

**BY ORDER OF THE COMMANDER  
RAF LAKENHEATH (USAFE)**

**LAKENHEATH INSTRUCTION 31-102**

**24 APRIL 2014**



**Security**

**MOTOR VEHICLE/TRAFFIC  
SUPERVISION (PA)**

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This instruction implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense*. It defines responsibilities and procedures for the control of traffic in all areas for which the installation commander has jurisdiction through Air Force Instruction (AFI) 31-204, *Air Force Motor Vehicle Traffic Supervision*, and AFI 31-218 *Air Force Motor Vehicle Traffic Supervision*. This includes the Royal Air Force Lakenheath (RAFL) cantonment area, flightline, Military Family Housing areas and Royal Air Force Feltwell (RAFF). AFPD 31-1, AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, AFI 31-218, *Air Force Motor Vehicle Traffic Supervision*, *United Kingdom (UK) Visiting Forces Act 1952*, and the *Memorandum of Understanding between United States European Command represented by the former Headquarters (HQ) USAFE/UK and the UK Ministry of Defence*, dated 20 November 1989, establish the authority for implementation of this instruction. This instruction is modeled on UK traffic law, specifically the *Road Traffic Act of 1988*, the *Public Passenger Vehicles Act of 1981* and the *Transport Act of 1985*. Failure to comply with this instruction could result in punitive or administrative action. This instruction applies to all military personnel, members of the civilian component (Department of Defense (DoD)/Department of the Air Force (DAF)), family members, US contractors, Ministry of Defence (MOD) employees, other UK nationals employed and all British and foreign nationals as applicable on RAFL and RAFF. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, prescribed by AFI 11-215, *United States Air Force (USAF) Flight Manuals Program* and route Air Force (AF) Form 847s from the field through the unit publication/form manager. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air

Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records 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 10 United States Code (USC) 8013, 44 USC 3101 and Executive Order (EO) 9347. The applicable Privacy Act SORN(s) F031 AF SP K, Vehicle Administration Records (June 11, 1997, 62FR 31793) and F031 AF SPL, Traffic Accident and Violation Reports (June 11, 1997, 62FR 31793) is available at <http://privacy.defense.gov/notices/usaf/>.

### ***SUMMARY OF CHANGES***

This instruction was revised to expand guidance for traffic rules and regulations and should be read in its entirety.

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## Chapter 1

### PROGRAM MANAGEMENT.

**1.1. Base Jurisdiction.** For the purpose of this instruction, any reference to RAFL includes all on-base housing areas and RAFF. Security Forces (SF) personnel are not authorized to stop, search, or detain vehicles off base.

#### **1.2. Management Responsibilities.**

1.2.1. 48th Fighter Wing (FW) Installation Commander (48 FW/CC) or designee. Cooperates with civil police agencies, other local government agencies, or civil traffic organizations concerned with traffic supervision and ensures traffic supervision is properly integrated in the overall installation traffic safety program. Letters of delegation should be drafted in this case and coordinate through 48 FW/JA, Judge Advocate, with the exception of all traffic matters as designated in 1.2.2 below.

1.2.1.1. Unit Commanders and civilian equivalents will

1.2.1.1.1. Ensure all persons within their area of responsibility are familiar with the contents of this instruction.

1.2.1.1.2. Supply 48th Security Forces Squadron (SFS) Pass and Registration (48 SFS/S5PR) with a monthly list of all permanent change of station (PCS), Retiring and Separating civilian personnel.

1.2.1.1.3. Ensure all persons within their area of responsibility are familiar with the contents of this instruction, especially paragraph 2.5.

1.2.2. 48th Mission Support Group Commander (48 MSG/CC).

1.2.2.1. Designated as final authority on all traffic related matters occurring on RAFL.

1.2.2.2. Designated official to order administrative suspensions, revocations, or reinstatements of driving privileges on RAFL. **Note:** All suspensions/revocations of 3rd Air Force (3AF) Permits are effective USAFE wide unless otherwise stated.

1.2.2.2.1. Considers requests for all limited driving privileges, probation or reinstatement.

1.2.2.2.2. Suspends or revokes an individual's driving privileges when they are facing civil court action which could result in a driving ban, pending disposition of the incident.

1.2.2.2.3. Considers reinstatement of installation driving privileges for individuals awaiting the results of civil court action.

1.2.2.3. Considers the recommendations of unit commanders, first sergeants, and/or competent medical authority to suspend driving privileges for reasons not covered elsewhere in this instruction.

1.2.2.4. Honors suspensions/revocations from civil police, court authorities, and from other military installations for those individuals that have been assigned to RAFL.

1.2.2.5. Considers suspension or revocation when competent medical authority has recommended individuals be medically disqualified from driving, or identified as a problem drinker to the extent which renders them incapable of safely operating a motor vehicle.

1.2.3. 48th Medical Group (48 MDG).

1.2.3.1. Responsible for conducting blood and urine tests for alcohol and illegal or abused drugs in a vehicle operator's system, who are detained, apprehended or suspected of any impaired driving offense, or any vehicle operator involved in a fatal accident. The agency requesting the Blood Alcohol Content (BAC)/Drug Screen shall verbally inform 48 MDG personnel of whether the authority for the BAC/Drug Screen is based on consent or search authorization. Release authority for both preliminary and certified results of alcohol and drug content in blood and urine upon request to 48 FW/SJA (Staff Judge Advocate), 48 SFS/CC (Security Forces Commander) or appointed designees listed on the Release of Medical Information for Law Enforcement Purposes Letter, and the individual's commander and/or first sergeant.

1.2.3.2. Notifies 48 SFS Reports and Analysis section (48 SFS/S5AR) whenever competent medical authority has recommended an individual be medically disqualified from driving, or has been identified as a problem drinker or drug abuser to the extent which renders him or her incapable of safely operating a motor vehicle.

1.2.4. 48th Force Support Squadron (48 FSS).

1.2.4.1. Responsible for forwarding a PCS listing or official orders for individuals who PCS from RAF Lakenheath to Security Forces Reports and Analysis and Security Forces Pass and Registration. PCS listing will be provided the month prior to the individual's actual PCS month.

1.2.4.2. Auto Skills Center (48 FSS/FSCTA). Acts as the OPR for the RAFL vehicle sales area.

1.2.4.3. Outdoor Recreation (48 FSS/FSCT). Acts as the OPR for the privately-owned caravan/camper storage area.

1.2.5. 48th Civil Engineer Squadron (48 CES). The 48 CES plans, designs, constructs, and maintains streets, highways, and abutting lands. CES select, determine appropriate design, procure, construct, install, and maintain permanent traffic and parking control devices in coordination with the Defense Force Commander (DFC) and installation safety officer. Ensures traffic signs, signals, and pavement markings conform to the standards in the current *Manual on Uniform Traffic Control Devices for Streets and Highways*. Also ensures planning, design, construction, and maintenance of streets and highways conform to National Highway Safety Program Standards and UK laws. Assigns an engineer responsible for orchestrating traffic control studies and the Reserve Parking Plan.

1.2.6. The Security Forces Commander (48 SFS/CC). Exercises overall responsibility for directing, regulating, controlling traffic, and enforcing laws pertaining to traffic control.

1.2.7. 48th Security Forces Squadron/Reports and Analysis Section.

1.2.7.1. Upon receipt of PCS listing or official orders from 48 FSS, through Security Forces Management Information System (SFMIS) produces a computer generated traffic

record and forwards it to the gaining Security Forces unit or servicing military police function. In cases where personnel are separating, the records will be maintained in the Reports and Analysis database, following normal disposition instructions.

1.2.7.2. Issues Notice of Preliminary Suspension of Driving Privileges Letter upon authorization from the 48 MSG/CC or designated official to personnel arrested by civil police not previously reported to the Base Defense Operations Center (BDOC).

1.2.7.3. Responds to direct inquiries by UK civil authorities about specific driver's status on a case-by-case basis.

1.2.7.4. Reports driving suspension and revocation action to the individual's state driver licensing authority, using return receipt through the US Postal Service.

1.2.7.5. Notifies 48th Logistics Readiness Squadron Vehicle Operations Element section (48 LRS/LGRDDO) of all individuals having their driving privileges suspended or revoked. 48 SFS will confiscate the individual's AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*, as prescribed by AFI 24-301, *Vehicle Operations*.

1.2.8. 48th Security Forces Squadron/Police Services Section (48 SFS/S3OP). Serves as the DFC designated representative for traffic related issues.

1.2.9. 48th Security Forces Squadron/Pass and Registration Section (48 SFS/S5PR).

1.2.9.1. Designated as the sole registration point for all vehicles on RAFL.

1.2.9.2. Annotates the duration of the suspension/revocation on AF Form 3, *Hazard Abatement Plan*, for vehicles that will be on base.

1.2.9.3. Upon completion of all necessary regulatory requirements, 48 SFS Reports and Analysis will take possession of the 3AF Form 435 from the suspended driver.

1.2.10. 48th Security Forces Squadron/Operations Flight (48 SFS/S3).

1.2.10.1. Issues Notice of Preliminary Suspension of Driving Privileges Letter upon authorization from the 48 MSG/CC or designated official to individuals apprehended or arrested for alcohol and/or drug-related driving offenses on/off the installation.

1.2.10.2. Notifies the unit First Sergeant and/or Commander when an individual within their organization is involved in any type of vehicle accident.

1.2.10.3. Conducts evidentiary tests for alcohol in the breath of vehicle operators who are detained, apprehended or suspected of any impaired driving offense, provided appropriate equipment and trained personnel are available.

1.2.11. 48th Security Forces Squadron/Security Forces Investigations (48 SFS/S2).

1.2.11.1. Acts as the OPR for the RAFL vehicle wheel clamping and impoundment program, to include operation of the Impound Storage Lot.

1.2.11.2. Tows abandoned vehicles through a contracted agency (Beck Row Car Spares).

1.2.12. 48th Logistics Readiness Squadron Vehicle Operations Element (48 LRS/LGRDDO) tows privately owned vehicles (POV) when directed by 48th Security Forces Squadron Commander, Operations Officer or Operations Superintendent or the 48th Fighter Wing

Anti-Terrorism Officer or higher for military necessity and government owned vehicles (GOV).

1.2.13. Individual Responsibilities.

1.2.13.1. Abide by the rules and regulations as set forth in this instruction.

1.2.13.2. Properly register, license, and insure all vehicles IAW appropriate UK laws and AFIs.

1.2.13.3. De-register all vehicles and surrender all installation vehicle registration documents prior to a PCS move, or upon selling or transferring ownership of a registered vehicle.

1.2.13.4. If arrested or apprehended by British police for traffic-related offenses, report this information to the nearest USAF BDOC, or Unit Commander/First Sergeant within 24 hours of the incident.

1.2.13.5. Report involvement in all on-base vehicle accidents to the Base Defense Operations Center within 72 hours of the incident. Report off-base accidents involving an injury to military personnel or damage to military property within 72 hours.

1.2.13.6. Maintain and keep current 3AF Form 435 if operating a vehicle on and/or off RAFL.

1.2.13.7. Operate only government owned vehicles (GOV) the individual is certified for and be able to provide proof of certification for these vehicles on the AF Form 2293 issued by the RAF Lakenheath 48 LRS/LGRDDO.

**1.3. Parking Warden Program.**

1.3.1. Organizations may designate traffic wardens for parking areas and roadways in the specific area(s) of responsibility. Traffic wardens may issue DD Form 1408, *Armed Forces Traffic Ticket*, to personnel or vehicles for parking violations only.

1.3.2. Personnel must receive training from 48 SFS/S3OP prior to performing any official duty as a traffic warden.

1.3.3. Forward traffic warden letters of appointment to 48 SFS/S3OP.

## Chapter 2

### DRIVING PERMITS.

#### 2.1. General Requirements.

2.1.1. Permanent party members of the US Armed Forces, civilian components, and their dependents must have a valid 3AF Form 435 to operate any vehicle in the United Kingdom.

2.1.2. Individuals must provide proof of the following to receive a 3AF Form 435:

2.1.2.1. Valid (or military clause) stateside or overseas European command driver's license, or valid civilian (host nation or international) driver's license issued in their name at the time the 3AF Form 435 is issued.

2.1.2.2. Permanent party members must attend Course II/Local Driving Conditions course, successfully pass the associated test and obtain their 3AF Form 435 within 14 days of arrival at RAF Lakenheath, assuming they are just arriving to the United Kingdom; those PCAing, Permanent Change of Assignment, from RAF Mildenhall or Alconbury do not have to take RAF Lakenheath's course.

2.1.3. The 3AF Form 435 will be signed by the individual and endorsed by Security Forces Pass and Registration personnel.

2.1.4. Refer to 3AFI 31-204, *Control of Concession Vehicles Within The United Kingdom*, for further requirements for obtaining the 3AF Form 435.

#### 2.2. Learner USAFE Driving Permits.

2.2.1. Learner drivers must obtain a Learner 3AF Form 435 prior to driving on base. Individuals must provide proof of the following to receive a Learner 3AF Form 435:

2.2.1.1. A valid British Provisional driving permit.

2.2.1.2. Attendance of Course II/Local Driving Conditions course and successful completion of associated test.

2.2.2. The 3AF Form 435 will be overstamped on the front with "Learner's Permit".

2.2.3. The following statement will be typed on the reverse of the 3AF Form 435: "Must be accompanied by driver with Full British License at least 21 years of age and licensed for three years."

2.2.4. Any vehicle operated by a learner must display a red "L" plate on the front and rear of the vehicle.

#### 2.3. Motorcycle Operators.

2.3.1. Permanent party member of the US Armed Forces must have a motorcycle endorsement on their 3AF Form 435 to operate a motorcycle in the United Kingdom. Individuals must provide proof of the below items to receive a motorcycle endorsement on their 3AF Form 435:

2.3.1.1. A valid (or military clause) stateside driver's license or valid civilian driver's license with a motorcycle endorsement issued in their name at the time the 3AF Form 435 with motorcycle endorsement is issued.

2.3.1.2. Successful completion of the Motorcycle Safety Foundation (MSF) Course within the last three years. The motorcycle safety training requirement applies to all personnel stationed on host-nation bases outside United States territories and must be completed every three years. **Note:** Until all the above requirements are met and a 3AF Form 435 with motorcycle endorsement is issued to an individual, they are not authorized to operate a motorcycle unless they are under supervision of a certified instructor during the MSF course.

#### **2.4. USAFE Driving Permit Expiration Dates.**

2.4.1. The 3AF Form 435 expiration will coincide with the member's Date Eligible for Return from Overseas (DEROS) or five years from the issue date. After this time, a second 3AF Form 435 will be issued to the individual to complete their tour of duty. **Note:** An individual's stateside license or civilian license needs only to be current at the time of the 3AF Form 435 initial issue date and is not required to be current on subsequent dates.

2.4.2. DOD Retired personnel will not be issued a driving permit unless they obtain civilian competency status. Personnel that do not qualify for civilian competency status are entitled by UK Law to operate a vehicle on a valid stateside license for up to one year from the date of residency or entry into the United Kingdom.

