

**BY ORDER OF THE
39TH AIR BASE WING COMMANDER
(USAFE)**

INCIRLIK AIR BASE INSTRUCTION 31-116

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Security

**INCIRLIK MOTOR VEHICLE TRAFFIC
SUPERVISION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense*, AFI 31-218(I), *Motor Vehicle Traffic Supervision* and Air Force Manual (AFMAN) 31-116, *Air Force Motor Vehicle Traffic Supervision*. This publication establishes policies and assigns responsibilities and procedures for compliance with safe and efficient movement of personnel and vehicles for the efficient supervision of motor vehicles, bicycles, roller skates, and pedestrian traffic on Incirlik Air Base. This instruction applies to all personnel operating a motor vehicle on Incirlik Air Base. In accordance with AFI 31-218 (I) and AFMAN 31-116, the rules contained herein for procedures for suspension and revocation of Installation driving privileges, suspension and revocation authority, and penalties applicable to Installation driving privileges shall apply to all United States Air Forces in Europe personnel, both military and civilian, and their family members, contractors under Air Force contracts, and tenant units. 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*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 U.S.C., Section 8013 delegation by DoDI 6055.4, *Department of Defense Traffic Safety Program*, AFI 31-203, *Security Forces Management Information System*, AFI 31-218(I), AFMAN 31-116 and E.O. 9397 (SSN).

SUMMARY OF CHANGES

These changes revise Incirlik Air Base Instruction 31-116, *Incirlik Motor Vehicle Traffic Supervision*. Compliance with this Interim Change is mandatory. To the maximum extent, these directions are consistent with AFI 91-207 USAFESUP, *The US Air Force Traffic Safety Program* (20 June 2014) and DoDI 6055.04, *DoD Traffic Safety Program* (20 April 2009). Motorcycle riders are not required to wear a reflective vest during the hours of darkness.

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Chapter 1

PROGRAM RESPONSIBILITIES

1.1. Purpose. This publication sets forth policies and establishes procedures either not covered by AFI 31-218(I), AFMAN 31-116, or implement stricter requirements than set forth in these publications. This publication will be used to enforce the “rules of the road” in conjunction with AFI 31-218(I) and AFMAN 31-116. Realistic “rules of the road” are designed to encourage voluntary compliance with traffic laws and regulations by all pedestrians and operators of motor vehicles (including automobiles, motorcycles, motor scooters, mopeds, bicycles, skateboards, roller skates, and roller-blades). All pedestrians and operators are responsible for obeying traffic rules on Incirlik Air Base. Violation of this code provides a basis for disciplinary action under the Uniform Code of Military Justice (UCMJ) for personnel subject to its provisions, as well as appropriated action under other regulations and directives of personnel not subject to the UCMJ. When AFI 31-218(I) or AFMAN 31-116 refers to installation commander this is the 39th Air Base Wing Commander (39 ABW/CC).

1.2. Applicability. Operation of motor vehicles is a privilege granted by the 39 ABW/CC under the provisions contained within the code as derived from AFI 31-218(I).

1.3. Responsibilities:

1.3.1. The 39 ABW/CC delegates the responsibility for suspension and revocation of driving privileges to the 39th Mission Support Group Commander (39 MSG/CC) for offenses on Incirlik Air Base or off-base offenses in Turkey. This authority includes the authority to act as the administrative hearing officer with regards to the suspension and revocation of driving privileges. Other commanders are delegated driving suspension and revocation authority only within their own units for operation of government-owned vehicles (GOV) or privately-owned vehicles (POV) not to exceed 30 days.

1.3.2. The Defense Force Commander (DFC) has overall responsibility for implementing the traffic code and ensuring it is reviewed and updated as needed In Accordance With (IAW) AFI 33-360, *Publications and Forms Management*.

1.3.3. The 39th Security Forces Squadron (39 SFS) has responsibility for managing the Reports and Analysis (39 SFS/S5R) function, directing, regulating, and controlling traffic, and enforcement of the traffic code within the confines of Incirlik Air Base.

1.3.4. The 39th Air Base Wing Safety Office (39 ABW/SE) is responsible for initiating activities relating to preventing accidents, educating personnel on motor vehicle safety, and conducting detailed investigations of safety incidents/mishaps as required by applicable directives.

1.3.5. The 39th Logistics Readiness Squadron Commander (39 LRS/CC) will provide a GOV wrecker and/or towing services upon request of the 39 SFS and/or appropriate Incirlik Air Base officials to remove vehicles creating safety hazards, impeding the flow of traffic, and for force protection considerations.

1.3.6. The 39th Civil Engineering Squadron Commander (39 CES/CC) plans, constructs, and maintains streets and adjacent lands on all areas on Incirlik Air Base. This includes the

procurement, construction, installation, and maintenance of traffic control devices and removal and emplacement of barricades or traffic control devices during painting, maintenance, and operation. The 39 CES/CC will appoint a primary and alternate base traffic engineer (39 CES/CECED) as directed by the 39 ABW/CC.

1.3.7. Base Traffic Safety Engineer (39 CES/CECED). Directs, develops, and staffs the base traffic circulation plan. This is a civil engineering responsibility and those considered for this position should have an infrastructure planning and engineering background.

1.3.8. Traffic Safety Coordination Group (TSCG). The TSCG is comprised of key base agencies that provide oversight to issues dealing with traffic safety on base. The group's goals include: to facilitate the safe, orderly flow of traffic; ensure safe unobstructed parking; provide publicity for changes in traffic flow and construction; and serves as the focal point for AF Form 332, *Base Civil Engineer Work Requests*, dealing with traffic flow, AF Form 1000, *IDEA Application*, concerning traffic issues, Commander's Action Lines, and traffic complaints from other sources. In addition, the TSCG is responsible for administration of the reserve-parking program. The TSCG will meet annually or on an as-needed basis. The TSCG will be chaired by the 39 ABW/CC or delegated to a designated representative and is facilitated by 39 ABW/SEG who will be responsible for scheduling, conducting, and distributing the minutes. Membership will include representatives from 39 CES/CECED, 39 LRS/LGM, 39 SFS, 39 ABW/SE, 728 AMS/SE. An invitation will be extended to 39 ABW/JA, the Turkish Security Battalion and Turkish Air Force Safety Officials as necessary.

Chapter 2

SUSPENSIONS AND REVOCATIONS

2.1. Overview. The 39 MSG/CC is designated as the base's driving suspension and/or revocation authority and is delegated the authority to suspend or revoke the driving privileges per AFI 31-218(I). "Suspension" is the temporary withdrawal of a person's privilege to operate a motor vehicle on a military installation not to exceed 12 months. "Revocation" refers to the action taken by the 39 ABW/CC, or delegate, to terminate privileges to operate a motor vehicle on Incirlik Air Base. In addition to the standards outlined in AFI 31-218(I) and AFMAN 31-116 (specific AF guidance) governing driving suspensions and revocations, the 39 ABW has included the below guidance. NOTE: If a U.S. licensed individual commits multiple offenses which carry suspension or revocation time, those suspension or revocation offenses shall run consecutively.

2.1.1. All suspensions and/or revocations must be processed or coordinated through the 39 SFS/S5R.

2.2. Moving/Non-moving Violations. Unit commanders have been delegated the right to suspend driving privileges of military personnel under their jurisdiction for up to 180 days. When unit commanders impose suspensions, they will notify 39 SFS/S5R and provide the violators information along with the start and finish date of the suspension. This information is retained and inputted into Security Forces Management Information System (SFMIS).

2.2.1. Persons receiving an accumulation of 12 traffic points (moving or non-moving) within 12 consecutive months, or 18 traffic points within 24 consecutive months will have their driving privileges suspended for a minimum of 6 months.

2.2.2. Persons receiving three non-moving violations (not meeting the criteria in 2.2.1.) within 12 months will result in on-base driving privilege being suspended or revoked according to the following criteria:

Table 2.1. Length of Suspension for non-moving violations

| Number of Offense | Period of Suspension |
|----------------------|---|
| 1st and 2nd Offenses | Handled by Unit Commander and/or First Sergeant |
| 3rd Offense | 60 Days by 39 MSG/CC |
| 4th Offense | 90 Days by 39 MSG/CC |
| 5th Offense | 180 Days to 1 year by 39 MSG/CC |

2.2.3. Any operator of a motorized vehicle determined to not have acquired a valid operator's license may have their driving privileges suspended for a period not to exceed 6 months. Licensing requirements are outlined in this instruction.

2.2.4. Any POV operator determined not to have the minimum Turkish liability insurance while operating a POV on Incirlik Air Base may have their driving privileges suspended for a period not to exceed 6 months.

2.2.5. Any individual who fails to register a motor vehicle may have their driving privileges suspended for a period not to exceed 6 months.

2.2.6. Any operator who willingly allows an unlicensed driver to operate a vehicle or drive under suspension or revocation may have their driving privileges suspended for a period not to exceed 6 months.

2.2.7. Incirlik has a strict policy for penalizing seat belt violators. All personnel will wear restraint systems and the restraint system will be secured before the vehicle is in motion. The following will occur to anyone operating a vehicle on Incirlik Air Base for failure to adhere to Air Force Policy on restraint systems. For further information concerning children, see AFMAN 31-116, Chapter 4.1.1, *Restraint System*. **NOTE:** The vehicle operator will be assessed the violation for passengers not wearing seatbelts.

Table 2.2. Length of the Suspension for Failure to Wear Seat Belt

| Number of Offense | Period of Suspension |
|---|----------------------|
| 1 st Offense | 7 Days |
| 2 nd Offense within a 12 month period | 30 Days |
| 3 rd Offense within a 18 month period | 180 Days |
| Failure to Properly Restrain Child in a Child Restraint System While Moving | 180 Days |

2.2.8. The 39 ABW/CC or designee may impose more stringent periods of suspensions as deemed appropriate for the offense(s).

