking. **NOTE:** The 75 SFS/S3O personnel may remove vehicles or items in violation at the owner's expense.

4.5. Off-installation Traffic Activities. The DFC must develop procedures for the sharing and exchanging of information with civil authorities. Local procedures must cover the receiving, processing and securing of traffic and related incident reports received from other investigative agencies. Unit commanders will be notified when personnel under their authority are involved in serious off-base incidents (i.e., major accidents, DUI, hit and run, etc).

4.6. (Added-HILLAFB) Flight Line Driving. Operating vehicles on the Hill AFB flight line is covered in Hill AFB Instruction 13-202, *Airfield Vehicle Control*. The OPR is the 75th Operations Support Squadron, Chief, Airfield Management (75 OSS/OSA).

4.7. (Added-HILLAFB) United States District Court Violation Notice (formerly CVB Form 1805) and DD Form 1408, Armed Forces Traffic Ticket. All 75 SFS personnel will have documented training, maintained by 75 SFS Operations Flight Training (75 SFS/S3T), on properly filling out DD Form 1408, and United States District Court Violation Notice (USDCVN) prior to being authorized to issue either form. **(T-3)**

4.7.1. **(Added-HILLAFB)** All USDCVN's will be completed in accordance with SFOI 31-101 and *Agency Manual, Central Violations Bureau*. **(T-3)**

4.7.2. **(Added-HILLAFB)** If offenders wish to appear before a U.S. magistrate, they do not need to send in the collateral amount by mail. The U.S. Magistrate Court will inform them of their court appearance date by mail within 4 to 8 weeks after the issuance of the citation. **(T-2)** The U.S. magistrate may require the posting of a bond before the hearing is scheduled.

Chapter 5

DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM

5.1. Driving Records. Use SFMIS to record vehicle traffic accidents, moving and parking violations, suspension or revocation actions and traffic point assessments involving military and DoD civilian personnel, their family members and other personnel operating motor vehicles on a military installation. Use AF Form 1313, *Driver Record*, when SFMIS is not available. When filling out the form, use the following codes in the “accident classification” block:

5.1.1. Identify individuals who are principals in a motor vehicle accident as “Driver 1” subject or “Driver 2” victim.

5.1.2. Identify accidents appropriately with “MVA” minor vehicle accident; (MJVA) major vehicle accident; “NLD” no liability determined; “PD” property damage; “PI” personal injury; “G” government; “P” private; “V” vehicle; and “FO” fixed object.

Table 5.1. Point Assessment for Moving Violations

Violation	Points Assessed
Reference paragraph 4.1.1.1. See note #1.	2
Operating a radar detection device to indicate the presence of speed recording instruments or to transmit simulated erroneous speed (prohibited on DoD installations). See note #2.	3
Failure to yield to pedestrians in designated walkway/crosswalk. See note #2.	3
NOTES:	
1. Applies to not using or when child restraint system is improperly installed, i.e., car seat, infant carrier, booster seat, belt/strap modification (when required by manufacturer), etc. Assess four points when no restraint system of any kind is used.	
2. When violation occurs within an active school zone, add 1 point to point assessment.	

Table 5.2. Point Assessment for Non-Moving Violations.

Violation	Points Assessed
Unattended Child under 12 years of age left in vehicle. Animals are included if a danger exists to the animal. See note #4.	6
Improper Registration (fraudulent tags).	4
Misuse of handicap decal. See note #2.	3
Illegally parked in designated handicap area (no decal, license or placard displayed).	3
Unattended Vehicle (while running).	3
Abandoned Vehicle.	3
Improper Parking. See note #3.	2
Improper Registration (expired or unregistered).	2
NOTES:	
<p>1. When two or more violations are committed on a single occasion, points may be assessed for each violation.</p> <p>2. When a vehicle has a handicap decal displayed, but the occupant is not the decal or placard registrant and is not dropping off or picking up the handicapped registrant. Also includes parking in an area designated for "Van" access only, and handicap registrant has parked another vehicle class instead.</p> <p>3. When designated in local parking plan (i.e., double parked, parked in reserved parking, against the flow of traffic and those areas designated for emergency vehicles).</p> <p>4. When an AF Form 3545 will also be accomplished. Revocation of driving privileges for one year will be considered by the commander. Example: If children or animals were left in dangerous conditions in vehicle, i.e., in hot weather where interior temperatures may reach dangerous levels, keys left accessible to children or where conditions are deemed hazardous by a reasonable person.</p> <p>5. Emergency vehicles are authorized to park in any area deemed necessary to affect a response.</p>	

5.2. Point System Procedures.

5.2.1. Distribute citation copies and process point assessments IAW AFMAN 31-201, Volume 7, *Security Forces Reports and Analysis*.

