

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



AIR FORCE MANUAL 31-116

9 MAY 2012

**LAUGHLIN AIR FORCE BASE
Supplement**

20 FEBRUARY 2015

Security

**AIR FORCE MOTOR VEHICLE TRAFFIC
SUPERVISION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication

OPR: AFSFC/SFOP

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

Supersedes: AFI 31-204, 14 July 2000

Pages: 39

(LAUGHLIN)

OPR: 47 SFS/S5R

Certified by: 47 FTW/CC
(Col B. Hastings)

Supersedes: AFI 31-204 47 FTW Sup 1,
10 Sep 10

Pages:22

This manual implements AFD 31-1, *Integrated Defense*, sets forth AF guidance related to the Interservice publication AFI 31-218 (I), *Motor Vehicle Traffic Supervision*, and provides additional Air Force specific guidance. It assigns responsibilities and establishes procedures for motor vehicle traffic supervision on Air Force installations in the continental United States (CONUS) and overseas (OCONUS) areas. This includes, but is not limited to, granting, suspending, or revoking the privilege to operate a privately owned vehicle (POV); registration of POVs; administration of vehicle registration and driver performance records; driver improvement programs; police traffic supervision; and off-installation traffic activities. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by 50 United States Code 797. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. This publication may be supplemented at any level. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 *United States Code*, Section 8013, and DoD

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(LAUGHLIN) This supplement implements and 4extends the guidance of AFMAN 31-116, 9 May 2012. This supplement establishes policy and procedures for use in conjunction with AFMAN 31-116. Ensure all records created as a result of processes prescribed in this publication are maintained per AFMAN 33-363, *Management of Records*, and disposed of according to the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS), located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. It applies to all organizations assigned to the 17th Training Wing, including all tenant units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication, route AF Form 847s from the field through the appropriate functional’s chain of command. This supplement also applies to Air Force Reserve Command (AFRC) and to Air National Guard (ANG) units gained by Goodfellow upon mobilization and when published in the ANG Master Catalogue. This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This manual incorporates extensive changes from AFI 31-204 which it replaces and must be thoroughly reviewed by the reader. Among other things, this manual: incorporates current terminology and standards related to testing for the presence of alcohol and drugs used by the National Highway Traffic Safety Administration; describes the processes to be used in the collection of evidence and action on traffic reports; includes guidance on matters ranging from registration of vehicles to establishment of base traffic management programs; and sets minimum traffic enforcement goals for Defense Force commanders

(LAUGHLIN) This document is substantially revised and must be completely reviewed. This manual incorporates extensive formatting changes from AFI 31-204_LAUGHLINAFBSUP which it replaces and must be thoroughly reviewed by the reader. This manual updates the Cellular Phone violation penalties.

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Chapter 1

INTRODUCTION

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

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

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

1.3. (Added-LAUGHLIN)The 47 MSG/CC establishes and manages the local installation traffic supervision program.

1.3.1. **(Added-LAUGHLIN)** The Defense Force Commander (DFC) is the principal advisor to the 47 MSG/CC on issues pertaining to the safe movement of personnel and traffic. The DFC exercises staff responsibility for directing, regulating and controlling traffic and enforcing installation rules pertaining to traffic control. The DFC administers the suspension and revocation of on-base driving privileges as required by this directive pursuant to the traffic point system.

1.3.2. **(Added-LAUGHLIN) Units/Organizations.** Commanders are responsible for ensuring each individual assigned to their respective unit/organization understands applicable traffic laws and has a valid driver license, insurance and registration prior to operating a motor vehicle on Laughlin AFB.

1.4. (Added-LAUGHLIN) Authority of this Instruction.

1.4.1. **(Added-LAUGHLIN)** The 47 FTW/CC delegates the authority under this instruction to the 47 MSG/CC and 47 MSG/CD. All instances referring to the installation commander in AFMAN 31-116 and AFI 31-218(I) will be the responsibility of the 47 FTW/CC or designee (47 MSG/CC or CD).

1.4.2. **(Added-LAUGHLIN)** The Texas Motor Vehicle Code, as amended by this instruction, governs motor vehicle operations on Laughlin AFB and areas under its jurisdiction.

1.4.3. **(Added-LAUGHLIN)** The Laughlin AFB Integrated Defense Plan provides detailed guidance on entry authorizations and procedures for the installation. It also includes responsibilities of sponsors and is the exclusive directive outlining guidance in this area. AFI 31-101 is the deciding document for conflicts of base entry procedures and responsibilities and takes precedence over this directive.

1.5. (Added-LAUGHLIN) Authority of Security Forces and Fire Officials.

1.5.1. **(Added-LAUGHLIN)** Security Forces personnel and other persons assigned by the DFC are authorized to enforce the Installation Traffic Code and applicable Texas traffic laws by voice, hand or other signal.

1.5.2. **(Added-LAUGHLIN)** Fire Officials. Fire Department officials are authorized to direct traffic at the scene of a fire response or emergency situation under their control.

Chapter 2

DRIVING PRIVILEGES

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

2.2. Stopping and Inspecting Personnel or Vehicles.

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

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

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

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

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

2.5.1. Suspensions.

2.5.1.1. Installation Commanders determine suspension and revocation guidance for non-moving violations, as well as what constitutes a non-moving violation on their installation (i.e., performing unauthorized repair; failure to register and insure vehicles; unauthorized modifications or alterations; failure to maintain safety standards, etc).

Make these standards part of the local installation traffic code and take reasonable steps to make them known to the general public.