2.3. Driving While Impaired (DWI) and Driving Under the Influence of intoxicants (DUI), Blood-Alcohol Content (BAC) standards detailed in AFI 31-218(I) will be utilized. See chapter 4.9 for standards and procedures for processing impaired or intoxicated drivers.

2.3.1. Preliminary Driving Suspension/Revocation Letter. The MSG/CC or designee will sign the suspension/revocation letters when the incident takes place. Any time an individual is apprehended or detained for driving while impaired, driving under the influence of intoxicants or who refuses to submit or complete testing for blood alcohol content or other controlled substances, Security Forces officials will issue a preliminary suspension letter as follows: (letter signed by 39 MSG/CC); Prepare an original letter; contact pre-signed approving authority for approval to issue the Preliminary Suspension/Revocation Letter; annotate the Preliminary Suspension/Revocation Letter with the time and date of immediate suspension; have the offender acknowledge receipt of the Preliminary Suspension/Revocation Letter by signing the first endorsement. If the offender is incapacitated or too intoxicated to sign, give the letter to the offender’s recipient via DD Form 2708, *Receipt for Inmate or Detained Person*. The responsible official and a Security

Forces Member will witness the signing of the form. The recipient is then responsible for briefing the offender and providing him or her with a copy of the letter at the earliest opportunity. A copy of the letter is provided to the offender and the original is attached to the security forces report. The "Notice of Preliminary Revocation of Driving Privileges" letter issued by Security Forces specifies the violator's recourse of action and is considered a "suspension of driving privileges" until a final disposition is determined. Driving privileges will remain suspended pending determination of final action by the base driving suspension or revocation authority (39 MSG/CC). Patrolmen will not confiscate any type of driving license; it is the First Sergeant or Commander's responsibility upon suspension. 39 SFS/S5R processes all 1-year revocation letters for final disposition by the 39 ABW/CC or designated representative.

2.3.2. Penalty for Driving While Under Suspension or Revocation. The revocation period for driving under the influence/driving while intoxicated is 1 year. If the member is caught driving while on suspension or revocation, he or she may have an additional 2-year revocation period added.

2.3.3. Suspension for Off-Base Incident. Initiate suspension of driving privileges pending resolution of intoxicated driving incidents under the following circumstances: Conviction by Turkish authorities for drunk driving or refusal to take or complete a lawfully requested chemical test to determine BAC for alcohol or other drugs. Military personnel arrested or apprehended by host nation police for traffic related offenses must report this information to the Security Forces BDOC within 24 hours of the incident. Failure to report this contact is a violation of Article 92, UCMJ.

2.4. Administrative Due Process For Suspension and Revocations.

2.4.1. Air Force will use administrative due process for suspensions and revocations procedures outlined in AFI 31- 218(I), chapter 2-6.

2.5. Restricted driving privileges or probation.

2.5.1. An individual desiring partial or restricted on-base POV driving privileges will submit a letter to his or her commander. If the unit commander agrees with the individual, the letter is endorsed and forwarded through the 39 SFS/S5R to the 39 ABW/CC or designee for final disposition.

2.5.2. When an individual is authorized restricted driving privileges (POV or GOV), the individual will provide a copy of the limitation letter to 39 SFS/S5R. The individual will keep a copy of the limitation letter with him or her or in the vehicle while operating it. This letter must be produced upon demand by proper authorities. Limited privileges must be specific, indicating type of limitation, and the date and time the privileges are reinstated. If the suspension or revocation was the result of host nation court action, close coordination is required with the Staff Judge Advocate's office regarding any restricted driving privileges.

2.6. Reinstatement of driving privileges.

2.6.1. See AFI 31-218(I), chapter 2-13 for reinstatement of driving privileges procedures.

Chapter 3

PRIVATELY OWNED VEHICLE OPERATION REQUIREMENTS

3.1. General. The operation of a POV is a privilege granted by the 39 ABW/CC under the provisions contained within the code as derived from AFI 31-218(I).

3.1.1. Incirlik Air Base Instruction 31-106, *American Pass and Registration Procedures* is the source document for registration and de-registration for all POVs.

3.1.2. Personnel are not authorized to drive their vehicle on or off base until properly registered through the Turkish Traffic Bureau and the 39 SFS Pass and Registration (39 SFS/S5B). Additionally, ensure license plates are received and affixed to the vehicle. POVs driven on or off base without the appropriate license plates affixed to the vehicle and registration are subject to vehicle impoundment and fines by the Turkish Traffic Police. The only exception to this is personnel picking-up or dropping-off their vehicle at Delta for processing. Personnel that purchase vehicles through a Beyanname transfer must register their vehicle within 60 days.

3.1.3. It is unlawful to operate a motor vehicle without the appropriate and valid driver's license for the type of motor vehicle being operated. All vehicle operators are required to keep in possession their appropriate driver's license while operating a motor vehicle. In addition, Military members stationed or TDY in Turkey must possess a USAFE IMT 181, Turkish driver's license or an International driver's license. Department of Defense (DoD) employees, U.S. Contractors, and all family members 18 years of age and older must possess an International driver's license, Turkish translation of the valid stateside driver's license or a Turkish driver's license. Dependents under the age of 18 with a current stateside driver's license are authorized to drive in Turkey with an International driver's license or a Turkish translation of the valid stateside driver's license. Learner permits are not honored nor can anyone under 18 be issued a Turkish driver's license. See USAFEI 51-707, *Regulations On Personal Property, Local Currency, And Motor Vehicles For U.S. Personnel In Turkey*.

3.1.4. No vehicle operator or owner may knowingly and willingly permit a physically impaired person to operate their vehicle (to include allowing an intoxicated person to operate a motor vehicle).

3.1.5. No Military member or Dependent, shall lend or knowingly permit the use of their POV, driver's license, or permit by any other person.

3.1.6. No vehicle operator or owner may allow another person to use license plates or other registration paperwork for a vehicle for which the license plates and registration paperwork is not intended.

3.1.7. All personnel must display front and rear Turkish license plates affixed to the front and rear bumper. This is required by Turkish Highway Traffic Regulation Article 54I and Turkish Traffic Law 2918.

3.1.7.1. License plates must be clearly visible; no plastic or tinted covering will cover the license plate. Bolts, screws or brackets will attach both plates securely so that no part of the plate is obscured. The rear plate must be centered under the light.

3.1.8. It is unlawful to operate a vehicle without insurance. All vehicle operators must have current Turkish liability insurance and maintain proof of insurance with their motor vehicle at all times.

3.1.9. Vehicles will not bear any markings resembling those normally used on government vehicles of the military service, any markings that associate the POV with any agency of a foreign government or any markings that might be offensive to the general public. Vehicles will not have decals, stickers or license tags that identify it as being owned or operated by U.S. citizens, except for identification required by the Turkish government (i.e. DD Form 2220 or AF Form 2219).

3.1.10. Vehicle passes will be concealed and secured when the vehicle is off the installation.

3.1.11. When requested by Security Forces, all documentation must be present and made available.

3.1.12. Any owner who cannot sell or ship their POV to their next duty assignment must contact Turkish Customs Liaison to initiate actions to affect the release of the vehicle to the Turkish Government.

3.2. Vehicle Mechanical Safety Criteria and Standards. All motor vehicles operated on streets and roadways on or off-base must meet or exceed Turkish mechanical and safety standards. The Turkish Inspection Station located in Adana inspects all POVs. Inspections are required every 2 years for automobiles and annually for vans, trucks, and utility vehicles. Vehicles must pass the inspection before being issued permanent Turkish license plates and a "Black Book" by the Turkish Traffic Bureau. The following items must meet or exceed Turkish inspection criteria:

3.2.1. **License Plates:** All vehicles will be equipped with permanently affixed front and rear Turkish license plates, two-wheeled vehicles need only permanently affixed rear Turkish license plates. The plates must be readable and they must have the Traffic Bureau seal. Driving with other than Turkish license plates affixed is in violation of Turkish Highway Traffic Regulation Article 54I and Turkish Traffic Law 2918.

3.2.2. **License Plate Light:** All vehicles will be equipped with an operational license plate light capable of illuminating the entire license plate.

3.2.3. **Tires:** All vehicles will be equipped with tires containing at least 1/16 of tread. Mixing types of tires per axle is not authorized (e.g., radial with bias ply tires).

3.2.4. **Horn:** All vehicles will be equipped with an operational horn that is capable of amplification out to 200 feet.

3.2.5. **Fuel Tank Cover:** All vehicles will be equipped with an operational fuel tank cover.

3.2.6. **Bumpers:** All vehicles will be equipped with an operational front and rear bumper. **NOTE:** Wooden bumpers are prohibited.

3.2.7. **Speedometer:** All vehicles will be equipped with an operational speedometer.

3.2.8. **Fog Lights:** The use of fog lights is limited to periods of reduced visibility such as heavy rain or fog. Off-road lights mounted on POVs may not be used on Incirlik Air Base.

3.2.9. Required safety equipment, to include first aid kit, fire extinguisher, tow rope, two triangular reflectors, spare tire, jack, lug wrench, and flashlight. These items can be purchased at the Auto Hobby Shop.

3.2.10. For additional requirements refer to USAFEI 51-707 chapter 6.

3.2.11. Vehicles found in operation with inoperative equipment will be stopped and issued a "Fix-It" ticket, see 4.13.5. Major safety problems will result in an order for the vehicle to be parked.

3.3. Rental Vehicle Registration. Rental vehicles brought onto the Installation will stop at the main gate and first register through the Turkish Royal Air Force (TurAF) Security Battalion. All rental vehicles rented on or off the installation will also be registered with 39 SFS/S5B during duty hours. Failure to comply will result in improper registration and the renter will be assessed the points and/or could result in suspension of driving privileges.

3.3.1. Military members stationed or TDY in Turkey, DoD employees, U.S. contractors and all family members must adhere to requirements in 3.1.3.

3.3.2. Proof of insurance for the rental vehicle. Turkish law sets minimum insurance requirements for liability, accident personal injury, and accident property damage. Personnel are encouraged to obtain sufficient additional coverage for their own protection. Minimum coverage requirements are subject to change.

