

**BY ORDER OF THE COMMANDER  
RAF MILDENHALL**

**MILDENHALL INSTRUCTION**

**31-218**

**8 NOVEMBER 2016**

**Security**



**MOTOR VEHICLE/TRAFFIC  
SUPERVISION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense*. This instruction establishes responsibilities and procedures for the control of traffic in all areas for which the installation commander has jurisdiction through Air Force Manual (AFMAN) 31-116 and AFI 31-218 *Air Force Motor Vehicle Traffic Supervision*. This includes the Royal Air Force Mildenhall (RAF) cantonment area, flightline, Military Family Housing areas. AFPD 31-1 *Integrated Defense*, AFMAN 31-116, *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) 3AF and the UK Ministry of Defence*, dated 20 Nov 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*. *NATO SOFA, Article VII, Para 10*, authorizing US Forces to provide for security of their occupied installations in the UK. Failure to comply with this instruction could result in punitive or administrative action under Article 92 of the Uniform Code of Military Justice. This publication may not be supplemented or further implemented/extended. This instruction applies to all military personnel (Reservist/Guard on active orders or visiting), members of the civilian component (Department of Defense (DoD)/Department of the Air Force (DAF), family members, US contractors, and Ministry of Defence (MoD) employees. Those parts of this publication referring to driving/fuel permit privileges are not applicable to UK nationals or foreign nationals who are not members of the Visiting Force or its Civilian Component. British civilians employed on the installation (MoD) and guilty of an offense are

referred to the Royal Air Force (RAF) Commander for disposition. British civilians not employed (Non-MoD) or British civilians not employed on the installation and guilty of a traffic offense are cautioned (briefed) at the scene and released, *per USAFE instruction 31-204*. In the event of an uncooperative individual at the scene, Security Forces will escort the individual from the installation. 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. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. 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) FO31 AF SP K, Vehicle Administration Records (June 11, 1997, 62FR 31793) and FO31 AF SPL, Traffic Accident and Violation Reports (June 11, 1997, 62FR 31793) are available at <http://privacy.defense.gov/notices/usaf>.

## ***SUMMARY OF CHANGES***

This document updated changes that were made in UK procedures for road tax and changes with 100 SFS procedures concerning long-term parking usage and towing removal agencies. The instruction was also tailored to meet AFI 31-218 requirements that were not originally included in the previous publication. Additionally, several infractions have been added to the instruction to account for violations that occur on RAF, and off-base driving restrictions to RAFM members.

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## Chapter 1

### PROGRAM MANAGEMENT

**1.1. Base Jurisdiction.** For the purpose of this instruction, any reference for RAFM includes all on-base areas to include officers housing annex. Security Forces (SF) patrolman are not authorized to stop, search, or detain vehicles off-base.

### 1.2. Management Responsibilities.

#### 1.2.1. 100th Air Refueling Wing (ARW) Installation Commander (100 ARW/CC).

1.2.1.1. Responsible for establishing an effective traffic supervision program on RAFM.

1.2.1.2. 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.

1.2.1.3. Delegates responsibilities under applicable Air Force instructions to the Vice Commanders, Mission Support Group (MSG) Commander or other group commanders, as appropriate, provided the individual does not occupy a position that would constitute a conflict of interest. Coordinates letter of delegation through their Staff Judge Advocate (SJA).

#### 1.2.2. 100 MSG/CC.

1.2.2.1. Designated as final authority by 100 ARW/CC on all traffic related matters occurring on RAFM.

1.2.2.2. Authorizes suspensions, revocations, or reinstatements of driving privileges on RAFM.

1.2.2.3. 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.

1.2.2.4. Honors suspensions/revocations from civil police, court authorities, and from other military installations for those individuals that are currently stationed at or have recently PCS'd to RAFM.

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

#### 1.2.3. Unit Commanders and civilian equivalents.

1.2.3.1. Ensure all personnel within their area of responsibility are familiar with the contents of this instruction.

1.2.3.2. Ensure all personnel within their responsibility report all accidents to the 100 SFS/Base Defense Operations Center (BDOC) at DSN 314-238-2667 or commercial 01638 54 2667 within 24 hours of the accident for off-base incidents regardless of accident location, injuries, or operator fault. All on-base accidents must be reported immediately.

1.2.3.3. Ensure all personnel within their responsibility submit to direct drug/and or alcohol testing within 24 hours of a suspected alcohol related motor vehicle/traffic incidents or misconduct incident has occurred after coordination with 100 ARW/Staff Judge Advocate (SJA).

1.2.3.4. Ensure all personnel within their responsibility with suspended/revoked licenses have their driving privileges properly reinstated by contacting 100th Security Force Squadron Reports and Analysis section (100 SFS/S5R) and ensuring the reinstatement of driving privileges memorandum in ATTACHMENT 7 is completed and on file.

#### 1.2.4. 48th Medical Group (48 MDG)

1.2.4.1. Responsible for conducting blood and urine tests for alcohol and/or illegal 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. **NOTE:** 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.

1.2.4.2. Upon request, preliminary and certified results of alcohol and drug content in blood and urine will be released to 100 ARW/SJA, 100 SFS/CC (Security Forces Squadron Commander), members listed on the Release of Medical Information for Law Enforcement Letter, and the individuals' commander and/or First Sergeant.

1.2.4.3. Notifies 100SFS/S5R 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 them incapable of safely operating a motor vehicle. **NOTE:** 100 SFS/S5R will coordinate with the individual's commander, 100 ARW/SJA, and 100 MSG/CC to ascertain if the individuals driving privileges will be suspended or revoked.

#### 1.2.5. 100th Civil Engineer Squadron (100 CES).

1.2.5.1. Plans, designs, constructs, and maintains streets, highways, and abutting lands.

1.2.5.2. Selects and determines appropriate design, procurement, construction, installation, and maintenance of permanent traffic and parking control devices in coordination with the Defense Force Commander (DFC) and installation safety officer.

1.2.5.3. Ensures traffic signs, signals, and pavement markings conform to the standards in the current Manuel on Uniform Traffic Control Devices for Streets and Highways. They also ensure planning design, construction, and maintenance of streets and highways conform to National Highway Safety Program Standards and UK laws.

1.2.5.4. Will assign an engineer to be responsible for orchestrating traffic control studies and the Reserved Parking Plan.

#### 1.2.6. 100 SFS/S5R.

1.2.6.1. Serves as the installation DFC in accordance with applicable Air Force instructions. Exercises overall responsibility for directing, regulating, controlling traffic, and enforcing laws pertaining to traffic control.

1.2.6.2. Issues Notice of Preliminary Suspension of Driving Privileges Letter upon authorization from the 100 MSG/CC, or designated official, to personnel arrested by civil police not previously reported to the 100 SFS/BDOC.

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

1.2.6.4. Serves as the DFC-designated representative for traffic related issues.

1.2.6.5. Notifies 100th Logistics Readiness Squadron (LRS) Vehicle Operations Vehicle Operations Operator Records and Licensing section (OR&L) of all individuals having their privileges suspended or revoked. 100 SFS will confiscate the following from individuals having their driving privileges suspended or revoked: USAFE Form 435, AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card* and Flightline Competency Card if applicable. All forms will remain on file until the suspension/revocation expires.

1.2.6.6. Will report all individuals receiving a suspension/revocation on the Tri-Base Suspensions/Revocation Driving Roster. Notifications of suspension/revocations will be annotated in the Installation Access Control System (IACS) and Security Forces Information Management System (SFMIS).

1.2.7. 100th SFS/Pass and Registration Section (100 SFS/S5PR).

1.2.7.1. Designated as the sole registration point for all vehicles on RAFM.

1.2.8. 100th SFS/Operations (100 SFS/S3O).

1.2.8.1. Issues Notice of Preliminary Suspension of Driving Privileges Letter upon authorization from the 100 MSG/CC, or designated official, to individuals apprehended or arrested for alcohol and/or drug-related driving offenses on or off the installation.

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

1.2.8.3. Conducts evidentiary testing 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.

1.2.9. 100th Security Forces Squadron/Security Forces Investigations (S2I).

1.2.9.1. S2I Acts as the OPR for the RAFM vehicle impoundment program, to include operation of the Impound Storage Lot (Adjacent of Bldg. 793/Located in between the Aircraft Hold stoplights on the South of RAFM).

1.2.9.2. Tow abandoned vehicles through 100 FSS, or utilize 100 LRS/Vehicle Operation Control Center for all immediate removal of abandoned vehicles.

1.2.10. 100 FSS and 100 LRS.

1.2.10.1. 100 FSS is the primary towing agency for abandoned vehicles. 100 LRS/Vehicles Operations Control Center will be utilized in cases where 100 FSS is not available for immediate removal of an abandoned vehicle. 100 FSS will tow privately owned vehicles (POV). The DFC, 100 SFS/S3, 100 SFS/S3O, 100 SFS/S2I, and the 100

ARW Anti-Terrorism Officer (100 SFS/S5X) or higher authority can direct removal of POV's during increased FPCON's and for military necessity.

1.2.10.2. 100 LRS/Vehicles Operations Control Center recovers all AF Form 2293's upon notification of suspension or revocation of base driving privileges.

#### 1.2.11. Individual Responsibilities.

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

1.2.11.2. Properly register, license, tax, and insure all vehicles IAW AFIs and UK laws.

1.2.11.3. 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.

1.2.11.4. If arrested or apprehended by British police for traffic-related offenses, report the information to the nearest US Law Enforcement Desk or Unit Commander/First Sergeant within 24 hours of the incident.

1.2.11.5. Report involvement in all on-base vehicle accidents to the 100 SFS/BDOC immediately following an incident. Report off-base accidents to the 100 SFS/BDOC at DSN 314-238-2667 or commercial 01638 54 2667 as soon as practical, but not to exceed 24 hours per AFI 91-202.

1.2.11.6. Maintain and keep current USAFE Form 435 if operating a vehicle on or off RAFM.

1.2.11.7. 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 100 LRS.

### 1.3. Parking Warden Program (PWP)

1.3.1. The Wing Parking Warden Program (PWP) is used to facilitate the effective use of personnel assigned to an installation. The PWP helps bridge the gap by allowing designated Parking Wardens (PW) the responsibility of resolving non-moving/parking problems within and around their designated span of control. 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. Squadron Commanders or Staff Agency Chiefs may designate, in writing, a primary and alternate PW for building(s) with parking spaces and/or parking lots within their span of control. PWs must be an E-5 or higher. Letters of designation are forwarded to 100 SFS/S5R where they will be maintained and used for verification purposes. ATTACHMENT 6 is the template.

1.3.3. Personnel must receive training form 100 SFS/S5R prior to performing any official duty as a PW. 100 SFS/S5R will have a lesson plan outlining procedures and provide the training for each appointed individual.

1.3.4. Upon completion of training, PW members will report to 100 SFS/S5R to be issued DD Form 1408's, which will be tracked by serial numbers. PW can only issue citations for

non-moving violations on vehicles meeting the criteria outlined in AFI 31-218, *Motor Vehicle Traffic Supervision* and this instruction.

1.3.5. PWs will not issue a citation for moving violations.

1.3.6. PWs who are found guilty of a moving or non-moving violation will be removed from the PWP via MFR signed by the DFC forwarded to the PW's unit commander, and may be replaced as outlined in para 1.3.2.

1.3.7. PWs may only issue DD Form 1408's during a facility's normal operating hours, unless specifically authorized 24-hour operations or during contingencies.

1.3.8. PW will file all completed DD Form 1408's to 100 SFS/S5R office at the close of business for action on the day the citation was written.

## Chapter 2

### DRIVING PERMITS

#### 2.1. General Requirements.

2.1.1. Permanent party members of the US Armed Forces, civilian components, and their command sponsored dependents must have a valid USAFE Form 435 to operate any vehicle in the United Kingdom (UK).

2.1.2. Individuals must provide proof of the following to receive a USAFE Form 435.

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

2.1.2.2. All permanent party members, civilian components and their licensed command sponsored dependents must attend Course II/Local Conditions course.

2.1.2.3. Members and their command sponsored dependents must successfully pass the associated test in order to obtain their USAFE Form 435 or within 15 days of arrival at RAFM, whichever occurs first.