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

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

2.5.2. Revocation.

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

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

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

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

Chapter 3

PRIVATELY OWNED VEHICLE OPERATION REQUIREMENTS

- 3.1. General.** The Installation Commander will identify requirements to operate a motor vehicle on the installation.
- 3.2. Motorcycles, Motor Scooters and Mopeds.** See AFI 91-207, *The US Air Force Traffic Safety Program*, for requirements to operate motorcycles, motor scooters and mopeds on AF installations. Refer to AFI 91-207, para 4.6., for motorcycle training requirements.
- 3.3. AF Form 75, Visitor/Vehicle Pass.** The Security Forces Management Information System (SFMIS), the Defense Biometric Identification System (DBIDS) generated vehicle/visitor passes or the AF Form 75 are methods to control and identify personnel and vehicles on a temporary basis. Specific procedures can be found in AFI 31-201, *Security Forces Standards and Procedures*, and AFI 31-113, *Installation Perimeter Access Control*, when implemented.
- 3.4. Handicapped Person Identification.** Honor local and state-issued handicap decals, placards, signs, etc, on all Air Force installations. Upon request from a medical practitioner, Installation Commanders may authorize issue of a locally devised card or form in OCONUS or deployed locations where decals are not issued. Locally devised decals will contain an issue and expiration date and be issued and displayed per local procedures.
- 3.5. Vehicle Registration at non Air Force Installations.** Personnel who live or work on a DoD Installation or who often use the facilities therein, may be required to register and be issued a DD Form 2220, *Vehicle Decal*, for their vehicles at those locations.
- 3.6. Vehicle Registration at Air Force Installations.** Personnel who possess appropriate credentials to access Air Force Installations do not require a DD Form 2220. Although AFI 31-218(I) requires vehicle registration, the Air Force was granted a waiver from this requirement. Air Force Installations who continue to utilize the DD Form 2220 will use AFI 31-218(I) for guidance and include any specific requirements for their location in the local traffic plan. The Air Force will no longer produce DD Form 2220.

Chapter 4

TRAFFIC PLANNING AND CODES

4.1. Installation Traffic Codes.

4.1.1. Restraint systems.

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

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

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

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

4.2. Traffic Accident Investigation.

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

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

4.3. Traffic Accident Investigation Reports.

4.3.1. Military members report information to Security Forces if they are on/off base resulting in accidents involving injuries or damage to military property. Local guidance will

capture procedures to accomplish these notifications and the timeframes to report. Installation Commanders determine what agencies to notify and for what type of accidents to notify them. The DFC must develop a local notification matrix or other procedures to ensure proper notification of appropriate base and civilian agencies are conducted. Develop and publish these notification procedures locally.

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

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

4.3.3.1. Render first aid and arrange for medical assistance.

4.3.3.2. Protect personal property.

4.3.3.3. Normalize traffic.

4.3.3.4. Identify witnesses and personnel involved.

4.3.3.5. Conduct a formal investigation.

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

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

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

4.4. Parking.

4.4.1. Reserved Parking. When not addressed by MAJCOMs, Installation Commanders determine reserved parking guidance for their installations. Number of available spaces, facility design and layout, traffic flow and number of vehicles using facilities will help determine the number and location of reserved parking spaces. Make guidance and procedures governing reserved parking a part of the installation supplement to this instruction, separate traffic control instruction or installation-parking plan. The publication must address approval, issue, control and review of reserved parking and should give special

consideration to bicycle, motorcycle, visitor and car pool parking. Consideration should also be given to labor and management contracts when designating parking. Handicap parking is regulated under the Uniform Federal Accessibility Standards and applies to all Air Force installations.

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

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

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

4.4.3.2. Monitors will be trained by the Security Forces unit on the correct procedures to complete tickets, including the routing process of issued tickets to S5R. The main difference between a DD Form 1408 issued by a Security Forces member and one by a parking monitor is the special instructions on the back of the pink copy that directs the violator to contact the monitor within 24 hours or next duty day who issued the ticket instead of Security Forces. Monitors will provide contact information on parking tickets to enable violators to provide information necessary to complete the citation.

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

Chapter 5

DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM

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

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

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

5.1.2.1. **(Added-LAUGHLIN)** Accumulation of 12 points within 12 consecutive months or 18 points within 24 consecutive months may result in suspension/revocation of base driving privileges for a period of up to 1 year.

Table 5.1. Point Assessment for Moving Violations.

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

Table 5.1.1. (Added-LAUGHLIN) Point Assessments.

Violation	Point Assessment
Reckless driving (willful and wanton disregard for the safety of persons or property).	6
Owner knowingly and willfully permitting a physically-impaired person to operate the owner’s motor vehicle.	6
Fleeing the scene (hit and run)-property damage only.	6
Driving vehicle while impaired (BAC more than 0.05 percent and	6

less than 0.08 percent).	
Speed contests.	6
Speed too fast for conditions.	2
Speed too slow for traffic conditions, and/or impeding the flow of traffic, causing potential safety hazard.	2
Failure of operator or occupants to use available restraint system devices while moving (operator assessed points).	2
Failure to properly restrain children in a child restraint system while moving (when child is 7 years of age or younger or the weight of the child does not exceed 90 pounds).	6
1 to 10 miles per hour over posted speed limit.	3
Over 10 but not more than 15 miles per hour above posted speed limit.	4
Over 15 but not more than 20 miles per hour above posted speed limit.	5
Over 20 miles per hour above posted speed limit.	6
Following too close.	4
Failure to yield right-of-way to emergency vehicle.	4
Failure to stop for school bus or school-crossing signals.	4
Failure to obey traffic signals or traffic instructions of an enforcement officer or traffic warden; or any official regulatory traffic sign or device requiring a full stop or yield of right-of-way; denying entry; or requiring direction of traffic.	4
Improper passing.	4
Utilizing a cellular phone (not using hands-free device) while operating a motorized vehicle.	4

5.2. Point System Procedures.

Table 5.2. Point Assessment for Non-Moving Violations.

Violation	Points Assessed
Unattended Child under 12 years of age left in vehicle. Animals are included if a danger exists to the animal. See note #4.	6
Improper Registration (fraudulent tags).	4
Misuse of handicap decal. See note #2.	3
Illegally parked in designated handicap area (no decal, license or placard displayed).	3
Unattended Vehicle (while running).	3
Abandoned Vehicle.	3
Improper Parking. See note #3.	2

Improper Registration (expired or unregistered).	2
<p>NOTES:</p> <ol style="list-style-type: none"> 1. When two or more violations are committed on a single occasion, points may be assessed for each violation. 2. When a vehicle has a handicap decal displayed, but the occupant is not the decal or placard registrant and is not dropping off or picking up the handicapped registrant. Also includes parking in an area designated for “Van” access only, and handicap registrant has parked another vehicle class instead. 3. When designated in local parking plan (i.e., double parked, parked in reserved parking, against the flow of traffic and those areas designated for emergency vehicles). 4. When an AF Form 3545 will also be accomplished. Revocation of driving privileges for one year will be considered by the commander. Example: If children or animals were left in dangerous conditions in vehicle, i.e., in hot weather where interior temperatures may reach dangerous levels, keys left accessible to children or where conditions are deemed hazardous by a reasonable person. 5. Emergency vehicles are authorized to park in any area deemed necessary to affect a response. 	

