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WRIGHT-PATTERSON AIR FORCE BASE**

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**INSTALLATION TRAFFIC  
AND PARKING CODE**

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This publication implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense*, AFI 31-218\_IP, *Motor Vehicle Traffic Supervision* and AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*. This instruction also assimilates, as applicable, Ohio Revised Code (ORC) for enforcement on the federal installation known as Wright-Patterson Air Force Base (WPAFB), located within the state of Ohio. All provisions are directive in nature and apply to all organizations and personnel located on or within the jurisdictional limits of WPAFB, OH. When a conflict between the ORC and AFPD 31-1, AFI 31-218\_IP, AFMAN 31-116 or WPAFBI 31-

116 exists, the ORC will be subservient to the listed Air Force Publications. Failure to comply with these requirements provides for administrative, judicial, and/or disciplinary action as authorized by federal laws, Uniform Code of Military Justice (UCMJ), Air Force Directives, and the laws of the state of Ohio. This instruction also complies with the guidance set forth in the WPAFB Integrated Defense Plan (IDP). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

**Authority for maintenance of the system:** "This instruction requires collecting and maintaining information protected by the *Privacy Act of 1974* authorized by 10 U.S.C. 8013, Secretary of the Air Force: Powers and duties; delegation by and DODI 6055.07, *Mishap Notification, Investigation, Reporting, and Record Keeping*; DODI 6055.4, *Department of Defense Traffic Safety Program* and AFIs 31-201, *Security Forces Standards and Procedures*, 31-218\_IP, *Motor Vehicle Traffic Supervision*, and AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, DoD Directive 7730.47, *Defense Incident Based Reporting System (DIBRS)*; AFI 31-203, *Security Forces Management Information System (SFMIS)*; 18 U.S.C. 922 note, Brady Handgun Violence Prevention Act; 28 U.S.C. 534 note, Uniform Federal Crime Reporting Act; 42 U.S.C. 10601 et seq., Victims Rights and Restitution Act of 1990; and E.O. 9397 (SSN). The following System of Records Notices apply: F031, AF SP L, Traffic Accidents and Violation Reports; F031 AF SP K, Vehicle Administration Records, F031 AF SP B, Security Forces Management Information System (SFMIS).

(NASIC) This supplement provides guidance and procedures for the National Air & Space Intelligence Center's (NASIC) Reserved Parking Plan. This instruction supplements WPAFBI 31-116, *Installation Traffic and Parking Code*, for NASIC. It prescribes procedures and responsibilities for traffic and parking management at NASIC. It applies to anyone who uses NASIC specific parking areas at the main complex only. This NASIC publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field to NASIC Publications Office (NASIC/SCOK), 4180 Watson Way, Wright-Patterson AFB, OH 45433-5648, ATTN: Publications/Forms Managers. 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) or any updated statement provided by the AF Records Management office (SAF/CIO A6P). Contact supporting records managers as required. If information is collected by one or more organizational components and transmitted to other organizational components for management purposes, the Information Collection and Reports (ICR) Manager must review for accuracy and compliance with AFI 33-324, *The Air Force Information Collections and Reports Management Program*. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

**SUMMARY OF CHANGES**

This interim change replaces the current base driving suspension standards for violation of the hands-free and portable electronic device policy and institutes a graduated scale of driving suspensions.

(NASIC) This interim change revises WPAFB 31-116\_NASICSUP by (1) adding “and first sergeants” to the end of paragraph 3.11.6.2.1.

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## Chapter 1

### INTRODUCTION

**1.1. Program Management.** This instruction implements policy, assigns responsibility, and establishes procedures for motor vehicle traffic and parking supervision on Wright-Patterson Air Force Base (WPAFB).

**1.2. Responsibilities.**

1.2.1. As the Installation Commander, the 88th Air Base Wing Commander (88 ABW/CC) establishes and manages the installation traffic supervision program and regulates the movement of traffic and personnel on WPAFB, and is given full authority over all matters concerning motor vehicle traffic and parking supervision on WPAFB.

1.2.2. Acting on behalf of the Installation Commander, the 88th Air Base Wing Vice Commander (88 ABW/CV), the 88th Mission Support Group Commander (88 MSG/CC) and the 88th Mission Support Group Deputy Commander (88 MSG/CD) are delegated the authority to suspend or revoke base driving privileges under the provisions of AFI 31-218\_IP, AFMAN 31-116, and this instruction. The 88 ABW/CC will coordinate letters of delegation through the Installation Staff Judge Advocate (SJA). A copy of the delegation letter will be sent to the 88th Security Forces Squadron Reports and Analysis section (88 SFS/S5R).