2.1.3. The USAFE Form 435 will be signed by the individual and endorsed by 100 SFS/S5PR section.

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

#### 2.2. Learner USAFE Driver Permits.

2.2.1. Learning drivers must obtain a Learners Permit/USAFE Form 435 prior to driving on base. Individuals must provide proof of the following to receive a Learner Permit USAFE Form 435.

2.2.1.1. A valid British Provisional driving permit.

2.2.1.2. Attend Course II/Local Conditions Course.

2.2.1.3. Attain a successful completion of the associated test.

2.2.2. The USAFE Form 435 will be over-stamped on the front with "Learner's Permit" from the 100 SFS/S5PR office.

2.2.3. The following statement will be typed on the reverse of the USAFE 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. **NOTE:** The L plates required to be obtained and paid for by the learner. The plates can be purchased off-base locally at most convenience stores.

#### 2.3. Motorcycle Operations.

2.3.1. Permanent party member of the US Armed Forces, Department of Air Force (DAF), Non-Appropriated Fund (NAF) and contractor civilians must have a motorcycle endorsement on their USAFE Form 435 to operate a motorcycle in the UK. Individuals must provide proof of the below items to receive a motorcycle endorsement on their USAFE 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 USAFE Form 435 with motorcycle endorsement is issued.

2.3.1.2. Successful completion of the Motorcycle Safety Foundation (MSF) Course. The motorcycle safety training requirement applies to all military personnel and AF civilian personnel who are required to operate a motorcycle IAW position description. First-time riders are required to complete initial training prior to operating a motorcycle. Intermediate training must be conducted within one year after completion of initial training. Refresher training must be conducted every five years. **NOTE:** For Sport bike riders, the Motorcycle Safety Refreshers Course or Advanced Riders Course must be taken within 60 days but no later than one year after completing initial training. Operators of three wheeled motorcycles do not require approved training. **NOTE:** Motorcycle riders are not authorized to operate a motorcycle the following actions have been completed: MSF course or USAF Safety Center-approved course, a motorcycle endorsement on their US state-side driver's license, and must have an USAFE Form 435 with motorcycle endorsement.

2.3.2. Privately owned off-road vehicles will not be utilized on the installation.

2.3.3. Operators or passengers of a motorcycle or motor-driven cycle shall at all times wear a United Nations Economic Commission for Europe (UNECE) Standard 22.05 or British Standard 6658 approved protective helmet on their head in an appropriate manner safely secured. Riders must wear eye protection IAW American National Standards Institute (ANSI) Standard Z87.1, or UNECE 22.05 or BS6658; additionally, long sleeved shirt/jacket, full-fingered gloves/mittens, long trousers, and sturdy footwear providing ankle support are required. A highly visible outer garment is required during the day and outer garment containing retro-reflective material is required at night.

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

2.4.1. The USAFE 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 USAFE 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 USAFE Form 435 for initial issue 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 UK.

## **2.5. Departing Personnel.**

2.5.1. Individuals PCS'ing from RAFM are required to surrender their USAFE Form 435, and all family member's USAFE Form 435's when out-processing. If individuals are

required to operate a vehicle after surrendering their USAFE Form 435, a copy of their orders will be stamped annotating they did possess a USAFE Form 435 and this will act as their permit until their final departure. **NOTE:** The 100 SFS/S5PR will not sign a member off for their departure earlier than 48 hours to their final out and will stamp their orders at that time.

2.5.2. Individuals PCS'ing to another USAFE assignment will obtain a new USAFE Form 435 with an expiration date of 10 days from the report no later than date of their next assignment.

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

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

2.6.1.1. Are required to attend Local Conditions Course prior to operating a vehicle in the UK. **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 Driver's license to operate a GOV. **NOTE:** Operation of AF GMVs (owned, leased or rented) requires possession of a valid state motor vehicle license. Operation of non-tactical AF GMVs where gross vehicle weight (GVW) is less than 10,000 pounds (4x2) and 11 passengers or less requires no further licensing. Operation of all other AF GMVs (owned, leased or rented) require additional training and certification. This includes 4x4 vehicles, vehicles identified as 12 passengers or more, to include the 15 passenger van (e.g. B192), and any tactical vehicles less than 10,000 pounds GVW. Completion of this additional training and certification is demonstrated on a valid AF Form 2293, *USAF Motor Vehicle Operator Identification Card*. Operation is limited to those vehicles identified on the AF Form 2293.

2.6.1.4. May operate POVs on and off RAFM for a period not to exceed the length of their TDY if items addressed in paragraphs 2.6.1.1 and 2.6.1.2 are met.

2.6.2. Individuals who are TDY to RAFM 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 RAFM for a period not to exceed the length of their TDY if items addressed in paragraphs 2.6.2.1 and 2.6.1.3 are met.

## 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 RAFM must register their vehicles with 100 SFS/S5PR within three duty days of acquisition, upon arrival of the vehicle, or employment at RAFM. The USAFE Form 435 will be issued to all entitled personnel.

3.1.1. 1 Military personnel, members of the civilian component, and dependents must have a valid USAFE Form 435 to permanently register a POV on RAFM.

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 USAFE Form 435 with a motorcycle endorsement to register a motorcycle on RAFM.

3.1.2.2. Registration of Off-Road Vehicles (ORV) is not required on RAFM as they are not authorized to be operated on the installation. **EXCEPTION:** A government-owned ORV may be operated throughout the installation for official business. OGMVC (Other Government Motor Vehicles Conveyances) vehicles may be operated on RAFM. Unit VNCO's are responsible for orientation as well as documenting the training for operators of these vehicles. ORVs that do not have seatbelts installed will have a Risk Management Evaluation on file with the 100 ARW/Safety Office (SE) prior to operating those ORVs on installation roadways. Refer to Attachment 1 for definition of OGMVC.

3.1.3. For Force Protection purposes, the DD Form 2220, *DOD Registered Vehicle Decal*, will be removed from vehicles prior to registration.

3.1.4. Vehicles failing MOT are considered not roadworthy and will not be driven or parked on public/installation roads except as allowed by British Law. If the time required to repair the vehicle will exceed the 30 day time limit, an affidavit must be obtained from the base legal office (100 ARW/SJA) and a Statutory Off-Road Notification (SORN) applied for.

3.1.4.1. SORN vehicles will be parked in resident's personal-designated spaces in military family housing areas. Dormitory residents may SORN a vehicle for the length of a deployment or TDY in the long-term parking lot located at Bldg 530/West Perimeter Road provided that the same information is displayed in paragraph 4.3.1.1 of this instruction. SORN vehicles are not authorized in any other parking spaces on the installation. **NOTE:** SORN vehicles are intended to be driven to have their previously scheduled appointment MOT/road tax reinstated. Driving a SORN vehicle other to have the vehicles MOT may be subject to citing.

3.1.4.2. Undeclared SORN vehicles in unauthorized parking spaces are subject to be towed immediately.

**3.2. Tax-Paid Vehicles.** Individuals requesting base vehicle registration for a tax-paid vehicle must provide proof of the following items to 100 SFS/S5PR:

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. Proof of UK insurance certificate or temporary cover note.

3.2.3. Proof of valid UK tax.

3.2.4. A valid Ministry of Transport (MOT) inspection certificate if the vehicle is three years or older. **NOTE:** For US-manufactured vehicles under three 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 USAFE Form 435 for military personnel and US civilians issued from RAFM 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 100 SFS/S5PR and complete a HM Custom & 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. After individuals have picked up their concession vehicle from the port or are requiring base vehicle registration for a concession vehicle, they must provide proof of the following items to the 100 SFS/S5PR office:

3.3.2.1. Proof of ownership, i.e., title, registration document.

3.3.2.2. Valid UK insurance certificate, 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 road tax issue.

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

3.3.2.4. Valid USAFE Form 435 for military personnel and US civilians issued from RAFM.

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. However, members only have the same calendar month after importation of the vehicle into the UK to complete the UK registration process. **NOTE:** Paper plates are not acceptable in the UK. 100 SFS/S5PR 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. An extension of the 14-day deadline may be granted if documents have been sent by 100 SFS/S5PR to DVLA and the member is waiting to receive UK registration

documentation. **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. Tax-free vehicles imported into the UK are not authorized to be sold until six months of import unless approved by HM Customs/Central Vehicle Registrar (CVR) on RAFM. If sale of vehicle is within one year of import, the old road tax must be surrendered and a new road tax issued. **NOTE:** 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.

3.3.2.7. Once completed registration has been completed, the member has 72 hours to display both plates on the outside of the vehicle.

### **3.4. Motorcycle Registration.**

3.4.1. Individuals importing a concession vehicle (motorcycle) are required to report to 100 SFS/S5PR with the motorcycle title or state registration documents, and also complete a Customs and Excise 941. **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 UK and the motorcycle is registered through 100 SFS/S5PR. Members are not authorized to operate a motorcycle until MSF training is completed and current per paragraph 2.3.1.2.

3.4.2. After the motorcycle has cleared HMCE, individuals are required to report to 100 SFS/S5PR and provide proof of the following to register the motorcycle on the installation:

3.4.2.1. Proof of Ownership, i.e. title, registration documents.

3.4.2.2. Proof of Insurance, i.e., insurance certificate, temporary cover note. **NOTE:** Must be valid for at least 30 days at the time of the application.

3.4.2.3. 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.

3.4.2.4. Proof of valid UK Road Tax.

3.4.2.5. A valid (or military clause) stateside license with motorcycle endorsement and a USAFE Form 435 with motorcycle endorsement. Obtaining a British license is not an option for Military, DAFC, NAF, dependents (SOFA). **NOTE:** Exceptions for licensed local nationals with gas privileges may be issued a USAFE license without US endorsement.

3.4.2.6. Proof of completion of a Motorcycle Safety Foundation course within the past five years. **NOTE:** It is the individual's responsibility to ensure an individual with a proper motorcycle license transport 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. Base Registration, Sale or Transfer of Concession (Tax-Free) Vehicles.**

3.5.1. Individuals requesting to sell or transfer their concession vehicle must report to the 100 SFS/S5PR 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 RAFM prior to arranging the sale or transfer.

3.5.2. Individuals selling or transferring a concession vehicle must receive an approval number from 100 SFS/S5PR.

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

3.5.4. Married sponsors are authorized two tax-free vehicles and single personnel are authorized one tax-free vehicle.

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

3.5.6. 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.

3.5.7. Individual's selling/purchasing or transferring concession vehicles must report to 100 SFS/S5PR to update their USAFE Form 435.

3.5.8. To register a tax-free vehicle of RAFM you will need to provide:

3.5.8.1. V5 Registration Document in your name of 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 UK*.

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

3.5.8.3. Valid MOT Certificate if the vehicle is more than three years old.

3.5.8.4. Proof of valid UK Road Tax.

3.5.8.5. All Dependents of the household.

3.5.8.6. If the vehicle is a motorcycle, the members MSF card and a valid US motorcycle license and/or endorsement.

3.5.9. Selling of all POV's will be completed in designated areas/Lemon Lot located on Little Skipper Boulevard (parking lot adjacent to Bldg 210 and Bldg 224/Dormitory Complex's and Bldg 128/RAFM Launderette). Selling of POV's is not permitted in a public parking lot. **NOTE:** Vehicles that are parked in the Lemon Lot for sale are required to be registered the RAFM Community Center Bldg 404/Bob Hope Center prior to parking in the Lemon Lot.

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

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

3.5.10.2. Current V5 in your name.

3.5.10.3. Proof current road tax (cannot expire during the period of advertisement).

3.5.10.4. Proof of current insurance.

3.5.10.5. Applicable space rental monetary fees.

3.5.10.6. Completed agreement to remain in front windscreen.

**3.6. Termination of Concession Vehicle Entitlement.** Individuals who lose their concession vehicle entitlements in the UK cannot retain any tax-free vehicle. They must apply to pay the Custom Duty/VAT on the vehicle as assessed by HMCE.

3.6.1. Individuals are required to report to 100 SFS/S5PR 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. 100 SFS/S5PR 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 100 SFS/S5PR.

3.6.2.2. The individual must report to 100 SFS/S5PR 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. 100 SFS/S5PR will then forward the appropriate documents and payment to HMCE Cumbernauld.

**3.7. Individuals Retiring or Separating in the UK.**

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 100 SFS/S5PR with V5 for all vehicles, complete a Request to Stay in Country Letter, Request for Payment of UK Customs & Exercise Revenue on Privately Owned Vehicles, and Tax-Free Retirement Exemption Letter.