Table 5.2.1. (Added-LAUGHLIN) Point Assessments for Moving Violations.

Violation	Point Assessment
Reference paragraph 4.1 See note #1	2
Operating a radar detection device to indicate the presence of speed recording instruments or to transmit simulated erroneous speed (prohibited on DOD installations). See note#2.	3
Failure to yield to pedestrians in designated walk/crosswalk. See note #2.	3
<p>NOTES:</p> <ol style="list-style-type: none"> 1. Applies to not using or when child restraint system is improperly installed, i.e., car seat, infant carrier, booster seat, belt/strap modification (when required by manufacturer), etc. Assess four points when no restraint system of any kind is used. 2. When violation occurs within an active school zone, add 1 point to point assessment. 	

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

5.2.1.1. **(LAUGHLIN) (Added)** Parking Violations. Drivers who receive three citations for violating Laughlin AFB parking regulations or other non-moving violations in an 18-month period will receive a consideration memo for a 6-month suspension of their installation driving privileges. If any subsequent violations within the same 18-month period occur, the violator can be subject to an additional revocation of up to 12 months as

determined by the 47 FTW/CC or designee (47 MSG/CC or CD). For point assessments, refer to Table 3.1. Point Assessments.

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

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

Table 5.3. (Added-LAUGHLIN) Point Assessments for Non-Moving Violations.

Violation	Point Assessment
Unattended Child under 12 years of age left in vehicle. Animals are included if a danger exists to the animal. See note #4.	6
Improper Registration (fraudulent tags).	4
Misuse of handicap decal. See note #2	3
Illegally parked in designated handicap area (no decal, license or placard displayed).	3
Unattended Vehicle (while running).	3
Failure to maintain current vehicle insurance.	3
Abandoned Vehicle.	3
Improper Parking. See note #3.	2
Improper Registration (expired or unregistered).	2
<p>NOTES:</p> <ol style="list-style-type: none"> 1. When two or more violations are committed on a single occasion, points may be assessed for each violation. 2. When a vehicle has handicap decal displayed, but the occupant is not the decal or placard registrant and is not dropping off or picking up the handicapped registrant. Also includes parking in an area designated for “Van” access only and handicap registrant has parked another vehicle class instead. 3. When designated in local parking plan (i.e., double parked, parked in reserved parking, against the flow of traffic in those areas designated for emergency vehicles). 4. When an AF Form 3545 will also be accomplished. Revocation of driving privileges for one year will be considered by the commander. Example: If children or animals were left in dangerous conditions in vehicle, i.e., in hot weather where interior temperatures may reach dangerous levels, keys left accessible to children or where conditions are deemed hazardous by a reasonable person. 5. Emergency vehicles are authorized to park in any area deemed 	

necessary to affect a response.	
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5.3.1. **(Added-LAUGHLIN)** SFMIS. The DFC has authorized the use of Security Forces Management Information System (SFMIS) for the transfer of revocation, suspension and driving records to gaining commanders and to initiate appropriate staff action when receiving similar records for inbound personnel.

Chapter 6

IMPOUNDING PRIVATELY OWNED VEHICLES

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

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

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

Chapter 7 (Added-LAUGHLIN)

TRAFFIC REGULATIONS

7.1. (LAUGHLIN) Enforcement of Traffic Code.

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

7.1.2. (LAUGHLIN) LIDAR/RADAR operators shall be trained IAW National Highway Traffic Safety Administration (NHTSA) training standards by certified trainers. Operators will be recertified every 3 years. Training will be documented in the member's Air Force Training Records (AFTR).

7.1.3. (LAUGHLIN) The DFC will ensure Security Forces members authorized to issue DD Form 1408, *Armed Forces Traffic Ticket*, are trained and receive task certification on procedures by supervisory personnel prior to issuing a citation.

7.1.3.1. (LAUGHLIN) Fix-it Tickets: If proof of valid vehicle registration, valid insurance or valid driver's license is not produced, the operator will be issued a fix-it ticket along with a consideration of revocation of driving privileges letter. If the individual did not have valid, current insurance or registration at the time of the citation, then the ticket will stand. After being cited, the operator will have 72 hours to provide proof of insurance and registration to 47 SFS/S5R.

7.1.3.2. (LAUGHLIN) Individuals will receive a consideration to suspend base driving privileges letter from 47 SFS/S5 section if reasons for the citation cannot be fixed.

7.1.3.3. (LAUGHLIN) Rebuttal/Voiding a DD Form 1408. In the event an individual does not agree with a citation he or she has received, the individual must notify S5R within five duty days of their intent to rebut the citation. The violator must submit a rebuttal letter articulating his/her position to the DFC through 47 SFS/S5R within 14 duty days of receipt of the ticket. The letter must be endorsed by the individual's commander (see Attachment 1 for an example). The purpose of this endorsement is to ensure commander-level involvement. The commander must add comments supporting the violator's guilt or innocence. The completed package will be forwarded to the DFC for his/her annotation and/or recommendation and subsequently to the rebuttal authority (47 MSG/CC or CD) for final decision. Once the rebuttal authority has made a decision, 47 SFS/S5R will notify the violator of the final outcome of the ticket rebuttal.

7.2. (LAUGHLIN) Emergency Vehicle Operations.

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

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

7.2.2.1. (LAUGHLIN) Park or stand, regardless of the restrictions in this code.

7.2.2.2. (LAUGHLIN) Proceed past a red or stop signal or stop sign, but only after clearing the intersection of oncoming traffic.

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

7.2.2.4. (LAUGHLIN) Disregard regulations governing direction of movement or turning specified directions.