3.3.3. Valid rental contract: A valid contract showing the make, model, license number of the vehicle being rented, inclusive dates of the rental agreement and both the renters and rentee's name. TurAF Security Battalion personnel require all rentals be from an established and licensed business. Personal rentals are not allowed. **NOTE:** This is not allowed because person-to-person rentals prevent the Turkish government from collecting sales tax.

3.3.4. Proof of registration: Traffic cards issued by the Turkish Traffic Bureau will be used as proof of valid registration. (Provided by the rental company).

3.4. Motorcycles, Seated Motor Scooter, and Mopeds. See AFI 91-207, *The US Air Force Traffic Safety Program*, and AFI 91-207 USAFESUP supplement for safety course requirements to operate motorcycles, seated motor scooters, and mopeds on AF installations. Refer to AFI 91-207, paragraph 4.6., for motorcycle training requirements. Registration will be completed IAW Incirlik Air Base Instruction 31-106.

3.4.1. Personnel will not operate motorcycles, seated motor scooters or mopeds until safety course requirements are met IAW AFI 91-207 and AFI 91-207 USAFESUP. Proof of course completion and signed commander's brief must be presented at the time of registration. **NOTE:** This course must have been completed within the last 3 years. Contact 39 ABW/SE for more information.

3.4.2. Personnel wishing to operate motorcycles, seated motor scooters or mopeds will comply with 3.1.1 thru 3.1.12. The only exception is affixing a license plate to the front.

3.4.3. In addition to 3.1.3, operators must possess a valid stateside motorcycle license or endorsement on a valid stateside driver's license. The USAFE IMT 181 must have an authorized motorcycle operator stamp.

Chapter 4

INSTALLATION TRAFFIC CODES (RULES OF THE ROAD)

4.1. Overview. Personnel stationed in Turkey will not operate their vehicles with stateside license plates.

4.1.1. Individuals who are stopped for operating a motor vehicle without a valid stateside driver's license, USAFE IMT 181, Turkish driver's license or an International driver's license, vehicle registration "Black Book", or proof of insurance in their possession will be issued a "Fix-It" ticket and will have 72 hours to amend the violation, see 4.13.5.

4.1.2. All construction projects affecting the flow of traffic on Incirlik Air Base must be coordinated through 39 SFS Police Services (39 SFS/S5L).

4.1.3. Special Event Traffic Control. Organizations sponsoring an event will coordinate with 39 SFS/S5L at a minimum of 10 working days prior to the event, to review the proposed special event for any conditions that may impede traffic flow, cause congestions or create significant parking problems on the installation.

4.1.3.1. Organizations sponsoring events that require street closure or traffic control are responsible for coordinating and getting approval from the 10th Tanker Turkish Base Commander through the Turkish Air Force Security Battalion, prior to coordinating with 39 SFS/S5L.

4.1.3.2. Agencies sponsoring special events are responsible to provide adequately trained personnel to effectively manage vehicle-parking requirements.

4.1.3.3. The sponsoring agency will coordinate training requirements and additional guidance with 39 SFS/S5L at a minimum of 10 working days prior to the event.

4.1.4. With the exception of government owned ATVs on official business, off-road driving is prohibited. The only exception is under conditions where leaving the paved surface is necessary to avoid obstructions on the road or when directed by Security Forces personnel.

4.1.5. Recreational Motor Vehicles (RMV) are prohibited on all Incirlik Air Base roadways.

4.2. Speed Limits. No vehicle operator may operate a motor vehicle in excess of posted speed limits or in excess of 30 kph/18 mph in areas not posted with a speed limit sign or address below.

4.2.1. Housing areas: 25 kph/15 mph

4.2.2. School zones: 25 kph/15 mph

4.2.3. Parking lots: 8 kph/5 mph (unless otherwise posted)

4.2.4. Gravel or graded roads: 30 kph/18 mph

4.2.5. Backing: 8 kph/5 mph

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

4.2.7. All vehicle operators must operate at a speed which is safe and reasonable of the current weather and traffic conditions notwithstanding the fact that the actual speed was less than the speed posted for the area.

4.2.8. Drivers will drive carefully when near children and pedestrians. If necessary, warn pedestrians by sounding the horn.

4.3. Traffic Complaints. Traffic tickets will not be issued on Incirlik Air Base for reported traffic violations that are not verified or witnessed by on-duty Security Forces personnel. For incidents involving U.S. plated vehicles occurring on the installation, the complainant provides a written statement via an AF FM 1168. The Controller will attempt to identify the owner. Once ownership is established, the owner's unit is briefed on the complaint. The blotter entry will reflect if ownership cannot be established. For incidents involving non-U.S. plated vehicles, the complainant will be directed to TurAF Security Battalion.

4.3.1. Exception is when the Incirlik school bus monitor witness a vehicle passing a school bus when the vehicle is loading or unloading passengers. The school bus monitor will annotate the vehicles license plate, description and location of incident. The information will be sent to 39 SFS/S5L. 39 SFS/S5L will make contact with the violator's first sergeant or civilian supervisor to have the individual come to the BDOC to be issued a DD Form 1408, *Armed Forces Traffic Ticket*, for the violation.

4.4. Traffic Enforcement. Security Forces are authorized to conduct speed and traffic enforcement on Incirlik Air Base.

4.4.1. 39 SFS personnel are trained to employ speed-measuring devices with Light Detection and Ranging (LIDAR) equipment that is certified by the manufacturer and verifies the equipment's accuracy. The 39th Air Base Wing Staff Judge Advocate (39 ABW/SJA) reviews the training standards and equipment use to ensure the qualifications are admissible as evidence and considered reliable by both U.S. military and U.S. civil authorities. The training will satisfy the requirements set forth in AFI 31-218(I), Chapter 4-4.

4.4.1.1. 39 SFS/S3T will document, maintain certification and adhere to training standards.

4.4.1.2. On duty law enforcement patrols will sign out LIDAR equipment from the security forces armory. 39 SFS/S3T will provide 39 SFS Armory (39 SFS/S4A) with a listing of certified personnel authorized to sign out the LIDAR equipment.

4.4.1.3. Operators utilizing LIDAR devices will ensure the device is properly calibrated by following these procedures: Turn the LIDAR on and ensure it performs a successful self-test and manually conduct a sight alignment test and a distance test. Return the unit to the armory if unsuccessful and notify 39 SFS/S5L.

4.4.1.4. All LIDAR devices will be recertified only upon the unit's failure or the unit's self-test fails and then will be returned to the manufacturer.

4.4.2. Seat belt enforcement will be incorporated into everyday traffic supervision and law enforcement operations (i.e., accident investigation, traffic stops, etc.).

4.5. Emergency Response Vehicles. Emergency response vehicle operators are authorized to exceed speed limits during actual emergencies, however, these vehicles will not be operated more than 16 kph/10mph above the posted speed limits.

4.5.1. Emergency vehicles are:

- 4.5.1.1. Fire fighting vehicles.
- 4.5.1.2. Disaster Preparedness/Response.
- 4.5.1.3. Crash recovery vehicles.
- 4.5.1.4. Explosive Ordnance vehicles.
- 4.5.1.5. Security Forces vehicles.
- 4.5.1.6. Ambulances.

4.5.2. During actual emergency responses, operators will:

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

4.6. Driving on Streets and Roadways.

4.6.1. No vehicle operator may operate a motor vehicle that does not meet mechanical safety standards as prescribed in the “Vehicle Mechanical Safety Criteria and Standards” in 2.2, or creates a safety hazard.

4.6.2. No person will be transported in or on a vehicle while in a standing position, except in buses where suitable handholds are provided.

4.6.3. The number of personnel riding in a passenger car, station wagon, carry-all, or cab of a truck shall not exceed the number prescribed for said vehicle or the number of seatbelts installed. Seatbelts will be used at all times when a GOV or POV are in motion.

4.6.4. No vehicle operator may allow passengers to ride in the cargo area (unless specifically designed to transport passengers), on the sides or tailgates of any open vehicle or on any exterior part of any closed vehicle.

4.6.5. The North perimeter road from the 5-points intersection to building number 5 is restricted to official business vehicle traffic only. Jogging, running, bicycling, roller-skating and roller-blading is only authorized during daylight hours in this area.

4.6.6. Headlights and taillights must be used from dusk until dawn and during other periods of limited visibility such as heavy rain or fog. Vehicle parking lights do not substitute as headlights and are only authorized when in close proximity of the Incirlik Air Base entrance or exit gates or as required on the flight line.

4.6.7. The use of fog lights is restricted to periods of limited visibility such as dense fog or heavy rain. It is unlawful to use fog lights during normal day or night periods of visibility.

4.6.8. No vehicle shall be operated with high beams when facing on-coming traffic.

4.6.9. No vehicle operator may turn a vehicle in motion from a direct course on a street, roadway or into a parking lot or driveway, or change from one lane to another when

overtaking without first indicating an appropriate signal with either the hand or automatic signaling device.

4.6.10. It is unlawful to operate a vehicle in reverse on a roadway. Vehicle operators must use extreme care and caution when backing vehicles. It is the driver's responsibility to ensure the area being backed into is free of any vehicles, objects or personnel. When feasible, NO GOV shall be operated in reverse (backing) without a spotter. If no spotter is available, the operator will conduct a 360-degree walk around the vehicle to ensure his or her path is clear. Large vehicles include extended cab pick-up trucks, crew cab pick-up trucks, step vans, large SUVs and all full size vans.

4.6.11. Passing is only authorized on A Street, only when the road is properly marked with a dashed line authorizing same and the passing vehicle will NOT exceed the posted speed limit. Only emergency vehicles may do so in the performance of official duties or as designated by competent authority in other areas of the base.

4.6.12. It is unlawful for a motor vehicle to execute a "U-Turn" on any street or roadway located on Incirlik Air Base. Only emergency vehicles may do so in the performance of official duties or as designated by competent authority.