3.7.1.2. 100 SFS/S5PR 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 100 SFS/S5PR 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 for the vehicle receives "total loss" compensation.

3.8.2. Individuals releasing concession vehicle to insurance companies due to a total loss claim must provide 100 SFS/S5PR 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 accepts responsibility for the payment of any customs revenue for the vehicle.

3.8.2.2. 100 SFS/S5PR 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. An owner may accept total payment for the loss from the insurer and release the vehicle to the company only after all items addressed in paragraphs 3.7.1 through 3.7.2. have been met.

### **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. Owner must report to 100 SFS/S5PR to complete a 3AF Form 5, *Request to Pay Customs and Excise Duty on a Concession Vehicle*, as prescribed by 3AFI 31-204.

3.9.2.2. The owner will present the 3AF Form 5 to the authorized scrap dealer to complete the entire portion of section 10.

3.9.2.3. Return to 100 SFS/S5PR with the 3AF Form 5 completed by the scrap dealer and all applicable USAFE Form 435s for renewal.

3.9.2.4. 100 SFS/S5PR will retain one copy and original signed copy to the UK/Central Vehicle Registrar and forward the V5 to DCLA, Swansea.

3.9.2.5. 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 100 SFS/S5PR 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, 100 SFS/S5PR will complete a 3AF Form 5.

3.10.2. 100 SFS/S5PR 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 100 SFS/S5PR who will in-turn notify the concession (Tax-Free) vehicle's registered keeper of the amount due by email.

**3.11. Purchase of Concession (Tax-Free) Vehicle.** Individuals purchasing a concession vehicle are required to report in-person to 100 SFS/S5PR and complete a HMCE Form 941, *Power of Attorney* authorizing other persons to accept delivery of a vehicle. Only in the most

unusual and/or emergency situations (such as deployment or emergency leave) will 100 SFS/S5PR contact HMCE and request an exception to policy. Request for exception based on convenience or nicety 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 the SFS/S5PR office.

3.11.2. 100 SFS/S5PR will not release blank or unsigned HMRC Form 941. The military sponsor or authorized civilian must be present at 100 SFS/S5PR 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 competence 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 100/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 100 SFS/S5PR.

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. V55/5, Application for British Vehicle Registration, as prescribed by 3AF 31-204, Control of Concession Vehicles Within the United Kingdom.**

3.12.1. Individuals requesting initial UK registration must report to 100 SFS/S5PR office to complete the V55/5 no later than the last day of the calendar month from when the owner received the vehicle from the port or dealer. Individuals must provide the following documents to 100 SFS/S5PR within the same calendar month of taking delivery of the vehicle. If this is not completed within the same calendar month then tax arrears will be assessed.

3.12.2. State/Foreign Registration or Title.

3.12.2.1. Original or e-mailed certificate of UK motor vehicle insurance or temporary cover note. Faxes are not acceptable by DVLA. **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 issue.

3.12.2.2. A valid MOT inspection certificate if the vehicle is three years or older. **NOTE:** For non-EU vehicles that are not three years old, a safety inspection (SVA) from an authorized service center is required in lieu of the MOT.

3.12.2.3. HMCE Form 941 must be stamped by the port of entry.

3.12.2.4. Road tax arrears (if required) or an affidavit from the 100 ARW/SJA if the vehicle has not been driven.

3.12.3. 100 SFS/S5PR will issue a receipt for all paperwork and forward all documentation to the Vehicle Registrar Office (VRO). All paperwork will be returned through the mail directly to 100 SFS/S5PR.

3.12.4. The individual registering the vehicle will receive an e-mail from 100 SFS/S5PR stating the package has been received from DVLA.

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

3.13.1. Around the 5th of the calendar month prior to the expiration of Exempt Road Tax, 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.

3.13.2. Individuals requesting road tax renewal must provide 100 SFS/S5PR with the following original documents:

3.13.2.1. 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 road tax issue.

3.13.2.2. A valid MOT inspection certificate if the vehicle is three years or older.

3.13.2.3. V5 Registration Document.

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

3.13.3. 100 SFS/S5PR 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 has expired the vehicle must be parked until receipt under UK Law.

### **3.14. Shipping Concession (Tax-Free) Vehicles out of the UK.**

3.14.1. Individuals shipping vehicles out of the UK are required to report in person to 100 SFS/S5PR with the original V5 for the vehicle to be shipped.

3.14.2. 100 SFS/S5PR will complete a DD 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 DD Form 430 to the port when shipping the vehicle.

3.14.3. Once the vehicle has been received at the port the individual shipping the vehicle is required to report to 100 SFS/S5PR with the following documents to de-register the vehicle:

3.14.3.1. USAFE Form 435.

3.14.3.2. 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.

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

3.14.3.4. 100 SFS/S5PR will forward the V5 to the DVLA.

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

3.15.1. Members of the US Armed Forces, civilian components, and their dependents who require a handicap parking decal must provide 100 SFS/S5PR a letter signed by a doctor from one of the following approved agencies: 48 MDG, an off-base recognized National Health Service General Practitioner, or a hospital stating the requesting person or their dependent has a physical handicap requiring this privilege.

3.15.2. 100 SFS/S5PR 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).

3.15.3. Host nation handicap parking decals will be recognized by on-base authorities.

**3.16. Miniature Motorized Scooters and Mopeds.** Due to their inherent small size and relatively high speed, miniature motorized scooters, mopeds, and similar recreational vehicles are not to be registered on RAFM. Such vehicles do not conform to on-road vehicle safety requirements, and owners are prohibited from operating them on the installation.

**3.17. Non-Motorized Transportation Devices.** Operators of these devices, including but not limited to skateboards, kick-scooters, roller skates, in-line skates, and other similar equipment not meeting DOT motor vehicle standards are prohibited on installation roadways except for incidental road access associated with pedestrians and will comply with all pedestrian related traffic laws.

**3.18. Bicycle Operation.** Bicycle operators are required to wear the following safety equipment: Helmet, a highly visible outer garment during the day, and an outer garment containing retro-reflective material at night. In addition bicycles are required to be equipped with a white front light visible for 500 feet and red reflector or light clearly visible from the rear for 300 feet.

## Chapter 4

### TRAFFIC CODES

#### 4.1. Drunk Driving.

4.1.1. Drivers give 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 when they sign for their USAFE Form 435 Driving/Fuel Permit. 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.

4.1.2. 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 to be driving while intoxicated and in violation of Article 111, *Uniform Code Military Justice* (UCMJ). A converted level of a Breath Alcohol Content (BrAC) of 0.08 percent or greater is considered intoxicated by civil authorities. **NOTE:** British civilians involved in serious traffic offenses (i.e., driving under the influence) can be detained and released to civil authorities, through the Ministry of Defence Police (MDP), if available, for prosecution under the Criminal Justice Act.

4.1.3. If the percentage of alcohol is less than 0.08 but more than 0.05, the person is considered to be driving while impaired. If the percentage blood is less than 0.05 they will be considered not under the influence of alcohol.

4.1.4. Upon authorization from 100 MSG/CC, 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 100 SFS/S5R, the individual will surrender their USAFE Form 435, AF Form 2293, and Flightline Competency Card (if applicable).

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

#### 4.2. Suspensions/Revocations.

4.2.1. Persons undergoing suspension/revocation action must surrender their USAFE Form 435, GOV license and Flightline Competency Card (if applicable) to 100 SFS/S5R prior to the end of the first duty day after the suspension takes effect. 100 SFS/S5R will maintain the USAFE Form 435 and incident report for the duration of the suspension revocation or until disposition of the case. Properly licensed, insured, and authorized individuals may operate the vehicle. Family members having installation driving privileges may re-register the vehicle IAW this instruction.

4.2.1.1. All Government Vehicle Operators must turn in their AF Form 2293 to 100 SFS/S5R upon notification of suspension or revocation of base driving privileges.

4.2.1.2. Personnel who are assigned a flightline competency card must have their flightline driving authorization revoked upon suspension/revocation of base driving privileges IAW MILDENHALL INSTRUCTION (MILDI) 13-213, *Airfield Driving*.

4.2.2. Individuals whose driving privileges are being suspended/revoked may request an administrative hearing within fourteen (14) calendar days of receipt of the notification letter. The 100 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.

4.2.3. Requests for all limited driving privileges, probation or reinstatements 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, 100 SFS/S5R, 100 ARW/SJA, and final decision to hold an administrative hearing will be conducted through the 100 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.

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

4.2.5. 100 SFS/S5R does not automatically report suspension/revocation action to the UK civil authorities, but will respond to direct inquiries about a specific driver's status on a cases-by-case basis.

4.2.6. 100 SFS/S5R will notify revocation/suspension actions through the US Postal Service to the individual's state license authority.

4.2.7. The 100 MSG/CC will honor suspensions/revocations from US or Foreign civil police and/or civil court authorities, and personnel who PCS'd to RAFM that are still under a current mandatory revocation from their previous assignment. **NOTE:** The greater length of revocation will be honored for on or off-base infractions. Incidents involving driving under the influence will be a mandatory twelve month driving revocation.

4.2.8. Individuals receiving suspension or revocation of driving privileges from off-base authorities are required to report to 100 SFS/S5R within 72 hours with copies of the British Court findings.

4.2.9. 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. Court-approved local community driver improvement programs may be used to fulfill the requirement.

### 4.3. Long-Term Parking.

4.3.1. There is one designated area on RAFM where individuals departing the local area on TDY orders, deployment orders or extended periods of leave, consisting of seven days or longer, may park their vehicles. **NOTE:** The intent of the parking lot is to be used by the previous stated circumstances only, not for private convenience due to a shortage of off-base parking. The parking location for long-term is adjacent to Bldg 530 on Lincoln Road heading towards Hang the Expense. A period of one year will be the maximum time allowed for a vehicle to be parked in the lot. Extensions may be granted through coordination with the

vehicle owner, Power of Attorney holder, or First Sergeant, through the 100 SFS/S2I section through verification of the members orders.

4.3.2. Personnel who wish to utilize long-term parking on RAFM must display a sign in the windscreen with an approved 100 SFS/S5PR Long-Term Pass located on Attachment Five of this instruction and also available at the following sharepoint site: <https://ice.usafe.af.mil/sites/100MSG/SFS/Pass%20and%20Registration/SitePages/Home.aspx>. **NOTE:** All vehicles in long-term parking must have a current MOT and Road Tax or be properly SORN'd. The SORN notification is required to be placed in the individuals POV windscreen adjacent to the long-term parking pass throughout the duration of their leave/TDY/deployment. The vehicle owner is responsible to make contact with their emergency contact locally to update the duration of the stay and display the changes in the windscreen. **NOTE:** Vehicles failing to display this information or parked outside of this designated area for more than seven days are considered abandoned and subject to citations, towing, and impoundment as the situation may dictate.

4.3.3. 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 or impoundment as the situation may dictate.

#### **4.4. Vehicle Towing and Impoundment Procedures.**

4.4.1. Persons accepting installation driving privileges have given their written consent for the removal and temporary impoundment of their POV's under certain conditions which are explained to them during registration procedures. The written consent is maintained at 100 SFS/S5PR.

4.4.2. Disposition instructions for "tax-free/concession" vehicles are outlined in HMCE Value Added Tax (Personal Relief for Special Visitors) Order 1992.

4.4.3. Vehicles are subject to impoundment for the following reasons:

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

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

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

4.4.3.4. Fictitious display of license plate.

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

4.4.3.6. Unauthorized vehicles parked in handicap parking spaces.

4.4.3.7. Abandoned vehicles.

4.4.3.8. A competent military authority (The DFC, 100 SFS/S3, 100 SFS/S5X or higher authority) may direct the immediate impoundment of vehicles for military necessity by utilizing 100 FSS or Beck Row Car Spares. **NOTE:** During increased Force Protection Conditions, the 100 ARW/CC 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.

4.4.4. If a condition listed in paragraphs 4.4 through 4.4.3.8 of this document exists and it is determined the vehicle will be impounded, 100 SFS/S2I will impound the vehicle.

4.4.4.1. It is the owner's responsibility to pay all towing and storage fees incurred following impoundment of a vehicle.