Note: The exemptions granted to an authorized emergency vehicle apply only when the driver of the vehicle, while in motion, sounds an audible signal by bell or siren as reasonably necessary and when the vehicle is equipped with at least one lighted lamp displaying a red light visible under normal atmospheric conditions from a distance of 500 feet to the front of the vehicle.

Note: A police vehicle may conduct a silent response during certain citations emergency.

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

7.2.4. (LAUGHLIN) The dispatching control center must notify the BDOC and EOC (when activated) of all emergency vehicle responses.

7.3. (LAUGHLIN) Installation Driving Privileges.

7.3.1. (LAUGHLIN) AFI 31-218(I), *Motor Vehicle Traffic Supervision* and AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision* will be used to determine requirements for installation driving privileges; stopping and inspecting personnel or vehicles; implied consent to blood, breath or urine tests; implied consent to impoundment; suspension or revocation of installation driving privileges; administrative due process for suspension or revocation of installation driving privileges; remedial driver's training programs; alcohol and drug abuse programs; restoration of installation driving privileges on acquittal; restricted installation driving privileges or probation; extensions of suspensions or revocations of installation driving privileges.

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

7.3.3. (LAUGHLIN) The 47 FTW/CC or designee (47 MSG/CC or CD) may at his/her discretion suspend or revoke anyone's authorization to operate a government or privately-owned vehicle on Laughlin AFB. Individuals will be notified in writing when their driving privileges are under consideration for suspension or revocation, and they will be offered an administrative hearing IAW AFI 31-218(I), paragraph 2-6. The individual will be given 14 calendar days to request the hearing before any suspension or revocation action is taken.

EXCEPTION: Under conditions described in AFI 31-218(I), paragraph 2-6.c. suspension/revocation will be implemented immediately.

7.3.4. **(LAUGHLIN)** Any individual operating a motor vehicle with a suspended, revoked or invalid driver's license is subject to up to a 1-year revocation of driving privileges based on credible evidence, as determined by the 47 FTW/CC or designee (47 MSG/CC or CD).

7.3.5. **(LAUGHLIN)** The 47 FTW/CC or designee will immediately suspend installation driving privileges pending resolution of an intoxicated driving incident involving active duty personnel on or off the installation. Dependents, retired military members, DOD civilian personnel, and contractors will have driving privileges suspended if DUI incident occurred on the installation. Additionally, active duty passengers in a vehicle at the time the driver is arrested/apprehended for driving while under the influence (DUI) or Driving while Intoxicated (DWI) are subject to a 30-day suspension of driving privileges based on provided evidence, as determined by the 47 FTW/CC or designee (47 MSG/CC or CD). This applies regardless of the geographic location of an intoxicated driving incident.

7.3.5.1. **(LAUGHLIN)** The offender, military or civilian, will be served a preliminary suspension of driving privileges letter before being released by 47 SFS. Under the Texas (TX) State Code 66-8-102, it is unlawful for a person who is under the influence of intoxicating liquor to drive a vehicle within the state. It is unlawful for a person who is under the influence of any drug to a degree that renders a person incapable of safely driving a vehicle to drive a vehicle within the state. Reference Table 2.1. DUI Information for Breath Alcohol Concentration (BrAC) and Blood Alcohol Concentration (BAC) levels. *Note:* Medical personnel will report the results of chemical tests to 47 SFS/S5R (Reports and Analysis Section) or personnel listed on the unit official letter posted with the 47 MDG Laboratory and Drug Reduction Flight. 47 SFS/S5R will take appropriate actions under this instruction and AFI 31-218(I), paragraph 4-14, when a positive test result is obtained. 47 SFS/S5R will notify the unit commanders/staff agency chiefs of a positive test result. Unit commanders/staff agency chiefs will forward the appropriate information to Drug/Alcohol Abuse managers.

7.3.5.2. **(LAUGHLIN)** The offender can request a hearing with the 47 FTW/CC or designee within 14 calendar days of being cited for DUI/DWI.

7.3.6. **(LAUGHLIN)** Any individual who fails to report an accident or leaves the scene of an accident in which he or she was a party on base, is subject to a 6-month to 1-year revocation of base driving privileges based on provided evidence, as determined by the 47 FTW/CC or designee.

7.3.7. **(LAUGHLIN)** The 47 FTW/CC or designee may impose multiple suspensions to run consecutively.

7.3.8. **(LAUGHLIN)** The 47 FTW/CC or designee may authorize partial or restricted driving privileges to those whose authority to drive on Laughlin AFB was suspended or revoked by a military service authority.

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

7.3.10. **(LAUGHLIN)** 47 SFS/S5R will compile and enclose copies of the revocation/suspension package pertaining to the request. The request will be routed through 47 SFS/S5, the DFC and 47 FTW/JA prior to being reviewed by the 47 FTW/CC or designee.

7.3.11. **(LAUGHLIN)** Individuals whose driving privileges have been suspended or revoked will have their information entered and or updated in DBIDS and be restricted from driving on LAFB for the length of their suspension. If the vehicle approaches the base gate and after the vehicle operator has been identified as having his or her driving privileges revoked or suspended from the base, the individual is permitted to drive the vehicle to the designated Suspension and Revocation Parking Lot located between the fuels bulk storage area and the main gate. The responsible First Sergeant or designated unit representative will ensure the member reports to Pass and Registration to update their driving status in DBIDS. The 47 FTW/CC or designee may grant individuals additional on-base restricted driving privileges on a case-by-case basis. Personnel who have been granted restricted driving privileges in addition to those listed in this paragraph must maintain a letter of authorization approved by the 47 FTW/CC or designee on their person at all times while operating a vehicle on the base. The letter of authorization must include under what circumstance the restricted driving privileges apply (e.g., from gate to duty section).

7.4. (LAUGHLIN) Bringing Firearms on the Installation.

7.4.1. **(LAUGHLIN)** Local, state and federal law enforcement officials are authorized to carry loaded firearms on their person and in their vehicles on the base when performing official business. All other personnel must notify the installation entry controller when transporting firearms onto the installation and must state their destination. All firearms must be stored IAW the 47 FTW Integrated Defense Plan Annex C, Appendix 2, Tab B. Ensure firearms are unloaded and placed in the trunk, behind the seat or in a locked container in the bed of a pickup truck. Personnel on two or three-wheeled vehicles must have weapon(s) secured in a lockable compartment of that vehicle to transport firearms onto the installation. Any weapons not transported and/or stored IAW the 47 FTW Integrated Defense Plan and this instruction will be confiscated. Civilian violators will be denied base access. Military violators will be charged under the UCMJ.