#### **2.5. Departing Personnel.**

2.5.1. Individuals departing from RAFL are required to surrender their 3AF Form 435s and their dependents Form 435s when out-processing. If individuals are required to operate a vehicle after surrendering their 3AF Form 435, a copy of their orders will be stamped annotating they did possess a 3AF Form 435 and this will act as their permit until their final departure.

2.5.2. Individuals PCSing to another USAFE assignment will keep the 3AF Form 435 as long as it is valid within 10 days from Report No Later Than Date.

#### **2.6. Temporary Duty (TDY) Personnel.**

2.6.1. Individuals TDY to RAFL for a period greater than 30 days:

2.6.1.1. Are required to attend Course II/Local Driving Conditions prior to operating a vehicle in the United Kingdom. **Note:** It is the gaining unit's responsibility to ensure all TDY personnel attend the briefing.

2.6.1.2. Must possess a valid (or military clause) stateside driver's license or valid civilian driver's license issued in their name and a copy of their TDY orders on their person while operating a vehicle.

2.6.1.3. Must possess an AF Form 2293 or equivalent branch of military service Government Vehicle Drivers license to operate a GOV.

2.6.1.4. May operate POVs (on and off RAFL) for a period not to exceed the length of their TDY if the provisions of paragraphs 2.6.1.1. and 2.6.1.2. are met.

2.6.2. Individuals who are TDY to RAFL for a period of less than 30 days:

2.6.2.1. Must possess a valid (or military clause) stateside driver's license or a valid civilian driver's license issued in their name and a copy of their TDY orders on their person while operating a vehicle.

2.6.2.2. May operate POVs (on and off of RAFL) for a period not to exceed the length of their TDY if provisions of paragraphs 2.6.2.1. and 2.6.1.3. are met. **Note:** If a member takes leave in conjunction with their TDY they are authorized to drive in the UK for up to 6 months so long as they hold a valid stateside driver's license but may not receive tax free gas on base.

### Chapter 3

#### REGISTRATION OF PRIVATELY OWNED VEHICLES.

##### 3.1. General Registration Requirements.

3.1.1. All civilian and military personnel who own or operate a vehicle while stationed at RAFL must register their vehicles with Security Forces Pass and Registration within three duty days of acquisition, upon arrival of the vehicle, or employment at RAFL. The 3AF Form 435 will be issued to all entitled personnel.

3.1.2. Military personnel, members of the civilian component, and dependents must have a valid 3AF Form 435 to permanently register a POV on RAFL.

3.1.2.1. Permanent registration of a vehicle will not be accomplished until the entitled individual has successfully completed Course II/Local Driving Conditions. **Note:** Individuals must provide proof of a valid 3AF Form 435 with a motorcycle endorsement to register a motorcycle on RAFL.

3.1.2.2. Private off-road vehicles (ORV) are not permitted on the installation and cannot be registered. **Exception: A government owned ORV may be operated throughout the installation for official business.**

3.1.3. Any DD Form 2220 (DOD Registered Vehicle Decal) will be removed from vehicles prior to registration, IAW AFI 31-204, Air Force Motor Vehicle Traffic Supervision, paragraph 3.5.7.

3.1.4. Vehicles failing MOT are considered unroadworthy and will not be driven or parked on public or installation roads except as allowed by British law. If the vehicle is unable to obtain an MOT a Statutory Off Road Notification (SORN) must be applied for.

3.1.4.1. SORN vehicles will be parked in residents' personal-designated spaces in military family housing areas. Dormitory residents may park a SORN vehicle for the length of a deployment or TDY in the long term parking lot located at Bldg 1319/Strike Eagle Complex provided the same information is displayed in paragraph 4.16.2. of this instruction. SORN vehicles are not authorized in any other parking spaces on the installation.

3.1.4.2. Undeclared SORN vehicles in unauthorized parking spaces will be towed immediately.

**3.2. Tax Paid Vehicle.** Individuals requiring base vehicle registration for a tax paid vehicle must provide proof of the following items to the Security Forces Pass and Registration:

3.2.1. V5, *Vehicle Registration Document*, as prescribed by 3AFI 31-204, *Control of Concession Vehicles Within The United Kingdom*, in their name or the V5 in the seller's name and a signed bill of sale from the registered keeper, unless the seller accompanies the buyer.

3.2.2. Valid UK insurance certificate or temporary cover note.

3.2.3. Valid Road Tax Disc.

3.2.4. A valid Ministry of Transport (MOT) inspection certificate if the vehicle is 3 years or older. **Note:** For US-manufactured vehicles under 3 years old, a Safety Visual Assessment (SVA) certificate from an authorized service center is required in lieu of the MOT. The SVA requirement is only applicable during initial registration.

3.2.5. Valid 3AF Form 435 for military personnel and US civilians issued from RAFL or a full British license for local nationals.

3.2.6. Valid identification card or base entry identification.

### 3.3. Initial Base Registration for Importing Concession (Tax Free) Vehicles.

3.3.1. Individuals importing a concession vehicle are required to report in person to Security Forces Pass and Registration and complete a HM Customs & Excise (HMCE) Form 941, *Request for Delivery of a Motor Vehicle Without Payment of Duty, Value Added Tax (VAT) and Car Tax*, as prescribed by 3AFI 31-204, *Control of Concession Vehicles Within The United Kingdom*. Individuals must produce title or state registration documents at that time.

3.3.2. To register a concession vehicle, individuals must provide proof of the following items to the Security Forces Pass and Registration:

3.3.2.1. Proof of ownership, i.e. title, registration document or certificate of origin/bill of sale.

3.3.2.2. Valid UK insurance certificate or temporary cover note. **Note:** Must be valid for at least 30 days at the time of the application and must be current on the effective date of the tax disc issue.

3.3.2.3. A valid MOT inspection certificate if the vehicle is 3 years or older. **Note:** For non-European Union (EU) vehicles under 3 years old, a provisional safety inspection from an authorized service center is required in lieu of the MOT.

3.3.2.4. Valid 3AF Form 435 for military personnel and US civilians issued from RAFL.

3.3.2.5. Valid identification card.

3.3.2.6. Members importing vehicles, in a tax-free status, have 30 days to drive on their foreign plates upon receiving or arrival into country. However, members only have the same calendar month after importation of the vehicle into the United Kingdom to complete the UK registration process. **Note:** Paper plates are not acceptable in the UK.

3.3.2.7. Pass and Registration will send off proof of ownership, insurance documentation, and MOT certificate to the Visiting Forces Driver and Vehicle Licensing Agency (DVLA) for the purpose of initially registering the vehicle in country.

3.3.2.8. After submittal of all registration documents the pass and registration office will provide a receipt that will allow the member to continue to operate on foreign plates until receipts of British Registration from DVLA. **Note:** It is imperative the member start the vehicle registration process as soon as the vehicle has been collected from the port of entry to ensure base registration requirements are met within the prescribed timeline.

3.3.2.9. Tax-free vehicles imported into the UK are not authorized to be sold until 6 months of import unless approved by HM Customs/Central Vehicle Registrar (CVR) on

RAF Mildenhall. If sale of vehicle is within 1 year of import, the old road tax disc must be surrendered and a new road tax disc issued.

3.3.2.10. Once registration has been completed, individuals have 72 hours to display both plates on the outside of the vehicle and the road tax disc.

3.3.2.11. Concession vehicles may only be driven by the registered owner and their family members. Allowing anyone other than a family member to operate a concession vehicle is prohibited.

**3.4. Motorcycle Registration.** In addition to the requirements of paragraphs 3.2. and 3.3., the following is required to register the motorcycle on the installation. **Note:** The HMCE 941 does not authorize the individual to operate the motorcycle on or off the installation until the following requirements are met; the individual is properly licensed within the United Kingdom and the motorcycle is registered through the RAFL Security Forces Pass and Registration.

3.4.1. A valid MOT inspection certificate. **Note:** For non UK or EU manufactured motorcycles under 3 years old, a provisional safety inspection (SVA) from an authorized service center is required in lieu of the MOT.

3.4.2. A valid (or military clause) stateside license with motorcycle endorsement and a 3AF Form 435 with motorcycle endorsement. Members may obtain either a stateside endorsement or a British license, if available, at no cost to the government.

3.4.3. Proof of completion of a Motorcycle Safety Foundation course within the past 3 years. IAW AFI 91-207, USAFE Sup dated 28 Sep 2012, paragraph. 4.5.1.4. Air Force civilian personnel not in a duty status (Refer to paragraph 4.5.1), non-military family members, military retirees, civilian visitors or contractors who are properly licensed to ride a motorcycle will not be required to receive service sponsored training or to prove that they have taken other motorcycle training in order to operate a motorcycle on a DoD installation. **Note:** Individuals who are required to attend one of the above safety courses may request a 5-day temporary registration (3AF Form 435) from the base where the course is being held no earlier than one day prior to the course start date. The temporary registration authorizes an individual who does not possess a valid 3AF Form 435 with motorcycle endorsement to operate the motorcycle at the course site under the supervision of a certified MSF instructor. It is the individual's responsibility to ensure an individual with a proper motorcycle license drives the motorcycle to/from the course until they are properly licensed or have the motorcycle transported to the course site by way of a truck, trailer, etc.

### **3.5. Sale or Transfer of Concession (Tax Free) Vehicles.**

3.5.1. Individuals requesting to sell or transfer their concession vehicle must report to Security Forces Pass and Registration Section of the seller's assigned base with the purchaser to complete a 3AF Form 301. **Note:** The authorized sponsor must be present in order to transfer ownership. Dependents or others possessing a Power of Attorney will not be authorized to conduct this transaction. Exceptions to this require coordination and approval by the HM Customs/CVR on RAF Mildenhall prior to arranging the sale or transfer.

3.5.2. Individuals selling or transferring a concession vehicle must receive an approval number from Security Forces Pass and Registration.

3.5.3. Concession vehicles will not be sold or transferred to any non-entitled persons unless the Customs Duty/VAT has been paid.

3.5.4. Sellers or individuals transferring the vehicle must have a V5 showing they are the registered keeper of the vehicle.

3.5.5. If the transaction has been approved and the new owner is unable to register the vehicle, the vehicle will not be registered or operated on or off the installation until all requirements for registration are met.

3.5.6. Individuals selling/purchasing or transferring concession vehicles must report to Pass and Registration to update their 3AF Form 435.

3.5.7. To register a transferred Tax Free vehicle of RAF Lakenheath you will need to provide:

3.5.7.1. V5 Registration Document in your name or New keepers slip and copy of a completed and signed 3AF Form 301, *Vehicle Transfer Request*, as prescribed by 3AFI 31-204, *Control of Concession Vehicles Within The United Kingdom*.

3.5.7.2. Valid British Certificate of insurance specific to the vehicle.

3.5.7.3. Valid MOT Certificate if the vehicle is more than 3 years old.

3.5.7.4. Valid Road Tax Disc.

3.5.7.5. All Driving Fuel Permits for the household.

3.5.7.6. If the vehicle is a motorcycle, the members MSF card and US License with endorsement.

3.5.8. Selling of all POVs will be completed in designated areas/Lemon Lot (Parking Lot behind Building 1085/48 FW Headquarters). Selling of POV's is not permitted in a public parking lot.

3.5.8.1. To register a vehicle in the Lemon Lot for sale, you must provide the following documentation:

3.5.8.1.1. Current MOT (cannot expire during the period of advertisement).

3.5.8.1.2. Current V5 in your name.

3.5.8.1.3. Current road tax (cannot expire during the period of advertisement).

3.5.8.1.4. Proof of current insurance.

3.5.8.1.5. Applicable space rental monetary fees.

3.5.8.1.6. Completed agreement to remain in front windsreen. **Note:** Vehicles that are parked in the Lemon Lot for sale and have not been registered IAW paragraph 3.5.9.1., may be towed or clamped at the owner's expense.

**3.6. Termination of Concession Vehicle Entitlements.** Individuals who lose their concession vehicle entitlements in the United Kingdom cannot retain any tax-free vehicles i.e. separation or retirement. They must apply to pay the Customs Duty/VAT on the vehicle as assessed by HMCE.

3.6.1. Individuals are required to report to Security Forces Pass and Registration no later than 30 days prior to separation from the US Armed Forces or civilian component status to complete all appropriate paperwork.

3.6.2. Security Forces Pass and Registration will forward all paperwork to HMCE, who will determine the amount of Custom Duty/VAT due.

3.6.2.1. HMCE will forward information concerning the amount of tax due and instructions on payment of the tax to the individual through Security Forces Pass and Registration.

3.6.2.2. The individual must report to Security Forces Pass and Registration with the appropriate documents and payment of the Custom Duty/VAT as set forth by HMCE. **Note:** Payment must be in the form of a certified check or British Postal money order for the exact amount. Cash will not be accepted.

3.6.3. Security Forces Pass and Registration will then forward the appropriate documents and payment to HMCE Cumbernauld.

### **3.7. Individuals Retiring or Separating in the United Kingdom.**

3.7.1. Retiring personnel may apply to retain their tax-free vehicles at the time of their retirement and are required to complete the following:

3.7.1.1. Report to Security Forces Pass and Registration with V5 for all vehicles, complete a Request to Stay in Country Letter, Request for Payment of UK Customs & Excise Revenue on Privately Owned Vehicles, and Tax Free Retirement Exemption Letter.

3.7.1.2. Security Forces Pass and Registration will forward all documents to HMCE.

3.7.2. If for any reason a retiring or retired individual scraps, or sells a concession (tax-free) vehicle he or she must report to Security Forces Pass and Registration for completion of appropriate paperwork as addressed in paragraph 3.9. **Note:** Retiring personnel are not authorized to obtain any other tax-free vehicles other than those they retained at the time of retirement unless their employment status changes.

### **3.8. Release of Concession (Tax Free) Vehicles to Insurance Companies.**

3.8.1. Concession vehicles will not be released to an insurance company unless the owner of the vehicle receives "total loss" compensation.

3.8.2. Individuals releasing a concession vehicle to insurance companies due to a total loss claim must provide Security Forces Pass and Registration a letter from the parent insurance company stating that the insurer accepts responsibility for the payment of any customs revenue for the vehicle.

3.8.2.1. The letter must also contain the policy number, a statement that the insurer will pay assessed revenue and all particulars on the insured. **Note:** This letter must be from the insurance company or underwriter and not from the insurance broker.

3.8.2.2. Security Forces Pass and Registration personnel will review the letter from the insurance company to ensure all information is contained prior to forwarding the required document to HMCE.

3.8.2.3. Only after all items addressed in paragraphs 3.8.1 through 3.8.2. have been met may an owner accept total payment for the loss from the insurer and release the vehicle to the company.

### **3.9. Sale of Concession (Tax Free) Vehicles for Scrap.**

3.9.1. Individuals may sell a tax free vehicle which has been damaged beyond economical repair for scrap to an authorized scrap dealer, with approval from the UK Central Vehicle Registrar and HMCE.

3.9.2. Individuals wishing to sell their vehicle to an authorized scrap dealer must complete the following:

3.9.2.1. Report to Security Forces Pass and Registration to complete a 3AF Form 5, *Request to Pay Customs and Excise Duty on a Concession Vehicle*, as prescribed by 3AFI 31-204, *Control of Concession Vehicles Within The United Kingdom*.