4.4.4.2. All appeals for impounded vehicles will be directed to the 100 MSG/CC or 100 MSG/CD, through the 100 SFS/S5R. Appeals to driving suspensions will remain in effect until the appeal process has been completed. **NOTE:** All multiple suspensions or revocations must run concurrently.

#### **4.5. Abandoned Vehicle Program.**

4.5.1. 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 or not making the vehicle road legal IAW Chapter 3 of this instruction.

4.5.2. 100 SFS/S2I is the OPR for the abandoned vehicle program, to include operation of the 100 SFS Impound Storage Lot (Adjacent of Bldg 793/Located in between the Aircraft Hold stoplights on the South of RAFM).

4.5.3. If a vehicle is suspected of abandonment, notify 100 SFS/BDOC. The vehicle will be cited with a DD Form 1408. Once the 72 hours has expired, a DD Form 2504 will be issued and forwarded to 100 SFS/S2I for further action.

4.5.4. Following receipt of the DD Form 2504, 100 SFS/S2I will attempt to contact the registered owner, and the vehicle will be impounded if the owner cannot be contacted within 72 hours. **NOTE:** 100 SFS/S2I will make all reasonable attempts to contact the registered owner or responsible party of the vehicle. If 100 SFS/S2I is unable to identify or contact a registered owner or responsible party for the vehicle, a member of 100 SFS/S2I will contact 100 FSS or Beck Row Car Spares to have the vehicle towed to the 100 SFS Impound Lot. Attempts to contact the registered owner or responsible party will be continued for 60 calendar days, at which time the vehicle will be disposed of as abandoned property.

4.5.5. The registered owner or responsible party of the vehicle is liable for any damage incurred to the vehicle during the towing and/or impound process. **NOTE:** 100 SFS, 100 FSS, and 100 LRS/VOCC are not responsible for any liabilities or damages to the impounded vehicle.

#### **4.6. Reserved Parking Spaces/Traffic Altering Request.**

4.6.1. 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/expectant mothers parking. Any deviation must be approved by the 100 MSG/CC or delegated representative.

4.6.2. Reserved parking spaces will be marked with white painting or individual brown placard signs.

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

4.6.4. Reserved parking spaces will be revalidated every three years.

4.6.5. Reserved parking spaces for bicycle, motorcycle, and visitors are considered separate parking spaces and are not counted against the 10 percent of the parking spaces on the installation.

4.6.6. All requests for additional reserved parking spaces or traffic altering request will be forwarded to 100 CES via AF Form 332, *Base Civil Engineer Work Request*, prescribed by AFI 32-1001, *Operations Management*.

4.6.7. 100 CES will coordinate all traffic related work orders through the following:

4.6.7.1. 100 CES/CEO (Operations Flight).

4.6.7.2. 100 CES/CEF (Fire Department).

4.6.7.3. 100 SFS/S3OS (Operation Support).

4.6.7.4. 100 ARW/SE (Safety)

4.6.8. All reserved parking spaces not properly coordinated will be removed without notice.  
**NOTE:** 100 CES will not process any requests without the approval of 100 MSG/CC.

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

**4.8. Vehicle Accidents.** UK civilian police have sole investigative authority on all off-base traffic accidents.

**4.9. Flightline Driving.** Violations of flightline specific driving rules contained in MILDI 13-213, *Airfield Driving*, will be handled by Airfield Management personnel. Violators will be reported or escorted to Airfield Management Operations. This does not preclude 100 SFS personnel from enforcing standards set forth in this instruction on the airfield.

**4.10. Traffic Citations.**

4.10.1. UK, other foreign nationals, and non-base affiliated civilian offenders may be issued a DD Form 1408 for minor traffic offenses on the installation which will be forwarded to the RAFM Station Commander (RAF/CC) for action. **NOTE:** British civilians (Non-MoD) not employed on the installation, and guilty of a traffic offense, are cautioned (briefed) at the scene and released. In the event of an uncooperative individual at the scene, 100 SFS will escort the individual from the installation IAW AFI 31-204 USAFE\_Sup para 2.5. **NOTE:** Wherever possible, the Ministry of Defence Police (MDP), should be contacted to assist the removal of the individual from the installation.

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

4.10.3. At the discretion of the 100 MSG/CC or other designated representative, three non-moving violations issued to an individual within a 90-day period will result in a 90-day suspension of driving privileges.

4.10.4. At the discretion of the 100 MSG/CC or other designated representative, five non-moving violations issued to an individual within a 180-day period will result in a 180-day suspension of driving privileges.

4.10.5. At the discretion of the 100 MSG/CC or other designated representative, six points assessed within 180-day period will result in a warning letter/commander action.

4.10.6. At the discretion of the 100 MSG/CC or other designated representative, 12 points assessed within a year period will result in a one-year suspension of driving privileges.

4.10.7. At the discretion of the 100 MSG/CC or other designated representative, 18 points assessed in an 18 month period will result in a two-year suspension of driving privileges.

4.10.8. The following violations will result in automatic suspensions of the USAFE Form 435, *Driving/Fuel Permit*, for all personnel who are observed by SF, or other authorized personnel and issued a DD Form 1408. The 100 MSG/CC or designated representative will suspend driving privileges of individuals who are observed as follows:

4.10.8.1. Not wearing seatbelts.

4.10.8.2. Personnel observed texting via cell phone or other hand device while driving.

4.10.8.3. Personnel observed talking on and/or operating a cell phone while driving.

4.10.8.4. Personnel who attempt/complete unauthorized entry onto the installation.

4.10.9. The MSG/CC or designated representative will suspend driving privileges for paragraphs 4.10.8.1-4.10.8.4. as follows:

4.10.9.1. First Violation: 7-day driving suspension.

4.10.9.2. Second Violation: 14-day driving suspension.

4.10.9.3. Third Violation: 30 day driving suspension.

4.10.9.3.1. Unauthorized entry onto the installation: 30 day driving suspension.

4.10.10. The MSG/CC or designated representative may order the following actions if an individual fails to comply with the items listed in paragraph 3.1.1 – 3.4.2.6 for a length of time totaling more than a month timeframe: counselling for a member, remedial driving training, rehabilitation programs, and finally a suspension or revocation depending on the severity of an individual's violations. Counselling, remedial driving training, rehabilitation programs, and suspensions/revocations will be coordinated by the violator's unit commander, 100 SFS/S5R, and 100 MSG/CC.

**4.11. On-base Contractors.** Each contractor gaining access to RAFM will receive a memorandum from the 100 ARW/CC for general driving safety requirements.

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

4.12.1. Parking lots are 5 MPH except where posted.

4.12.2. All roadways are 15 MPH except where posted.

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

**4.13. Designated Parking Space/Areas.**

4.13.1. The only authorized general parking spaces (excluding quarter's driveways) on RAFM 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 RAFM are considered non-designated and parking is prohibited.

4.13.2. Vehicles are not authorized to park on grass, dirt, or seeded areas unless directed to for special functions and approved by 100 CES.

**4.14. 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.

**4.15. Offensive display on vehicles.** Offensive material may include, but are not limited to the following elements: the use of offensive/derogatory terms based on race, color, religion, sex, national origin, vandalism/degrading graffiti, hate group activity, discriminatory epithets, signs or symbols. Vehicles with such displays have the potential to negatively impact the installation human relations climate. Vehicle operators will be cited and given 72 hours to remove all offensive material.

## Chapter 5

### TRAFFIC CIRCULATION CONTROL

**5.1. General.** RAFM is located in an area of normally light to moderate traffic on the roadways adjacent to and through the installation. The A1101 separates the AYA, Child Development Center and officers housing area from the main base. Lincoln Road runs East to West, between the fenced portions of the installation, and separates the major arteries leading onto the installation. Lincoln Road is currently blocked off prior to Gate 1 and, therefore, is not an access route to the installation. Peak traffic hours occur Monday-Friday, 0700-0830, 1130-1300, and 1600-1730. **NOTE:** Per AFI 91-207, individuals are not authorized to jog, run or walk on roadways with high traffic density during peak traffic periods. Road guards or safety spotters will be utilized to safely control traffic for formation runs or group running events.

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

### 5.3. Responsibilities.

#### 5.3.1. The 100 MSG/CC.

5.3.1.1. Will ensure an effective and safe traffic program is maintained.

5.3.1.2. Ensures the 100 MSG/CD monitors the traffic circulation and parking plan.

5.3.1.3. Is responsible for execution of the instruction. Implementation and operation is delegated to the DFC.

#### 5.3.2. The DFC is responsible for coordination on all traffic circulation and parking requests.

#### 5.3.3. Base Civil Engineering.

5.3.3.1. Appoints a Traffic Management Working Group (TMWG) Coordinator.

5.3.3.2. Prepares, coordinates, and monitors the traffic circulation and parking program.

5.3.3.3. Provides long-range base-project plans for proper traffic planning.

5.3.3.4. Provides normal maintenance of streets and adjoining land.

5.3.4. 100 LRS will provide a wrecker service for emergency removal of POVs involved in accidents or that present significant traffic safety hazards. 100 LRS will typically only tow GOVs (on or off-base). The only exception is noted during the impoundment of a vehicle upon direction from SFS (requires liability release from 100 SFS prior to 100 LRS moving any vehicle).

#### 5.3.5. TMWG.

5.3.5.1. Consists of a minimum of the following agencies: 100 CES, 100 SFS, 100 LRS, and 100 ARW/SE POCs.

5.3.5.2. Reviews and recommends approval/disapproval for AF Form 332s, *Base Civil Engineer Work Request*, requesting 100 MSG/CD approval.

5.3.5.3. Meets at least twice annually to review new AF Form 332s requiring TMWG coordination.

5.3.5.4. Reviews Parking and Traffic Circulation Plans.

5.3.5.5. Recommendations by the TMWG will be submitted as approved work orders for CES/CEO action for minor works, or forwarded to the Facilities Board for 100 ARW/CC approval.

#### **5.4. Adverse Road and Weather Conditions.**

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

5.4.2. RAFM experiences heavy fog conditions from October through February with early morning fog as the greatest threat during December and February. The 100 ARW Command Post (CP) will announce current fog conditions over the base public address system or through a base wide AtHOC installation weather warning message.

5.4.3. During periods when visibility falls below a quarter of a mile, GOV's will not be operated off-base unless the reason is mission-essential and POV operators should reduce speed and exercise extreme caution. Only essential vehicles are permitted to operate on the flightline IAW MILDI 13-213, *Airfield Driving*, and then only at a reduced speed commensurate with the conditions. During periods when visibility falls below 1/10 mile, only EMERGENCY GOV's will be permitted to depart the base or operate on the flightline, privately-owned vehicle operators should consider postponing their journeys IAW MILDI 13-213, and flightline vehicle speed limits will be reduced to 5 MPH. The operation of POV's on the flightline will be discouraged by all supervisors and prohibited at the discretion of Airfield Management Operations during limited visibility.

5.4.4. Use of low beam headlamps and rear fog lights are mandatory during periods of decreased visibility.

5.4.5. 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 due to the difficulty in detecting the presence of ice on the roadway. Caution should be utilized by vehicle operators when driving off-base and should be curtailed. Vehicles operating on the flightline will be reduced to essential vehicles only when conditions for black ice are present.

5.4.6. Flooding does occasionally occur during heavy rainstorms. When these conditions occur, individual actions will be taken to reroute traffic around flooded areas.

5.4.7. Road Conditions. (Attachment 3)

5.4.7.1. When weather conditions dictate a change in driving conditions and/or school delays/closures, the 100 ARW/CP will make the appropriate notifications (paragraph 5.4.7.5.). In the event the road conditions are RED or BLACK, the 100 ARW/CP will initiate an informational-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.

5.4.7.2. To find out the current driving condition and to check the status of DoDD school delays/closures, the first option should be to access <http://www.mildenhall.af.mil> from a government computer or from home. Alternately, personnel can call the weather line at DSN 314-238-3541 or commercial 01638 54 3541. The information will also be broadcast on local radio stations.

5.4.8. Weather Conditions Change Process. The following outlines the process for changing weather conditions:

5.4.8.1. RAFL is the lead agency which declares road conditions for the tri-base area. The 100 ARW/CP will receive a notice from RAFL when they declare a road condition change, and will forward the information to the appropriate agencies. The 100 ARW/CP will ensure an AtHoc message is sent advising personnel of the road change. The 100 SFS/BDOC will instruct all 100 SFS gates to change the road condition signs.