1.2.3. The 88 MSG/CC is the final decision-making authority for the rebuttal of DD Form 1408, *Armed Forces Traffic Ticket* violations that may result in a driving suspension/revocation. No further appeal process is authorized.

1.2.4. The 88 SFS/CC is the final decision-making authority for the rebuttal of DD Form 1408, *Armed Forces Traffic Ticket* violations that will not result in a driving suspension/revocation. No further appeal process is authorized.

1.2.5. The 88 MSG/CC or 88 MSG/CD is responsible for conducting administrative due process hearings and rendering decisions regarding driving suspensions/revocations. The decision may be appealed to the 88 ABW/CV.

1.2.6. The 88 ABW/CV is the final appeal authority for all appeals pertaining to driving suspension and revocation decisions made in accordance with this instruction. There is no further appeal process authorized. The installation SJA advises the 88 ABW/CV on resolution of appeals from decisions on due process hearings for suspension/ revocation of base driving privileges. The Installation SJA or his/her deputy/assistants will coordinate on all suspension/revocation packages IAW [paragraph 2.4.2](#) of this instruction.

1.2.6. (NASIC) NASIC/CC will be responsible for approving the NASIC Reserved Parking Plan.

1.2.7. The 88th Security Forces Squadron Reports and Analysis section (88 SFS/S5R) is the focal point for all matters concerning installation driving privileges.

1.2.7. (NASIC) NASIC/LG will:

1.2.7.1. **(Added-NASIC)** Oversee the implementation of the NASIC Reserved Parking Plan.

1.2.7.2. **(Added-NASIC)** Provide recommendations to the Commander for revisions annually or as requested to ensure the goals of the NASIC Reserved Parking Plan are met.

1.2.8. Unit commanders, directors, managers, first sergeants, supervisors, and division chiefs of military and civilian employees will:

1.2.8. **(NASIC)** NASIC/LGM will:

1.2.8.1. Take corrective action for DD Forms 1408, *Armed Forces Traffic Tickets* issued to individuals under their control and return completed forms to 88 SFS/S5R, as appropriate.

1.2.8.1. **(NASIC)** Monitor reserve parking usage and issue tickets to illegally parked vehicles.

1.2.8.2. Coordinate judicial and non-judicial punishment actions with 88 ABW/JA, Military Justice, for infractions by military members violating the UCMJ.

1.2.8.3. Coordinate with the Installation SJA, labor law, and Magistrate Court sections for punitive and non-punitive actions involving civilian employees accused of violations.

1.2.8.3. **(NASIC)** Issue parking permits for Assigned Reserved Parking and Reserved Pool Parking.

1.2.8.4. Take appropriate administrative actions to educate and change the behavior of violators assigned to their organizations in cases of traffic/parking offenses not warranting more serious action.

1.2.8.4. **(NASIC)** Maintain reserved parking maps and ensure the maps are posted on the NASIC/ UNCLASS SharePoint site at the following link: [https://org.eis.afmc.af.mil/sites/NASIC/SiteCollectionDocuments/NASIC\\_Parking.pdf](https://org.eis.afmc.af.mil/sites/NASIC/SiteCollectionDocuments/NASIC_Parking.pdf).

1.2.9. **(Added-NASIC)** NASIC/DSP will manage the DV Parking Spaces in the North Lot.

1.2.10. **(Added-NASIC)** NASIC/CAG will manage the Commander's Discretionary Parking spaces.

1.2.11. **(Added-NASIC)** NASIC/SCOK will manage the DV Parking Spaces in the East Lot.

1.2.12. **(Added-NASIC)** GOV Parking spots will be reserved in the West Lot only.

## Chapter 2

### DRIVING PRIVILEGES

#### 2.1. Driving Privileges Requirements.

2.1.1. Driving a government motor vehicle (GMV) or privately owned vehicle (POV) on WPAFB property and within WPAFB federal jurisdiction is a privilege granted by the 88 ABW/CC. This includes The Prairies and The Woods housing areas and parking lots under federal jurisdiction but located in areas where access is not normally controlled. Individuals must comply with federal and state laws and all instructions governing motor vehicle operation and registration on the installation. Upon request from Security Forces, Department of the Air Force Police Officers, or other posted installation entry controllers, everyone operating a motor vehicle on WPAFB must produce the following:

2.1.1.1. Proof of vehicle ownership or current registration.

2.1.1.2. A valid state, provincial or international driver's license. WPAFB and the State of Ohio honor international driver's licenses for a period of six months. After six months, civilian personnel must apply for an Ohio driver's license. Military personnel may apply for a license from Ohio or their home state or may elect to renew a license from another state. Security Forces may deny installation access to drivers whose license has been expired, unless extended IAW military exemption provisions afforded by the state of license issue.