5.2.2. Installation Commanders may suspend or revoke driving privileges as provided by this instruction regardless of whether the improvement measures identified in AFI 31-218(I) are accomplished.

5.2.2.1. (Added-HILLAFB) The 75 SFS/S5R will forward an advisory letter, on behalf of the 75 SFS/CC, through the unit commander or supervisor, to any person accumulating six traffic points within a six-month period. (T-3)

5.3. Disposition of Driving Records. Follow AFI 33-364, *Records Disposition – Procedures and Responsibilities*, to maintain and destroy records of military personnel released from active duty. Driving records remain active in the case of immediate reenlistment, change of officer component or military and civilian retirement or when continued access to an installation is authorized. Retain or destroy according to AFI 33-364 records on civilian personnel who are terminating on-base employment.

Chapter 6

IMPOUNDING PRIVATELY OWNED VEHICLES

6.1. Standards for Impoundment. The on-duty SF Flight Chief, or above, will determine when the vehicle will be driven or moved without owner's consent if the owner cannot be contacted or the owner refuses and conditions in AFI 31-218(I) are present.

6.1.1. **(Added-HILLAFB)** Impoundment of motor vehicles by 75 SFS personnel is covered under SFOI 31-101.

6.2. Procedures for Impoundment. At times, civilian law enforcement or civilian government agencies will request the Air Force impound an on-base vehicle for reasons not related to military issues. Staff such requests through the SJA and DFC. When appropriate, comply and support such requests and impound the vehicle for a reasonable period. Release the vehicle if civil authorities do not take custody of the vehicle within a reasonable period as determined by Installation Commanders.

6.2.1. **(Added-HILLAFB)** If a civilian law enforcement agency or civilian government agency requests a vehicle be impounded for reasons not related to military issues, staff such requests through 75 ABW/JA and 75 SFS/CC. If civilian authorities do not accept custody of the vehicle within 96 hours, release the vehicle back to the owner.

6.3. Disposition of Vehicles After Impoundment. Impoundment and disposition of privately owned vehicles is a high-risk process. It is imperative an installation have a detailed plan to: Ensure wide publicity of base impoundment rules; have a process to provide reasonable notice of impoundment and an opportunity to reclaim a vehicle; conduct a review of proposed disposal by appropriate base offices, to include the SJA, prior to taking action; and a process to obtain retail records of these actions in the event of litigation or high-level inquiry. Further information on impoundment can be found in AFI 31-218(I).

Chapter 7 (Added-HILLAFB)

NOISE ORDINANCE (ADDED) (HAFB)

7.1. (Added-HILLAFB) General. This chapter is enacted to protect, preserve and promote the health, safety, welfare, peace, quiet, and quality of life on Hill AFB through the reduction, control and prevention of excessive noise. It is the intent of this chapter to establish standards that will eliminate and reduce unnecessary and excessive traffic and community noise, which are physically harmful or detrimental to individuals and the community in the enjoyment of life, property and conduct of business. **(T-3)**

7.2. (Added-HILLAFB) Vehicle Noise Ordinance. While on Hill AFB, no person shall: **(T-3)**

7.2.1. **(Added-HILLAFB)** Operate a sound amplification device within a motor vehicle parked or operated on a public street, housing carport or dormitory parking lot, which is clearly audible or which causes a person to be aware of vibration accompanying the sound, either:

7.2.1.1. **(Added-HILLAFB)** At a distance of 50-feet from the motor vehicle.

7.2.1.2. **(Added-HILLAFB)** Or within another motor vehicle on a public street, housing carport or dormitory parking lot, at any distance, when all doors and windows of such other vehicle are closed.

7.2.2. **(Added-HILLAFB)** Discharge into the open air the exhaust of any stationary internal combustion engine, motorboat, or motor vehicle, except through a muffler or other device, which will effectively prevent loud or explosive noises therefrom.