5.4.8.2. If RAFM road conditional are different from RAFL, the 100 ARW/CP will request approval for local road conditions change either as a recommendation from 100 SFS or Wing leadership. Approval is granted from the 100 MSG/CC to change the local road condition. 100 MSG/CC will coordinate with 100 SFS, 100 OSS/OSW, and 100 ARW/CP to authorize/disapprove the request. If approved, the 100 ARW/CP will send the note to all applicable parties and 100 SFS/BDOC will have the installation gates signs changed.

5.4.8.3. Whenever weather and road conditions make driving hazardous and increase the likelihood of accidents (i.e., excessive fog, snow, ice), the on-duty 100 SFS Flight Sergeant or designated representative will contact the DFC to recommend a weather condition change. Whenever there is a road condition change, the 100 SFS/BDOC will also contact the Fire Alarm Communications Center (FACC) at DSN 314-238-2762 or 314-238-2763.

5.4.8.4. The on-duty 100 SFS Flight Sergeant will continue to verify road conditions throughout the day and will ensure updates are immediately relayed if the weather continues to deteriorate.

5.4.8.5. The 100 MSG/CC will then contact the 100 ARW/CP with the appropriate road/weather condition and determine appropriate delayed reporting of Mission Essential Services Only (MESO).

5.4.8.6. The 100 ARW/CP will contact the following agencies when notified of a change in road/weather condition, MESO status, or school/bus delay/closure:

5.4.8.6.1. 100 SFS/BDOC to confirm the official change in road/weather condition. 100 SFS will change road condition signs at installation entry points, and brief personnel at entry points on driving conditions/speed limitations.

5.4.8.6.2. 100 OSS/OSW (Weather Flight) will update the Weather Line information and school reporting procedures.

5.4.8.6.3. 100 ARW/PA will update the RAFM intranet web page, update the public access webpage and the Commander's Access Channel slides. 100 ARW/PA will

send out base-wide email informing the base personnel of the change in road/weather condition and any other pertinent safety information.

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

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

**5.5. Special Event Contingencies.** The planning, supervision and direction of traffic control procedures required for such events as “Open Days”, perimeter fun runs, bazaars, air shows, and base carnivals will be the responsibility of the 100 SFS/S3OS. Any agency or organization planning/hosting such an event must coordinate with 100 SFS/S3OS at least 60 days prior to the event date. 100 SFS/S3OS will ensure 100 ARW/SE reviews all traffic control plans before implementation.

**5.6. Traffic Signs and Devices.** When possible, traffic control signs and devices will be in compliance with British standards. The *Manual on Uniform Traffic Control Devices* (MOUTCD) will be utilized when there is no equivalent British sign or device. The 100 CES 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 their traffic Safety Engineers. The 100 ARW/CC will be the approving authority for all major traffic projects and programs. 100 SFS/S3OS and 100 ARW/SE Safety will also ensure long-range base projects and plans are identified for proper traffic planning.

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

**5.8. Off-base Driving Restrictions:** It is prohibited under this instruction to overtake any vehicle traveling on any two lane undivided rural non-trunk road, also known as local roads, within a ten mile radius of RAFM (Feltwell to the North, Thetford to the Northeast, Bury St. Edmunds to the Southeast, Newmarket to the Southwest, and Ely to the Northwest – See Figure 5.1 for details)

5.8.1. Exceptions to Restriction:

5.8.1.1. Dual Carriageways.

5.8.1.2. All three of the following factors are present: The vehicle in front of you is travelling less than 30 MPH, UK Traffic Laws allow passing on the stretch of road you are travelling on, and the road you are traveling on can be overtaken safely.

**Figure 5.1. Non-Passing Zone Perimeter.**

**5.9. Filtering and Lane-Splitting for Motorcycle Operations:** Filtering is permitted off-base 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. Lane splitting when traffic is moving faster than 20 MPH is prohibited on or off the installation. Normal overtaking methods should be used. All overtaking, including filtering, must follow UK Highway Code rules. Any driver who violates an Off-Base Driving Restriction will face appropriate action under this instruction, Article 92 of the UCMJ, or other lawful authority. This specifically may include revocation of USAFE Form 435. **NOTE:** On-base passing is prohibited unless passing a slow moving vehicle moving less than 5 MPH.

**5.10. Minor Vehicle Accidents.** 100 SFS will respond to minor vehicle accidents for the purpose of verifying that the accident does not meet the criteria of a major accident. SF will encourage parties involved to exchange insurance information (i.e. insurance details, home address/phone numbers, sponsor/squadron information and commander/first sergeant contact numbers). All reported minor vehicle accidents will require a 100 SFS 1315A/Minor Vehicle Accident Worksheet and basic blotter entry that include time, date and location. Additionally, if the 100 SFS 1315A is generated, the SF patrolman completing the document will annotate whether seat restraints were used and where applicable, if air bags were deployed. All GOV major and minor accidents will require a USAFE Form 281 Supervisors Report of Mishap and it will be sent to the 100 ARW/SE office. Vehicles involved in the accident will not be removed

unless they create a traffic hazard, endanger life, or are ordered to be moved by the on duty SF patrolman. Off-base accidents must be reported to the 100 SFS/BDOC within 24 hours of the accident.

**5.11. Major Vehicle Accidents.** A certified 100 SFS major vehicle traffic investigator will respond to major vehicle accidents occurring on RAFM. A major vehicle traffic accident will have one of more of the following elements involved: fatality, disabled vehicle, damage totaling over \$10,000, or hard to explain accidents. All reported major vehicle accidents will require an AF Form 1315 Major Vehicle Accident Worksheet and information will be input into Security Forces Management Information System case by the traffic investigator. Investigations of off-installation accidents involving a GOV will be made in cooperation with the host nation law enforcement agencies.

**5.12. Sobriety Checkpoints.** The DFC is authorized to publish a monthly letter directing 100 SFS patrolman to conduct sobriety checkpoints at targeted dates and times.

5.12.1. 100 SF patrolman will conduct sobriety checkpoints, stopping every vehicle passing through the checkpoint. Personnel contact will be made with each driver and determination as to his or her suitability to operate a motor vehicle.

5.12.2. On-Duty 100 SFS Flight Sergeant may cancel sobriety checkpoints due to safety considerations or adverse weather conditions.

## Chapter 6

### EMERGENCY VEHICLES

**6.1. Emergency Vehicle Lights.** Emergency vehicles will be equipped with emergency lights and must conform to the color specified for emergency services vehicles in the traffic code of the host country law. Fire service control, explosive ordnance disposal and base Emergency Management 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 trucks) will be equipped with hazard warning lights (four-way flashers) or yellow warning beacons as required by the Department of Transportation. Other organizations may equip and operate emergency vehicles if engaged in fire, police or lifesaving calls, after written coordination with 100 LRS, 100 SFS/S3, and approval of the 100 MSG/CC. **NOTE:** Emergency lighting for RAFM vehicles is not authorized for off-base usage.

### 6.2. Permissible Conduct For Emergency Vehicle Operators.

6.2.1. When responding to an emergency call, pursuing an actual or suspended violator of the law and responding to but not returning from a fire, medical, or other emergency response, operators of authorized emergency vehicles may:

6.2.1.1. Park or stand in any area the emergency responders deem beneficial to the response, irrespective of another provision of this instruction.

6.2.1.2. Proceed past a stop signal or stop sign, after slowing as necessary for safe operation.

6.2.1.3. Will not exceed 10 MPH over the speed limit for operator's safety and will not endanger life of property.

6.2.2. 100 SFS 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 the presence of the 100 SFS or AFOSI personnel will cause the suspect to destroy or lose evidence of a suspected felony or end a suspected continuing felony before the SF member or Special Agent has obtained sufficient evidence to establish grounds for apprehension.

6.2.3. 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.

6.2.4. 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.

## Chapter 7

### DD FORM 1408 DISPOSITION & APPEAL PROCEDURES

**7.1. Ticket Processing.** The 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 AFI 31-218 and its USAFE Supplement, and Attachment 2 of this instruction. It also describes disposition and appeal procedures. **NOTE:** British civilians employed on the installation are still held accountable till the disposition from the Royal Air Force (RAF) Commander. SF patrols will cite the British civilian employee.

7.1.1. DD Form 1408 Issuing Procedures. When issuing a DD Form 1408, patrolman will stamp or place a label on the back of the pink copy given to the violator with the following information: "If you wish to rebut this citation report to 100 SFS Reports and Analysis (100 SFS/S5R), Bldg 438 within 5 duty days. If you do not notify 100 SFS Reports and Analysis of rebuttal request, it is assumed you do not wish to rebut the citation. Please notify you Commander or First Sergeant within 24 hours or the next duty day."

7.1.2. If issuing a citation for a fix-it-ticket, each violation must be written on a separate DD Form 1408. **NOTE:** Fix-it-tickets constitute as a warning ticket issued to members to correct a vehicle/registration discrepancy. Members receiving a fix-a-ticket will 72 hours to correct the discrepancy with 100 SFS/S5R.

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

7.2.1. Notifications to the violators, first sergeant, and commander can be accomplished either via receiving the physical copy of the DD Form 1408, e-mail, or by official mail. All members will report their citation to their superiors, first sergeant, or commander within 24 hours of the violation. If the member is not present, an SFMIS case will be generated on the member and the commander's action of the DD Form 1408 will be forwarded to the individual's first sergeant and commander.

7.2.2. If the violator does not wish to rebut the violation, 100 SFS/S5R will continue to input the citation into a SFMIS case. **NOTE:** If through accumulation of points or offense the violator has met the requirement to revoke/suspend their driving privileges, notify the 100 MSG/CC for approval to revoke/suspend the violators driving privileges. The individual's first sergeant/commander (for military members) will escort the member to 100 SFS/S5R for issuance of revocation/suspension letter. If unable to contact the violator of the revocation/suspension, it will be sent via certified mail.

7.2.3. When there is not enough information to locate the subject/owner of the vehicle, the ticket will be held for 60 days by 100 SFS/S5R. If the ticket has administrative errors, it will be returned to 100 SFS/S3OS for correction. If the ticket needs to be voided, the issuing SF patrolman or DFC may do so. No other person has the authority to void a ticket. This ensures the integrity of the ticket issuing process. Prior to voiding a ticket for unknown violator, every effort will be made to determine ownership of the vehicle.

### **7.3. 100 SFS Processing DD Form 1408, *Armed Forces Traffic Ticket, rebuttals.***

7.3.1. If a member wishes to rebut a citation they must report in-person to the 100 SFS/S5R office within five calendar days of being issued the citation, the citation shall be pulled and a 14-calendar day suspense placed on the citation for completion of rebuttal paperwork.

7.3.1.1. If the violator requests to rebut the citation, 100 SFS/S5R will obtain the answers to the following questions to give to rebuttal authority:

7.3.1.1.1. Is the citation a suspendable offense?

7.3.1.1.2. If the rebuttal authority allows, does the offender wish to make a personal appearance or rather have a written rebuttal?

7.3.1.2. If the offender wishes to rebut the citation, the 100 SFS/S5R will give the violator instructions on how to rebut the citation and provide a template for a written rebuttal. They will also inform the violator that their Commander must endorse the DD Form 1408 for infractions the violator wishes to rebut.

7.3.2. Place the white and yellow copy of the DD Form 1408 in the suspense file planning disposition. Set a fourteen (14) calendar day suspense for the return action.

7.3.3. If applicable, attach the driving history for the violator from SFMIS. 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 review.

7.3.4. If the rebuttal paperwork is not completed and returned to the 100 SFS/S5R by the end of the 14 calendar day suspense, the citation will be processed as normal and entered into SFMIS.

7.3.5. Once finalized, record command action and enter into the SFMIS case database. The DD Form 1408 will be filed as required by AFI-33-364, *Records Disposition Procedures and Responsibilities*. <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>.

7.3.6. Procedures for Rebutting the DD Form 1408.

7.3.6.1. The violator must submit a rebuttal letter articulating his/her position to the DFC through 100 SFS/S5R within 14 calendar days of notifying their wishes to rebut. The letter must be endorsed by his/her commander with comments supporting their guilt/innocence. The purpose of this endorsement is to ensure commander-level involvement.