4.6.13. All vehicle operators must yield the right of way to an emergency vehicle displaying a flashing red or blue light or sounding a siren, bell or horn. Immediately pull over to the right shoulder of the roadway and come to a complete stop until the emergency vehicle or vehicles have passed.

4.6.14. Vehicles must yield right-of-way to pedestrians using a street crosswalk. Vehicles must come to a complete stop and remain stopped until the pedestrian or bicyclist has cleared the roadway.

4.6.15. Speed Contest, Exhibition of Speed or Breaking Traction. No vehicle operator may promote or take part in any race or speed contest between motor vehicles or between single vehicle and any type of timing device; unless such contest is conducted with the written permission of the 39 ABW/CC or delegated authority. No motor vehicle operator may display an exhibition of speed such as breaking traction, squealing or spinning tires that leave tire marks on the roadway surface.

4.6.16. No vehicle operator may operate a motor vehicle without due care and attention, without reasonable consideration for other persons or motor vehicles present.

4.6.17. No vehicle operator may operate a motor vehicle in such a manner as to constitute willful and wanton disregard for the safety of persons or property or at twice the posted speed limit regardless of location.

4.6.18. If involved in an accident, drivers must stop at the scene and report the accident immediately to security forces. Any vehicle operator involved in an accident where there is personal injury or property damage and leaves the scene without reporting the accident immediately to the BDOC is subject to judicial and/or administrative action.

4.6.19. It is unlawful to elude a Security Forces Member while being pursued as a result of a (suspected) committed offense or flee from a Security Forces Member after having been stopped.

4.6.20. All vehicle operators must operate in the proper direction on a posted "ONE-WAY" street.

4.6.21. No vehicle operator may operate a motor vehicle following another vehicle in the same direction of travel so close as to create a safety hazard.

4.6.22. All vehicle operators must come to a complete stop when approaching any bus from either direction that is stopped and unloading or loading passengers. The motor vehicle will

remain stopped until the bus has loaded or unloaded passengers. This includes buses not equipped with or utilizing hazard-flashing lights.

4.6.23. Vehicles will not be operated with ice, snow, fogged or excessively dirty windshield, windows, headlights, or tail lights. All glass will be free of obstructions which could restrict the visibility of the operator.

4.6.24. Whenever any vehicle is stopped, permitting a pedestrian to cross the roadway, the driver of any other vehicle shall not overtake and pass the stopped vehicle regardless of the lane markings on the road.

4.6.25. No vehicle operator or vehicle passenger may transport open containers of alcohol, i.e., beer, liquor, or wine. An open container is defined as any can or bottle that has been opened or any bottle with the seal broken that is readily accessible to the vehicle operator or passengers.

4.7. Cell phones, portable listening and entertainment devices.

4.7.1. All vehicle operators on Incirlik Air Base will not use cell phones while operating a vehicle unless the vehicle is safely parked or unless they are using a hands-free device. The wearing of any other portable headphones, earphones, or other listening devices (except for hands-free cellular phones) while operating a motor vehicle is prohibited. EXCEPTION: Motorcycle helmet intercom system between operator and passenger is permitted. Use of these devices impairs recognition of emergency signals, alarms, announcements, approaching vehicles, human speech, and outside noise in general.

4.8. Traffic Signs and Control Devices.

4.8.1. Traffic control signs will not be erected unless written approval is received from the TSCG. Request for permanent traffic signs or devices will be forwarded to TSCG and will include full justification plus a diagram depicting the location. If approved, a completed AF Form 332, will be forwarded to 39 CES/CECEB.

4.8.2. No person shall, without lawful reason, attempt to or in fact alter, deface, damage, knock down, remove or relocate an official traffic control device, sign, signal, or any inscription, shield, or insignia thereof.

4.8.3. No unauthorized person shall erect any sign, signal, markings or device which resembles an official traffic control device.

4.8.4. All vehicle operators, including emergency vehicles, will strictly obey all traffic control devices, including traffic lights, stop signs, regulatory signs and road markings. Emergency vehicles in the performance of their duties when responding to actual emergencies are requesting the right-of-way.

4.8.5. Traffic signal by police. When on-duty Security Forces or TurAF Security Battalion personnel are at the time engaged in traffic control, their signals or directions will take precedence over the indication given by the traffic signal present. No person driving a motor vehicle may neglect or refuse to obey the directions by the said Security Force or TurAF member.

4.8.6. Listed below are the most commonly used regulatory control devices and the actions vehicle operators must take are listed and explained below:

4.8.6.1. Stop Sign or Turkish "DUR" sign. Except when directed to proceed by police or traffic control light, every driver approaching a stop "DUR" sign shall come to a complete stop at the indicated stop line. All crosswalks should be beyond the stop line; however, if the crosswalk is positioned prior to the stop line, the right of way will be given to pedestrians before proceeding to the stop line. If no stop line exists, then the vehicle will come to a complete stop at the point nearest the intersecting roadway without

entering the path of the intersecting traffic. A complete stop is when there is no forward momentum from the motor vehicle.

4.8.6.2. Yield right of way sign. Vehicles approaching this device must yield to all cross traffic, which has the right of way. If necessary, vehicles will stop before proceeding. When two or more vehicles arrive to a 4-way stop intersection at the same time, vehicle operators must yield to their right.

4.8.6.3. Yielding with no official sign posted. All access roads, parking lot exits, driveways, alleys and side roads must yield right of way to main thoroughfare roads.

4.8.6.4. Vehicles with an obstacle in the same lane will yield the right of way to oncoming traffic.

4.9. Standards and Procedures for Processing Impaired or Intoxicated Drivers. Refer to AFI 31-218(I) Chapter 4, Section III for specific guidelines. Additionally, below are Incirlik specific standards.

4.9.1. It is unlawful for any driver impaired under the influence of alcohol or drugs to be in physical control of any vehicle at any time on or off the installation. This includes being behind the steering wheel of a parked vehicle with the key in the ignition. Blood Alcohol Content (BAC) and Breath Alcohol Content (BrAC) limits under the UCMJ are a military standard of .10 percent. Turkish law dictates that the BAC and BrAC standard within the country of Turkey is 0.5 promile, which is equivalent to a BAC of .063 percent. Personnel may be prosecuted under Turkish law if their BAC or BrAC is .063 or higher.

4.9.2. Personnel arrested by local authorities for drunken driving or equivalent will be taken into custody upon their release from Turkish custody and processed by the 39 SFS. Blood Alcohol Tests (BAT) is the primary chemical test utilized to determine the presence of alcohol. 39 MDG uses qualified medical personnel to administer the test.

4.9.3. If an active duty member is apprehended for suspected drunk driving and refuses a chemical test of breath, blood, urine or any combination thereof, an AF IMT 1176, *Authority to Search and Seize*, will be accomplished by the apprehending Security Forces officer. The appointed military magistrate as designated in writing by the 39 ABW/CC, after consulting with the 39 ABW/SJA, will be contacted for authority to search and seize a blood sample. After authority is given, the suspect will then be transported to the base hospital and a blood sample **will be taken**. Refer to AFI 31-218(I) and AFI 44-102, *Medical Care Management*, for more specific guidelines on involuntary extraction of bodily fluids.

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

4.10.1. Disabled vehicles are any motor vehicle that is unable to be moved by its own power source, is mechanically defective or inoperable, and/or has major parts missing. **NOTE:** Inoperative headlights or tail lights during the hours of darkness do not constitute disabling damage, nor does a flat or blown tire without a spare.

4.10.1.1. Disabled vehicles will be moved to the extreme right of the roadway. The operator of the vehicle will place the international warning triangle 100 meters behind the vehicle. The vehicle will be removed from the roadway within 24 hours.

4.10.1.2. Vehicles involved in an accident will not be moved until the arrival of the Security Forces. If the vehicle involved in an accident, has minor damage, and is causing safety hazards or traffic delays, the vehicle may be moved to the side of the roadway until the arrival of responding Security Forces. Disabled vehicles that present a safety hazard or impede the flow of traffic will be moved without the owner's consent.

4.10.1.3. Owner/operators will have 72 hours to move disabled vehicles from parking lots.

4.10.2. **Handicapped Parking.** Parking for handicapped persons is permitted in designated handicapped parking areas. Vehicles parked in these spaces must display the handicapped parking decal, available only from 39 SFS/S5B. Refer to Incirlik Air Base Instruction 31-106 for procedure on how to acquire the parking decal. These placards are numbered and must be visible at all times while parked in a handicap parking slot. Handicap placards are turned into 39 SFS/S5B upon termination of need or PCS.

4.10.3. **Reserved Parking.** Reserved parking on Incirlik Air Base will be limited and not exceed 10 percent of the total parking spaces. Parking slots designated as handicapped parking are not counted against the 10 percent rule. Special consideration will be given to bicycles, motorcycles, visitors, and carpool parking. **NOTE:** Reserved parking spots by the 10th Tanker Base Command are not under the purview of the 39 ABW and do not count as part of the 10 percent rule.

4.10.3.1. Reserved parking spaces must be approved by the installation TSCG. This process begins with 39 CES/CECEB to update the base maps to reflect the parking and they will request an AF Form 332 from the requesting building manager. The TSCG will revalidate all reserve parking every three years to ensure the 10 percent restriction is being maintained.

4.10.3.2. Approved reserved parking must be marked with a sign requested through the 39 CES. 39 CES will ensure all requests for the making and placement of reserve parking signs have been coordinated and approved by the members of the TSCG. Upon notification, Civil Engineering will remove any unauthorized signs.

4.10.3.3. Unless identified for specific individuals, reserved parking at work centers is limited to General, Colonel or Chief Master Sergeant, but should not be specifically labeled.

4.10.3.4. Due to the limited parking space on Incirlik Air Base, special reserved parking for quarterly award winners will be limited to those specified by the 39 ABW for wing-level award winners. Unit level award winner parking is not authorized.

4.10.3.5. The following non-individual specific reserve parking spaces are authorized provided the current parking congestion is taken into consideration and is included in the 10 percent reserve-parking rule.