3.9.2.2. Present the 3AF Form 5 to the authorized scrap dealer to complete the entire portion of section 10.

3.9.2.3. Return to Security Forces Pass and Registration with the 3AF Form 5 completed by the scrap dealer and all applicable 3AF Form 435s for renewal.

3.9.3. Security Forces Pass and Registration will retain one copy and send the original signed copy to the UK/Central Vehicle Registrar and forward the V5 to DVLA, Swansea.

3.9.4. Actual sale of the vehicle as scrap will not be completed until the owner receives the clearance documents from HMCE. HMCE will notify the owner through Security Forces Pass and Registration of either the approval or disapproval of the sale. If the member receives more than 99 British pounds a new 3AF Form 5 will be submitted and a tax assessment initiated to determine the amount of taxes owed on the scrapped vehicle.

### **3.10. Irregular Disposal of Concession Vehicles.**

3.10.1. Upon notification of an irregular concession vehicle disposal, i.e. disposing or selling vehicle without paying importation tax, Security Forces Pass and Registration will complete a 3AF Form 5.

3.10.2. Security Forces Pass and Registration will forward the 3AF Form 5 to HMRC through UK/Central Vehicle Registrar.

3.10.3. HMRC will determine the amount of Customs Duty/VAT due by the concession (tax-free) vehicle's registered owner.

3.10.4. HMRC will forward the amount due to Security Forces Pass and Registration who will in-turn notify the concession (tax-free) vehicle's registered keeper of the amount due by e-mail.

**3.11. Purchase of Concession (Tax Free) Vehicle.** Individuals purchasing a concession vehicle are required to report in person to Security Forces Pass and Registration and complete a HMCE Form 941. Powers of Attorney authorizing other persons to accept delivery of a vehicle or request HMCE Form 941s are not accepted by HMCE. Only in the most unusual and/or emergency situations (such as deployment or emergency leave) will Security Force Pass and

Registration contact HMCE and request an exception to policy. Request for exception based on convenience will not be processed.

3.11.1. Individuals must provide a purchase order or agreement containing the Vehicle Identification Number (VIN) from the dealer, or stateside/foreign title or registration to Security Forces Pass and Registration.

3.11.2. Security Forces Pass and Registration will not release a blank or unsigned HMRC Form 941. The military sponsor or authorized civilian must be present at Security Forces Pass and Registration to complete and sign the form. **Note:** An authorized civilian must present their passport with a civilian component endorsement or a letter from the head of personnel from the squadron/organization confirming competency status.

3.11.3. The HMCE Form 941 will be completed in five copies. Three copies of the form will be taken to the dealer by the applicant or mailed to the port by the owner. One copy is retained by S5RP and one copy is retained by the applicant.

3.11.3.1. If the car is not purchased the applicant must return all copies of the HMCE Form 941 to Security Forces Pass and Registration.

3.11.3.2. Applicant will not hand carry the HMCE Form 941 to the port, without prior approval from the Port Authorities.

### **3.12. First Time Renewal of Road Tax.**

3.12.1. Around the 5th of the calendar month prior to the expiration of Exempt Road Tax disc, the DVLA will forward a reminder notice directly to the vehicle owner through the mail. However, a renewal reminder letter is not required for renewal purposes.

3.12.2. Individuals requesting road tax renewal must provide Security Forces Pass and Registration with the following original documents:

3.12.2.1. Valid UK insurance certificate, cover note. **Note:** Must be valid for at least 30 days at the time of the application and must be current on the effective date of the tax disc issue.

3.12.2.2. A valid MOT inspection certificate if the vehicle is 3 years or older.

3.12.2.3. V5 Registration Document.

3.12.2.4. Sterling check or sterling money order for the exact amount of road tax due. **Note:** Cash will not be accepted.

3.12.3. Security Forces Pass and Registration will prepare a V10, *Vehicle License Application*, as prescribed by 3AFI 31-204, *Control of Concession Vehicles Within The United Kingdom* issue the individual a receipt and forward all appropriate paperwork to the DVLA. It can take up to seven working days to receive back to the member; if the road tax disc has expired the vehicle must be parked until receipt under UK Law. **Note:** For subsequent road tax renewals, individuals should go to a British post office or Pass and Registration documentation specified in the letter.

### **3.13. Shipping Concession (Tax Free) Vehicles out of the United Kingdom.**

3.13.1. Individuals shipping vehicles out of the United Kingdom are required to report in person to Security Forces Pass and Registration with the original V5 for the vehicle prior to shipping.

3.13.2. Security Forces Pass and Registration will complete a 3AF Form 430, *Military/Civilian Registration and Certificate of Title of Motor Vehicle*, as prescribed by 3AFI 31-204, *Control of Concession Vehicles Within The United Kingdom* and give this to the individual shipping the vehicle together with the shipping pack to include the export customs information forms and directions for Government preparation and shipment. The individual shipping the vehicle is required to take the 3AF Form 430 to the port when shipping the vehicle.

3.13.3. Once the vehicle has been received at the port the individual shipping the vehicle is required to report to Security Forces Pass and Registration with the following documents to de-register the vehicle.

3.13.3.1. 3AF Form 435.

3.13.3.2. DD Form 788, *Vehicle Shipping Document*, as prescribed by DOD 4500.9R, *Cargo Movement*. This will be given to the individual at the port to provide proof of actual shipment of the vehicle.

3.13.3.3. V5 signed and dated by the individual showing the date of export.

3.13.4. Security Forces Pass and Registration will forward the V5 to the DVLA.

### **3.14. Handicap Parking Decal Vehicle Registration.**

3.14.1. Members of the US Armed Forces, civilian components, and their dependents who require a handicap parking decal must provide Security Forces Pass and Registration a letter signed by a doctor at RAF Lakenheath or an off base recognized National Health Service General Practitioner (NHS GP) or hospital stating the requesting person or their dependent has a physical handicap requiring this privilege.

3.14.2. Security Forces Pass and Registration will then issue the individual a Handicap Parking Vehicle Decal which is to be displayed on the dash of the individual's vehicle. **Note:** On-base handicap decals are not valid for handicap parking privileges off the installation. Personnel who wish to obtain off-base handicap parking privileges should contact the Social Services Department of the county council in which they reside, i.e. Norfolk, Suffolk etc.

3.14.3. Local nation handicap parking decals will be recognized by on base authorities.

**3.15. Miniature Motorized Scooters and Gopeds.** Due to their inherent small size and relatively high speed, miniature motorized scooters, gopeds, and similar recreational vehicles are not to be registered on RAF Lakenheath. Such vehicles do not conform to on-road vehicle safety requirements, and owners are prohibited from operating them on or off road.

## Chapter 4

### TRAFFIC CODES.

**4.1. General Requirements.** Personnel stationed in the United Kingdom will obtain a 3AF Form 435 within 14 days of arriving. Personnel will not operate their vehicles without license plates. United Kingdom license plates and insurance are required prior to operating a vehicle. Individuals who are stopped for operating a motor vehicle without a 3 AF Form 435 after 14 days upon arrival, will be apprehended.

**4.2. Base Speed Limits.** Base speed limits are as follows:

4.2.1. Parking lots are 5 mph except where posted.

4.2.2. All roadways are 25 mph except where posted.

4.2.3. Military Formations (PT, Marching, etc.): 5 MPH when passing formations and/or pedestrians IAW Paragraph 5.7.

4.2.4. Flight line areas:

4.2.4.1. Close proximity to aircraft: 5 mph.

4.2.4.2. Aircraft parking ramps: 15 mph

4.2.4.3. Taxiways: 15 mph.

4.2.4.4. Perimeter: 25 mph

4.2.5. Outbound installation entry/exit point lanes: 15 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. Drivers will be careful when driving near children and pedestrians. If necessary, warn pedestrians by sounding the horn.

**4.3. Traffic Complaints.** Traffic tickets will not be issued on any RAF installation for reported traffic violations that are not verified or witnessed by on-duty SF personnel. For incidents occurring on or off the installation, the complainant provides a written statement and a "Traffic Complaint" blotter entry is accomplished. 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.

**4.4. Traffic Enforcement.** Security Forces are authorized to conduct speed and traffic enforcement on installation roadways under the control of the 48 FW.

4.4.1. Unless directed by the installation commander or designee, Security Forces will not conduct traffic checks for the sole purpose of checking drivers' documents or safety belt use with the exception of the installation entry points.

4.4.2. Seat belt enforcement shall be incorporated into everyday traffic supervision and law enforcement operations (i.e., accident investigation, traffic stops, etc.). Violators will be issued a traffic ticket accompanied with a 7 day Notice of Suspension of Driving Privileges. A second infraction will result in a 14-day suspension. A third infraction will result in a 30-

day suspension. **Note:** The following personnel will hold an exemption to the wearing of seatbelts whilst in the execution of their duties: refuse collectors, Royal Mail postmen, police and fire & rescue services. For a more comprehensive list check [http://www.direct.gov.uk/en/TravelAndTransport/Roadsafetyadvice/DG\\_4022064](http://www.direct.gov.uk/en/TravelAndTransport/Roadsafetyadvice/DG_4022064)

4.4.3. Taxi drivers must wear their seat belts when operating their vehicles within the confines of the installation.

#### 4.5. Emergency Vehicles.

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. Base fire marshal.
- 4.5.1.5. Explosive Ordnance vehicles.
- 4.5.1.6. Security Forces vehicles.
- 4.5.1.7. CE barrier crew.
- 4.5.1.8. Ambulances.

4.5.2. Emergency Vehicle Lights. Only emergency vehicles will be equipped with blue or red emergency lights and must conform to the color specified for emergency services vehicles in the traffic code of the host country law. In accordance with United Kingdom law, only fire, police and ambulance vehicles may be equipped with blue lights. Fire service control, explosive ordnance disposal and base disaster mobile command post vehicles may be fitted with red warning beacons for use at the scene of an emergency. All other vehicles authorized to operate on the taxiways and runways (i.e. airfield management, maintenance vehicles, flight safety, and alert/reflex trucks) will be equipped with hazard warning lights (four-way flashers) or yellow warning beacons as required by the Department of Transportation. **Note:** Non-emergency vehicles currently fitted with blue lights may not operate their blue lights off of the installation, and should replace blue beacons with appropriate yellow airfield beacons through attrition.

4.5.3. Permissible Conduct For Emergency Vehicle Operators.

- 4.5.3.1. When responding to an emergency call, pursuing an actual or suspected violator of the law and responding to but not returning from a fire, medical, or other emergency response, operators of authorized emergency vehicles may:
  - 4.5.3.2. Park or stand in any area the emergency responders deem beneficial to the response, irrespective of another provision of this instruction.
  - 4.5.3.3. Proceed past a red or stop signal or stop sign, after slowing as necessary for safe operation.
  - 4.5.3.4. Exceed a maximum speed limit, as long as the operator does not endanger life or property.

4.5.3.5. Disregard a regulation governing the direction of movement or turning in specified directions.

4.5.4. Security Forces and Air Force Office of Special Investigations (AFOSI) personnel may operate an authorized vehicle without utilizing the audible or visual signals required if the operator is responding to an emergency call or pursuing a suspected violator when they reasonably believe that:

4.5.4.1. Knowledge of the presence of the Security Force Member or AFOSI Agent will cause the suspect to:

4.5.4.2. Destroy or lose evidence of a suspected felony.

4.5.4.3. End a suspected continuing felony before the Security Force Member or Special Agent has obtained sufficient evidence to establish grounds for apprehension.

4.5.4.4. Evade apprehension or prevent identification of the suspect or the suspect's vehicle.

4.5.5. Due to traffic conditions on a roadway, emergency vehicle operators must be aware that vehicles moving in response to the audible or visual signals may increase the potential for a collision or unreasonably extend the duration of the pursuit.

4.5.6. Operators of authorized emergency vehicles are not relieved from the duty to operate their vehicle with appropriate regard for the safety of all persons or the consequences of reckless disregard for the safety of others.

**4.6. 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.

**4.7. Bicycles.** Personnel who ride bicycles are subject to the rules of the road as outlined herein and in USAFE 31-202 and AFI 31-218:

4.7.1. Obey all traffic rules and regulations.

4.7.2. Required protective equipment must be worn, including helmets. 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 headlight and tail light must also be affixed to the bicycle.

4.7.3. Traffic tickets issued in connection with bicycle operations will be processed as moving violations.

4.7.4. The wearing of portable headphones, earphones, or other listening devices while operating a bicycle is prohibited and will be treated as a moving violation.

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

4.7.6. Personnel not governed by AE 190-1 and 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.

**4.8. Motorcycles and Off-Road Vehicles.** All personnel, regardless of nationality, are required to utilize protective gear in accordance with AFI 91-207 Para. 3.4 while operating these types of vehicles, as well as any other vehicle without an enclosed operator's cab (motorized scooter, motorized tricycle). Motorcycle operators must possess a valid Class 1 motorcycle license. Personal dirt bike operators must possess a valid Class 1 motorcycle license and also pass all mechanical and safety standards as prescribed under USAFE Instruction 31-202. Personal All Terrain Vehicle (ATVs) and similar off-road vehicles such as dirt bikes will be registered at the 48 SFS Vehicle Registration Office (S5BV) IAW USAFE Instruction 31-202/AE 190-1. Personal ATVs must pass all mechanical and safety standards as prescribed under USAFE Instruction 31-202, and drivers must possess a valid Class 2 3 AF Form 435. Personal off-road vehicles will not operate in an off-road manner on any part of the installation. Government owned ATVs are authorized for official use only, and to be operated only where the mission dictates. Violators will be issued a traffic ticket accompanied with a 7-day Notice of Suspension of Driving Privileges.

**4.9. Skateboards, Scooters, Roller-Skating and Rollerblading.**

4.9.1. Skateboarding/Skating/Rollerblading/Scooters are allowed in all housing areas. Required protective equipment must be worn, including helmets. During periods of reduced visibility, e.g. inclement weather, a high visibility outer garment or reflective equipment must be worn.

4.9.2. When a sidewalk is available, skateboarders/rollerblades/scooter riders shall not skate/ride in the open road. The sidewalk must be utilized when available. In all other areas, stay to the far left side of the road.

4.9.3. Skateboarders/skaters/rollerblades/scooter riders must yield to all vehicle and pedestrian traffic.

4.9.4. Ramps will not be personally built, nor will installation equipment/property (park benches, handrails, etc.) be used to perform stunts/tricks. Violators will be held financially and legally liable for damage to any government or private property.

4.9.5. Traffic tickets issued in connection with skateboarding, roller-skating, scooters, or rollerblading will be processed as non-moving violations. The wearing of portable headphones, earphones, or other listening devices while operating Skateboards/Skates/Rollerblades /Scooters is prohibited and will also be treated as a non-moving violation.

**4.10. Vehicle Towing, Impoundment Procedures and Wheel Clamping Procedures.**

4.10.1. Persons accepting installation driving privileges have given their written consent for the removal and temporary impoundment of their POVs under certain conditions which are explained to them during registration procedures. The written consent is maintained at the Pass and Registration office. AFMAN 31-116, provides standards and procedures for impoundment actions to include owner notification, towing, storage, protection, searching and inventories of impounded vehicles.