7.3.6.2. 100 SFS/S5R will obtain a written statement from the SF 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 and subsequently to the legal office and the rebuttal authority from the 100 MSG/CC for final decision. Once the rebuttal authority has made a decision, 100 SFS/S5R will notify the violator of the final outcome of his/her ticket rebuttal in writing.

THOMAS D. TORKELSON, Colonel, USAF  
Commander

## ATTACHMENT 1

## GLOSSARY OF REFERENCES &amp; SUPPORTING INFORMATION

***References***

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- 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
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- 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
- Adopted Forms***
- AF Form 3, *Hazard Abatement Plan*
- 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 430, *Military/Civilian Registration and Certificate of Title of Motor Vehicle*
- DD Form 788, *Vehicle Shipping Document*
- DD Form 1408, *Armed Forces Traffic Ticket*
- 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*
- HM Custom & Excise Form 941, Request for Delivery of a Motor Vehicle Without Payment of Duty, VAT and Car Tax*
- USAFE Form 435, *Driving/Fuel Permit*

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

**ARW**—Air Refueling Wing

**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

**GOV**—Government Owned Vehicle

**HMRC**—Her Majesty Custom and Excise

**HQ**—Headquarters

**IACS**—Installation Access Control System

**IAW**—In Accordance With

**MESO**—Mission Essential Services Only

**MoD**—Ministry of Defence

**MOT**—Ministry of Transportation

**MOUTCD**—Manuel 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**—Off of Primary Responsibility  
**OPV**—Off Road Vehicle  
**PA**—Privacy Act  
**PCS**—Permanent Change of Station  
**POV**—Privately Owned Vehicle  
**RAFF**—Royal Air Force Feltwell  
**RAFM**—Royal Air Force Mildenhall  
**RDS**—Records Disposition Schedule  
**SF**—Security Forces  
**SFS**—Security Forces Squadron  
**SFMIS**—Security Forces Manage Information System  
**SJA**—Staff Judge Advocate  
**SJA**—Staff Judge Advocate  
**SVA**—Staff Visual Inspection  
**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 Force 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 quarter's driveways) on RAFM 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 RAFM 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.

**Filtering**—Passing between lanes of stopped or slow moving vehicles while operating a motorcycle.

**Intoxicated driving**—Includes one or more of the following:

- a. Driving, operating, or being in actual physical control of a motor vehicle under any intoxication caused by alcohol or drugs in violation of UCMJ, Art. 111 or a similar law of the jurisdiction in which the vehicle is being operated.
- b. Driving, operating, or being in actual physical control of a motor vehicle with a BAC of 0.10 or higher on a military installation or in an area where traffic operations are under military supervision.
- c. Driving, operating, or being in actual physical control of a motor vehicle with a BAC of 0.10 or higher in violation of the law of the jurisdiction in which the vehicle is being operated.
- d. Driving, operating, or being in actual physical control of a motor vehicle with a BAC of 0.05 but less than 0.10 in violation of the law of the jurisdiction in which the vehicle is being operated if the jurisdiction imposes a suspension or revocation solely on the basis of the BAC level.

**Emergency Vehicles**—Fire Department equipment, SF vehicles, Emergency Management and Bioenvironmental, ambulances, 100 MSG/CC and 100 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 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.

**Lane Splitting**—Passing between lanes of free-flowing traffic travelling at normal speeds while operating a motorcycle.

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

**Moped**—Any two- or three-wheel device having operative capability by:

- a. Human propulsion power (or no pedals if powered solely by electrical energy).
- b. An automatic transmission.
- c. A motor that produces less than two gross brake horsepower, and (1) propels the device at a maximum speed of not more than 30 miles per hour on level ground and/or (2) has a maximum engine size of 49 cubic centimeters.

**Non-Truck Road**—Locally maintained ‘A’, ‘B’ or ‘C’ and unclassified roads. These are also known as local roads in the UK.

**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 ORV.

**Other Government Motor Vehicles Conveyances (OGMVC)**—Self-propelled assets providing a basic transportation capability (i.e. golf carts, all-terrain vehicles, quad-runners, etc.) not meeting specifications of 49 CFR 571.500 FMVSS are categorized as OGMVC.

**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**—A 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**—A 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 VIOLATIONS (POINT ASSESSMENTS)**

**A2.1. Driving Under The Influence Incidents. NOTE:** The following chapter lists the offenses that violators can be cited for while on the installation. For a table of points that can be assessed for each offense and any additional factors that can apply to the point assessment process, please see Attachment 4.

A2.1.1. Driving Under the Influence. It is unlawful for any person to drive or be in actual physical control of any vehicle on RAFM while intoxicated with an alcohol concentration of 0.08 (presumptive level) and higher or under the influence of an impairing substance. **NOTE:** Preliminary Suspension of Driving Privileges/Revocation of Driving Privileges/UCMJ Punitive Article 111, Driving Under the Influence. (6 POINTS)

A2.1.2. Driving While Impaired. It is unlawful for any person to drive or be in actual physical control of any vehicle with an alcohol concentration less than 0.08 but more than 0.05. (6 POINTS)

A2.1.3. Drunk Driving Accessory. Anyone who causes or knowingly permits an intoxicated or impaired individual to operate a motor vehicle, or who has neglected to take reasonable steps to prevent such operations, is guilty of an offense. (6 POINTS)

A2.1.4. Underage Drinking and Driving. No person under the age of 18 will drive or be in actual physical control of a motor vehicle if he has an alcohol concentration of 0.01 or above. (6 POINTS)

A2.1.5. Open Container. It is unlawful for an operator to keep in a vehicle any bottle, can, or receptacle containing any alcoholic beverage which has been opened, seal broken, or the contents of which have been partially removed, unless the container is kept in an area of the vehicle not occupied by the operator or passengers. (5 POINTS)

**A2.2. Serious Offenses**

A2.2.1. Evading a Police Officer. Any person who, while operating a motor vehicle and with the intent to evade, willfully flees or otherwise attempts to elude a pursuing SF patrolman or MDP officer, is guilty of an offense. (6 POINTS)

A2.2.2. Reckless Driving. Anyone who operated a vehicle in a manner that demonstrates a willful and wanton disregard for the safety of persons either inside or outside the vehicle or nearby property shall be guilty of an offense. (6 POINTS)

A2.2.3. Fleeing the Scene of an Accident. The operator of any vehicle involved in an accident will report the accident to 100 SFS and comply with the following or will be guilty of an offense. (6 POINTS)

A2.2.3.1. The operator of any vehicle involved in an accident resulting in injury to any person or death of any person shall immediately stop the vehicle at the scene of the accident, render reasonable assistance to any person injured in the accident, and notify 100 SFS/BDOC at DSN 314-238-2667 or commercial 01638 54 2667 and await SF patrolman arrival.

A2.2.3.2. Revocation for period of one (1) year is mandatory for fleeing the scene of an accident involving death or personal injury (hit and run).

A2.2.4. Unattended Child. Anyone who leaves a child under the age of 12 unattended in a vehicle will be guilty of an offense. (6 POINTS)

A2.2.5. Unattended Pet. Anyone who leaves their pet unattended in a vehicle when danger to the pet exists. **Example:** During extreme heat or cold. (6 POINTS)

### **A2.3. Flightline Offenses.**

A2.3.1. Operating a vehicle on the Flightline without an AF Form 483, Certificate of *Competency*. Anyone who operates a motor vehicle on the flight line without an AF Form 483, or after the driver's certification has been suspended/revoked, shall be guilty of an offense. (6 POINTS)

A2.3.2. Anyone who operated a motor vehicle on the flightline with a valid AF Form 483 on record but not in their possession will be guilty of an offense. (3 POINTS)

A2.3.3. Failure to yield to the right-of-way on the flightline. Anyone who fails to follow flightline right-of-way protocol as directed in MILDI 13-213, *Airfield Driving* will be guilty of an offense. (4 POINTS)

A2.3.4. Failure to Obey Perimeter Road Control Lights/Signs. Anyone who fails to stop for a read perimeter control light or fails to make a complete stop for the Taxiway Bravo/South Perimeter Road stop signs will be guilty of an offense. (4 POINTS)

A2.3.5. Improper Flightline Parking. Anyone who fails to park a vehicle as directed in MILDI 13-213, *Airfield Driving* will be guilty of an offense. (2 POINTS)

A2.3.6. Failure to Display/Obtain Flightline Pass. Anyone operating a privately owned motor vehicle on the flightline without a flightline pass shall be guilty of this offense. **NOTE:** Not applicable in approved free zones (1 POINT)

### **A2.4. Speed Offenses.**

A2.4.1. Speeding. Anyone operating a motor vehicle that exceeds the posted speed limit will be guilty of an offense. **NOTE:** This does not apply to operators of emergency.

A2.4.1.1. One to ten (1-10) MPH over the posted speed limit. (3 POINTS)

A2.4.1.2. Eleven to Fifteen (11-15) MPH over the posted speed limit. (4 POINTS)

A2.4.1.3. Sixteen to twenty (16-20) MPH over the posted speed limit. (5 POINTS)

A2.4.1.4. More than twenty (+20) MPH over the posted speed limit. (6 POINTS)

A2.4.1.5. Speed Contests. Anyone who engages in a competition with another motor vehicle will be guilty of the offense. (6 POINTS)

### **A2.5. Moving Violation.**

A2.5.1. Following Too Close. Anyone who attempts to follow another vehicle in a manner that would cause an accident or injury upon the stoppage of the lead vehicle, usually no closer than two car lengths, shall be guilty of an offense. (4 POINTS)

A2.5.2. Failure to Yield Right-of-Way to Emergency Vehicles. Anyone who fails to yield to the right-away to an emergency vehicle while same is responding with lights and/or sirens to an emergency situation, whether the emergency is known to the offender or not, shall be guilty of an offense. (4 POINTS)

A2.5.3. Failure to Obey Traffic Signal/Signs/Instructions. Anyone who fails to make a complete stop at a posted sign line, fails to yield the right of way at an intersection, or fails to heed the directions of an enforcement officer of posted traffic controller shall be guilty of an offense. (4 POINTS)

A2.5.4. Improper Passing. Anyone who passes another vehicle in an area that is marked as a no passing area either roadway markings or roadways shall be guilty of an offense. (4 POINTS).

A2.5.5. Failure to Yield Right-of Way. Anyone who fails to yield the right-of-way, such as in a traffic circle or to a pedestrian in a crosswalk shall be guilty of an offense. (4 POINTS)

A2.5.6. Failure to Stop During Reveille/Retreat. Anyone operating a motor vehicle who fails to come to a complete stop during Reveille/Retreat shall be guilty of an offense. (4 POINTS)

A2.5.7. Use of a Mobile Phone While Operating a Motor Vehicle. Anyone using a mobile telephone without the use of a hands-free device, to include either talking or texting, while operating a motor vehicle on a roadway or in any traffic environment shall be guilty of an offense. **NOTE:** For the first offense, the violator will receive a mandatory seven (7) day suspension of driving privileges. For the second offense, the violator will receive a mandatory fourteen (14) day suspension of driving privileges. For the third offense, the violator will receive a mandatory thirty (30) day suspension of driving privileges. **NOTE:** First Responders or Law Enforcement in the performance of official duties are exempt. (3 POINTS)

A2.5.8. Failure to Use Due Caution While Backing. Any person who fails to utilize caution while backing will be guilty of an offense. **NOTE:** If a spotter was utilized and the vehicle strikes another vehicle/object, the spotter shall be guilty of the offense. (3 POINTS)

A2.5.9. Excessive Noise. Anyone who operates a motor vehicle with a stereo that can be heard a distance of 100 feet from the vehicle or whose vehicle creates excessive engine noise will be guilty of an offense. (3 POINTS)

A2.5.10. Improper Wear of Headphones. Anyone who utilizes portable headphone, earphones, or other listening devices while operation a motor vehicle, running, jogging, walking, bicycling, or skating on RAFM roadways, with the exception of a hands-free telephone headset or shall be guilty of an offense. (3 POINTS)

A2.5.11. Misuse of Handicap Decal. Anyone found to be falsely utilizing a handicap decal in a handicapped parking location shall be guilty of an offense. (3 POINTS)

A2.5.12. Motorcycle Operator/Passenger Safety Equipment. Any operator or passenger of a motorcycle or motor-driven cycle shall at all times wear a United Nations Economic Commission for Europe (UNECE) Standard 22.05 or British Standard 6658 approved protective helmet on their head in an appropriate manner safely secured. Riders must wear eye protection IAW American National Standards Institute (ANSI) Standard Z87.1, or UNECE 22.05 or BS6658; additionally, long sleeved shirt/jacket, full-fingered

gloves/mittens, long trousers, and sturdy footwear providing ankle support are required. A highly visible outer garment is required during the day and outer garment containing retro-reflective material is required at night. **NOTE:** 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. (3 POINTS)

A2.5.13. Operating a Radar Detection Device. Anyone who is found to be operating or in possession of a RADAR/LIDAR detection/jamming device capable of giving either early warning or projecting an erroneous speed reading shall be guilty of the offense. (3 POINTS)

A2.5.14. Improper Towing. Anyone who tows another vehicle without using a tow bar or other device specifically designed and intended for towing a vehicle will be guilty of an offense. **NOTE:** Tow straps are not authorized by UK law. (2 POINTS)

A2.5.15. Speed Too Fast For Conditions. Anyone found to be operation of a motor vehicle at unsafe speeds for an elevated road condition or during a weather warning shall be guilty of an offense. **NOTE:** Patrolman must cite the road condition or weather warning on the citation. (2 POINTS)

A2.5.16. Operating an Unsafe Vehicle. Anyone found to be operating a motor vehicle in an unsafe manner shall be guilty of the offense. (3 POINTS)

A2.5.16.1. Not using headlights in the hours of darkness.