4.10.3.5.1. Service or Customer-Oriented facilities are authorized; Customer Parking, General, Colonel, and Chief Master Sergeants spaces.

4.10.3.5.2. Units are authorized Visitor Parking, GOV Parking, Commander and First Sergeant reserve parking spaces. Customer and Visitor Parking may be further restricted to 15 minutes, 30 minutes, 1 hour, or 2 hour periods. Reserved spaces marked for visitors or customers will only be used by visitors and/or customers to the facility for which they are intended and are available on a first come, first served basis. Employees will not park their vehicles in designated visitor and/or customer parking areas.

4.10.3.5.3. In addition to unit parking authorizations, the 39th Medical Group (MDG) is authorized Reserved Patient Parking spaces.

4.10.3.5.4. Spaces may also be identified for Emergency and or Alert Vehicles on a case-by-case basis.

4.10.3.5.5. Temporary Reserve Parking signs may be utilized for limited periods in support of distinguished visitor visits and inspections by higher headquarters.

4.10.4. **Special Function Parking.** The 39 ABW/CC and the 39 ABW/CV may authorize parking in areas that are normally unauthorized for special functions on a case-by-case basis.

4.10.5. **Long-Term Parking.** 10 slots in the parking of building 3850 are designated as the long-term parking area for Incirlik Air Base. Personnel on leave and TDY status may apply for a slot through 39 SFS/S5L. Vehicles may only be parked in the long-term parking area after proper coordination with the Security Forces point of contact (POC) at building 558. Upon coordination, a parking permit will be issued. Permits will be processed Monday through Friday, 0730 to 1630. This permit must be left clearly displayed on the dashboard of the vehicle. Personnel issued a permit must identify a POC that has access to the vehicle keys in case of emergency. Vehicles parked without a permit will be ticketed and are subject to impoundment. **NOTE:** This is the only area designated for long-term parking.

4.10.6. **For-Sale Parking “Lemon Lot”.** There are no areas that have been designated for this purpose.

4.11. Parking, Stopping or Standing Rules.

4.11.1. All vehicle operators must remove the ignition key from their vehicle and lock all doors when it is parked or standing unattended. The requirement to remove ignition keys and lock the doors does not apply to emergency vehicles at the scene of an emergency or to vehicles parked on the flight line.

4.11.2. It is unlawful to park any vehicle within 15 feet of a fire hydrant. Only emergency vehicles may do so in the performance of official duties or as designated by competent authority.

4.11.3. It is unlawful to park any vehicle within 25 feet of an intersection or within 25 feet of a marked pedestrian crosswalk. Only emergency vehicles may do so in the performance of official duties or as designated by competent authority.

4.11.4. Parking is prohibited on roadways which serve as entrance or exit to parking areas and will not be within 18 feet from the edge of the roadway or center of the curb that leads into the parking lot.

4.11.5. Parking is prohibited within 48 feet of any excavation or construction site.

4.11.6. Parking in a loading zone is prohibited, except during actual loading or unloading operations.

4.11.7. Vehicles parked in authorized on-street parking areas will be no more than one foot from the curb.

- 4.11.8. Only personnel for whom reserved parking spaces are intended will be allowed to park their vehicles in reserved parking spaces.
- 4.11.9. No person may stop, stand or park a motor vehicle within any specially designated and marked parking space provided for handicap persons unless the motor vehicle is transporting a person who has been issued a valid handicap decal or international symbol of access special plates.
- 4.11.9.1. The motor vehicle displays the valid permanently disabled or temporarily disabled removable windshield placard.
- 4.11.9.2. The motor vehicle displays an international symbol of access special plates which are currently registered to the vehicle.
- 4.11.9.3. Any person who is chauffeuring a physically disabled person shall be allowed, without a placard or international symbol of access special plates, to park momentarily in any such parking space for the purpose of loading or unloading disabled persons.
- 4.11.10. Parking is prohibited in or around any building in such a manner that would impede safe evacuation of the building.
- 4.11.11. Parking is prohibited on painted white lines (zigzag or striped).
- 4.11.12. It is unlawful to park any vehicle against the flow of traffic. Only emergency vehicles may do so in the performance of official duties or as designated by competent authority.
- 4.11.13. It is unlawful to park any vehicle on the shoulder of the road with the exception of paragraph 11.27 of this chapter. Only emergency vehicles may do so in the performance of official duties or as designated by competent authority.
- 4.11.14. It is unlawful to park POVs inside government buildings, hangars, maintenance shops, etc., with the exception of the Auto Hobby Shop.
- 4.11.15. It is unlawful to park along curbs except in designated parking spaces or as authorized in base housing areas.
- 4.11.16. It is unlawful to park in areas designated as "No Parking".
- 4.11.17. It is unlawful to park motorcycles in yellow striped areas of parking lots or areas reserved specifically for bicycles.
- 4.11.18. It is unlawful to park adjacent to posted bus stops.
- 4.11.19. It is unlawful to park in any areas designated for use by emergency vehicles only, such as: fire, police and ambulance.
- 4.11.20. It is unlawful to park in a manner which would impede collection from a trash receptacle, block driveways, walkways, or any other parked vehicles.
- 4.11.21. Double parking is prohibited.
- 4.11.22. Diagonal parking spaces are delineated by white or yellow lines. Vehicles must be parked within two white or yellow lines. Tire must not touch or cross over the designated lines. It is unlawful to back a vehicle into a diagonal parking space.
- 4.11.23. It is unlawful to park on a seeded or grassy area.

4.11.24. It is unlawful to park any vehicle adjacent to any Force Protection barrier or as directed by Battle Staff Directive. Only emergency vehicles may do so in the performance of official duties or as designated by competent authority.

4.11.25. Parking is authorized only in areas clearly marked off on paved or graveled areas by paint, pipes, barriers, signs, and/or at the direction of security forces. Parking is not authorized in unpaved areas except during special events.

4.11.26. Motorcycles are authorized to park in the areas of parking lots that have white cross-hash marks through them. These areas are normally at the end of regular parking zones for automobiles. In no case shall a pedestrian or handicap access aisle be used for motorcycle parking. Motorcycle parking will not be permitted between a handicap parking stall and a handicap access ramp. Motorcycles will be parked even with the parking lines in regular parking slots so as to alert automobile operators of their presence.

4.11.27. All curb or shoulder parking in Eagle, Falcon, Herky, and Phantom housing areas shall be parallel to the curb, in the same direction as the flow of traffic. Additionally, curb or shoulder parking is authorized on "B" Street between "7th" Street and Arkadas Park.

4.11.28. Boats, recreation vehicles, trailers, and campers will not be parked on any street in base housing or dormitory parking lots except when used as a primary vehicle by the owner and a form letter provided by the housing office is signed by the owner's unit commander.

4.11.29. Parking in the Department of Defense Dependent Schools (DoDDS) elementary and/or high school parking lot is restricted during school business hours to staff and personnel with official business on the school campus.

4.11.30. Large Vehicle Off-Limits Parking. The following areas are off limits to large vehicles such as step vans, multi-purpose vans, dolmuses, 6-Pax trucks, HMMWVs, buses, full size extended cab pick-up trucks and other vehicles large enough to obstruct the view of vehicular traffic.

4.11.30.1. On "D" Street from "4th" Street to "7th" Street to include the areas around the Sultan's Inn, Fitness Center and the Community Activities Center.

4.11.30.2. In the DoDDS elementary and/or high school parking lot.

4.11.30.3. Where posted signs state parking is prohibited.

4.11.31. GOV Parking Violations. When an illegally parked GOV or Government Lease Vehicle (GLV) is ticketed three times (regardless of who the driver is), 39 SFS/S5R will forward vehicle information to the

39 MSG/CC, who will direct the unit to turn the vehicle into the 39 LRS, Vehicle Management Dispatch (LGRV). Vehicles turned into the 39 LRS/LGRV will be retained for the remainder of that unit's rotation (for TDY units) and 60 days for permanent party units or as directed by the 39 ABW/CC.

4.11.32. There is no long-term parking at the 728 AMS passenger terminal. Individuals on TDY or leave must utilize the long-term parking area identified in 4.10.5.

4.12. Troop Movements.

4.12.1. Vehicles approaching a troop movement will reduce speed to 16 kph/10 mph and pass only on the command of the troop commander.

4.12.2. Troop movements or formations will use the extreme right side of the road and move with the flow of traffic.

4.12.3. At intersections, road guards will be posted at least 50 yards prior to the formation reaching the intersection.

4.12.4. During the hours of darkness or reduced visibility, a reflective vest, belt or traffic wand will be used by all personnel positioned on the perimeter ranks, (e.g., flanks, front and rear) and by those performing road guard duties.

4.13. Traffic Violation Reports.

4.13.1. Security Forces will identify and record traffic violations on a DD Form 1408 for all military personnel, family members and civilians assigned the 39 ABW. When asked by Security Forces members conducting traffic stops, individuals will give their social security numbers; this information is protected under the Privacy Act of 1974 and is used for official use only.

4.13.2. Actions to take upon receipt of ticket:

4.13.2.1. Personnel who receive parking tickets (pink copy) left on the windshield of their POV, GOV or GLV will be instructed, in the comments block, to immediately report to building 558 and make contact with S5RA/S5LE during the hours of 0800 to 1600, Monday through Friday; with the ticket and their appropriate driver's license. Failure to do so is a violation of Article 92, UCMJ.

4.13.2.2. All U.S. military members who receive a DD Form 1408 will report receipt of the ticket to their first sergeant or commander and their supervisor within 24 hours or the next duty day.

4.13.2.3. Family members who receive a DD Form 1408 will report receipt of the ticket to their sponsor who in turn reports the ticket to their first sergeant or commander and supervisor within 24 hours or next duty day.

4.13.2.4. Civilian government employees who receive a DD Form 1408 will report receipt of the ticket to their supervisor within 24 hours or next duty day.