7.3. (Added-HILLAFB) Residential Noise Ordinance. No person shall: **(T-3)**

7.3.1. **(Added-HILLAFB)** Operate a sound amplification device or musical instrument:

7.3.1.1. **(Added-HILLAFB)** Between the hours of ten o'clock (10:00) p.m. and seven o'clock (7:00) a.m. in a way that is clearly audible at the property line of a residential premises.

7.3.1.2. **(Added-HILLAFB)** In a way that at any time is clearly audible inside of a residential premises, when all exterior doors and windows of such dwelling unit are closed.

7.3.2. **(Added-HILLAFB)** Operation of any domestic power equipment shall only be allowed between the hours of seven o'clock (7:00) a.m. and ten o'clock (10:00) p.m. **(T-3)**

7.4. (Added-HILLAFB) Fireworks. The use, possession or discharge of fireworks at any time while on Hill AFB is strictly prohibited. Fireworks include, but are not limited to, any rocket, squib, firecracker, Roman candle, or other device containing pyrotechnic composition that produces audible and/or visual effects through combustion.

7.5. (Added-HILLAFB) Horns and Signaling Devices. No person shall, at any time, sound any horn or audible signal device on any automobile, motorcycle, bus, streetcar, or other vehicle, except as a danger signal or traffic warning as provided under the Utah motor vehicle act; create

by means of any such signaling device any unreasonably loud or harsh sound; or sound any such device for an unnecessary or unreasonable period of time. (T-3)

7.6. (Added-HILLAFB) Exceptions to Noise Ordinance: The provisions of this chapter shall not apply to the following uses and activities: (T-3)

7.6.1. (Added-HILLAFB) Noises of safety signals, warning devices, and emergency pressure relief valves.

7.6.2. (Added-HILLAFB) Noises resulting from any authorized emergency vehicle when responding to an emergency call or in time of emergency.

7.6.3. (Added-HILLAFB) Noises resulting from emergency work.

7.6.4. (Added-HILLAFB) Loudspeakers or other sound amplification device operated by a peace officer or member of the fire department in the performance of official duties.

7.6.5. (Added-HILLAFB) Any aircraft or railroad equipment operated in conformity with, or pursuant to, state statute, federal law or federal regulation, and traffic control instruction used pursuant to and within the duly adopted state or federal regulation. Any aircraft operating under technical difficulties, in any kind of distress, under emergency orders of air traffic control or being operated pursuant to and subsequent to the declaration of an emergency under federal air regulations shall also be exempt. (T-3)

7.6.6. (Added-HILLAFB) Noise from an exterior alarm system of any building or vehicle provided such alarm shall terminate its operation within five (5) minutes of its activation. (T-3)

JUDITH A. FEDDER, Lieutenant General, USAF
DCS/Logistics, Installations & Mission Support

(HILLAFB)

RONALD E. JOLLY, SR, Colonel, USAF
Commander

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

Title 10, U.S.C. § 2575, *Disposition of Unclaimed Property*

Title 10 U.S.C. §, Section 8013

Title 50, U.S.C. § 797

DoD 4140.1-R, *DoD Supply Chain Materiel Management Regulation*, 23 May 2003

DoDD 5525.4, *Enforcement of State Traffic Laws on DoD Installations*, 2 November 1981

DoDD 7730.47, *Defense Incident Based Reporting System (DIBRS)*, 1 December 2003

DoD 4160.21M, *Defense Material Disposition Manual*, 18 August 1997

AFPD 31-1, *Integrated Defense*, 7 July 2009

AFI 31-101, *The Integrated Defense*, 8 October 2009

AFI 31-201, *Security Forces Standards and Procedures*, 31 March 2009

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

AFI 10-245, *Antiterrorism (AT)*, 30 March 2009

AFI 36-810, *Substance Abuse Prevention and Control*, 22 July 1994

AFMAN, 32-1017, *DoD Transportation Engineering Program*, 17 November 2003

AFI 44-102, *Medical Care Management*, 1 May 2006

AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*, 26 September 2001

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 51-905, *Use of Magistrate Judges for Trial of Misdemeanors Committed by Civilians*, 1 June 1998

AFI 91-207, *USAF Traffic Safety Program*, 22 May 2007

Forms Prescribed.