7.4.2. **(LAUGHLIN)** Confiscated weapons will be returned to the individuals from whom they were taken when they are departing the installation. Individual will proceed to 47 SFS, building 139, and make contact with personnel assigned to 47 SFS/S2I Investigations prior to leaving the installation. 47 SFS/S2I will conduct a NCIC check on the individual prior to releasing the weapon and ammunition back to the individual.

7.4.3. **(LAUGHLIN)** 47 SFS/S2I will verify the individual's identity by either the patrolman who seized the weapon(s) and ammunition or by the AF Form 52, *Evidence Tag*. Once the individual has received the weapon and ammunition from 47 SFS/S2I, he or she will be directed to exit the installation immediately.

7.5. (LAUGHLIN) DUI/DWI Enforcement.

7.5.1. **(LAUGHLIN)** The Security Forces will process all military personnel suspected of intoxicated driving on Laughlin AFB according to AFI 31-218(I).

7.5.2. **(LAUGHLIN)** For administrative purposes and IAW the Uniform Code of Military Justice (UCMJ) and Texas State Law, a person is considered to be driving under the influence of alcohol at a BAC of 0.08 percent or higher.

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

7.5.4. **(LAUGHLIN)** Security Forces members will advise drivers suspected of driving under the influence (DUI) that the results of the chemical test conducted under the implied consent provisions of AFI 31-218(I) may be used as evidence in a court-martial, non-judicial punishment proceedings under Article 15 of the UCMJ, administrative action or civil court proceedings. Drivers suspected of a DUI violation will also be advised under the Implied Consent Act that they do not have the right to have an attorney present before deciding if they will or will not take the test and that the 47 FTW/CC or designee will revoke on base driving privileges for one year if they fail to voluntarily submit to or complete field sobriety and chemical test.

7.5.5. **(LAUGHLIN)** Special rules of refusal of blood tests without penalty exist for persons who have hemophilia, other blood clotting disorders or any medical or surgical disorder under treatment with an anticoagulant. However, a refusal under such conditions is valid only with the concurrence of a medical doctor. A breath or urine test or both may be offered to individuals meeting this exemption rule. The 47th Medical Group (47 MDG) will outline these procedures and the type of medical conditions that qualify for non-punitive refusal in readily available guidelines located in areas where blood samples might be drawn from the suspect of an alcohol-related incident.

7.5.6. **(LAUGHLIN)** Upon notification of a DUI or DWI, the Reports and Analysis Office (S5R) will prepare a preliminary driving suspension letter to be issued to the individual upon their release. In the case where it is after duty hours, the patrolman will issue the pre-prepared preliminary driving suspension letter to the individual. The individual's first sergeant will ensure the suspension letter is signed as soon as possible.

7.5.7. **(LAUGHLIN)** Security Forces will make arrangements for towing of vehicles operated by persons detained for intoxicated driving on Laughlin AFB if an appointed driver cannot be located to take custody of the vehicle. The arresting civil police officer normally arranges for the vehicle's removal when the incident occurs in an area of proprietary jurisdiction.

7.5.8. **(LAUGHLIN)** Alcohol and Drug Abuse Programs. All military personnel assigned to their respective units who have had their driving privileges revoked for an alcohol-related incident are required to be referred to a substance abuse counselor for evaluation prior to having their driving privileges reinstated. See Attachment 3.

Table 7.1. DUI Information.

VIOLATIONS	1 st Offense	2 nd Offense
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DUI – Driving Drunk or Impaired with a Breath Alcohol Content (BAC) of .080% by volume or lower	6 Months	1 Year
DUI – Breath Alcohol Content (BRAC)/BAC at least .05% but less than .080% combined with other related factors which result in DUI (not DWI) being charged	1 Year	2 Years
Breath, Blood, or Urine Test refusal upon request (Implied Consent) or refusal to complete testing	1 Year	2 Years

*Note: Alcohol levels as reported by blood work (BAC).

7.6. (LAUGHLIN) Restraint Systems.

7.6.1. (LAUGHLIN) Violation of restraint system requirements is not a secondary violation on Laughlin AFB. Restraint systems (seatbelts) must be worn by all persons, and proper restraint systems must be used by children IAW AFI 31-218(I), paragraph 4-2.c.(2). and subparagraphs, and the corresponding paragraphs of this instruction. Additionally, motorcycle operators must wear personal protection equipment (PPE) IAW AFI 91-207.

7.6.2. (LAUGHLIN) Vehicle operators are responsible for themselves and their passengers under the age of 18 in their vehicles who do not wear seatbelts. Passengers 18 years of age and older are responsible for ensuring they wear their seatbelts.

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

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

7.6.2.3. (LAUGHLIN) Children 5 years through 7 years of age regardless of weight, or children who weigh less than 60 pounds regardless of age, shall be properly secured in either a child booster seat or an appropriate child passenger restraint device that meets federal standards.

7.6.2.4. (LAUGHLIN) Children 8 years of age through 12 years of age shall be properly secured in a child passenger restraint device or by a seatbelt.

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

7.7. (LAUGHLIN) Cellular Telephone Use While Operating a Motor Vehicle.

7.7.1. (LAUGHLIN) No vehicle operator on Laughlin AFB shall use a cell phone in a vehicle unless the vehicle is safely parked or unless using a hands-free device. This includes

any physical utilization of a cell phone (talking, texting, emailing, internet, viewing, etc.). The wearing of any portable headphones, earphones or other listening devices while operating a motor vehicle is prohibited. The use of these devices impairs driving and masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles and human speech. Drivers who violate this rule will be assessed four (4) points under the Other Moving Violations (involving driver behavior only) IAW AFI 31-218(I), paragraph 4-2.c.(3) and subparagraphs. **EXCEPTION:** A hands-free cellular phone device may be used during driving.

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

7.8.1. **(LAUGHLIN)** Military Family Housing area loops, courts, places and circles that have a driveway leading to them have a speed limit of 15 mph.