4.13.3. Traffic ticket rebuttal procedures:

4.13.3.1. Traffic citation rebuttals are directed to 39 SFS/S5R within 5 duty days of receipt of the citation. The rebuttal must include a memorandum from the subject articulating the basis for rebuttal and an endorsement from the subject's commander indicating concurrence with the rebuttal. 39 SFS/S5R will attempt to obtain a written statement from the patrol issuing the citation for inclusion in the rebuttal package. Upon receipt of the rebuttal, 39 SFS/S5R will forward the complete package to the DFC for annotation/recommendation and subsequently to the rebuttal authority, 39 MSG/CC, for adjudication. The 39 MSG/CC will render a written decision and return the entire package to 39 SFS/S5R. The 39 SFS/S5R branch will inform the subject's commander of the final decision and update traffic records accordingly. The decision of the 39 MSG/CC is final.

4.13.3.2. Rebuttals will not be accepted based on correctable and administrative errors or similar incited violations of others.

4.13.4. Commanders or Civilian Supervisors or Employers Responsibilities. The following procedures will be adhered to in the administrative processing of traffic offense reports.

4.13.4.1. 39 SFS/S5R will forward the DD Form 1408 (white copy) or electronic SFMIS report to the violator's commander, commander of the family member's sponsor, the appropriate civilian supervisor or employer for administrative action within the unit or organization. If action by the appropriate commander or representative cannot be taken within seven days of the offense, the commander, first sergeant, or representative will contact the 39 SFS/S5R and request an extension until action can be taken. After action is taken, the DD Form 1408 (white copy) or electronic SFMIS report will be returned to 39 SFS/S5R in a sealed envelope or via email for administrative review, tracking and processing. The DD Form 1408 (white copy) or electronic SFMIS report can be returned by a unit commander, section commander or first sergeant.

4.13.4.2. If determined guilty of the violation, commanders will take action based on the seriousness of the offense. Actions could consist of verbal or written counseling, verbal or written reprimand, non-judicial punishment, control roster, and suspension or revocation of driving privileges or other action deemed appropriate. The unit commander or section commander are the only personnel authorized to fill out/sign the back of DD Form 1408, (white copy) or electronic SFMIS report.

4.13.4.3. When commanders are notified a member of their organization has accumulated a total of six or more traffic points, they will ensure the individual attends a driver improvement course. The safety office will then notify 39 SFS/S5R in writing or email of course completion. Attendance at the driver improvement course is mandatory for all persons who have had their driving license suspended or revoked regardless of the duration of the suspension or revocation period.

4.13.5. "Fix-It" Ticket Program. The owner and/or operator of a defective vehicle will be issued a DD Form 1408 with instructions to report to the 39 SFS, BDOC within 72 hours. If the violation has been corrected, the DD Form 1408 will be downgraded to a written warning. If the violation has not been corrected or the owner and/or operator fails to report to the 39 SFS, BDOC within 72 hours to show that the violation has been corrected, the DD Form 1408 will be processed for action.

4.14. Pedestrians. Pedestrians have the right-of-way in public parking lots or in marked crosswalks; however, pedestrians will yield the right-of-way to a vehicle that is so close that the driver cannot stop, such as when a pedestrian steps out into the path of a vehicle from behind a parked vehicle. When sidewalks are not provided, any pedestrian traveling along and upon a street or roadway, when practical, travel only on the left side of the roadway or its shoulder, facing the approaching traffic. Pedestrians on a roadway will not walk more than two abreast.

4.14.1. Pedestrians must obey all traffic control devices and yield right-of-way to all vehicles before crossing a roadway.

4.14.2. When available, pedestrians must use crosswalks whenever crossing streets or roadways.

4.14.3. No person shall stand in a roadway for the purpose of soliciting transportation, employment or business from the occupants of a vehicle.

4.14.4. Jogging or Running. Joggers or runners will remain off the road and on the shoulder facing on-coming traffic. The only exception to this is while utilizing the approved running area known as the "Triangle".

4.14.5. During the hours of darkness or decreased visibility (fog, rain, etc.), military personnel in uniform, joggers and walkers will wear a high visibility outer garment or reflective equipment extending from front to rear. The reflective portion will remain visible and not be covered.

4.15. Motorcycles, mopeds and seated motor scooters. Motorcycle, moped, seated motor scooter, and all-terrain vehicle operators and passengers will adhere to Personal Protection Equipment (PPE) requirements as outlined in AFI 91-207 and AFI 91-207 USAFESUP. Operators will also comply with the following

4.15.1. Headlights must be turned on when in motion. **NOTE:** Headlight modulators are permitted, but must not be operated during the hours of darkness.

4.15.2. Must be equipped with both left and right rear view mirrors mounted on the handlebar or fairing.

4.15.3. Must be equipped with a functional front brake and front fender.

4.15.4. Foot pegs or floor boards will be used by operators and passengers of motorcycles.

4.15.5. Persons riding will ride on permanently affixed regular seats behind the driver. No more than one passenger will be carried. Passengers are prohibited on ATVs.

4.15.6. Will not be operated two or more abreast in a single lane of traffic.

4.15.7. Protective Clothing. Wearing of long sleeved shirt or jacket, long trousers and full-fingered gloves or mittens is required. 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® and/or Cordura® containing impact absorbing padding is strongly encouraged. Riders should select PPE that incorporates fluorescent colors and retro-reflective material.

4.16. Bicycles and Motor Assisted Bicycles. Personnel who ride bicycles or motor assisted bicycles are subject to the "rules of the road" as outlined herein and in AFI 31-218(I):

4.16.1. Bicyclists shall obey all traffic rules and receive the same penalties that apply to motor vehicles. They shall operate in single file on the right side of the roadway and not cross the centerline. Traffic tickets issued in connection with bicycle operations will be processed as moving violations.

4.16.2. All personnel on bicycles must wear protective headgear that meets American National Safety Institute (ANSI) Standards and approved Consumer Product Safety Commission (CPSC)/ANSI/SNELL helmet and will secure the chinstrap. During periods of reduced visibility, e.g., inclement weather, a high visibility outer garment or reflective equipment must be worn. In addition to reflective equipment during the hour of darkness an operational white front light (not a reflector) and a red rear reflector or light must be affixed to the bicycle and utilized,

4.16.3. Bicycles or motor assisted bicycles shall not be operated on any sidewalks. Operators will walk bikes while on sidewalks. It is mandatory to ride bicycles on designed bicycle paths where they are available.

4.16.3.1. Small children learning to ride bicycles may use sidewalks.

4.16.4. No bicycle or motor assisted bicycle will transport more personnel or which it is designed.

4.16.5. Personnel not governed by this traffic code such as Host Nation or Local National personnel are encouraged, but not required to wear proper safety equipment such as a helmet when riding a bicycle on the installation.

4.17. Skateboards. All personnel on skateboards must wear protective headgear that meets American National Safety Institute (ANSI) Standards and approved Consumer Product Safety Commission (CPSC)/ANSI/SNELL helmet and will be secured with the chinstrap. Additionally, protective wrist guards, kneepads and elbow pads should be worn. For more information refer to AFI 91-207 and AFI 91-207 USAFESUP. The following requirements apply to personnel using a skateboard:

4.17.1. Skateboard operators shall obey all traffic rules and receive the same penalties that apply to motor vehicles. They shall operate in single file on the right side of the roadway and not cross the centerline.

4.17.2. Skateboards are permitted only on Falcon, Phantom, Herky, and Eagle housing area roadways. Skateboards will not be operated on any other roads or streets. Skateboards will be operated single-file and will not cross the centerline of the road.

4.17.3. Skateboards are permitted to be operated in unused or unused portions of parking lots during non-operational hours of the building to which the parking lot serves. Skateboards will not be operated between parked vehicles.

4.17.4. Skateboards are permitted on sidewalks with the exception they will not be operated within a one-block radius of the following areas:

4.17.4.1. Bowling Alley or "After Six" establishments.

4.17.4.2. Library or Recreation center.

4.17.4.3. Base Exchange, Official Document Center or Commissary.

4.17.5. Pedestrians have the right of way on all sidewalks.

4.18. Roller-skates or blades. All personnel on roller-skates or blades must wear protective headgear that meets American National Safety Institute (ANSI) Standards and approved Consumer Product Safety Commission (CPSC)/ANSI/SNELL helmet and will be secured with the chinstrap. Additionally, protective wrist guards, kneepads and elbow pads will be worn. For more information refer to AFI 91-207 and AFI 91-207 USAFESUP. The following requirements apply to personnel using roller-skates or blades:

4.18.1. Roller-skates or blades may be operated on streets, roadway or parking lots not designated as high density areas and during times not designated as peak traffic times.

4.18.2. Roller-skates or blades shall obey all traffic rules and receive the same penalties that apply to motor vehicles. They shall operate in single file on the right side of the roadway and not cross the centerline.