AF Form 533, *Certificate of Compliance - Private Motor Vehicle Registration*, 1 December 1984

Adopted Forms.

AF Form 1313, *Driver Record*

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

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

DD Form 1920, *Alcohol Influence Report*

DD Form 2220, *DoD Registered Vehicle Decal*

DD Form 2507, *Notice of Vehicle Impoundment*

DD Form 1408, *Armed Forces Traffic Ticket*

DD Form 1920, *Alcohol Influence Report*

DD Form 2507, *Notice of Vehicle Impoundment*

AF Form 75, *Visitor/Vehicle Pass*

AF Form 1313, *Driver Record*

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

AF Form 3545, *Incident Report*

AF Form 1315, *Accident Report*

Abbreviations and Acronyms

BAC—Blood Alcohol Concentration

BAT—Blood Alcohol Test

BrAC—Breath Alcohol Concentration

CE—Civil Engineer

CONUS—Continental United States

DFC—Defense Force Commander

DBIDS—Defense Biometric Identification System

DoD—Department of Defense

DoDD—Department of Defense Directive

DRMO—Defense Reutilization and Marketing Office

FO—Fixed Object

G—Government

GOV—Government Owned Vehicle

MAJCOM—Major Command

MAJCOM/SF—Major Command Defense Force Commander

MJVA—Major Vehicle Accident

MTMCTEA—Military Traffic Management Command Transportation Engineering Agency

MVA—Motor Vehicle Accident

MWR—Morale, Welfare and Recreation

NAF—Nonappropriated Fund

NHSPS—National Highway Safety Program Standards

NHTSA—National Highway Traffic Safety Administration

NLD—No Liability Determined

OCONUS—Outside Continental United States

ORV—Off Road Vehicle

P—Private

PCS—Permanent Change of Station

PD—Property Damage

PI—Personal Injury

POV—Privately Owned Vehicle

SFMIS—Security Forces Management Information System

SJA—Staff Judge Advocate

S5R—Security Forces Administration and Reports

U.S.C. §—United States Code

V—Vehicle

Attachment 1 (HILLAFB)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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

AFI 32-7040, *Air Quality Compliance and Resource Management*, 27 August 2007

AFI 33-332, *The Air Force Privacy and Civil Liberties Program*, 05 June 2013

AFI 33-360, *Publications and Forms Management*, 25 September 2013

AFI 91-207, *The US Air Force Traffic Safety Program*, 12 September 2013

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

AFMAN 33-363, *Management of Records*, 01 March 2008

AFMAN 91-201, *Explosives Safety Standards*, 12 January 2011

HILLAFBI 13-213, *Airfield Vehicle Control*, 12 December 2014

SFOI 31-101, *Security Forces Operations*, 10 March 2014

Agency Manual, Central Violations Bureau, 1 April 2010

Prescribed Forms

HILLAFB Form 339, *Handicap Parking Request*, 21 April 2005

HILLAFB Form 487, *Administrative Due Process*, 13 April 2005

Adopted Forms

AF Form 75, *Visitor/Vehicle Pass*, 01 June 2002

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

AF Form 1176, *Authority to Search and Seize*, 01 June 1988

AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*, 01 February 1987

AF Form 4434, *Vehicle Inspection and Maintenance (I/M) Program Self Certification*, 24 Oct 2013