7.8.2. **(LAUGHLIN)** Military Family Housing area avenues and streets that do not have a driveway leading to them have a speed limit of 20 mph.

7.8.3. **(LAUGHLIN)** In parking lots, the speed limit is 10 mph, unless otherwise posted.

7.8.4. **(LAUGHLIN)** Where otherwise posted.

7.9. (LAUGHLIN) Additional Rules of the Road.

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

7.9.2. **(LAUGHLIN)** Government Vehicle (GOV) Backing Restrictions. Personnel will not back a GOV without a spotter. If a spotter is not available, the vehicle operator must dismount and check the area behind the vehicle and sound the horn prior to placing the vehicle in motion. Units may apply more stringent rules for GOVs in local operating instructions.

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

7.9.4. **(LAUGHLIN)** Use of Radar Detection Devices Prohibited. No person will use a radar detection device to indicate the presence of speed-recording instruments or to transmit simulated erroneous speeds while operating any vehicle. If present in a vehicle, they must be shut off and put out of sight.

7.9.5. **(LAUGHLIN)** Noise Limitation. No vehicle operator will operate a music system at a level that impairs the operator's ability to hear audible warnings of emergency vehicles. IAW Texas Code § 9.40.020, a violation has occurred when music can be heard at a distance of 25 feet from the vehicle.

7.9.6. **(LAUGHLIN)** Driving through any parking area for the purpose of bypassing normal traffic flow on the street is prohibited. Additionally, motor vehicles are restricted from crossing solid white or yellow lines outlining parking spaces in a parking area.

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

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

7.9.9. **(LAUGHLIN)** Vehicles operating on Laughlin AFB will have a minimum ground clearance of six inches, allowing the vehicle to travel over speed bumps without causing damage to either the speed bump or the vehicle.

7.9.10. **(LAUGHLIN)** All motor vehicles will have a minimum headlamp height of no less than 20 inches and no more than 54 inches, as measured from the ground to the middle of the headlamp.

7.9.11. **(LAUGHLIN)** The tires of vehicles operating on Laughlin AFB will not extend laterally more than 1 inch from the wheel well.

7.9.12. **(LAUGHLIN)** Vehicles operating on Laughlin AFB are prohibited from off-road driving or mudding.

7.9.13. **(LAUGHLIN)** Prohibited Stopping, Standing and Parking. In addition to Texas Code § 66-7-351, the following rules apply:

7.9.13.1. **(LAUGHLIN)** In any position which obstructs or blocks a fire lane or in any position which hampers fire department operations.

7.9.13.2. **(LAUGHLIN)** Within 30 feet of the boundary of a restricted area.

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

7.9.13.4. **(LAUGHLIN)** At or near an intersection in any position that causes an obstructed view of approaching traffic, or against the direction of travel for the roadway.

7.9.13.5. **(LAUGHLIN)** Across painted parking lines in any manner which causes the vehicle to occupy more than one parking space.

7.9.13.6. **(LAUGHLIN)** Within a loading zone unless engaged in the loading or unloading of passengers or material.

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

7.9.13.8. **(LAUGHLIN)** In any manner which blocks or is within an area painted with yellow or white diagonal stripes. Exception: IAW AFMAN 31-116, paragraph 4.4.1., special consideration will be provided to motorcycles. Motorcycle parking in diagonal

stripe painted areas is authorized provided it does not impede the flow of traffic or emergency response and does not create an unsafe situation.

7.9.13.9. (LAUGHLIN) In any location not marked or designated as a parking space by painted lines or placards.

7.9.14. (LAUGHLIN) Restrictions on Parking off the Paved Surface. No person will park off of the paved surface or on any seeded or unimproved area, except when:

7.9.14.1. (LAUGHLIN) Directed to do so by a police or fire department official.

7.9.14.2. (LAUGHLIN) Absolutely necessary in the performance of authorized official duties.

7.9.14.3. (LAUGHLIN) Authorized by the installation commander.

7.9.14.4. (LAUGHLIN) Residents who own RVs have the option of parking RVs at the RV Lot or they will follow Hunt Housing regulation on RV parking.

7.10. (LAUGHLIN) Registration and Driver Requirements. Each unit commander will appoint in writing at least one Motorcycle Safety Representative to coordinate the motorcycle safety program. The representative will maintain a roster of the motorcycle riders assigned to his or her unit and brief each rider on the requirements of this instruction and other applicable guidance. This roster will indicate, at a minimum, training completed, motorcycle(s) make and model, engine size and operator experience. Group commanders may appoint Motorcycle Safety Representatives for their respective group due to supplement manning shortages at squadron levels.

7.11. (LAUGHLIN) Personnel who use skateboards, kick-scooters, roller skates, in-line skates, and other similar equipment not meeting DOT motor vehicle standards are prohibited on Laughlin AFB roadways except for incidental road access associated with pedestrians and will comply with all pedestrian related traffic laws.

7.11.1. (LAUGHLIN) No person will use skate boards or coaster-type conveyances in or around the Base Exchange, Commissary or Shoppette areas or in any area where there is congested pedestrian traffic.

7.12. (LAUGHLIN) It is unlawful for any person to abandon a motor vehicle on base or for any person to introduce or cause any derelict vehicle to enter Laughlin AFB or areas under its jurisdiction.

7.12.1. (LAUGHLIN) Unattended privately owned vehicles.

7.12.1.1. (LAUGHLIN) 1 The DD Form 2504 (Abandoned Vehicle Notice) will be conspicuously placed on POVs considered unattended. This action will be documented by a blotter entry.

7.12.1.2. (LAUGHLIN) The owner will be allowed 3 days from the date the POV is tagged to remove the vehicle before impoundment action is initiated. If the vehicle has not been removed after 3 days, it will be removed by the installation towing service or the contracted wrecker Service. If a contracted wrecker Service is used, a DD Form 2505 (Abandoned Vehicle Removal Authorization) will be completed and issued to the contractor.

7.12.1.3. **(LAUGHLIN)** After the vehicle has been removed, complete DD Form 2506 (Vehicle Impoundment Report) as a record of the actions taken.