4.18.3. No skating is allowed inside any facility, structure or building.

4.18.4. Roller-skaters or Roller-bladers must use bicycle paths adjacent to roadways when present.

4.19. Miscellaneous.

- 4.19.1. It is unlawful to interfere with any Security Forces person while such person is investigating accidents, traffic violations or citing persons for such violations.
- 4.19.2. The towing of one POV by another is permitted only with the use of a tow bar. Sufficient warning devices must be displayed to indicate a vehicle is being towed.
- 4.19.3. Drivers must use caution when operating devices such as navigation devices, global positioning systems, etc. Use of these devices is permitted only when the vehicle is stopped. Failure to do so may result in a citation for inattentive driving.
- 4.19.4. Motor vehicle maintenance and repairs such as painting, engine change or other types of major vehicle maintenance is prohibited in parking lots, roadways, housing area carports and streets on Incirlik Air Base.
- 4.19.5. Except as authorized by law, no person shall operate or permit the operation of any sound amplification system in or on a vehicle which can be heard at a distance of 15 feet or which causes a person to be aware of vibration accompanying the sound at a distance of 15 feet. In addition, vehicle operators will maintain vehicle stereo and radio equipment at a low enough volume to ensure the capability of hearing traffic warning signals, horns, alarms, sirens, etc.
- 4.19.6. No person shall operate or permit the operation of any sound amplification system that includes music that is obscene, profane, and lewd or advocates sexual, racial, or religious discrimination in any public area. The operation of any sound amplification system that includes music that is obscene, profane, lewd or advocates sexual, racial, or religious discrimination is restricted to the operator's private enclosed area.
- 4.19.7. Radar detection devices, scramblers or any other such devices are not authorized on the installation. These devices will be confiscated by Security Forces and turned over to the individual's first sergeant or commander.
- 4.19.8. No vehicle operator may allow a vehicle to remain parked and unattended containing children 9 years of age and under. Children at least 10 years of age and older may be left unattended for periods not to exceed 15 minutes. Keys must be removed from the ignition source and driver must ensure there is proper ventilation. No child, regardless of age, may be left unattended during extreme weather conditions. Refer to AFI 40-301_INCIRLIKABSUP, *Family Advocacy*, attachment 6 for more information.
- 4.19.9. Vehicles will not be left with an animal inside unless there is proper ventilation and the animal does not appear to be neglected or abused.
- 4.19.10. No motor vehicle will have dash/visor mounted DVD/television devices turned on or in operation while the vehicle is in motion or on a motor vehicle roadway. Operators will only use these devices when the vehicle is parked in an applicable location.
- 4.19.11. Any vehicle operator whose vehicle breaks down on any roadway must attempt to move the vehicle to a position not blocking traffic in any manner. Vehicles unable to be moved off the roadway will be properly marked with warning triangles. The operator must leave a note with the vehicle and/or notify the BDOC of the vehicle's location.

4.19.12. Any vehicle owner or operator whose vehicle alarm activates is required to respond to the vehicle when the alarm is sounded. No person shall allow his or her vehicle alarm to sound longer than 10 minutes and is subject to having his or her vehicle towed if determined to be a public nuisance.

4.19.13. Vehicles will remain at least 300 feet to the rear of emergency response vehicles.

4.19.14. Vehicles will not be driven over unprotected fire hoses unless directed by the controller.

4.19.15. Vehicle doors will not be opened if the opening interferes with the movement of other traffic. Doors will remain open only to allow the loading or unloading of passengers or parcels.

4.19.16. No vehicle operator or vehicle passenger may dispose of litter from a vehicle in any other manner except directly into a litter receptacle.

4.19.17. Installing any of the following types of lighting is prohibited:

4.19.17.1. Decorative lighting around the license plate.

4.19.17.2. White, amber or any other color lights behind the grill for the sole purpose of decoration.

4.19.17.3. Lights in the wheel wells, under the fenders, on the undercarriage or behind the tires.

Chapter 5

DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM

5.1. The traffic point system is outlined in AFI 31-218(I), Table 5-2 and AFMAN 31-116, Table 5-1 and 5-2 and will be utilized to assess point for violations for all motor vehicles operated on Incirlik Air Base. Additional, below are local assessments:

Table 5.1. Point Assessment of Violations

| Violation | Points Assessed | Suspension or Revocation |
|--|------------------------|---------------------------------|
| Allowing an Unlicensed Driver to Operate a Vehicle or Driver Under Suspension or Revocation | 6 | 6 Month Suspension |
| Driving without Appropriate Insurance | 6 | 6 Month Suspension |
| Driving without Appropriate License on Person (USAFE IMT 181, International drivers license, Turkish translation) | 3 | |
| Exhibition of Speed (Breaking Traction) | 4 | |
| Failure to Properly Display License Plate | 4 | |
| Failure to Properly Restrain Child in a Child Restraint System While Moving (See AFMAN 31-116, paragraph 4.1.1.1.) | 2 | 6 Month Suspension |
| Failure to Stop for Shuttle Bus or Bus Unloading/Loading Passengers in Designated Bus Stop | 4 | |
| Illegal License Plate Covers, Tilted License Plates or Personally Modified License Plates (i.e. painted or personally modified lighting) | 4 | |
| Illegal Modification to Vehicle | 4 | |
| Loud Stereo (heard from a distance of 15 feet outside vehicle) | 3 | |
| Open Alcohol Container | | 30 Day Suspension |

| | | |
|---|--|--------------------|
| Receive 12 Points within 12 months | | 6 Month Suspension |
| Receive 15 Points within 12 months | | 6 Month Suspension |
| Receive 18 Points within 24 months | | 6 Month Suspension |
| Receive 3 Traffic Tickets within 12 months, Moving/Non-Moving (If total points are less than 12) | | 60 Day Suspension |
| Receive 4 traffic tickets within 12 months, Moving/Non-Moving (If total points are less than 12) | | 90 Day Suspension |
| Receive 5 Traffic Tickets within 12 months, Moving/Non-Moving (If total points are less than 12) | | 180 Day to 1 year |

Chapter 6

ACCIDENT REPORTING AND IMPOUNDING PRIVATELY OWNED VEHICLES

6.1. Responsibilities. Drivers are responsible for immediately reporting accidents involving POVs and GOVs, unattended vehicles, personal injury, or death and/or damaged property to the BDOC regardless of the degree of damage. A person involved in a traffic accident must remain at the scene. Additionally, if contact is made with the victim, the person involved must make their identity known.

6.2. Duty to Give Information. All drivers or owners of vehicles involved in accidents will provide the pertinent information (i.e. operator names, vehicle owner names, vehicle license plate number, VIN number, make and model of vehicles involved, names of any witnesses/passengers, insurance company name and policy number, and operators should take pictures if at all possible) to any person injured in an accident or the driver, owner, occupant or any other person attending any vehicle or property damaged in an accident. In all cases, the above persons will produce and surrender their ID card, appropriate license, vehicle registration and current insurance card to the Security Forces.

6.3. Vehicle Accident Investigations. In addition to Security Forces personnel, Turkish Jandarma, 39 ABW/SE, 39 ABW/SJA and Flight Safety (when aircraft are involved) are authorized to conduct investigations of on-base motor vehicle accidents and receive accident data.

6.4. On-Base Minor Vehicle Accidents. A minor accident is any accident in which there are no fatalities/injuries and when it would be reasonable to assume that the cost to repair any vehicle/property damage is less than \$9,999. Operators are responsible for exchanging all pertinent information. Security Forces may respond to minor traffic accidents if not on higher priority responses. In cases where they are not able to respond, personnel will be directed to the BDOC, Bldg 548 to complete an accident report. Personnel must bring all vehicle information as well as have the date, time and location of the accident available to file in the report. Reference 6.6 for Major Vehicle accidents.

6.4.1. Fleeing the scene of an accident (i.e. failing to attempt to make contact with the vehicle owner or contacting Security Forces prior to leaving the scene of an accident) will result in a traffic ticket, which carries a minimum of a 6-month suspension of driving privileges.

6.5. Off-Base Vehicle Accidents.

6.5.1. The driver of any motor vehicle involved in an off-base traffic accident will immediately report the accident to local authorities. Local authorities should investigate off-base accidents. The on-call 39 ABW/SJA will be contacted for all off-base accidents where the individual is being held by Jandarma or needs legal representation. Individuals should immediately notify the BDOC at the first available opportunity. **NOTE:** Do not move the vehicle until local authorities, Turkish National Police (TNP) or Jandarma respond. If the vehicle(s) are moved, the responding authorities will not conduct an investigation of the accident and the operator(s) could be held liable for repair cost to the vehicles involved.

6.5.2. Detachment 522, Air Force Office of Special Investigations (AFOSI) with the assistance of a certified 39 SFS traffic accident investigator, **if allowed**, will conduct investigations of off-base traffic accidents involving fatalities of military members or military member involvement, where homicide or suicide is suspected. AFOSI will monitor the Turkish National Police (TNP) investigation and/or facilitate liaison between the base and TNP. AFOSI or the 39 SFS will normally not conduct investigations of other off-base traffic accidents but will obtain official police reports from the responding off-base law enforcement agency. If 39 SFS is called out to an off-base traffic accident involving a fatality or serious injury of a US DoD employee or affiliated US citizen, in order to preserve potential evidence and document the accident scene, 39 SFS personnel will respond with a video camera, still camera, located within BDOC, on-duty interpreter and an AFOSI agent (to facilitate liaison with TNP).

6.6. Major Traffic Accidents. The 39 SFS will conduct detailed investigations of all on-base major motor vehicle accidents with an estimated vehicle or property damage over \$10,000 or any injury. When available, a certified traffic accident investigator will be used to investigate major accidents in which substantial injury or damage was sustained. The AF Form 1315, *Accident Report*, will be used to document all major vehicle accidents.

6.7. Impounding Privately Owned Vehicles. Refer to AFI 31-218(I), Chapter 6 and AFMAN 31-116, Chapter 6. Additionally, below are local procedures.

6.7.1. Unreasonable periods: Any motor vehicle stopped or parked in violation of installation parking rules for a period in excess of 72 hours. Includes parking lots (Army/Air Force Exchange Services, Bowling Center, Commissary, Passenger Terminal etc.), unless otherwise approved by the appropriate authority. The 72-hour warning period begins when the DD Form 2504, *Abandoned Vehicle Notice*, is placed on the vehicle. **NOTE:** Individuals on TDY or leave must make arrangements through their unit to monitor vehicles. Units will contact security forces immediately if a DD Form 2504 is discovered on a TDY or leave individuals vehicle.

6.7.2. Potential Threat: Any motor vehicle deemed to present a potential threat, risk, public nuisance or menace. Vehicles left unattended in, or adjacent to, a restricted, controlled, or off-limits area will be considered a potential threat and will be a reason for vehicle impoundment.

6.7.3. 39 SFS Investigations (39 SFS/S2I) is ultimately responsible for impounding vehicles IAW AFI 31-218(I), Chapter 6 and AFMAN 31-116, Chapter 6. Impounded vehicles will be towed by 39 LRS/LGRV and stored at the 39 SFS Impound Lot. Requests for towing should be made through the Vehicle Operations dispatcher by 39 SFS/S2I or the BDOC. Only mission-essential operations will delay the towing of vehicles designated for impoundment.