A2.5.16.2. Not using headlights in conjunction with windshield wipers during rain, sleet, snow, hail, or other precipitation.

A2.5.16.3. Driving a motor vehicle with the passenger area overloaded with more passengers than the vehicle was designed for.

A2.5.16.4. When body part of the driver/or passengers are projecting from the moving vehicle.

A2.5.16.5. Driving a vehicle with a load improperly secured.

A2.5.16.6. Driving with view obstructed, windows frosted/fogged over, covered with road film, stickers, decals, sunshades, or anything that would obstruct the driver's view.

A2.5.16.7. Driving a defective vehicle (unsafe, broken, or in-operative equipment).

A2.5.16.8. Defective/missing lights.

A2.5.16.9. Worn/bald tires.

A2.5.16.10. Broken/cracked vehicle glass.

A2.5.16.11. Broken/missing rearview/side mirrors. **NOTE:** Motorcycles and mopeds will have a rear view mirror attached to each side of the handlebars.

A2.5.17. Failure to Utilize Child Passenger Restraint. A person shall not operate a motor vehicle on the road when transporting a child three (3) years of age up to 135cms (4ft 5ins) in height or their twelfth birthday (whichever comes first) unless the child is properly secured in the appropriate child restraint seat. **NOTE:** Exceptions to this are the under the following circumstances: If a child needs to be transported in a taxi and right child restraint is not

available for a short distance in an unexpected necessity, if the right child restraint is not available, where two occupied child seats in the rear prevent the fitment of third child seat and when a person who is transporting a child requiring emergency medical care (Reference UK Department of Transportation Pamphlet). (2 POINTS)

A2.5.18. 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. **NOTE:** For first offense violator will receive a mandatory seven (7) day suspension of driving privileges, second offense fourteen (14) days, third offense thirty (30) days. (2 POINTS)

A2.5.19. Other Moving Violations. Anyone who is found to be behaving in an unsafe or erratic manner while operating a motor vehicle, but has not committed a violation already listed in this code, shall be guilty of an offense. (3 POINTS)

A2.5.20. Driver Involved in an Accident Deemed Responsible. Anyone who has been involved in a motor vehicle accident that is later found to have caused the accident shall be guilty of the offense. **NOTE:** This is only added to a previous violation. (1 POINT)

#### **A2.6. Non-Moving Violations.**

A2.6.1. Parking Violations. Stopping, standing or parking is prohibited in the following areas.

A2.6.1.1. On a sidewalk. (2 POINTS)

A2.6.1.2. Blocking a driveway. (0 POINTS)

A2.6.1.3. Within an intersection or roundabout. (2 POINTS)

A2.6.1.4. Anywhere prohibited by signs or pavement markings. (2 POINTS)

A2.6.1.5. Within 15 feet of a fire hydrant. (3 POINTS)

A2.6.1.6. Within 20 feet of a crosswalk or on a crosswalk. (2 POINTS)

A2.6.1.7. Within an intersection. (2 POINTS)

A2.6.1.8. On roadway side of any vehicle stopped or parked at the edge or curb of the street. (0 POINTS)

A2.6.1.9. Parking so as to impede traffic or blocking another vehicle. (2 POINTS)

A2.6.1.10. Except for normal usage, vehicles for sale can only be parked in approved locations. (0 POINTS)

A2.6.1.11. Disabled/Handicapped parking by unauthorized vehicles. (3 POINTS)

A2.6.1.12. Non-designated parking space. (2 POINTS)

A2.6.1.13. Straddling designated parking spaces. (2 POINTS)

A2.6.1.14. On a seeded or dirt packed area. (2 POINTS)

A2.6.1.15. Reserved parking space as listed/approved in Base Parking Plan by unauthorized vehicles. (0 POINTS)

A2.6.1.16. Against the flow of traffic. (2 POINTS)

A2.6.1.17. For the purpose of major vehicle repairs unless parked in an area designated for the intended purpose. (0 POINTS)

A2.6.1.18. 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.) (0 POINTS)

A2.6.2. Unattended Vehicle While Running. Anyone who leaves a vehicle unattended while running anywhere on RAFM shall be guilty of an offense. **NOTE:** First responder vehicles are exempt. (3 POINTS)

A2.6.3. Abandoned Derelict/Disabled Vehicle. The following applies to vehicles left unattended longer than a seven day period, in a state of disassembly, or non-operational/road worthy. (2 POINTS)

A2.6.4. Failure to post mandatory documents. Examples: Not posting a required long-term parking pass or SORN documentation in the 100 SFS long-term parking lot or failing to post the 100 FSS resale information when it is parked in the resale lot. (2 POINTS)

## **A2.7. Registration Violations**

A2.7.1. Attachment/Display of Valid Plates. Plates shall be displayed on the front and back of a motor vehicle. 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 POINTS)

A2.7.2. Failure to ensure valid road tax has been applied to a POV. Vehicle operators must ensure all vehicles registered to them maintain a valid road tax. Failure to ensure proper road tax requirements will be a violation. (2 POINTS) Verification of road tax can be used by utilizing the following website for currency: <https://www.vehicleenquiry.service.gov.uk/>

A2.7.3. Fraudulent Display. Vehicle operators shall not display on or attach to the vehicle any fictitious number plate, nor shall any vehicle operator utilize a number plate for any other vehicle than the vehicle for which the documents are issued. (3 POINTS)

A2.7.4. Mandatory Insurance. Motor vehicle operators must have a current insurance policy covering their vehicle. Proof of this insurance must be produced within 72 hours of a request/demand from competent authority (SF, Commander, First Sergeant, etc.). Proof includes an original, photocopy, or a copy of a current and valid motor vehicle or automobile liability policy or certificate of motor vehicle or automobile liability policy. (3 POINTS)

A2.7.5. Failure to maintain mandatory MOT: Motor vehicle operators must maintain a current MOT. **NOTE:** Vehicles less than three years old do not require MOT. Verification of MOT can be used by utilizing the following website for currency: <https://www.vehicleenquiry.service.gov.uk/>. (3 POINTS)

A2.7.6. Members found driving a SORN'd vehicle other than to a scheduled MOT appointment. (4 POINTS)

### **A2.8. Driver's License**

A2.8.1. Legible License to be Carried and Exhibited on Demand. Every military member, family member, DOD civilian and US civilian contractor licensee shall have a legible and valid USAFE Form 435 in their immediate possession at all times when operating a motor vehicle and shall display the license upon demand by SF. Further, all persons operating a GOV shall have a legible and valid AF Form 2293 in their immediate possession and shall produce the license upon demand by Security Forces. (1 POINT)

A2.8.2. 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 POINTS)

A2.8.3. Altered/Fraudulent License. No person shall knowingly display, cause, or permit to be displaying or have in their possession a cancelled revoked, suspended, fictitious, or fraudulently altered driver's license. (3 POINTS)

A2.8.4. Using Driver's License of Another. No person shall use the driver's license of another individual, nor shall any person lend their driver's license to any other person or knowingly permit the use thereof by another. (3 POINTS)

A2.8.5. Permit Unauthorized person to Operate a Motor Vehicle. 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. (3 POINTS)

A2.8.6. Operating a Vehicle without a USAFE Form 435. Individuals are required to obtain a USAFE Form 435 and will not operate a vehicle within the UK until they are properly licensed and have received a USAFE Form 435 issued in their name. (3 POINTS)

### **A2.9. Suspension Resulting From Tickets or Point Assessments.**

A2.9.1. Violation: 3 traffic tickets (parking included) within a 90-day period. Assessment: 90 day-suspension.

A2.9.2. Violation: 5 traffic tickets (parking included) within 180-day period. Assessment: 180-day suspension.

A2.9.3. Violation: 6 points within 180-day period. Assessment: Warning/letter/Commander Action.

A2.9.4. Violation: 12 points within 1 year period. Assessment: one (1) year suspension.

A2.9.5. Violation: 18 points within 18 months. Assessment: two (2) year suspension.

A2.9.6. Not wearing seatbelts/driving using a cell phone without a hands free device.

A2.9.6.1. First Violation: Suspension for 7 days.

A2.9.6.2. Second Violation: Suspension for 14 days.

A2.9.6.3. Third violation: Suspension for 30 days.

A2.9.7. Driving a vehicle for an extended period of time without mandatory insurance, proof of vehicle ownership, MOT, road tax, or driving a SORN'd vehicle other than to its mandatory MOT appointment will result in a suspension of the members driving privileges.

An extended period of time will be greater than one month. Suspensions will vary depending on the period of time the violator continually did not have mandatory requirements. All suspensions will be routed through the individuals Commander, 100 SFS, 100 ARW/SJA, and 100 MSG/CC.

## ATTACHMENT 3

## WEATHER DELAY/EARLY RELEASE PROCEDURES/CHECKLIST

**A3.1. Road Conditions.**

A3.1.1. **GREEN:** Unrestricted. Ideal road, visibility and temperature conditions exist. **NOTE:** Information will be posted at installation gates, public web site and weather line.

A3.1.2. **YELLOW:** Caution, but no restricting. Road surface is wet or slushy, visibility is restricted and temperatures are low. Pre-coordinate with or contact your supervisor and/or commander to determine whether delayed reporting is appropriate for you. In general, this should allow personnel to drive to work in the daylight after the roads have received initial treatment. If living on-base or in one of the adjacent communities (Beck Row, West Row or Mildenhall), then personnel are expected to be at work at the normal time or as close as possible. If living further out then personnel are allowed more time to report to work, based on personal situation and local conditions. **NOTE:** Information will be posted at installation gates, public web site and weather line.

A3.1.3. **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 5-Information) will be initiated to announce 2-hour delayed reporting for both Department of Defense DoDDS and non-mission essential. Pre-coordinate with or contact your supervisor and/or commander to determine whether you should delay reporting or stay home. Information will be posted at installation gates, public web site and weather line.

A3.1.4. **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 5-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.

**A3.2. Early Release:** If deterring conditions warrant early release of personnel, the commander will direct a staggered release to preclude traffic jams.

**A3.3. 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.

A3.3.1. 100 MSG/CD.

A3.3.2. CC-directed additions

A3.3.3. 100 MSG.

A3.3.3.1. BDOC.

A3.3.3.2. Fire Department.

A3.3.3.3. Communications Center.

- A3.3.3.4. CES Service Call Desk.
- A3.3.3.5. Lodging Facilities.
- A3.3.3.6. Dining Facility.
- A3.3.3.7. Transportation Dispatch.
- A3.3.3.8. Fuels Control Center.
- A3.3.3.9. Commander directed additions

#### A3.3.4. Operations Group

- A3.3.4.1. OSS Weather Personnel.
- A3.3.4.2. Commander-directed additions.
- A3.3.4.3. Partner Unit Organizations.
- A3.3.4.4. 727th Air Mobility Squadron
- A3.3.4.5. 352nd Wing Operations Center
- A3.3.4.6. CC-directed additions

A3.3.5. Retail operations (Services 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 100 ARW Recall procedures).