4.10.2. Vehicles are subject to impoundment or wheel clamping for the following reasons:

4.10.2.1. Vehicles with expired road tax (14 days or more).

4.10.2.2. Vehicles not in compliance with base registration requirements as set forth in Chapter 3 of this instruction.

4.10.2.3. Vehicles with expired stateside or European license plates (45 days or more).

4.10.2.4. Fictitious display of road tax or license plate.

4.10.2.5. Any unsafe vehicle as identified in Attachment 2 of this instruction.

4.10.2.6. Unauthorized vehicles parked in handicap parking spaces.

4.10.2.7. It interferes with traffic, threatens public safety or convenience.

4.10.2.8. Is involved in criminal activity, or is stolen or abandoned.

4.10.3. As directed by competent military authority (48th Security Forces Squadron/Operations Officer or higher, 48 FW Anti-Terrorism Officer or higher) may direct the immediate impoundment of vehicles for military necessity. **Note:** During increased Force Protection Conditions, the 48 MSG/CC or higher may suspend normal vehicle impoundment procedures and implement a more stringent requirement to facilitate an increase in force protection procedures. This may include immediate removal and impoundment of vehicles, without notification to owners, when deemed necessary.

4.10.4. If a condition listed in paragraphs 4.10. through 4.10.3. of this document exists and it is determined the vehicle will be impounded; 48 SFS/S2 will impound the vehicle.

4.10.4.1. Once a vehicle is impounded it is the owner's responsibility to pay all towing and storage fees incurred.

4.10.4.2. All appeals for impounded vehicles will be directed to the 48 MSG/CC for final adjudication.

4.10.5. If a condition listed in paragraphs 4.10. through 4.10.3. of this document exists and it is determined the vehicle will be immobilized through the use of a wheel clamp, 48 SFS/S2 will complete the following:

4.10.5.1. A warning sticker will be conspicuously placed on the driver's side window, warning the driver of the clamp to prevent damage to the vehicle.

4.10.5.2. All violators will be instructed to report to 48 SFS/S2 within 3 days to have the clamp removed.

4.10.5.3. If no contact is made after 3 days then a DD Form 2504, *Abandoned Vehicle Notice*, will be placed on the vehicle with instructions to report to 48 SFS/S2 within 3 days or the vehicle will be will be impounded.

4.10.6. Use of the vehicle clamping device or vehicle impoundment does not preclude the violator from being issued an AF Form 1408 and appropriate action being taken against the registered owner.

#### **4.11. Abandoned Vehicle Program.**

4.11.1. An abandoned vehicle is defined as the legal and/or registered owner leaving the vehicle in one place for a period of seven consecutive calendar days, with no intention of returning for it, making it road legal, or making legal arrangements to transfer ownership to

another individual. AFI 31-218(I), Chapter 6, sets forth procedures for vehicle towing and impoundment.

4.11.2. Security Forces Investigations is the OPR for the abandoned vehicle program, to include operation of the Security Forces Impound Lot which is north of Rochester Road adjacent to the 48 LRS/LGRDDO Parking Area. Disposition instructions for "tax free/concession" vehicles are outlined in HMCE Value Added Tax (Personal Relief for Special Visitors) Order 1992. Disposition procedures for all other impounded vehicles will be coordinated by 48 SFS Investigations IAW AFMAN 31-116.

4.11.3. If a vehicle is suspected of abandonment, notify the Base Defense Operations Center. The vehicle will be cited with a DD Form 1408 per paragraphs 4.3. through 4.3.8. of this document. Document this action in the Security Forces blotter. Once the 72 hours has expired, a DD Form 2504 will be issued and forwarded to 48 SFS/S2 for further action.

4.11.3.1. Upon receipt of the DD Form 2504, 48 SFS/S2 will make all reasonable attempts to contact the registered owner or responsible party of the vehicle.

4.11.3.2. If 48 SFS/S2 is unable to identify or contact a registered owner or responsible party for the vehicle, a member of 48 SFS/S2 will contact the towing contractor to have the vehicle towed to the Security Forces Impound Lot and complete a DD Form 2505, *Abandoned Vehicle Removal Authorization*.

4.11.3.3. After the vehicle is removed, Security Forces will complete a DD Form 2506, *Vehicle Impoundment Report*, as a record of action taken. Security Forces will conduct an inventory listing personal property. Place the personal property in the trunk and secure the vehicle for safekeeping.

4.11.3.4. Attempts to contact the registered owner or responsible party will be continued for 120 calendar days and documented within a DD Form 2507, *Notice of Vehicle Impoundment*. at which time the vehicle will be disposed of as abandoned property if an owner of the vehicle is not located.

4.11.4. If after 120 days an owner has not been located 48 SFS/S2 will coordinated disposal of the vehicle as abandoned property by following procedures as prescribed by AFI 31-218(I), Chapter 6-6.

4.11.5. Once procedures are met, 48 SFS/S2 will complete a Memorandum for Change of Registered Keeper to be forwarded to DVLA. Once the Change of Keeper has been submitted, the abandoned property will be crushed as prescribed by the local Memorandum of Agreement between 48 SFS and Beck Row Auto Car Spares. The Memorandum cannot be completed until 120 days after the vehicle has been towed and diligent efforts have been made to locate the owner or lien holder.

4.11.6. If a POV is impounded for evidentiary purposes, the vehicle can be held for as long as the evidentiary or law enforcement purpose exists. If evidentiary value no longer exists, the vehicle must then be returned to the owner without delay unless directed otherwise by competent authority using procedures outlined in 4.11.3.1 - 4.11.3.4.

4.11.7. The registered owner or responsible party of the vehicle is liable for any damage incurred to the vehicle during the towing and/or impoundment process.

**4.12. Radar Detectors.** IAW DoDI 6055.04 *DoD Traffic Safety Program*, Speed radar detection devices are prohibited for use on any Air Force Installations.

**4.13. Alcoholic Beverages.** No person shall consume an alcoholic beverage while operating or while within the passenger compartment of a motor vehicle.

4.13.1. No person shall possess an open container of alcoholic beverage within the passenger compartment of a motor vehicle that is on an Air Force Installation.

4.13.1.1. For the purposes of this section, "open container of alcoholic beverage" means any bottle, can, jar or other receptacle that contains a beverage with one-half of one percent or more of alcohol by volume and that has been opened, has had its seal broken or the contents of which have been partially removed. "Passenger compartment" means the area of a motor vehicle designed for the seating of the driver and other passengers of the vehicle. Passenger compartment includes an unlocked glove compartment and any unlocked portable devices within the immediate reach of the driver or any passengers. Passenger compartment does not include the trunk, a locked glove compartment or the area behind the rearmost upright seat of a motor vehicle that is not equipped with a trunk. Violation of this rule will result in the driver receiving a traffic ticket and six points will be assessed to their license.

4.13.1.2. This section does not apply to a passenger in any bus, limousine, taxi, or a passenger in the living quarters of a motor home off of the installation.

4.13.2. Drivers give implied consent to evidential tests for alcohol or other drug content of their blood, breath, and/or urine as a condition of accepting installation driving privileges. This consent applies when lawfully detained, apprehended, or cited for any impaired driving offense committed while driving or in physical control of a motor vehicle on the installation.

4.13.3. If the percentage of alcohol is 0.08 (percent of weight by volume of alcohol in the blood based on grams of alcohol per 100 milliliters of blood); or more, the person is considered drunken driving and in violation of Article 111, *Uniform Code Military Justice* (UCMJ). **Note:** Only Members of a regular component of the armed forces and reserve component while on active duty orders are subject to the UCMJ.

4.13.4. If the percentage of alcohol in the person's blood is less than 0.08, the individual could be charged with drunken driving IAW Article 111, UCMJ, based on subject's action while operating a vehicle and other evidence, to include the driver's performance on field sobriety tests.

4.13.5. In the UK, a converted level of a BAC or Breath Alcohol Content (BrAC) of 0.10 percent or greater is considered intoxicated by civil authorities. Blood alcohol level below 0.10 will be considered with other competent evidence by on base authorities in accordance with paragraphs 4.13.2 and 4.13.3 in determining whether an individual was under the influence of intoxicants for military prosecution or administrative action.

4.13.6. Upon authorization from 48 MSG/CC or designee, any individual apprehended for an alcohol or drug-related driving incident will be issued a Notice of Preliminary Suspension of Driving Privileges. Upon issuance of a preliminary letter of suspension from either the BDOC or Security Forces Reports and Analysis, the individual will surrender their 3AF Form 435 and have a copy taken of their US/National Driving License.

4.13.7. Implied consent refusal will result in a 12-month revocation to run consecutively to a drunk driving conviction revocation or independently, if acquitted (not guilty finding) for the drunk driving offense.

4.13.7.1. The 48 FW/CC has issued guidance for the purpose of promoting a program of safety and welfare at the Liberty Wing. It highlights a system of ongoing prevention programs and provides a summary of possible responses to DUI offenses within the 48 FW. Driving under the influence of alcohol places every one of us and our family members at risk. It is a crime which is strictly enforced by the local constabulary and punishable under the UCMJ.

4.13.7.2. The Wingman Culture is Airmen taking care of Airmen by making responsible decisions that keep themselves and each other safe and healthy. Numerous on-going DUI prevention programs highlight our culture of Airmen taking care of Airmen. These programs include:

4.13.7.2.1. Airmen Against Drunk Driving – to volunteer call 0800-328-0178

4.13.7.2.2. Liberty Patrol

4.13.7.2.3. Wingman Card

4.13.7.2.4. Taxi Chit Program

4.13.7.2.5. Liberty Wing Anti-DUI Honor Roll

4.13.7.2.6. Alcohol Awareness Publicity Campaigns

4.13.7.2.7. Squadron activities to include pre-weekend safety briefings

4.13.7.3. When a DUI occurs, the following actions will occur:

4.13.7.3.1. Unit Commander will complete an initial hot wash of the incident and submit an After-Action Report through the Group Commander to the 48 FW/DS and 48 FW/CCE no later than the first duty day following the incident (Attachment 3).

4.13.7.3.2. Group Commanders will ensure the Wing Commander is notified in a timely manner of the DUI event. Alleged offenders will report in service dress to the Wing Commander with respective Group Commander, Squadron Commander, Squadron Superintendent, First Sergeant, and supervisor within three duty days following the incident. At a minimum, all parties attending should be advised that this is one-way conversation and that the accused is not expected to speak and should not speak unless he is formally advised of his Article 31 rights/right to counsel.

4.13.7.3.3. The date of the last DUI will be displayed on the Commander's Access Channel and computer log-in pop-ups.

4.13.7.4. Group and Squadron Commanders will also consider the following actions after DUIs in their organizations:

4.13.7.4.1. In addition to an automatic loss of on-base driving privileges for the member, commanders will also consult with the base legal office and consider the full range of criminal and administrative actions available.

4.13.7.4.2. If considering a Commander's call or meeting, they should take place after completion of the investigation and any necessary disciplinary action, and specifics of the offense should not be discussed

4.13.7.4.3. Consider assuming responsibility for the next two unfilled AADD weekend manning periods.

4.13.7.4.4. Consider conducting an on-line AFCAST Drinking and Driving survey. Contact 48 FW/SE to conduct the survey.

4.13.7.4.5. Consider a no-alcohol order for the entire unit after consultation with the base legal office.

4.13.8. All squadrons should supplement the overarching wing DUI program with their own unit-level program. This may involve completing DUI surveys, serving as AADD drivers, or participating in alcohol awareness activities. However, every DUI prevention program must be grounded in a wingman culture.

**4.14. Cell Phone Use.** Per AFI 91-207, *The US Air Force Traffic Safety Program*, vehicle operators on an Air Force (AF) Installation and operators of government owned, leased, or rented vehicles, on or off AF Installations, shall not use cell phones, to include texting, while the vehicle is in operation, except when using a hands-free device or hands-free operating mode. The term "hands-free" is any means of using the phone that still allows the vehicle to be operated with both hands on the steering wheel. Vehicle operators should pull over and place the vehicle in park before using any cell phone. Violators will be issued a traffic ticket accompanied with a 7 day Notice of Suspension of Driving Privileges.

**4.15. Suspensions/Revocations.**

4.15.1. Persons undergoing suspension/revocation action must surrender their 3AF Form 435 to Security Force Reports and Analysis prior to the end of the first duty day after the suspension takes effect. 48 SFS Pass & Registration will annotate on the AF Form 3 for vehicles that will be on base. Properly licensed, insured, and authorized individuals may operate the vehicle. Family members having installation driving privileges may re-register the vehicle IAW this instruction.

4.15.1.1. All Government Vehicle Operators must turn in their AF Form 2293 to 48 SFS/S3 Operational Flight upon notification of suspension or revocation of base driving privileges.

4.15.1.2. Personnel who are assigned a flightline driving competency card must have their flightline driving authorization revoked upon suspension/revocation of base driving privileges IAW Lakenheath Instruction 13-202, *Airfield Driving*.

4.15.2. Individuals whose driving privileges are suspended/revoked may request an administrative hearing within 10 calendar days of receipt of the notification letter. The 48 MSG/CC may decide to stay the suspension or revocation until the actual administrative hearing. If no request for a hearing is made, the suspension/revocation order takes effect upon the issuance date of the notification letter.

4.15.3. Requests for all limited driving privileges, probation or reinstatement will be submitted in writing and evaluated on a case-by-case basis. If a request is not submitted at the administrative hearing, the request will be routed through the individual's unit

commander and 48 SFS Reports and Analysis to the 48 MSG/CC. Individuals receiving limited driving privileges will be notified (provided the individual's driver's license is valid and current) in writing. This approval memorandum will be in the individual's possession when operating a motor vehicle. Limited privileges will be automatically voided if stopped for subsequent alcohol/drug related driving incidents.

4.15.4. The 48 MSG/CC may consider the reinstatement of driving privileges for persons awaiting the results of civil court action.

4.15.5. 48 SFS Reports and Analysis does not automatically report suspension/revocation action to United Kingdom civil authorities, but will respond to direct inquiries about a specific driver's status on a case-by-case basis.

4.15.6. 48 SFS Reports and Analysis will report driver's revocation/suspension action to the individual's state driver's license authority, using return receipt US Postal Service.

4.15.7. The 48 MSG/CC will honor suspensions/revocations from civil police and/or civil court authorities, and personnel who PCS'd to RAF Lakenheath that are under a current mandatory revocation from their previous assignment.

4.15.8. Individuals receiving suspension or revocation of driving privileges from off-base authorities are required to report to 48 SFS Reports and Analysis within 24 hours with copies of the British Court findings.

4.15.9. Commanders may direct individuals to attend the Course V, Driver Improvement Program (DIP) prior to reinstatement of suspended driving privileges. The DIP is designed to improve driving habits and knowledge. People should complete this course once. Attendance by Driving Under the Influence offenders is not appropriate.

4.15.10. Any member who has been issued a temporary suspension letter while awaiting test results may, if the results return negative, apply immediately in writing through 48 SFS Reports and Analysis for reinstatement of their driving privileges.

#### **4.16. Long Term Parking.**

4.16.1. There is one designated area on RAFL (parking lot [back four rows] on Douglas Avenue adjacent to Building 1319, Strike Eagle Complex) where individuals departing the local area on TDY orders, deployment orders or extended periods of leave, consisting of 7 days or longer may park their vehicles.