2.1.1.3. Proof of current vehicle insurance as required by the State of Ohio.

2.1.1.4. A valid AF Form 2293, *USAF Motor Vehicle Operator ID Card*, when operating certain types of GMV, See AFI 24-301 for more information.

2.1.2. Security Forces may deny base access to any vehicle bearing an expired state or international license plate or invalid state or international registration.

#### 2.2. Stopping and Inspecting Personnel or Vehicles.

2.2.1. 50 U.S.C. 797 and DODI 5200.08, *Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB)* grant the Installation Commander (88 ABW/CC) the authority to stop, inspect, search, and impound motor vehicles at installation gates and Air Force restricted areas to ensure the safety and security of all personnel and resources.

2.2.2. Reasons for conducting these activities may include, but are not limited to: increased force protection conditions; random vehicle inspections; and when there is reasonable basis to believe it is necessary to enforce a traffic regulation or when there is suspicion of criminal activity.

#### 2.3. Implied Consent to Vehicle Impoundment.

2.3.1. As a condition to driving on the installation, drivers consent to the removal and temporary impoundment of their POV from exclusive or concurrent jurisdiction if their POV is:

2.3.1.1. Illegally parked:

2.3.1.1.1. On a street or bridge or is double parked and interferes with the orderly flow of traffic.

2.3.1.1.2. On a sidewalk, within an intersection, on a crosswalk, on a railroad track, in a fire lane or is blocking a driveway, so that the vehicle interferes with operations or creates a safety hazard to other roadway users or the general public. An example would be a vehicle parked within 10 feet of a fire hydrant or blocking the properly marked driveway of a fire station.

2.3.1.1.3. When blocking an emergency exit door of any public place (installation theater, club, dining hall, or hospital, etc.).

2.3.1.1.4. In a “tow-away” zone that is so marked with proper signs.

2.3.1.2. Interfering with traffic operations.

2.3.1.3. Interfering with military operations.

2.3.1.4. Creating a safety hazard.

2.3.1.5. Disabled by accident or incident.

2.3.1.6. Left unattended in, or adjacent to, a restricted, controlled, or off-limits area.

2.3.1.7. Abandoned. Obvious signs of abandonment include but are not limited to: flat tires; registration expired for greater than 6 months; excessive fluids under the vehicle; an accumulation of debris on the vehicle indicating it has not moved for some time, etc.. See [paragraph 3.6](#) for more information regarding abandoned vehicles.

2.3.2. Drivers agree to reimburse an authorized agency or contractor for the cost of towing, storage, and disposal should a need arise to remove or impound their vehicle.

## **2.4. Administrative Process for Suspensions and Revocations.**

2.4.1. Individuals whose driving privileges have been suspended, revoked or otherwise restricted or limited by the 88 ABW/CC, his or her designated representative, or any state, must not drive a POV or GMV on WPAFB, to include The Prairies at Wright Field and The Woods at Wright Field, without first obtaining written permission from the 88 ABW/CC or his or her designated representative. Additionally, any person who has had their installation driving privileges revoked by an installation commander from another installation (and the period of revocation has not ended) must obtain written permission to drive on WPAFB from the 88 ABW/CC or his or her designated representative. **EXCEPTION:** Suspended or revoked drivers who live in The Prairies at Wright Field or The Woods at Wright Field privatized housing areas may drive to and from their quarters, via the most direct route, and park their POV(s) at their quarters provided they meet the licensing requirements of [paragraphs 2.1.1.2.](#) and [2.1.1.3.](#) Additionally, suspended or revoked drivers who are authorized to use the WPAFB Medical Center may drive to/from the Medical Center for emergency care or scheduled appointments for themselves or their dependents. Access to the Medical Center will be via the most direct route. Individuals must have a copy of the scheduled appointment from the Medical Center with them when driving to and from scheduled appointments.