DD Form 1408, *Armed Forces Traffic Ticket*, December 1987

Abbreviations and Acronyms

75ABW/CC – 75th Air Base Wing Commander

75ABW/JA – 75th Air Base Wing Office of the Staff Judge Advocate

75ABW/SE – 75th Air Base Wing Safety Directorate

75CES/CEOH – 75th Civil Engineer Squadron Heavy Repair Section

775CES/CEF – 75th Civil Engineer Squadron Fire Protection

75FSS – 75th Force Support Squadron

75FSS/FSCO – 75th Force Support Squadron Outdoor Recreation

75FSS/FSCT – 75th Force Support Squadron Auto Hobby Shop

75FSS/FSMC – 75th Force Support Squadron Labor and Employee Relations

75MSG/CC – 75th Mission Support Group Commander

75OSS/OSA – 75th Operations Support Squadron Chief, Airfield Management

75SFS – 75th Security Forces Squadron

75SFS/CC – 75th Security Forces Squadron Commander

75SFS/S3O – 75th Security Forces Squadron Operations Flight

75SFS/S5L – 75th Security Forces Squadron Police Services

75SFS/S5R – 75th Security Forces Squadron Reports and Analysis

ADAPT – Alcohol and Drug Abuse Program and Treatment

AF – Air Force

AFB – Air Force Base

AFGE – American Federation of Government Employees

ANSI – American National Standards Institute

AOCS – Aviation Officer Candidate School

ATV – All Terrain Vehicle

BAC – Blood Alcohol Content

BrAC – Breath Alcohol Content

CAA – Civil Aviation Administration

CAC – Common Access Card

DoD – Department of Defense

DoT – Department of Transportation

DUI – Driving Under the Influence

FPCON – Force Protection Condition

FOD – Foreign Object Damage

GOV – Government-Owned Vehicle

IAW – In Accordance With

MWD – Military Working Dog

NCO – Noncommissioned Officer

OBPP – Official Business Parking Pass

OHV – Off Highway Vehicle

OPR – Office of Primary Responsibility

PAS – Privacy Act Statement

PCS – Permanent Change of Station

POV – Privately-Owned Vehicle

PPE – Personal Protective Equipment

RDS – Record Disposition Schedule

ROTC – Reserve Officer Training Corps

SES – Senior Executive Service

SFMIS – Security Forces Management Information System

SFOI – Security Forces Operating Instruction

SMF – Snell Memorial Foundation

UCA – Utah Code Amended

USDCVN - United States District Court Violation Notice

Attachment 2 (Added-HILLAFB)

PARKING LOTS, CLASSIFICATION, LOCATION, AND ORGANIZATION

Table A2.1. Parking Lots, Classification, Location, and Organization

LOT	CLASSIFICATION	LOCATION	ORGANIZATION	CONTACT
1	Open	Southwest corner of "E" St. between Building 125 and Building 408		
2/2a	Parking decal	Between Buildings 36 and 41	388 EMS/CMS/ AMXS	777-5795
3	Open	West of Building 125 on "E" St. from 2 nd to 5 th St.	388 FW/MXOT	586-7712
3a	Parking decal	West of Building 134 on "E" Street	388 FW	777-0852
4	Patron	South and West sides of Building 450	75 FSS/FSVC	777-3841
5	Parking decal	Northwest corner of Building 5, Bay H	421 FS	586-7118
6	Car-pool	West side of Building 15, South of Building 22	388 EMS/OSS/ MOS	777-5433
7 a/b/c	Parking decal	West of Building 120, south and west of Building 119	388 FW	777-3653
8	Parking decal	Building 180	75 ABW/FSS/IG	775-2424
9/9a	Parking decal	South side of Building 9/East of Building 25	388 EMS	777-5795
10	Parking decal	Building 5, Bay L	309 SMXG	777-6442
11	Parking decal	Building 5, Bays M, N, & P	309 EMXG / 523 EMXS	586-0393
12	Parking decal	Building 11/Building 25	388 FW	777-5795
13	Parking decal	North, east and west sides of Building 5 on "B" St. (horseshoe area)	309 EMXG/QPB	777-0565
13a	Parking decal	North side of 1 st St.	309 MXSS / MXDEAB	777-1201
13b	Parking decal	Building 5, Bay J	388 MXS/LGM	586-5878
14	Parking decal	West and south of Building 1A	388 RANS	777-5391
14a	Parking decal	North side of Building 5	466 FS	586-7118
15	Parking decal	North, West of Building 205, on South Gate Dr.	524 EMXS	777-3435
16	Parking decal	Southeast side of Building 100, Bay F	309 AMXG/OB	586-3298 777-4952
17	Medical	East side of Building 100	309 SMXG	777-6442