7.12.1.3.1. **(LAUGHLIN)** An inventory listing personal property will be done to protect the owner, law enforcement personnel, the contractor, and the commander.

7.12.1.3.2. **(LAUGHLIN)** The contents of a closed container such as a suitcase inside the vehicle need not be inventoried. Such articles should be opened only if necessary to identify the owner of the vehicle or if the container might contain explosives or otherwise present a danger to the public. Merely listing the container and sealing it with security tape will suffice.

7.12.1.3.3. **(LAUGHLIN)** Personal property must be placed in a secure area for safekeeping.

7.12.1.4. **(LAUGHLIN)** The DD Form 2507 (Notice of Vehicle Impoundment) will be forwarded by certified mail to the address of the last known owner of the vehicle to advise the owner of the impoundment action, and to request information concerning the owner's intentions pertaining to the disposition of the vehicle.

7.13. (LAUGHLIN) Towing.

7.13.1. **(LAUGHLIN)** A vehicle creating a security, safety or traffic hazard may be moved immediately by 47 LRF as requested by 47 SFS. The vehicle will be towed to the nearest place of safety. If a POV, the owner may be required to reimburse the government for towing services if deemed appropriate on reasonable grounds by the 47 FTW/CC or designee.

7.13.2. **(LAUGHLIN)** Any POV that is illegally parked within 30 feet of a restricted area.

7.13.3. **(LAUGHLIN)** Law enforcement personnel have reason to believe the vehicle is involved in criminal activities, abandoned or creating a fire hazard.

7.13.4. **(LAUGHLIN)** A contracted civilian tow service will be used to tow vehicles to an off-base impoundment lot or other designated location.

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

7.13.6. **(LAUGHLIN)** Vehicle will be cited via AF Form 1408 and a DD Form 2504, *Abandoned Vehicle Notice*, prior to abandonment action being initiated. After being cited, the owner will have 72 hours to provide proof of insurance and registration to 47 SFS/S5R. 47SFS/S2I will initiate abandoned vehicle procedures after 72 hours if no contact is made with the vehicle owner. Vehicles will be towed off the installation by a civilian contract company.

7.13.7. **(LAUGHLIN)** Security Forces will conduct a search of impounded vehicles when consent or authorization is applied and complete an inventory of property contained therein.

7.13.8. **(LAUGHLIN)** In accordance with the company's policy, all expenses/fees will be paid by the owner. In cases where the owner of an abandoned and impounded vehicle cannot be located, no charges will be assessed and the vehicle will be released to the contracted tow

company. Vehicles impounded due to criminal activity will be released only after coordination with the base legal office.

7.14. (LAUGHLIN) Golf Cars and LSVs, commonly referred to as scooters or utility carts, do not require registration with the military or with the Texas Motor Department of Vehicles. Golf cars or LSVs are legal to operate on Laughlin AFB public roadways if the following criteria are met:

7.14.1. **(LAUGHLIN)** Conveyances procured as golf cars or LSVs will only transport the amount of personnel and equipment it was designed to do so in a safe manner.

7.14.2. **(LAUGHLIN)** Golf cars will not be operated except during daylight hours unless they are equipped with headlamps, stop lamps and turn signal lamps.

7.14.3. **(LAUGHLIN)** Operators will utilize manual hand and arm traffic signals prior to operating the vehicle on any roadway.

7.14.4. **(LAUGHLIN)** LSVs must be equipped with specified headlamps, stop lamps, turn signal lamps, reflex reflectors, parking brakes, rear view mirrors, windshields, seatbelts and vehicle identification numbers, a type 1 or 2 seatbelt .

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

7.14.6. **(LAUGHLIN)** 47 SFS may at any time verify the maximum speed of any golf car or LSV to ensure its compliance with this supplement.

7.15. (LAUGHLIN) Random Installation Entry/Exit Vehicle Checks (RIEVCs).

7.15.1. **(LAUGHLIN)** RIEVCs are derived from an approved computer-generated, random list signed by the 47 FTW/CC or their designee identifying the date, time and criteria for vehicle checks. These random checks are not based upon probable cause to believe the vehicle/pedestrian contains property subject to search, but are based on the commander's authority to protect the security of the installation or to protect government property. Once a person/vehicle has been identified as meeting the random criteria, the SF member will identify themselves, inform the person they are conducting RIEVCs authorized by the 47 FTW/CC and ask the person if they will consent to a check of their vehicle. If consent is given, further instruction of where the check will take place and compartments to be opened will be provided. Refusal to submit to a randomly-selected check may subject the individual to debarment from base and/or revocation of on-base driving privileges and/or disciplinary action under the Uniform Code of Military Justice (UCMJ). If during the course of the RIEVC evidence of a crime or other criminal activity is discovered, the SF member will immediately stop the RIEVC. The SF member will then try to obtain consent for search from the operator of the vehicle. If consent is not given, hold the vehicle until authority to search is obtained from the magistrate.

Chapter 8 (Added-LAUGHLIN)

SECURITY FORCES RESPONSE

8.1. (LAUGHLIN) Response.

8.1.1. (LAUGHLIN) 47 SFS will make detailed accident investigations when estimated damage is in excess of \$10,000 or disabling damage requires towing. 47 LRF will assist with government vehicle damage estimates and towing or removal of government-owned and privately-owned vehicles (POVs) from the accident scene, if requested by 47 SFS. Normally, the towing of POVs will be limited to removing it from an intersection or street into the most available parking lot.

NOTE: The on-duty Security Forces Flight Chief will determine if reported minor vehicle accidents require an investigation or a police response.

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

8.1.3. (LAUGHLIN) S5 personnel will give the individual(s) involved in the accident a Freedom of Information Act (FOIA) handout with the following Internet address where they can request a copy of their accident report: <https://www.foia.af.mil/palMain.aspx>. All questions regarding FOIA requests will be routed through the 47 FTW/IP office at 47.CS.FOIA.@us.af.mil.

8.2. (LAUGHLIN) Minor Vehicle Accidents. Traffic Accident Investigation Reports. All POV accidents require an exchange of information between operators, a detailed blotter entry and the 47 SFS *LAFB Minor Vehicle Worksheet*. Blotter entries must include operators' names, unit(s) (address(es) for non-affiliated civilians), any witnesses to include their unit(s) (address(es) for civilians and vehicle descriptions to include year, make, model, color of vehicle and license plate state and number. The responding patrol will ensure both operators exchange information and will provide information in the event one or both operators are transported from the scene prior to exchanging information to the other operator.