4.16.2. All personnel who wish to utilize long term parking on RAFL must use the parking area (back four rows) located adjacent to Building 1319, Strike Eagle Complex. Vehicles parked in this area must display contact information of a designated individual who can move the vehicle. This information should include the name, unit, address, and phone numbers of the individual left in charge of the vehicle. Vehicles failing to display this information or parked outside of these designated areas for more than 7 days are considered abandoned and subject to citations, towing, booting, and impoundment as the situation may dictate.

4.16.3. Recreational vehicles, vehicles requiring maintenance, awaiting parts and "For Sale" vehicles are not authorized to be parked in these parking lots and will be cited with a DD Form 1408. Any vehicle in violation of this policy will be subject to towing, booting, or impoundment as the situation may dictate.

**4.17. Reserved Parking Spaces/Traffic Altering Request.**

4.17.1. Reserved parking will be limited to mission essential personnel, rank of Colonel and above, commanders working at squadron level or higher, First Sergeants, Wing Command CMSgt and disabled parking. Any deviation must be approved by the 48 MSG/CC or delegated representative. **Note:** MSG/CC has designated spaces for Deployed Spouse Permit Parking (DS Permit Parking) in the parking lots of the BX, Commissary, Fitness Center, and Hospital.

4.17.2. Reserved parking spaces will not exceed 10 percent of the base parking spaces available on the installation.

4.17.2.1. Reserved parking spaces will be revalidated every 3 years.

4.17.2.2. Reserved parking spaces for bicycle, motorcycle and visitors are considered separate parking spaces and are not counted against the 10 percent stated in paragraph 4.6.2. **Note:** RAF Lakenheath does not utilize car pool parking.

4.17.3. All requests for additional reserved parking spaces or traffic altering request will be forwarded to 48 CES via AF Form 332, *Base Civil Engineer Work Request*, prescribed by AFI 32-1001, *Operations Management*.

4.17.4. 48 CES will coordinate all traffic related work orders through the following:

4.17.4.1. 48 CES/CEO. (Operations Flight).

4.17.4.2. 48 CES/CEF. (Fire Department).

4.17.4.3. 48 CES/CEN (Traffic Engineer)

4.17.4.4. 48 SFS/S3OP. (Police Services).

4.17.4.5. 48 FW/SE. (Safety).

4.17.5. All reserved parking spaces not properly coordinated will be removed without notice. **Note:** Civil Engineering will not process any requests without the approval of 48 MSG/CC or designated representative.

**4.18. Presentation of Documents.** The following documents must be presented immediately upon demand by proper authorities: 3AF Form 435.

**4.19. Vehicle Accidents.** UK civilian police have sole investigative authority on all off-base traffic accidents. 48 FW/SE has authority to investigate off-base traffic accidents. They will maintain a close liaison with civilian police agencies and Security Forces as required. **Note:** It is a violation of UK Law for any driver to leave the scene of a motor vehicle accident without permission of the local police. Any military, civilian component or dependant leaving the scene of an accident either on or off base can be subject to UCMJ or discipline and administrative actions.

**4.20. Flightline Driving.** Violations of flightline specific driving rules contained in Lakenheath Instruction 13-202, *Airfield Driving*, will be handled by Airfield Management personnel. Violators will be reported or escorted to Airfield Management Operations. This does not preclude Security Forces personnel from enforcing standards set forth in this instruction on the airfield.

#### 4.21. Traffic Citations.

4.21.1. UK, other foreign nationals, and non-base affiliated civilian offenders may be issued a DD Form 1408 for minor traffic offenses on the installation. Citations will be forwarded to the head of the Squadron/Organization or Company for which the offender is affiliated on RAF Lakenheath. MOD staff offenders will have the citation sent to the Station Commander (RAF/CC) for command action.

4.21.2. UK, other foreign nationals and non-base affiliated civilian offenders involved in major traffic offenses, i.e. Drunken Driving, serious accident, and reckless driving, will be detained on scene and released to the Ministry of Defence Police, or should they decline to respond, Suffolk County Constabularies.

4.21.3. At the discretion of the 48 MSG/CC or designated representative, 3 traffic tickets (parking included) issued to an individual within a 90-day period may result in a 90-day suspension of driving privileges.

4.21.4. At the discretion of the 48 MSG/CC or designated representative, 5 traffic tickets (parking included) issued to an individual within a 180-day period may result in a 180-day suspension of driving privileges.

4.21.5. At the discretion of the 48 MSG/CC or designated representative, 6 points assessed within 180-day period will result in a warning letter/commander action.

4.21.6. At the discretion of the 48 MSG/CC or designated representative, 12 points assessed within a year period will result in a 1-year suspension of driving privileges.

4.21.7. At the discretion of the 48 MSG/CC or designated representative, 18 points assessed in a 18 month period will result in a 2-year suspension of driving privileges.

4.21.8. Any military, civilian component or dependent members cited on or off base for double the posted speed limit shall receive an automatic 6 month driving suspension.

4.21.9. Any military, civilian component or dependent members cited on or off base for a speed of 99mph+ shall receive an automatic 1 year driving suspension.

4.21.10. The following violations will result in automatic suspensions of the 3AF Form 435, *3AF Driving/Fuel Permit* for all personnel who are observed by security forces, or other authorized personnel and issued a DD Form 1408. The 48 MSG/CC or designated representative will suspend driving privileges of individuals who are observed as follows:

4.21.10.1. Not wearing seatbelts.

4.21.10.2. Personnel observed texting via a cell phone or other hand held device.

4.21.10.3. Personnel observed talking on and/or operating a cell phone.

4.21.11. The MSG/CC or designated representative will suspend driving privileges for paragraphs 4.21.10.1. to 4.21.10.3. as follows:

4.21.11.1. First violation: suspension for 7 days.

4.21.11.2. Second violation: suspension for 14 days.

4.21.11.3. Third violation: suspension for 30 days.

4.21.12. All personnel have the right to appeal against the driving suspension and issued DD Form 1408 and should follow the steps as described in chapter 6, with the following exceptions.

4.21.12.1. Any intention of appeal must be notified to 48 SFS, Reports & Analysis Section (Building 1092) within 24 hours of ticket issue.

4.21.12.2. All appeal paperwork must be received by 48 SFS, Reports & Analysis within 48 hours.

4.21.12.3. The appeal package (to include Copy of DD Form 1408, Copy of Temporary Suspension Letter signed by MSG/CC and Statement/Memorandum of Appeal from driver) will be processed to the DFC for initial adjudication. Should the DFC agree with the grounds for reinstatement the DFC will sign a reinstatement Memorandum which will be processed by 48 SFS Reports and Analysis. Should the DFC disagree with reinstatement, the package will proceed to the MSG/CC as in chapter 6.

**4.22. On Base Contractors.** Each contractor gaining access to RAF Lakenheath or RAF Feltwell will receive a memorandum from the 48 FW/CC for general driving safety requirements.

**4.23. General Parking Space/Area.**

4.23.1. The only authorized general parking spaces (excluding quarters driveways) on RAFL are those marked with white/yellow lines or shaded brick/concrete and recognized as a parking space. Although UK traffic law permits limited parking in areas marked or not marked with double, dashed or diagonal yellow lines, these areas on RAFL are considered non-designated and parking is prohibited.

4.23.2. Vehicles are not authorized to park on grass, dirt or seeded areas unless directed to for special functions. These areas will be designated by sign or as directed by traffic/parking personnel.

**4.24. Driver Distractions.** Vehicle operators on a DOD Installation and operators of GOVs will not use cell phones to include texting 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 hand-free cellular phones) while operating a motor vehicle is prohibited. Use of those devices impairs driving and masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, and human speech.

## Chapter 5

### TRAFFIC CIRCULATION.

**5.1. Locale.** RAFL is located in an area of normally light to heavy traffic on the roadways adjacent to and through the installation. The A1065 runs north-south and borders the east side of RAFL. Wangford Farm Road (designated a C road) runs east-west and is located north of RAFL main base. The B1112 runs north-south and is located west of RAFL. Peak traffic hours occur Monday-Friday, 0700-0830, 1130-1300, and 1600-1730. RAFF is located in an area of normally light traffic and will not be addressed here.

**5.2. Special Features of Traffic.** The roadways both on and off the installation present three definite hazards. First, the roads are constructed for British automobiles and larger US manufactured vehicles have difficulty maneuvering. Second, British roads are constructed for right-hand drive vehicles and a large percentage of the vehicles driven by base personnel are left-hand drive. Third, limited parking on the installation compounds problems with traffic flow during peak periods.

### **5.3. Adverse Road And Weather Conditions.**

5.3.1. Adverse road and weather conditions occur in and around RAFL, normally during winter months. Preplanning for fog, black ice, and flooding is recommended for all vehicle operators.

5.3.2. RAFL experiences heavy fog conditions from October through January with early morning fog as the greatest threat during December and January. The Command Post (CP) will announce current fog conditions over the base public address systems.

5.3.3. During periods when visibility falls below a quarter of a mile, GOVs will not be operated off base unless mission-essential and privately owned vehicle operators should reduce speed and exercise extreme caution. Only essential vehicles are permitted to operate on the flightline and then at a reduced speed commensurate with the conditions. During periods when visibility falls below 1/10 mile, only EMERGENCY GOVs will be permitted to depart the base or operate on the flightline and privately owned vehicle operators should consider postponing their journeys. Flightline vehicle speed limits will be reduced to 5mph during limited visibility. The operation of POVs on the flightline will be discouraged by all supervisors and prohibited at the discretion of Airfield Management Operations.

5.3.4. The hazard of sheet ice (black ice) on the roadways is a serious problem occurring predominantly between 1900-0900, November through March. Historically, January and February are the most hazardous months.. Caution should be utilized by vehicle operators when driving off base and vehicles operating on the flightline will be reduced to essential vehicles only when conditions for black ice are present.

5.3.5. Flooding does occasionally occur during heavy rainstorms. When these conditions occur, individual actions will be taken to reroute traffic around flooded areas. The following areas are known to exhibit drainage problems: intersection of Norwich and Plymouth Roads, Richmond and Yarmouth Roads, Bedford Road adjacent to Building 904/Fitness Center, Windsor Circle adjacent to quarters 528, Building 998/BX parking lot, and Bangor Road adjacent to Building 250/Lakenheath Youth Programs.

### 5.3.6. Road Conditions: (See Attachment 4)

5.3.6.1. When weather conditions dictate a change in driving conditions and/or school delays/closures, the CP will make the appropriate notifications (paragraph 5.4.6.5.). In the event of road conditions red or black, the CP will initiate an information only recall. Commanders and directors can direct a recall or direct delayed reporting at their discretion based on mission needs, therefore reporting instructions will vary depending on unit, job, and place of residence.

5.3.6.1.1. To find out the current driving condition and to check the status of DoDD school delays/closures, visit the Lakenheath webpage at <http://www.lakenheath.af.mil> or the Lakenheath Facebook or Twitter pages. Alternately, personnel can call the weather line at DSN 226-3541 (or commercial 01638-523541). The information will also be broadcast on local radio stations.

5.3.6.2. Weather Condition Change Process. The following outlines the process for changing weather conditions.

5.3.6.2.1. The on-duty SF Flight Chief or designated representative will ensure:

5.3.6.2.2. Contact is made with base weather to ascertain weather report and condition.

5.3.6.2.3. Morning Weather Sweeps. SF patrols will check high volume morning traffic routes, see Attachment 5, on base for severe road or weather conditions and report information to the BDOC no later than (NLT) 0300 daily. The BDOC will crosscheck with RAF Mildenhall BDOC and local civilian police to ascertain road conditions for Suffolk County.

5.3.6.2.4. Whenever weather and road conditions make driving hazardous and increase the likelihood of accidents (i.e., excessive fog, snow, ice), the on-duty Flight Sergeant or designated representative (BDOC) will contact the DFC (48 SFS/CC) to recommend a weather condition change.

5.3.6.2.5. A SF patrol will continue to verify road conditions throughout the day and ensure updates are immediately relayed if the weather continues to deteriorate.

5.3.6.3. The DFC or designated representative will recommend road condition changes to the MSG/CC or designated representative.

5.3.6.4. The MSG/CC or designated representative will then contact the CP with the appropriate road/weather condition and determine appropriate delayed reporting of Mission Essential Services Only (MESO).

5.3.6.5. The CP will update the Weather Line information, send out an AtHoc message, and contact the following agencies when notified of a change in road/weather condition, MESO status, or school/bus delay/closure:

5.3.6.5.1. 48 SFS/BDOC to confirm the official change in road/weather condition. SFS will make a blotter entry, change road condition sign at installation entry points, and brief personnel at entry points on driving conditions/speed limitations.

5.3.6.5.2. 48 FW/PA to update the Lakenheath intranet web page, update the public access webpage and the Commander's Access Channel slides. PA will send out base-

wide e-mail informing the base populace of the change in road/weather condition and any other pertinent safety information.

5.3.7. Squadron commanders will individually make determination on selective recalls and notifications within their units.

5.3.8. All MESO delays or cancellations still require Essential Service Personnel (ESP) to report for severe weather operations as determined by squadron commanders, and are instructed to proceed with care and caution.

**5.4. Special Event Contingencies.** The planning, supervision and direction of traffic control procedures required for events such as open houses, football games, bazaars, air shows, and base carnivals will be the responsibility of the Security Forces Police Services section (48 SFS/S3OP). Any agency or organization planning/hosting such an event must coordinate with 48 SFS/S3OP at least 30 days prior to the event date. 48 SFS/S3OP will ensure 48 FW/SE reviews all traffic control plans before implementation.

**5.5. Traffic Signs.** When possible, traffic control signs and devices will be in compliance with British standards. Those where there are no equivalent British sign or device will be based on the Manual on Uniform Traffic Control Devices (MOUTCD). The Wing Safety office will be responsible for monitoring traffic control devices used on the installation. The Base Civil Engineer is responsible for the construction, procurement, placement and maintenance of the required control devices based on work orders submitted by Safety.

**5.6. Military Formations.** You may not pass a marching/running formation until signaled by the person controlling the formation. The speed limit while passing formation is no faster than 5mph. Personnel conducting physical fitness training are present everywhere on base. You are required to yield to runners on all roadways, intersections, and crosswalks. Road guards or safety spotters will be utilized to safely control traffic.

**5.7. Off-Base Driving Restrictions.** It is prohibited to pass any vehicle traveling on the following roads: the A1101 (between Bury St. Edmunds and Littleport); the A1065 (between Brandon and the five-ways roundabout); the C602 (also known as "Holywell Row," connecting A1101 and B1112); the B1112 (between Methwold Hythe and Icklingham); the B1107 (between Brandon and Thetford); Wangford Road (between A1065 and B1112) and "Sedge Fen Road" (connecting A1101 and B1112). Exception: Slow-moving vehicles. A slow-moving vehicle is defined as any vehicle traveling less than 30 mph. When passing slow-moving vehicles, drivers have the responsibility to do so only where passing is safe and authorized by UK traffic laws. Any driver who violates the no-passing policy will face appropriate action under this instruction, Article 92 of the UCMJ, or other lawful authority. This may include revocation of 3AF Form 435.