18	Car-pool / Medical / Decal	West side of Building 100	309 EMXG/OB	586-4270
20	Parking decal	Northwest corner of Building 214 (eleven spaces)	524 EMXS	777-3435
21	Parking decal	Building 133	75 ABW/CP	777-3007
23	Car-pool/Medical/Patron	South of Building 230	309 AMXG/OB	586-3298 777-4952
26	Car-pool/Student	Building 250	OO-ALC/OBHC	775-6492
28	Parking decal	North of Building 214	709 MXSS	775-2643
28a	Parking decal	East of Building 205	524 EMXS	777-3435
30	Parking decal/Open	East side of Building 249 (Civilian Dispensary)	75 MDG	777-4530
31	Parking decal	Building 238	309 CMXG	586-1704
32	Open	South of 6 th St. and west of South Gate Dr.		
33	Open	7 th St. between B and C St.		
34	Open	7 th St. between C and D St.		
35	Open	Northeast corner of 8 th and E St.		
36	Open	South of 7 th St. and east of E St.		
37	Open	West of Building 520		
38	Parking decal	Northwest end of Building 125	372 TRS/ Det 3	586-5090
39	Open	North of Building 430		
42	Patron	Northwest of Building 805		
43	Open	South side of Building 480 (VOQ)		
44	Open	Skateboard park lot north of Building 483		
45	Open	East of Building 461		
46	Patron/parking decal	Building 570	75 MDG	777-4530
47	Open	West of main Chapel		
48	Patron	East of Building 412, Base Exchange		
49	Open/Car-pool	East of Building 849		
49a	Parking decal/Motorcycle	Northeast side of Building 849	DLA	777-1423
49b	Parking decal	Southwest side of Building 849	DLA	777-1423
50	Open	West of Building 507		
51	Car-pool	West of Building 507	309 CMXG	586-7856
52	Open	South of Building 555		

54	Open	8 th St., north of softball diamonds		
55	Parking decal	South of Building 383	75 ABW/FSS	586-5451
56	Open	South side of Building 519		
71	Open	Golf Course		
72	Open	Golf Course Club House		
73	Open	Building 743		
80	Open	South side of Building 830		
84	Open	Building 891		
85	Open	West side of Building 890		
86	Open	Building 900		
87	Parking decal	North side of 2 nd St. and Building 916	75 CES	777-5731
90	Open	North of Building 845		
91	Open	North and East of Building 847		
92a	Parking decal	Northwest/West of Building 843	526 EMXS	777-4580
92a	Parking decal	North & Northeast of Building 843	309 MXSS / MXDEAD	777-4683
92 East	Parking decal	East of Building 843; South Three Rows	526 EMXS	777-4580
92 West	Parking decal	West of Building 843, Across H Avenue	526 EMXS	777-4580
109	Parking decal	Building 1138	75 LRS/LGRDD	777-1843
110	Open	Building 1294		
110a	Open	Building 1295		
111	Open	Building 1283		
112	Parking decal	Building 1224	F-16 Div/AFLCMC	777-9884
114	Open	South side of Building 1102 (75 ABW HQ)		
115	Open	West of Building 1279		
116	Parking decal	Building 1268	2 CTCS	777-6104
117	Parking decal	Areas on east and west sides of Building 1269 and 1279	2 CTCS	777-6104
118	Parking decal	East, west and south of Building 1258	AFNWC	777-1745
119	Restricted Parking	East side of Building 1267	75 ABW/PAZ	586-3019
120	Parking decal	Building 1203	582 MMXS/MXDTA	586-1982
121	Parking decal	Building 1204	582 MMXS	777-6678
122	Open	Buildings 1246, 1247 and 1257		

124	Open	Upper 1200 Building zone, except lots 125 and 126, and the east side of Building 1219		
125	Car-pool/Parking decal	Upper 1200 Building zone, except lots 124 and 126	309 MMXG	777-9569
125a	Parking decal	West side of Building 1208	309 AMXG	777-9569
126	Parking decal	West side of Building 1208	309 MMXG	777-4004
127	Open	Buildings 1244, 1245, 1254, 1255, 1256 & 1264		
130	Open	East of Building 1208		
131	Parking decal	Building 1540	582 MMXS	586-0494
132	Open	East of Building 1205		
140	Parking decal	Building 1515	309 SMXG	777-6442
160	Open	In 1600 Building zone		
178	Open	Building 1781		
190	Open	1900 Area		
193	Open	Building 1939		
400	Patron	Building 400 (Commissary)	DECA	
401	Patron	Building 401 (Vet Clinic)	75 MSG/SVRV	
404	Open/Car-pool	Building 1212		
593	Parking decal	East of Industrial Rd; West & South of Building 593	75 CEG	777-6595
850	Decal	West Side of Building 850	309 MMXG	777-4860