#### **A3.4. Delays/MESO:**

A3.4.1. "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.

A3.4.2. If warranted, opening of the DoDD Schools will be delayed two hours and the bus schedule will be adjusted accordingly.

A3.4.3. MESO. If adverse weather/road conditions dictate a large-scale cessation of normal operations, the wing commander will declare the base MESO.

#### **A3.5. Standard Advisory for Weather Delay/MESO Checklist:**

A3.5.1. This winter weather advisory is for the Feltwell/Mildenhall/Lakenheath Communities. Road conditions are: GREEN, YELLOW, RED, and BLACK.

A3.5.2. Delayed reporting is authorized; individuals should take the time necessary to arrive at work safely. Coordinate delays with personnel supervisor.

A3.5.3. DoDD School buses will:

- A3.5.3.1. Run as scheduled.
- A3.5.3.2. Be delayed 2 hours
- A3.5.3.3. Be cancelled for the day.

**A3.6. Standardized Advisory for Early Release Checklist.**

A3.6.1. This winter weather advisory is for the Feltwell/Mildenhall/Lakenheath communities. Road conditions are: GREEN, YELLOW, RED, BLACK.

A3.6.2. The commander has authorized the following staggered release of personnel:

A3.6.2.1. Stagger 1 is for personnel living in outlying areas greater than 15 to 20 miles with the last names beginning with A-K. All personnel living in areas greater than 20 miles away will be released. Stagger 1 will hours.

A3.6.2.2. Stagger 2 is for personnel living in outlying areas greater than 15 to 20 miles with the last names beginning with L-Z. Stagger 2 will begin at hours.

A3.6.2.3. Stagger 3 is for remaining personnel living less than 10 miles from base. Stagger 3 will begin at hours.

A3.6.2.4. Stagger 4 is for on-base residents who will be released at the official end of their duty day or declaration of MESO.

A3.6.2.5. DoDD Schools will:

A3.6.3.1. Maintain their normal schedule.

A3.6.3.2. Close at hours; busses will adjust accordingly.

A3.6.3.3. Local Schools will:

A3.6.3.3.1. Maintain their normal schedule.

A3.6.3.3.2. Close at hours, bus schedules will adjust accordingly.

A3.6.4. MESO will be implemented at hours and will remain in effect until hours. Services and operations not designated, as MESO will close.

A3.6.5. Additional instructions: If individuals have questions or need further guidance, contact individual supervisor or commander.

**ATTACHMENT 4**  
**OFFENSE AND PENALTY POINTS TABLE**

**Table A4.1. OFFENSE AND PENALTY POINTS TABLE FOR MILDI 31-218**

<b>Ref.</b>	<b>Offense</b>	<b>Points</b>
A2.1.1	Driving Under the Influence (blood-alcohol content 0.08 Percent and higher or under the influence of an impairing substance)	6
A2.1.2.	Driving While Impaired (blood-alcohol content less than 0.08 Percent but higher than 0.05)	
A2.1.3.	Drunk Driving Accessory	6
A2.1.4.	Underage Drinking and Driving (Members under the age of 18 who have a blood-alcohol content of 0.01 Percent and higher or under the influence of an impairing substance)	6
A2.1.5.	Open Container	5
A2.2.1	Evading a Police Officer	6
A2.2.2.	Reckless Driving	6
A2.2.3.	Fleeing the Scene of an Accident	6
A2.2.4	Unattended Child	6
A2.2.5.	Unattended Pet (During Extreme heat or cold)	6
A2.3.1.	Failure to produce AF Form 483 after having their AF Form 483/flightline competency card suspended/revoked	6
A2.3.2.	Failure to produce AF Form 483 (Valid but not on person)	3
A2.3.3.	Failure to Yield Right-Of-Way on the Flight line	4
A2.3.4	Failure to Obey Perimeter Road Control Lights/Signs	4
A2.3.5.	Improper Flightline Parking	2
A2.3.6.	Failure to display or obtain flightline pass for POV	1
A2.4.1.1	Speeding 1-10 MPH over posted speed limit	3
A2.4.1.2.	Speeding 11-15 MPH over posted speed limit	4
A2.4.1.3.	Speeding 16-20 MPH over posted speed limit	5
A2.4.1.4.	Speeding +20 MPH over posted speed limit	6
A2.4.1.5.	Engaging in Speeding Contest	6
A2.5.1	Following too close	4
A2.5.2	Failure to yield to right-of-way Emergency Vehicle	4
A2.5.3	Failure to obey traffic signals/signs/instructions	4
A2.5.4	Improper passing	4
A2.5.5	Failure to Yield (no official sign involved)	4
A2.5.6.	Failure to Stop During Reveille or Retreat	4
A2.5.7.	Use Of a Mobile Phone While Operating a Vehicle (include driving suspension letter)	3

A2.5.8	Failure to use Due Caution when Backing or Improper Backing	3
A2.5.9	Excessive Noise While Operating a Vehicle	3
A2.5.10	Wearing of headphones/earphones while driving motor vehicles(running jogging, walking, bicycling, or skating on RAFM roadways)	3
A2.5.11.	Misuse of Handicap Decal	3
A2.5.12.	Failure to wear required motorcycle safety equipment (driver or passenger) (helmet, eye protection, long sleeve shirt or jacket, gloves, pants, sturdy footwear providing ankle support, highly visible outer garment or outer garment containing retro-reflective material at night.)	3
A2.5.13.	Utilizing Radar Detection Device	3
A2.5.14.	Improper Towing	2
A2.5.15.	Operating a motor vehicle at unsafe conditions due to weather	2
A2.5.16.	<b>Operating an unsafe vehicle:</b>	3
A2.5.16.1	Failure to use headlights in hours of darkness	3
A2.5.16.2.	Failure to use headlights during rain sleet, snow, hail, or other	3
A2.5.16.3.	Overloading a vehicle with more passengers that the vehicle was	3
A2.5.16.4.	Body parts of drivers/passenger are projecting from a moving	3
A2.5.16.5.	Driving a vehicle with a load improperly secured	3
A2.5.16.6.	Drivers view obstructed due to objects covering the windows or windows being frosted/fogged over or window	3
A2.5.16.7.	Driving with a defective vehicle (unsafe, broken , or in-operative	3
A2.5.16.8.	Driving with defective missing lights	3
A2.5.16.9.	Driving with worn/bald tires	3
A2.5.16.10	Driving with broken/cracked vehicle glass	3
A2.5.16.11	Driving with mission rearview side mirrors	3
A2.5.17.	Failure to utilize child restraints	2
A2.5.18.	Failure to utilize restraint devices/seat belts	2
A2.5.19.	Other moving violations	3
A2.5.20.	Driver involved in an accident and is deemed responsible	1
A2.6.1.1.	Parking on a side walk	3
A2.6.1.2.	Parking where a driveway is blocked	0
A2.6.1.3.	Parking within an intersection or roundabout	2
A2.6.1.4.	Parking where prohibited by signs or pavement markings	2
A2.6.1.5.	Parking within 15 feet of a fire hydrant	3

A2.6.1.6.	Parking within 20 feet of a crosswalk or on a crosswalk	2
A2.6.1.7.	Parking within an intersection	2
A2.6.1.8.	Parking on a roadway side of any vehicle stopped or parked at the edge	0
A2.6.1.9.	Parking so to impede traffic or block another vehicle	2
A2.6.1.10	Parking in a non-approved location/Examples: parking in the resale lot	0
A2.6.1.11.	Parking in a disabled/handicap designated parking space when not authorized	3
A2.6.1.12.	Parking in a non-designated parking space	2
A2.6.1.13.	Parking in between two designated parking spaces	2
A2.6.1.14.	Parking on a dirt or seeded area	2
A2.6.1.15	Parking in a reserved parking space not authorized to the member	0
A2.6.1.16	Parking against the flow of traffic	2
A2.6.1.17.	Parking for the purpose of making a major vehicle repair in an area not designated for the intended purpose	0
A2.6.1.18	Parking in an area not designated an authorized parking space identified by two parallel white lines or designated brick pattern.	0
A2.6.2.	Leaving a vehicle unattended while running	3
A2.6.3.	Leaving a vehicle abandoned, derelict, disabled, or unattended for a seven day period or more or in a state of disassemble or non-operational/road worthy	2
A2.6.4.	Failure to post mandatory documents while in a designated parking lot for long term parking or resale lot	2
A2.7.1	Failure to display/attach valid license plate on the front and back of a motor vehicle	2
A2.7.2.	Failure to ensure a registered POV has current valid road tax	2
A2.7.3.	Fraudulent license plate display	3
A2.7.4.	Failure to maintain valid insurance	3
A2.7.5.	Failure to maintain current MOT	3
A2.7.6.	Driving a SORN'd vehicle other than to a scheduled MOT appointment	4
A2.8.1	Failure to carry a mandatory USAFE Form 435	
A2.8.2.	Failure to carry a mandatory AF Form 2293 when operating a specialized GOV	1
A2.8.3.	Operating a motor vehicle in a manner which is not allowed on a restricted license	1
A2.8.4.	Utilizing a fraudulently made or altered USAFE Form 435	3
A2.8.5.	Utilizing a USAFE Form 435 not assigned to the member	3
A2.8.6.	Knowingly permitted an unauthorized person to operate a motor vehicle	3

A2.8.7.	Operating a motor vehicle without a USAFE Form 435	3
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**NOTES:**

- 1.\*When two or more violations are committed in a single traffic stop, only access the points for the offense having the greater value.
- 2.\*\*Use this measure for other than minor vehicle safety defects or when a driver or registrant fails to correct a minor defect (for example, a burned out headlamp not replaced within the grace period on a warning ticket).
- 3.\*\*\*Applies to not using or improper use of a child restraint device, i.e., car seat, infant carrier, booster seat, belt/strap modification (when required by manufacturer) etc. Access four points when no restraint of any kind is utilized.
- 4.\*\*\*\*Applies only when there is an upgraded road condition or when determined too fast for road conditions by certified Traffic Investigator during accident investigation.
- 5.\*\*\*\*\*This violation is added to a previous violation.

ATTACHMENT 5  
LONG TERM PARKING PASS HERE

Figure A5.1. Non-Passing Zone Perimeter:



**ATTACHMENT 6**  
**PARKING WARDEN TEMPLATE**

**Figure A6.1. Memorandum Example, Page 1.**



**FOR OFFICIAL USE ONLY**  
**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS 100TH AIR REFUELING WING (USAF)**  
**ROYAL AIR FORCE MILDENHALL, ENGLAND**

(DATE)

MEMORANDUM FOR 100 SFS/S5R

FROM: (Unit CC)

SUBJECT: Parking Warden Letter of Designation

1. The following personnel are designated as primary and alternate Parking Wardens for the buildings and adjoining parking lots as listed:

<u>Rank/Name</u>	<u>SSN</u>	<u>Duty Phone</u>	<u>Building #</u>	<u>DEROS</u>
XXX XXXX	XXXX	238-XXXX	BLDG XXX	MMM YY

2. Please contact the 100 Security Forces Reports and Analysis at DSN: 314-238-5512/7145 for questions pertaining to these designations.

3. This letter supersedes all previous letters, same subject.

Commander's Signature Block

**“SquareD Away”**

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**ATTACHMENT 7**

**REINSTATEMENT OF DRIVING PRIVILEGES TEMPLATE**

Figure A6.2. Memorandum Example, Page 2.



**FOR OFFICIAL USE ONLY  
DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 100TH AIR REFUELING WING (USAFE)  
ROYAL AIR FORCE MILDENHALL, ENGLAND**

(DATE)

MEMORANDUM FOR 100 SFS/S5R

FROM: (Unit CC)

SUBJECT: Reinstatement of XXX XXXXXXXX Driving Privileges

1. XXX XXXX's driving privileges revocation elapsed on XXXXXX. XXXXXX has completed the remedial driving course/Course V through the 100 ARW/Safety Office and the ADAPT program through the 48th Medical Group. All prerequisites have been met for XXX XXXX have his/her USAFE Form 435 Driving/Fuel permit reinstated.
2. I recommend driving privileges for XXX XXXXXXXX reinstated.
3. Please contact my First Sergeant, XXX XXXXXX at DSN: 314-238-XXXX if you have any questions or concerns.

Commander's Signature Block

100 MSG/CC Signature Block

**"SquareD Away"**

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