**5.8. Off-Base Motorcycle Riding Restrictions.**

5.8.1. Filtering is defined as passing between lanes of stopped or slow moving vehicles while operating a motorcycle. Lane splitting is defined as passing between lanes of free-flowing traffic travelling at normal speeds while operating a motorcycle.

5.8.2. Filtering is permitted when traffic is stopped or moving at slow speeds, defined as 20 mph or less. Riders will filter at speeds no more than 10 mph faster than the surrounding traffic.

5.8.3. Lane splitting when traffic is moving faster than 20 mph is prohibited. Normal overtaking methods should be used.

5.8.4. All overtaking, including filtering, must follow UK Highway Code rules. Overtaking is not permitted where there is a “No Overtaking” sign, or if you have to cross over a solid white line to do so, on the hard shoulders of motorways, or past the lead vehicle on the approach to a crossing with zigzag white lines.

## Chapter 6

### ARMED FORCES TRAFFIC TICKET PROCESSING, DISPOSITION AND APPEAL PROCEDURES.

**6.1. Ticket Processing.** This paragraph describes requirements for unit commanders, first sergeants or designated officials to follow when processing traffic tickets issued to individuals or their units for violations listed in AFMAN 31-116 and AFI 31-218(I) and its USAFE Supplement, and Attachment 2 of this instruction. It also describes disposition and appeal procedures.

6.1.1. DD Form 1408 Issuing Procedures. When issuing a DD Form 1408, patrolmen will write, stamp or place a label on the back of the pink copy given to the violator with the following: —If you wish to rebut this citation report to 48 SFS Reports and Analysis (SFAR/S5R), Bldg #1092, within 5 duty days. If you do not notify 48 SFS Reports and Analysis of rebuttal request, it is assumed you do not wish to rebut the citation. Please notify your Commander or First Sergeant within 24 hours or next duty day.

6.1.2. If issuing a citation for a fix-it-ticket each violation must be written on a separate DD Form 1408.

### **6.2. Security Forces Processing and Disposition of DD Form 1408, Armed Forces Traffic Ticket.**

6.2.1. If the violator does not notify 48 SFS Reports and Analysis within five duty days of request to rebut the citation, 48 SFS Reports and Analysis will complete the administrative process by writing on the back of the white copy “Did not rebut” and endorse the infractions on the DD Form 1408. However, 48 SFS Reports and Analysis must still notify the violator’s first sergeant and commander of the violation. If the violator is assigned to another installation, forward the citation to the assigned installation for action. It is the responsibility of the installation which the member is assigned to input the citation and complete the administrative action in SFMIS.

6.2.1.1. Notification to the violator’s first sergeant and commander can be accomplished either via e-mail, base information transfer system (BITS) or official mail; however, the process must be standardized and provide accountability.

6.2.1.2. If the violator does not wish to rebut the violation, Reports and Analysis inputs the citation into SFMIS; the Reports and Analysis clerk will then check the appropriate response on the back of the citation and the violator requires no further action. **Note:** If through accumulation of points or offense the violator has met the requirement to revoke/suspended their driving privileges notify the 48 MSG/CC or designee for approval to revoke/suspend the violators driving privileges, then advise the violator’s first sergeant/commander (for military members) they need to escort the member to 48 SFS Reports and Analysis for issuance of revocation/suspension letter. If unable to contact the violator of the revocation/suspension, it will be sent via certified mail.

6.2.2. If an individual is cited for a serious/apprehendable offense such as drag racing on the installation, driving while under revocation, speeding over double the speed limit, the DD Form 1408 will be processed through 48 SFS Reports and Analysis as outline in Incident

Report Procedures. The nature of these incidents may generate a report. If so, process the report and ticket together.

6.2.3. When there is not enough information to locate the subject/owner of the vehicle, the ticket will be given back to the SF member to be voided. Prior to voiding the ticket, the issuing officer will make every effort and attempt to determine ownership of the vehicle. If the ticket has administrative errors, it will be returned to 48 S3/S3OP for correction. If the ticket needs to be voided, the issuing SF member or DFC may do so. No other person has the authority to void the ticket. This ensures the integrity of the ticket issuing process.

### **6.3. Security Forces Processing DD Form 1408, *Armed Forces Traffic Ticket*, rebuttals.**

6.3.1. If a member wishes to rebut a citation, log the DD Form 1408 into a local suspense tracking system and SFMIS.

6.3.1.1. If the violator requests to rebut the citation, Reports and Analysis clerk will obtain the answers to the following questions to give to the rebuttal authority:

6.3.1.1.1. Is the citation a suspendable offense?

6.3.1.1.2. Does the offender wish to make a personal appearance or a written rebuttal?

6.3.1.2. If the offender wishes to rebut the citation, then the unit commander or section commander will be forwarded the citation and all evidence for further action.

6.3.1.2.1. 48 SFS Reports and Analysis personnel will give the violator instructions on how to rebut the citation.

6.3.1.2.2. Provide a template for a written rebuttal. Inform the violator that their Commander must endorse DD Form 1408 for infractions the violator wishes to rebut.

6.3.2. Place the yellow copy of the DD Form 1408 in the suspense file pending disposition. Set a 14-day suspense for command action.

6.3.3. Complete blocks 19-23 on the back of the white copy and annotate any prior history, points assessed, and the suspense date. In the "Report of Action Taken on Traffic Violation", black out the words "No Action Taken"; this is not an option. If applicable, attach the driving history for the violator from SFMIS. Forward the white copy to the violator's commander for action. If a DD Form 1408 was issued during the course of an accident investigation, attach a copy of the accident report to the ticket when it is sent for command action.

6.3.4. If response on command action is not received by the due date, forward a memorandum, which can be electronic, "Notice of Late Suspense," giving an additional 7-day suspense. If the additional suspense is not met, send a "Notice of Second Late Suspense," memorandum to the unit commander with a courtesy copy to the group commander. Suspense extensions will be granted by DFC on case-by-case basis. Notices of Late Suspense can be completed electronically as long as 48 SFS Reports and Analysis maintains a copy of the read receipt.

6.3.5. Once finalized, record command action and enter it into the SFMIS case database. File the original DD Form 1408 as required by AFI 33-364, *Records Disposition Procedures and Responsibilities*.

6.3.6. Procedures for Rebutting the DD Form 1408.

6.3.6.1. The violator must submit a rebuttal letter, provided by 48 SFS/S5AR, articulating his/her position to the DFC through 48 SFS/S5AR within 14-days of receipt of the ticket. The letter must be endorsed by his/her commander. The purpose of this endorsement is to ensure command-level involvement.

6.3.6.2. 48 SFS Reports and Analysis will obtain a written statement from the Security Forces patrolman who issued the ticket for inclusion in the rebuttal package. The completed package will be forwarded to the DFC for his/her annotation/recommendation. If the DFC concurs with the rebuttal they will direct Reports and Analysis on what actions to take. If the DFC non-concurs the completed package will be forwarded to the rebuttal authority (wing commander or designee) for final decision. Once the rebuttal authority has made a decision, 48 SFS Reports and Analysis will notify the violator of the final outcome of his/her ticket rebuttal in writing.

KYLE W. ROBINSON, Colonel, USAF  
Commander, 48th Fighter Wing

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

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

AFI 11-215, *USAF Flight Manuals Program*, 22 December 2008

AFI 24-301, *Vehicle Operations*, 1 November 2008

AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, 14 July 2000

AFI 31-204\_USAFE Supplement, *Air Force Motor Vehicle Traffic Supervision* 5 January 2006

AFI 32-1001, *Operations Management*, 1 September 2005

DOD 4500.9R, *Cargo Movement*, 12 September 2011

3AFI 31-204, *Control of Concession Vehicles Within The United Kingdom*, 10 March 2005

3AFI 51-701, *Control Procedures for the Supply of Tax-Free Gasoline and Diesel Fuel in the United Kingdom*, 1 December 2008

Lakenheath Instruction 13-202, *Flightline Driving*, 11 March 2009

United Kingdom (UK) *Visiting Forces Act 1952*

*Memorandum of Understanding between US European Command Represented by HQ 3AF and the UK Ministry of Defence HM Customs and Excise Value Added Tax (Personal Relief for Special Visitors) Order 1992*

*Road Traffic Act of 1988*

*Public Passenger Vehicles Act of 1981*

*Transport Act of 1985*

*Manual on Uniform Traffic Control Devices for Streets and Highways*, 1 December 2009

***Prescribed Forms***

None

***Adopted Forms***

AF Form 3, *Hazard Abatement Plan*

AF Form 75, *Visitor/Vehicle Pass*

AF Form 332, *Base Civil Engineer Work Request*

AF Form 847, *Recommendation for change of Publication*

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

DD Form 788, *Vehicle Shipping Document*

DD Form 1408, *Armed Forces Traffic Ticket*

DD Form 2220, *DOD Registered Vehicle Decal*

DD Form 2504, *Abandoned Vehicle Notice*

3AF Form 5, *Request to Pay Customs and Excise Duty on a Concession Vehicle*

3AF Form 301, *Vehicle Transfer Request*

3AF Form 430, *Military/Civilian Registration and Certificate of Title of Motor Vehicle*

3AF Form 435, *3rd AF Driving/Fuel Permit*

HM Custom & Excise Form 941, *Request for Delivery of a Motor Vehicle Without Payment of Duty, VAT and Car Tax*

V5, *Vehicle Registration Document*

V10, *Vehicle License Application*

V55/5, *Application for British Vehicle Registration*

V890, *SORN Declaration*

### ***Abbreviations and Acronyms***

**AF**— Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFOSI**—Air Force Office of Special Investigations

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**BAC**—Blood Alcohol Content

**BDOC**—Base Defense Operations Center

**BITS**—Base Information Transfer System

**BrAC**—Breath Alcohol Content

**CP**—Command Post

**CVR**—Central Vehicle Registrar

**DAF**—Department of the Air Force

**DIP**—Driver Improvement Program

**DFC**—Defense Force Commander

**DOD**—Department of Defense

**DOT**—Department of Transportation

**DVLA**—Driver and Vehicle Licensing Agency

**ESP**—Essential Service Personnel

**EO**—Executive Order

**EU**—European Union  
**FW**—Fighter Wing  
**GOV**—Government Owned Vehicle  
**HQ**—Headquarters  
**HMRC**—Her Majesty Custom and Excise  
**IAW**—In Accordance With  
**MESO**—Mission Essential Services Only  
**MOD**—Ministry of Defense  
**MOT**—Ministry of Transportation  
**MOUICD**—Manual on Uniform Traffic Control Devices  
**MPH**—Miles Per Hour  
**MSF**—Motorcycle Safety Foundation Course  
**NAF**—Non-Appropriated Funds  
**NHS GP**—National Health Service General Practitioner  
**OPR**—Office of Primary Responsibility  
**ORV**—Off Road Vehicle  
**PA**—Privacy Act  
**PCS**—Permanent Change of Station  
**POV**—Privately Owned Vehicle  
**RAFF**—Royal Air Force Feltwell  
**RAFL**—Royal Air Force Lakenheath  
**RDS**—Records Disposition Schedule  
**SF**—Security Forces  
**SFS**—Security Forces Squadron  
**SFMIS**—Security Forces Management Information System  
**SJA**—Staff Judge Advocate  
**SVA**—Safety Visual Assessment  
**SORN**—Statutory Off Road Notification  
**TDY**—Temporary Duty  
**UCMJ**—Uniform Code of Military Justice  
**UK**—United Kingdom  
**US**—United States

**USC**—United States Code

**USAF**—United States Air Force

**USAFE**—United States Air Forces in Europe

**VAT**—Value Added Tax

**VIN**—Vehicle Identification Number

**VRO**—Vehicle Registration Office

### *Terms*

**Crosswalk**—That part of the roadway distinctly indicated for pedestrian crossing by lines, lights or other markings on the surface. These include Zebra, Pelican and US style crosswalks.

**Designated Parking Space/Area**—The only authorized general parking spaces (excluding quarters driveways) on RAFL are those marked with white/yellow lines or shaded brick/concrete and recognized as a parking space. Although UK traffic law permits limited parking in areas marked or not marked with double, dashed or diagonal yellow lines, these areas on RAFL are considered non-designated and parking is prohibited.

**Driver**—Any person who drives or is in actual physical control of a motor vehicle. A driver is in physical control when in position to manipulate the controls of a motor vehicle to regulate or restrain its operation and movement. For example, sitting in a parked car behind the steering wheel, with the ignition keys in his or her possession or in the ignition switch. The engine does not have to be running or the gears engaged. Driver is interchangeable with operator.

**Emergency Vehicles**—Fire Department equipment, Security Forces vehicles, ambulances, mobile command post, 48 MSG/CC and 48 MSG/CD vehicles, AFOSI and Explosive Ordnance Disposal vehicles. For the purpose of this instruction, the term emergency vehicle applies only when such vehicles are employing either flashing red or blue flashing lights and/or siren. At all other times, these vehicles will observe traffic control devices and instructions. Responding emergency vehicles will use the proper emergency equipment (lights and/or siren) and exercise caution at all times.

**Government Owned Vehicle (GOV)**—A motor vehicle owned, rented or leased by the Department of Defense (DOD). This includes vehicles owned, rented or leased by AAFES or NAF activities of the DOD. It also includes those vehicles rented, when authorized on official orders, by personnel TDY to this location.

**Motor Vehicle**—Any vehicle driven or drawn by mechanical power and manufactured primarily for use on public streets, roads and highways including Off-Road Vehicles.

**Motorcycle**—A motor vehicle having a seat for the use of the rider and sometimes a single passenger and designed to travel with not more than three wheels in contact with the ground. The term motorcycle will be used throughout this instruction, to include all powered two or three wheeled vehicles (excluding those manufactured as passenger cars).

**Off-Road Vehicle (ORV)**—A motorized vehicle with three or more wheels designed primarily for off-road use. Sometimes referred to as ATV, ATE, or ORE.

**Park**—The standing of a vehicle, whether occupied or not.

**Right-of-Way**—When used within the context of the regulation of the movement of traffic on a roadway means the privilege of the immediate use of the roadway.

**Roadway**—That portion of a street improved, designed, or ordinarily used for vehicular travel, exclusive of the berm or shoulder.

**Roundabout**—British traffic control device used at intersecting streets to facilitate ease of traffic congestion. Flow of traffic is clockwise and vehicles entering must yield to traffic on their right.

**Sidewalk**—That portion of street or area adjacent to the street intended for the use of pedestrians.

**Stop**—Complete cessation from movement. Stop, stopping, or standing, if prohibited, means any stopping of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directives of a police officer or traffic control sign or signal.

**Traffic Control Devices**—Signs, signals, markings, lights, or devices placed by a proper official to regulate, warn, or guide traffic.

**Vehicle**—Motor vehicles, battery operated vehicles, horse-drawn wagons/carriages, bicycles, etc., capable of transporting operators and/or passengers.

**Yield**—The driver of a vehicle approaching a yield sign or pavement marking shall slow down to a speed reasonable for the existing conditions and shall yield right-of-way to any vehicle or pedestrian in the intersection, roundabout, or approaching on another highway.