6.7.3.1. 39 SFS/S2I is responsible for conducting an inventory of the vehicle's contents IAW AFI 31-218(I), Chapter 6 and AFMAN 31-116, Chapter 6. All documentation will be kept on file with 39 SFS/S2I. 39 SFS/S2I will provide copies of DD Form 2505, *Abandoned Vehicle Removal Authorization*, if a contracted wrecker service is used and DD Form 2506, *Vehicle Impoundment Report* to 39 LRS/LGRV. If contraband is found, the search and/or inventory will stop, the vehicle will be secured by 39 SFS/S2I and AFOSI will be contacted for instruction. **NOTE:** The 39 SFS and 39 LRS/LGRV are neither responsible nor liable for any damages incurred to an impounded vehicle while being towed or stored. This includes all POVs and GOVs. Damage expenses are the responsibility of the owner or assigned unit.

6.7.3.2. The owner of an impounded or towed vehicle is responsible for any fees associated with storage of the vehicle. Impoundment fees are based on a \$25 initial impoundment fee plus \$1 for each day of impoundment. The 39 SFS/S2I will not release

the vehicle until the owner has completed a DD Form 1131, *Cash Collection Voucher* that has been processed through the 39th Comptroller Squadron.

6.7.4. If no owner of the abandoned vehicle comes forward, 39 SFS/S2I begins tracer actions to identify the owner. 39 SFS/S2I will use all means available to identify the owner of the vehicle. There shall be three attempts made to locate the owner of the vehicle IAW regulation. Each attempt shall not be less than 30 days. After three attempts, the matter shall be turned over to the 39 ABW/JA for coordination on declaring the vehicle abandoned. Once declared abandoned, the vehicle will become property of the United States government in order to be properly disposed.

JOHN C. WALKER, Colonel, USAF
Commander

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

AFPD 31-1, *Integrated Defense*, 28 October 2011
AFI 31-203, *Security Forces Management Information System*, 29 July 2009
AFI 31-218(I), *Motor Vehicle Traffic Supervision*, 22 May 2006
AFI 33-360, *Publications and Forms Management*, 18 May 2006
AFI 40-301_INCIRLIKABSUP, *Family Advocacy*, 21 April 2010
AFI 44-102, *Medical Care Management*, 20 January 2012
AFI 91-207, *US Air Force Traffic Safety Program*, 27 October 2011
AFI 91-207 USAFESUP, *US Air Force Traffic Safety Program*, 28 September 2012
AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, 09 May 2012
AFMAN 33-363, *Management of Records*, 01 March 2008
IABI 31-106, *American Pass and Registration Procedures*, 09 February 2012
USAFEI 51-707, *Regulations On Personal Property, Local Currency, And Motor Vehicles For U.S. Personnel In Turkey*, 11 March 2004

Prescribed Forms

No Forms Prescribed

Adopted Forms

AF Form 332, *Base Civil Engineer Work Requests*
AF Form 673, *Air Force Publication/Form Action Request*
AF Form 847, *Recommendation for Change of Publication*
AF Form 1315, *Accident Report*
AF IMT 1000, *IDEA Application*
AF IMT 1176, *Authority to Search and Seize*
DD Form 1131, *Cash Collection Voucher*
DD Form 1408, *Armed Forces Traffic Ticket*
DD Form 2504, *Abandoned Vehicle Notice*
DD Form 2505, *Abandoned Vehicle Removal Authorization*
DD Form 2506, *Vehicle Impoundment Report*
DD Form 2708, *Receipt for Inmate or Detained Person*
USAFE IMT 181, *Vehicle Operator's Permit for Turkey*

Abbreviations and Acronyms

AF—Air Force
AFMAN—Air Force Manual
AFRIMS—Air Force Records Management System
ANSI—American Standard Institute
ATV—All Terrain Vehicle
ABW—Air Base Wing
BAC—Blood-Alcohol Content
BDOC—Base Defense Operations Center
BrAC—Breath Alcohol Content
CC—Commander
CES—Civil Engineering Squadron
CP—Command Post
DFC—Defense Force Commander
DoD—Department of Defense
DoDDS—Department of Defense Dependent Schools
DOT—Department of Transportation
DUI—Driving Under the Influence
DV—Distinguished Visitor
DWI—Driving While Impaired
FSS—Force Support Squadron
GOV—Government Vehicle
IAB—Incirlik Air Base
IAW—In Accordance With
KPH—Kilometers Per Hour
MPH—Miles Per Hour
MSG—Mission Support Group
OPR—Office of Primary Responsibility
POC—Point of Contact
POV—Privately Owned Vehicle
RDS—Records Disposition Schedule
RMV—Recreational Motor Vehicles

SE—Safety
SFS—Security Forces Squadron
S2I—39 SFS/Investigations
S3T—39 SFS/Training Section
S4A—39 SFS/Armory Section
S5B—39 SFS/Pass and Registration
S5L—39 SFS/Police Services
S5R—39 SFS/Reports and Analysis
SFMIS—Security Forces Management Information System
SJA—Staff Judge Advocate
SOFA—Status of Forces Agreement
TDY—Temporary Duty
TSCG—Traffic Safety Coordination Group
UCMJ—Uniform Code of Military Justice
USAFE—United States Air Force in Europe

Terms

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

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

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

Driver— Any person who drives or is in physical control of a motor vehicle, including motorcycles, motor scooters, and mopeds, or exercising control over or steering a towed vehicle. A driver is in physical control when in position to control the motor vehicle, whether to regulate or restrain its operation or movement. For example, sitting in a parked car behind the steering wheel, keeping it in restraint or in a position to control its movement. The word “driver” is interchangeable with the word “operator.”

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

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

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

Motorcycle— Any motor vehicle having a seat or saddle for the use of its operator and designed to travel on not more than three wheels (includes mopeds, motor scooters, and pocket bikes; does not include ATVs).

Motor Vehicle— Any transportation device with a motor powered by fossil fuels, electricity, or other external sources of energy, except devices moved by human power or used exclusively on stationary rails or tracks. For the purpose of this Instruction, bicycles are considered motor vehicles when operated on roadways.

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

Non—Moving Violation- A violation of the Incirlik Air Base Traffic Code when the vehicle is not in motion, such as parking violations, excessive noise violations, major vehicle repairs, and abandoned vehicles.

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

Open container— any bottle, can, or container from which the seal has been broken, or the contents partially removed.

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

Pedestrian— Any person not in or on a motor vehicle or other road vehicle.

Ready possession— means located in the passenger compartment of the vehicle accessible to the driver or any passengers.

Recreational Motor Vehicles (RMVs)— These vehicles typically are not registered as road use motor vehicles. This group includes vehicles manufactured solely as off-road motorized vehicles or transportation devices. The design may be for paved, unpaved, or unimproved surfaces but they do not typically comply with vehicle safety standards required for vehicle registration or roadway use in the state, territory, or host nation. These vehicles do not fall in the general categories of agricultural, construction, or industrial use vehicles. They include, but are not limited to, all the following privately owned battery or fossil fuel powered motorized vehicle and devices; non-street legal race cars, racing carts, off-road motorcycles, go-carts, motorized skateboards, snowmobiles, personal golf carts, Gators, GO-PEDS, utility carts, mini-motorcycles, dune buggies, pocket bikes, and self-balancing or similar standing human transportation devices. This includes all off-road vehicles categorized by DoDI 6055.04 as Other Specialty Vehicles (OSV). Not included in this category are motorized devices that allow people with disabilities to move as pedestrians, such as wheelchairs. Also not included are motorcycles, mopeds, seated motor scooters and motor assisted bicycles authorized by applicable traffic codes to be used in traffic.

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

Stop— A stop is when there is no forward momentum from the motor vehicle. The longer the stop, the more discernible it is to the naked eye, giving a motorist a better chance of avoiding a traffic ticket.

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

Unlicensed Person— Any person who failed to accomplish the prescribed requirements to obtain a valid vehicle operator's license for the vehicle they are operating.

Unreasonable period of time— Any motor vehicle stopped or parked in violation of installation parking rules for a period in excess of 72 hours. Includes parking lots (Army/Air Force Exchange Services, Bowling Center, Commissary, Passenger Terminal etc.), unless otherwise approved by the appropriate authority.

Attachment 2**EXAMPLE OF TRAFFIC TICKET REBUTTAL**

MEMORANDUM FOR 39 SFS/S5R

FROM: 39 XX/XXX

SUBJECT: Rebuttal for Traffic Violation for SSgt John P. Doe: Ticket Number H123456

1. On 29 August 2012 at approximately 2136L, I, John P. Doe, was cited with a traffic violation (Ticket#: H123456). The patrol, SrA Jan Goode, asked for my documents and did not state why I was being pulled over. She returned with my citation then stated that I exceeded the speed limit by driving 48 kilometers per hour (kph) in a 40 kph zone. I did not exceed 43 kph. I have included two witness memorandums to support this. My vehicle has a rather large LED screen which displays my speed in kilometers. This is easily seen by passengers in my vehicle. Also, my speedometer is accurate as I have had it checked by the base auto hobby shop to ensure it is calibrated correctly.

2. Please contact me at DSN 676-XXXX for any questions or concerns.

JOHN P. DOE, SSgt, USAF
NCOIC, Network Systems

1st Ind to 39 XX/XX, 01 Aug 2012, Rebuttal for Traffic Violation for TSgt John P. Doe: Ticket Number H123456

MEMORANDUM FOR 39 SFS/CC

Concur/Non-concur

JOHN S. SMITH, Lt Col, USAF
Commander, 39th xxxxxxx

2nd Ind, 39 SFS/CC

MEMORANDUM FOR 39 MSG/CC

Concur/Non-concur

JOSEPH A. MUSACCHIA, Lt Col, USAF
Commander, 39th Security Forces Squadron

3rd Ind, 39 MSG/CC

MEMORANDUM FOR 39 SFS/S5R

Approve/Disapprove

RUSSELL S. VOCE, Colonel, USAF
Commander, 39th Mission Support Group