8.2.1. (LAUGHLIN) For all vehicle accidents, a National Crime Information Center (NCIC) check will be run on all POVs and operators involved in accidents on base.

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

(LAUGHLIN)

BRIAN E. HASTINGS, Colonel, USAF

Commander

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

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

Title 10 U.S.C. §, Section 8013

Title 50, U.S.C. § 797

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

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

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

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

(Added-LAUGHLIN) AFMAN 31-116, *Motor Vehicle Traffic Supervision*, May 09, 2012

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

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

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

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

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

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

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

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

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

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

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

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

Forms Prescribed.

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

Adopted Forms.

AF Form 1313, *Driver Record*

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

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

DD Form 1920, *Alcohol Influence Report*

DD Form 2220, *DoD Registered Vehicle Decal*

DD Form 2507, *Notice of Vehicle Impoundment*

DD Form 1408, *Armed Forces Traffic Ticket*

DD Form 1920, *Alcohol Influence Report*

DD Form 2507, *Notice of Vehicle Impoundment*

AF Form 75, *Visitor/Vehicle Pass*

AF Form 1313, *Driver Record*

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

AF Form 3545, *Incident Report*

AF Form 1315, *Accident Report*

Abbreviations and Acronyms

(Added-LAUGHLIN) RIEVCs—Random Installation Entry/Exit Vehicle Checks

(Added-LAUGHLIN) AFRIMS—Air Force Records Information Management System

(Added-LAUGHLIN) AFTR—Air Force Training Records

BAC—Blood Alcohol Concentration

BAT—Blood Alcohol Test

BrAC—Breath Alcohol Concentration

CE—Civil Engineer

CONUS—Continental United States

DFC—Defense Force Commander

DBIDS—Defense Biometric Identification System

DoD—Department of Defense

DoDD—Department of Defense Directive

DRMO—Defense Reutilization and Marketing Office

FO—Fixed Object

G—Government

GOV—Government Owned Vehicle

(Added-LAUGHLIN) IMT—Information Management Tool (IMT's have converted to "Forms")

MAJCOM—Major Command

MAJCOM/SF—Major Command Defense Force Commander

MJVA—Major Vehicle Accident

MTMCTEA—Military Traffic Management Command Transportation Engineering Agency

MVA—Motor Vehicle Accident

MWR—Morale, Welfare and Recreation

NAF—Nonappropriated Fund

(Added-LAUGHLIN) NCIC—National Crime Information Center

NHSPS—National Highway Safety Program Standards

NHTSA—National Highway Traffic Safety Administration

NLD—No Liability Determined

OCONUS—Outside Continental United States

(Added-LAUGHLIN) OPR—Office of Primary Responsibility

ORV—Off Road Vehicle

P—Private

PCS—Permanent Change of Station

PD—Property Damage

PI—Personal Injury

POV—Privately Owned Vehicle

(Added-LAUGHLIN) RDS—Records Disposition Schedule

SFMIS—Security Forces Management Information System

(LAUGHLIN) SFMIS—Security Forces Management Information System

SJA—Staff Judge Advocate

S5R—Security Forces Administration and Reports

U.S.C. §—United States Code

(Added-LAUGHLIN) USDOT—United States Department of Transportation

V—Vehicle

Attachment 2 (Added-LAUGHLIN)
EXAMPLE TRAFFIC TICKET REBUTTAL

(Not to Scale - Use Appropriate Letterhead & Format IAW AFH33-337, *Tongue and Quill*)

DEPARTMENT OF THE AIR FORCE
 47TH FLYING TRAINING WING (AETC)



DATE

MEMORANDUM FOR DEFENSE FORCE COMMANDER/47 SFS

FROM: Requester's Name

SUBJECT: Ticket/Citation Rebuttal

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

2. Place a contact number for any questions or concerns.

Requestor's Name (All Capitalized Letters)
 Job Title

1st Ind, (Requestor's/CC)

MEMORANDUM FOR DFC

Recommend approval/disapproval.

Requestor's CC Name (Capitalized Letters)
 Commander

2d Ind, Requestor's Name Ticket Rebuttal Letter Dated

MEMORANDUM FOR 47SFS/S5R

Recommend approval/disapproval.

Name, of DFC, Rank, USAF
 Commander

Attachment 3 (Added-LAUGHLIN)
EXAMPLE RESTRICTED DRIVING PRIVILEGES LETTER

(Not to Scale - Use Appropriate Letterhead & Format IAW AFH33-337, *Tongue and Quill*)

DEPARTMENT OF THE AIR FORCE
47TH FLYING TRAINING WING (AETC)



DATE

MEMORANDUM FOR 47 MSG/CC OR CD

FROM: Requester's Name/Grade

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

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

2. Place a contact number for any questions or concerns (e.g. if you have any questions or concerns you can contact *Requester's Name* at extension 732-5599).

Requester's Name, Grade, USAF
Job Title

1st Ind, (Requester's/CC)

MEMORANDUM FOR 47 SFS/DFC

Recommend approval/disapproval.

Requester's/CC Name, Grade, USAF
Commander

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

MEMORANDUM FOR 47MSG/CD

Recommended approval/disapproval.

47 SFS/DFC Name, Grade, USAF

3d Ind, 47 MSG/CD

Commander

MEMORANDUM FOR 47 SFS/S5R

Approved/disapproved.

47 MSG/CD Name, Grade, USAF
Deputy Commander

Attachment 4 (Added-LAUGHLIN)
ALCOHOL RELATED DRIVING REINSTATEMENT REQUEST SAMPLE FORMAT

(Not to Scale - Use Appropriate Letterhead & Format IAW AFH33-337, *Tongue and Quill*)

DEPARTMENT OF THE AIR FORCE
47TH FLYING TRAINING WING (AETC)



DATE

MEMORANDUM FOR 47SFS/S5R

FROM: Member's Commander

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

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

2. Place a contact number for any questions or concerns.

Commander's Name, Rank, USAF
Commander