## Attachment 2

## RULES OF THE ROAD AND VIOLATIONS

Table A2.1. Rules of the Road Violations – Points Assessments

<b>RULES OF THE ROAD VIOLATIONS – POINTS ASSESSMENTS</b>			
<b>Note:</b> Points assessment are listed and other offenses and/or infractions not listed can be found in AFI 31-116 and AFI 31-218 (I)			
<b>Offense #</b>	<b>Offense Description</b>	<b>Summary of Offenses contained in description</b>	<b>Points Assessed</b>
<b>A2.1</b>	<b>Vehicle Registration</b>		
A.2.1.1	Registration Required in Vehicle	The current registration card 3AF Form 435 shall be carried at all times and be subject to immediate inspection by Security Forces.	1
A2.1.2	Attachment/Display of Valid Plates	Plates shall be displayed on the front and back on the outside of a motor vehicle until their lawful use expires, canceled, or revoked. Every number plate shall be maintained so as to be clearly legible, positioned to be clearly visible, and permanently affixed to the vehicle to prevent the plate from swinging or falling from the vehicle. Tinted plate covers of any form are not authorized.	2
A2.1.3	Attachment/Display of Road Tax Disc	All UK registered vehicles shall display a visible and legible current road tax disc attached to the lower left front windshield. Motorcycles will display road tax disc in a visible permanent mount.	2
A2.1.4	Fictitious Display	Vehicle operators shall not display on or attach to, the vehicle any fictitious number plate, road tax disc nor shall they utilize a number plate or road tax disc for any other vehicle than the one the documents were issued for.	3
A2.1.5	Mandatory Insurance	Every person operating a motor vehicle must have a current insurance policy (liability as a minimum) covering their vehicle. Proof of this insurance must be produced within 72 hours of a request/demand from competent authority (Security Forces, commander, first Sergeant, etc.) Proof includes an original, photocopy, or a copy of a current and valid motor vehicle or automobile liability policy, binder or certificate of motor vehicle or automobile liability policy.	3
<b>A2.2</b>	<b>Driver's License</b>		
A2.2.1	Legible Permit/License to be	Every military , family, DOD civilian and US civilian contractor member licensee shall have a	1

	Carried and Exhibited on Demand	legible & valid 3AF Form 435 in their immediate possession at all times when operating a motor vehicle & shall display the license upon demand by Security Forces. Further, all persons operating a GOV shall have a legible & valid AF Form 2293 in their immediate possession & shall produce the license upon demand by Security Forces.	
A2.2.2	Restricted License	No person shall operate a motor vehicle in any manner in violation of the restrictions imposed on a restricted license issued to him or her.	3
A2.2.3	Altered/Fraudulent License	No person shall knowingly display, cause, or permit to be displayed or have in his possession a canceled, revoked, suspended, fictitious, or fraudulently altered driver's license.	
A2.2.4	Using Driver's License of Another	No person shall use the driver's license of another individual, nor shall any person lend his driver's license to any other person or knowingly permit the use thereof by another.	
A2.2.5	Permit Unauthorized Minor to Drive	No person shall knowingly permit his child or ward or any person under the age of seventeen years to drive a motor vehicle when such person is not duly licensed or insured.	
A2.2.6	Permit Unauthorized Person to Drive	No person shall authorize or knowingly permit a motor vehicle owned by him/her or under his/her control to be driven by any person who is not duly licensed and insured.	
A2.2.7	Operating a Vehicle Without a 3AF Form 435	Individuals are required to obtain a 3AF Form 435 and will not operate a vehicle within the United Kingdom until they are properly licensed and have received a 3AF Form 435 issued in their name. <b>Note:</b> No points may be assessed to the driver as they do not have a license to assess the points against, however, they may be apprehended for Article #92/Failure to Obey Regulation.	
<b>A.2.3</b>	<b>Vehicle Movement</b>		
A2.3.1	POV Usage of Other Than Paved Roads	No POV shall use a gravel or dirt road on RAFL unless for official business.	1
A2.3.2	Off Road Vehicle (ORV) Usage	Prohibited on RAFL. <b>Exception:</b> GOV ORV on official business.	
A2.3.3#	Inattentive Backing	All vehicle operators will insure the area is clear of vehicles, pedestrians, & obstacles when backing a vehicle from any parking space, parking lot, roadway, or driveway.	3

A2.3.4#	Inattentive Driving		
<b>A2.4</b>	<b>Position To Make Turns</b>		
A2.4.1	Left Turn at Intersections/ Roundabouts.	The approach for a left turn and a left turn shall be made as close as practicable to the left-hand curb or edge of the roadway.	3
A2.4.2	Right Turn at Intersections/ Roundabouts	The driver of a vehicle intending to turn right shall approach the turn in the extreme right-hand lane lawfully available to traffic moving in the direction of travel of the vehicle. The driver shall make the turn to the correct lane immediately available for his direction of travel.	
A2.4.3	U-turns	No vehicle shall make a U-turn while on a roadway.	
A2.4.4	Improper Turning Movements	No official signal involved	
<b>A2.5</b>	<b>Speed</b>		
A2.5.1#	Reasonable and Prudent/Too Fast for Conditions	A person shall not drive a vehicle at a speed greater than is reasonable and prudent under the circumstances, conditions, and actual or potential hazards existing. In every event, speed shall be so controlled as may be necessary to avoid colliding with any object, person, vehicle, or other conveyance on the road.	2
A2.5.2#	Speed too slow for traffic conditions/ impeding the flow of traffic	Causing a potential safety hazard.	
A2.5.3#	Excessive Speed	1-10 mph over posted speed limit	3
A2.5.4#	Excessive Speed	11-15 mph over posted speed limit	4
A2.5.5#	Excessive Speed	16-20 mph over posted speed limit	5
A2.5.6#	Excessive Speed	20+ mph over posted speed limit	6
A2.5.7#	Speed Contests	To include drag racing	
<b>A2.6</b>	<b>Serious Moving Violations.</b>		
A2.6.1	Drunken Driving	It is unlawful for any person to drive or be in actual physical control of any vehicle on RAFL while intoxicated with an alcohol concentration of 0.08 (presumptive level) and higher. <b>Note:</b> Based upon the subject's actions while operating a vehicle and performance of field sobriety tests in conjunction with an obtained blood alcohol content of less than .08, a subject may still be apprehended for Drunken Driving IAW Article 111, UCMJ.	<b>Note:</b> Preliminary Suspension of Driving Privileges/Revocation of Driving Privileges/UCMJ Punitive Article, Article 111, Drunken Driving -
A2.6.2	Underage Drinking & Driving	No person under the age of eighteen will drive or be in actual physical control of a motor vehicle if he has an alcohol concentration of 0.01 or above	

			Points Assessed = 6
A2.6.3#	Reckless Driving	Willful and wanton disregard for the safety of persons or property	6
A2.6.4	Owner knowingly and willfully permitting a physically impaired person to operate the owners motor vehicle		
A2.6.5	Fleeing the Scene	Hit & Run – property damage only	
<b>A2.7</b>	<b>Right Of Way.</b>		
A2.7.1	Car on Right-Open Intersection/ Roundabout	When two vehicles enter or approach an intersection from different streets at approximately the same time, the driver of the vehicle on the left shall yield right of way to the vehicle on the right or in the roundabout.	3
A2.7.2	Yield Right at T Intersection	When a vehicle is on a continuing street and a vehicle is on the terminating street, the vehicle on the terminating street shall yield right of way.	
A2.7.3	Failure to Yield	No official sign Involved	4
A2.7.4	Failure to Yield to Emergency Vehicles		
A2.7.5#	Yield to Pedestrians	The driver of a vehicle shall yield to any pedestrian about to enter, entering, or in a marked crosswalk.	
A2.7.6	Following Too Close	Not allowing safe distance for stopping related to speed and conditions	
A2.7.7	Following Fire Truck/500 feet	The driver of any vehicle other than on official business shall not follow closer than 500 feet of any fire apparatus responding to an alarm.	
A2.7.8#	Failure to Stop for School Bus or School-Crossing Signals		
A2.7.9#	Improper Passing		3
A2.7.10#	Failure to obey traffic signals or traffic instructions of an enforcement officer or traffic warden; or any other official regulatory traffic sign or device requiring a full stop or yield of right of way; denying entry or requiring direction of traffic		
A2.7.11#	Improper Overtaking		
A2.7.12#	Other Moving Violations	Involving Driver Behavior only	
<b>A2.8</b>	<b>Stops And Miscellaneous Violations.</b>		
A2.8.1	Unauthorized Use of an Emergency Vehicle	No person shall operate a vehicle with emergency signaling devices (lights, sirens, etc.) when not responding to an emergency situation. In addition, no person shall operate a vehicle equipped with emergency signaling devices unless the vehicle is authorized as an emergency vehicle.	Zero
A2.8.2	Excessively Loud Music	No person shall operate a vehicle with the vehicle's audio system or any other type of audio system in	1

		the vehicle at a level where it may be heard at a distance of 50 feet.	
A2.8.3	Excessive Sounding of Horn	No person shall sound their horn unless for essential warning.	1
A2.8.4	Placing Hazardous Material on Roadway, Dumping Smoking Materials, Refuse, Rubbish, or Debris on Road	No person shall throw or deposit upon any roadway any glass, nails, tacks, wire, cans, or any other substance likely to injure any person, animal, or vehicle. No person shall dump, deposit, place, throw, or leave refuse, rubbish, debris, filthy odoriferous objects, substances, smoking materials, or other trash upon or along a roadway. If the act is committed from a motor vehicle, the driver of the vehicle shall be presumed to be the offender.	2
A2.8.5	Door as a Traffic Obstruction	A person shall not open any door on a motor vehicle unless it is reasonably safe to do so and can be done without interfering with the movement of other traffic. A person shall not leave a door open on a side of a motor vehicle available to moving traffic for a period of time longer than necessary to load or unload passengers.	
A2.8.6	Using a Cell Phone	No operator of any motor vehicle will use hand-held cellular telephones or other similar device which covers both ears and/or impedes hearing and detection of impending danger while the vehicle is in the traffic environment. The use of hands-free communication equipment is allowed, but operators must use caution because of the potential for driving distraction. The wearing of any other portable headphones, earphones, or other listening device is prohibited.	
A2.8.7	Open Alcoholic Beverage Containers	No open containers containing alcoholic beverages are allowed within the passenger compartment. This includes any liquor bottles where the manufacturer's seal has been broken.	
A2.8.8	Improper Vehicle Towing	Any vehicle being towed by another vehicle other than a wrecker must be occupied, shall be securely fastened to the other vehicle by straight bar, A frame, or drive wheels will be raised off of ground and must have emergency flashers operating	3
A2.8.9	Mechanical Raising and Lowering Devices	A person shall not raise or lower the height of a motor vehicle by mechanical means while the motor vehicle is in motion.	
A2.8.10	Driving Upon a Sidewalk	A person shall not drive any vehicle upon a sidewalk area except upon a permanent or duly authorized basis	
A2.8.11	Crossing Fire Hose	No vehicle shall be driven over any unprotected	

		hose of the fire department when laid down on any street, parking lot, or driveway to be used at any fire or alarm of fire without consent of the fire department official in command.	
A2.8.12	Operating a radar detection device	Used to indicate the presence of speed recording instruments or to transmit simulated erroneous speed	3
<b>A2.9</b>	<b>Vehicle Equipment.</b>		
A2.9.1#	Child Passenger Restraint	A person shall not operate a motor vehicle on the road when transporting a child three years of age up to 135cms (4ft 5ins) in height or their 12th birthday (whichever comes first) unless the child is properly secured in the appropriate child restraint seat. Exceptions to this are: a) In a taxi, if the right child restraint is not available; b) For a short distance in an unexpected necessity, if the right child restraint is not available; c) Where two occupied child seats in the rear prevent the fitment of third child seat; d) A person who is transporting a child requiring emergency medical care (Reference United Kingdom Department of Transportation Pamphlet).	
A2.9.2#	Seatbelts Required	All persons riding in a motor vehicle will have passenger restraint devices engaged and worn as directed by the vehicle manufacturer. This does not apply to US motor vehicles manufactured prior to 1966. Passengers are prohibited from riding in POV truck beds. Passengers are prohibited from riding in GOV truck beds, unless authorized as mission essential and on-base only (refer to AFI 91-207 for further details). It is the inherent responsibility of the operator to ensure all passengers are in compliance with this paragraph and thus, if a passenger were to be in violation of this paragraph, the operator would be issued the citation and the points assessed would be against same.	2
A2.9.3	Window Tint	Motor Vehicles first used before 1 April 1985 must allow at least 70 percent of visible light to be transmitted through the windscreen and front side windows. Motor Vehicles first used after 1 April 1985 must allow at least 75 percent of visible light to be transmitted through the windscreen and at least 70 percent to be transmitted through the front side windows.	

A2.9.4#	Operating an Unsafe/Defective Vehicle	To be used for vehicle defects or when operator fails to comply with repair request within time period allowed	2
<b>A2.10.</b>	<b>Motorcycles</b>		
A2.10.1	Rider and Passenger to Have Seat	A person operating a motorcycle shall ride only upon the permanent and regular seat attached thereto and the operator shall not carry any other person nor shall any other person ride on a motorcycle unless it is designed to carry more than one person.	2
A2.10.2	Muffler Required	A person shall not operate a motorcycle unless it is equipped with a working muffler or noise reduction equipment. A person shall not use a muffler cut-out, bypass, or similar device.	
A2.10.3	Motorcycle Equipment Required	A motorcycle and motor-driven cycle shall be equipped with a rearview mirror, seat, footrests for the operator, and at least one operable headlight. Any motorcycle operated with a passenger shall be equipped with seats, and footrests for such passengers.	
A2.10.4	Lighted Lamps are Required	Motorcycles or motor driven cycles shall display illuminated headlights at all time the motorcycle is in motion.	
A2.10.5	Depriving a Motorcycle Full Use of Lane	All motorcycles are entitled to the full use of a lane and a person shall not drive a motor vehicle in such a manner as to deprive any motorcycle of the full use of a lane. Motorcycles operated two abreast in a single lane is not authorized.	3
A2.10.6	Passing in Same Lane Occupied by Vehicle	The operator of a motorcycle shall not overtake and pass in the same lane occupied by the vehicle being overtaken	
A2.10.7	Motorcycle Operator/Passenger Safety Equipment	Any operator or passenger of a motorcycle or motor-driven cycle shall at all times wear a Federal Motor Vehicle Safety Standard No. 218, United Nations Economic Commission for Europe (UNECE) Standard 22.05, British Standard 6658 or Snell Standard M2005 protective helmet, properly fastened under the chin. Goggles, wrap around glasses, or a full face shield (properly attached to the helmet) designed to meet or exceed American	

		<p>National Institute (ANSI) Standard Z87.1, UNECE 22.05, or BS6658 for impact and shatter resistance will be worn and properly used. Motorcycle riders will choose riding apparel as upper garments that incorporate high-visibility colors (e.g., fluorescent yellow-green, fluorescent orange-red, etc.) during the day and a retro-reflective upper garment during the night. The outer upper garment shall be visible and not covered. Wearing a backpack is authorized if it has high-visibility colors/reflective properties, or if it does not obscure the rider's high-visibility/reflective upper garment. Wearing of a 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. Gloves should be of a sturdy, non-slip type to permit a firm grip on the controls. Sturdy, over the ankle footwear that affords protection for the feet and ankles must be worn (durable leather or ballistic-type cloth athletic shoes that cover the ankles may be used). Sandals, low quarters, sneakers and similar footwear will not be used. It is the inherent responsibility of the operator to ensure his or her passengers are wearing all appropriate safety equipment and thus if a passenger were to be in violation of this paragraph the operator would be issued the citation and the points assessed would be against same.</p>	
<b>A2.11.</b>	<b>Pedestrians</b>		
A2.11.1#	Pedestrian in Crosswalk	<p>When traffic control signals are not in place or not in operation, the driver of a vehicle shall yield the right of way, slowing down or stopping if need be to yield, to a pedestrian crossing the roadway within a crosswalk when the pedestrian is upon the half of the roadway upon which the vehicle is traveling or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger. No pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible for the driver to yield.</p>	Zero
A2.11.2#	Passing Vehicle Stopped for Pedestrian	<p>When any vehicle is stopped at a marked crosswalk or at any unmarked crosswalk at an intersection to permit a pedestrian to cross the roadway, the driver of any other vehicle approaching from the rear</p>	3

		shall not overtake and pass the stopped vehicle.	
<b>A2.12.</b>	<b>Bicycles.</b>		
A2.12.1	Traffic Laws Apply to Persons Riding Bikes	Every person riding a bicycle upon a roadway or upon any shoulder adjoining a roadway is granted all the rights applicable to a driver of a vehicle and shall abide by all traffic laws, except as noted below.	Zero
A2.12.2	Riding on Bicycles	No person shall ride bicycle other than upon or astride a permanent and regular seat attached thereto.	
A2.12.3#	Clinging to Vehicles	No person riding upon any bicycle, scooter, coaster, roller skates, sled, or toy vehicle shall attach the same or himself to any moving vehicle	
A2.12.4	Riding on Roadways	A person operating a bicycle upon a roadway at less than the normal speed of traffic shall ride as close as practicable to the left hand curb or edge of the roadway, unless passing another bicycle, preparing for a right turn, or to avoid hazards.	
A2.12.5#	Carrying Articles	No person operating a bicycle shall carry any package, bundle, or article which prevents the driver from keeping both hands on the handlebars.	
A2.12.6	Required Equipment on Bicycles	Every bicycle when in use at nighttime shall be equipped with a lamp on the front which shall emit a white light, a lamp which shall emit a red light and a red reflector on the rear (and amber pedal reflectors if manufactured after 1 Oct 85). Flashing lights and other reflectors may help you be seen but must not be used alone. Every bicycle shall be equipped with a brake which will enable the operator to make the braked wheel skid on dry, level, clean pavement.	
A2.12.7	Bicycle Rider Safety Equipment	All persons riding, including those in child seats, will wear an Underwriters Laboratory approved helmet when moving. Riders will wear a brightly colored upper outermost garment during the day and reflective upper outermost garment at night.	
A2.12.8	Wearing Headphones/Using Cell Phones	No operator will wear headphones, earphones, use hand-held cellular telephones or other similar devices which covers both ears and/or impedes hearing and detection of impending danger while riding in the traffic environment or any other area where contact with vehicular traffic may occur. The use of hands-free communication equipment is allowed, but operators must use caution because of the potential for rider distraction.	
<b>A2.13.</b>	<b>Parking Violations</b>		

A2.13.1#	Within 15 feet of a fire hydrant.	2
A2.13.2	Disabled/Handicapped parking by unauthorized vehicles.	
A2.13.3	Reserved parking space as listed/approved in Base Parking plan by unauthorized vehicles.	
A2.13.4#	Engine is running or keys are left in the ignition and vehicle is unoccupied by a licensed individual.	
A2.13.5#	On a crosswalk	
A2.13.6#	Within an intersection or roundabout	
<b>A2.13.7</b>	<b>Stopping, Standing or Parking is Prohibited:</b>	Zero
A2.13.7.1	On a sidewalk.	
A2.13.7.2	Blocking a driveway	
A2.13.7.3	Prohibited by signs or pavement markings	
A2.13.7.4#	Within 20 feet of a crosswalk within an intersection	
A2.13.7.5	On roadway side of any vehicle stopped or parked at the edge or curb of street	
A2.13.7.6	Parking so as to impede traffic or blocking another vehicle.	
A2.13.7.7	Except for normal usage, vehicles for sale can only be parked in approved 48 FSS locations.	
A2.13.7.8	Non-Designated parking space.	
A2.13.7.9	Straddling designated parking space.	
A2.13.7.10	On a seeded or dirt packed area.	
A2.13.7.11	Against the flow of traffic.	
A2.13.7.12	For the purpose of major vehicle repairs unless parked in an area designated for this purpose	
A2.13.7.13	Any area not designated by an authorized parking space which is identified by two parallel white lines or designated brick pattern. (The commissary is an example of designated parking using brick shading).	
<b>A2.14</b>	<b>Non-Moving Violations</b>	6 – possible 1 year revocation
A2.14.1	Unattended Child under 12 years of age in a vehicle	
A2.14.2	Unattended Animals left in vehicle (if in danger)	3
A2.14.3	Miss-use of handicapped decal	2
A2.15.3	Abandoned Vehicle	
<b>A2.15</b>	<b>Suspensions Resulting From Tickets, Point Assessments or Speed</b>	
A2.15.1	Violation: 3 traffic tickets (parking included) within a 90-day period.	90-day suspension
A2.15.2	Violation: 5 tickets (parking included) within 180-day period.	180-day suspension
A2.15.3	Violation: 6 points within 180-day period	One Month Suspension
A2.15.4	Violation: 12 points with 1 year period	1 year suspension
A2.15.5	Violation: 18 points within 18 months	2-year suspension

A2.15.6	Violation: Cited for double posted speed limit		6 month driving ban
A2.15.7	Violation: Cited for 99+mph		1 year driving ban
A2.15.8	Serious Motor Vehicle Incident	Commander determines revocation required to preserve public safety, good order or discipline of military personnel.	Minimum 1 year driving ban
<b>A2.16</b>	<b>Miscellaneous</b>		
A2.16.1	Driver Involved in Accident is Deemed Responsible	Only added to points assessed for specific offenses	1
#	When Violation Occurs Within a School Zone	Added to points assessed for other offenses	1

## Attachment 3

## SAMPLE E-MAIL DUI REPORT

Figure A3.1. Sample E-mail DUI Report

**To: 48 FW/CC**

**From: Unit**

**Subject: "Name of Sq" DUI After Action Report "Date of Offense"**

**THE FACTS:**

On "DATE OF INCIDENT", a "AGE AND RANK OF OFFENDER" from the 48 FW decided to go to "LOCATION OF INCIDENT" with the intention of drinking at two local clubs. He began his evening by dropping his car off at a friend's house (who was TDY) in Newmarket and taking a cab to the "WHERE DRINKING OCCURRED" around 2000. He consumed approximately five pints of beer and met some British acquaintances at the pub, but otherwise was alone for the evening. At approximately 2300, he walked to "XXXX" and had one last pint around midnight. He then proceeded by cab back to his friend's house, and began to drive back to his residence shortly before 0200.

Shortly after he began the trip to his house, the local constabulary pulled him over at 0155 for erratic driving. They asked if he would consent to a breathalyzer which he did. The result was a 98 microgram reading (roughly 3 times the legal limit, 0.22 U.S. equivalent) and a trip to the constabulary station where he was held until 0800 when he was formally charged.

Additionally, this is the individual's second DUI; the first was at Altus AFB, OK in 2000.

**THE PLAN:**

This individual had a solid plan when he began his evening. He thought ahead and parked his car at his friend's house, took a taxi where needed and returned to his friend's house where he planned to spend the night. He had planned to stay with friends that evening.

**PLAN EXECUTION:**

The individual explained that his plan was executed well until he reached his friend's house. For reasons he could not explain, when he exited the cab at his friend's house, he simply got into his car and began his journey home. Following a rights advisement, he was asked why he got in his car in violation of his own plan, he answered, "I don't know." When queried on other means to get home safely in this situation, he stated that he was familiar with many other programs (AADD, taxi chit, co-worker...) and he would not be reluctant to call his supervisor. It didn't occur to him to use these means to safely remove himself from this situation.

**LESSONS IDENTIFIED:**

Alcohol diminishes the ability for rational thought! If the "RANK" would have stuck to his plan, he would not have received a DUI; however, he was not capable of making the smart decision. Also, this person was out on his own with no wingman for cover. His Wingman was on leave-he claims that he would have called him if available.

**PREVENTION:**

Take away the ability to deviate from your plan. Had the individual taken a cab from his home to the club, the source of this conflict would not have been available-he wouldn't have had the means to get behind the wheel and he would not have been compelled to jump into his car and endanger himself and others. Also, have a back-up wingman. Being out alone doesn't show good judgment and it's much easier to talk yourself into a poor decision. Have a solid buddy system and use it!

**Attachment 4****WEATHER DELAY/EARLY RELEASE PROCEDURES WORKSHEET****A4.1. Road Conditions:**

A4.1.1. Green: Unrestricted. Ideal road, visibility and temperature conditions exist. **Note:** Information will be posted at installation gates, public web site and weather line.

A4.1.2. Yellow: Caution, but no restrictions. Road surface is wet or slushy, visibility is restricted and temperatures are low. **Note:** Information will be posted at installation gates, public web site and weather line.

A4.1.3. Red: Mission-essential and emergency vehicles only; 2-hour delayed reporting for all others (school and work). Road surface is hazardous, visibility is severely restricted, and/or temperature is very low. **Note:** Recall (Type 4-Information) will be initiated to announce 2-hour delayed reporting for both Department of Defense DoDDS and non-mission essential. Information will be posted at installation gates, public web site and weather line.

A4.1.4. Black: Road and school closures. Mission-essential and emergency vehicles only. Road surface is very hazardous, visibility is extremely restricted and temperatures are extremely low. **Note:** Recall (Type 3-Information) will be initiated to announce road and school closure. Follow-up information recall will be conducted to move from road condition BLACK to any other road condition. Information will be posted at installation gates, public web site and weather line.

**A4.2. Early Release:** If deteriorating conditions warrant early release of personnel, the commander will direct a staggered release to preclude traffic jams.

**A4.3. Mission Essential Services Only (MESO):** Once MESO is determined, wing services and functions not listed below, or specifically added by the appropriate commander, will close (or not open until MESO terminates). Any commander-designated additions will be passed via recall notification.

**A4.3.1. 48 FW.**

A4.3.1.1. Wing Operations Center (WOC).

A4.3.1.2. Command Post (CP).

A4.3.1.3. CC-directed additions.

**A4.3.2. Mission Support Group (MSG).**

A4.3.2.1. Fire Department.

A4.3.2.2. Base Defense Operations Center (BDOC) and Base Patrols.

A4.3.2.3. Communications Center.

A4.3.2.4. CES Service Call Desk.

A4.3.2.5. Lodging Facilities.

A4.3.2.6. Dining Facility.

A4.3.2.7. Transportation Dispatch.

A4.3.2.8. Fuels Control Center.

A4.3.2.9. Commander directed additions.

A4.3.3. Operations Group.

A4.3.3.1. OSS Weather Personnel.

A4.3.3.2. Commander-directed additions.

A4.3.4. Retail operations (FSS, AAFES, and DeCA) will not open if MESO is declared prior to normal opening time. If already operating when MESO is declared, the only retail operations likely to be extended are gas stations and Shoppettes (announced separately over the Commander's Channel, Giant Voice public announcement, or 48 FW Recall Procedures).

**A4.4. Delays/MESO:**

A4.4.1. "Delayed reporting authorized," means road conditions are very hazardous and individuals should take whatever time they need to arrive at work safely. Coordinate delays with individual supervisor.

A4.4.2. If warranted, opening of the DoDD Schools will be delayed two hours and the bus schedule will be slipped accordingly.

A4.4.3. MESO: If adverse weather/road conditions dictate a large-scale cessation of normal operations, the wing commander will declare the base MESO.

**A4.5. Standard Advisory for Weather Delay/MESO Checklist:**

A4.5.1. This winter weather advisory is for the Mildenhall/Lakenheath/Feltwell Communities. Road conditions are:

A4.5.1.1. Green\_\_\_\_\_Yellow \_\_\_\_\_Red \_\_\_\_\_Black\_\_\_\_\_

A4.5.2. Delayed reporting is authorized; individuals should take whatever time is necessary to arrive at work safely. Coordinate delays with personnel supervisor.

A4.5.3. DoDD Schools and buses will:

A4.5.3.1. Run as scheduled \_\_\_\_\_

A4.5.3.2. Be delayed 2 hours \_\_\_\_\_

A4.5.3.3. Be canceled for the day \_\_\_\_\_

A4.5.4. Local schools and buses will:

A4.5.4.1. Run as scheduled \_\_\_\_\_

A4.5.4.2. Be delayed 2 hours \_\_\_\_\_

A4.5.4.3. Be canceled for the day \_\_\_\_\_

**A4.6. Standardized Advisory for Early Release Checklist:**

A4.6.1. This winter weather advisory is for the Mildenhall/Lakenheath/Feltwell communities. Road conditions are: Green\_\_\_\_\_Yellow \_\_\_\_\_Red \_\_\_\_\_Black \_\_\_\_\_

A4.6.2. The commander has authorized the following staggered release of personnel:

A4.6.2.1. Stagger 1 is for personnel living in outlying areas greater than 15 miles to 20 miles with last names beginning with A-K. All persons living in areas greater than 20 miles away will be released. Stagger 1 will begin at \_\_\_\_\_ hours.

A4.6.2.2. Stagger 2 is for personnel living in outlying areas greater than 15 miles to 20 miles with last names beginning with L-Z. Stagger 2 will begin at \_\_\_\_\_ hours.

A4.6.2.3. Stagger 3 is for remaining personnel living less than 10 miles from base. Stagger 3 will begin at \_\_\_\_\_ hours.

A4.6.2.4. . Stagger 4 is for on-base residents who will be released at the official end of their duty day or declaration of MESO.

A4.6.3. DoDD Schools will:

A4.6.3.1. Maintain their normal schedule \_\_\_\_\_

A4.6.3.2. Close at \_\_\_\_\_ hours; bus schedules will adjust accordingly.

A4.6.4. Local schools will:

A4.6.4.1. Maintain their normal schedule \_\_\_\_\_

A4.6.4.2. Close at \_\_\_\_\_ hours; bus schedules will adjust accordingly.

A4.6.5. MESO will be implemented at \_\_\_\_\_ hours and will remain in effect until \_\_\_\_\_ hours. Services and operations not designated, as MESO will close.

A4.6.6. Additional instructions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** If individuals have questions or need further guidance, contact individual supervisor or commander.

Attachment 5

MAJOR ROAD ARTERIES

A5.1. The major road arteries on RAFL are Boston Drive; Norwich, Yarmouth, Plymouth, York, Richmond and Bradford Roads; and Douglas Avenue (highlighted on the map below).

Figure A5.1. Major Road Arteries