2.4.2. The Installation SJA is designated as the reviewing official for all suspensions/revocations (except those issued for preliminary suspension at the time of

apprehension for DUI), with all supporting documentation will be coordinated through the installation SJA prior to the package's approval and presentation to the offender. The installation SJA will review the package to ensure the evidence supports administrative suspension/revocation of installation driving privileges. This review must occur within three duty days of receipt of the package.

2.4.3. If 88 MSG/CC determines suspension/revocation of driving privileges is not warranted, s/he will inform 88 SFS/S5R and the suspension/revocation process will be terminated. This decision does not remove any citations from the individual's base driving record.

2.4.4. After receiving the 88 MSG/CC signed suspension/revocation notification letter, 88 SFS/S5R will send the letter to the offender's commander/director and the offender and schedule an appointment for the offender to report to 88 SFS/S5R to receive a briefing on the suspension/revocation policy and the availability of scheduling a due process hearing. If the offender does not contact 88 SFS/S5R within ten (10) business days to schedule the briefing, the offender will be added to the Suspensions, Revocations, Barments, and Warrants (SRBW) roster in the Security Forces Management Information System (SFMIS), ten (10) calendar days from receiving verification that the offender received the letter. Verification can be in the form of an email read receipt or other confirmation of receipt. In cases where the person is not employed on base or ascertaining a unit of assignment or affiliation is not possible, 88 SFS/S5R will mail the memorandum to them via certified mail. 88 SFS/S5R will add the offender to the SRBW ten (10) calendar days from the date of signature on the PS Form 3811, *Certified Mail Domestic Return Receipt*, unless the offender has scheduled a due process hearing through 88 SFS/S5R.

2.4.5. To contest a suspension/revocation or to request restricted driving privileges, the individual must request a due process hearing within ten (10) business days from receipt of the suspension/revocation notice. Personnel requesting a due process hearing will contact the 88 SFS/S5R at 522-6532. 88 SFS/S5R will schedule the appointment with the 88 MSG Command Section. Persons who call the 88 MSG directly will be advised to call 88 SFS/S5R. Hearings are held in building 10, room 245, Area A. Individuals are responsible for planning and arranging leave time to attend the hearing.

2.4.5.1. Hearing officers will make recommendations to the 88 MSG/CC, who renders a decision. The 88 MSG/CC's hearing decision may be appealed in writing to the 88 ABW/CV through SJA. The 88 ABW/CV decision is final. Only one appeal may be made for a specific suspension/revocation. There is no further appeal process authorized.

2.4.6. Regardless of status (e.g. active duty, reserve, guard, civil servant, contractor), all personnel must, as soon as possible, notify their military chain of command if they are involved in an off-base intoxicated driving incident regardless where the incident occurred. Unit commanders and directors must immediately notify 88 SFS/S5R when they become aware of such an incident. 88 SFS/S5R will prepare a package for legal review to suspend the base driving privileges of the person involved until the case is resolved. If an individual's state driver license is suspended, their base driving privilege is automatically considered for suspension pursuant to **paragraph 2.1.1.2.** of this instruction. Reinstatement of state driving privileges does not automatically result in the reinstatement of base driving

privileges. Reinstatement of base driving privileges may be requested any time there is a change in circumstances by following the process in paragraph **2.4.5**.

2.4.7. Persons whose state driver licenses have restricted driving privileges who are seeking employment on the installation for their work must apply in writing through 88 SFS/S5R, to the 88 MSG/CC for installation driving privileges.

## **2.5. Restricted Driving Privileges.**

2.5.1. An individual must possess a valid state, provincial or international driver license to be granted restricted driving privileges on base. The 88 ABW/CV, 88 MSG/CC, or 88 MSG/CD may grant restricted driving privileges under the provisions of **paragraph 2.5.1.2**.

2.5.1.1. Being granted partial or restricted driving privileges by proper civilian authority does not automatically grant driving privileges on WPAFB.

2.5.1.2. A request for restricted driving privileges may be accomplished at the due process hearing or at any other time, to the 88 MSG/CC. Approval of restricted driving privileges will be specified in writing and provided to the offender and 88 SFS/S5R. Restricted driving privileges may be granted for the following reasons:

2.5.1.2.1. Mission requirements.

2.5.1.2.2. Unusual personal or family hardship.

2.5.1.2.3. Delays exceeding 90 days, not attributed to the person concerned, in the formal disposition of an apprehension or charges that are the basis for any type of suspension or revocation.

2.5.1.2.4. When there is no reasonably available alternate means of transportation to officially assigned duties. In this instance, a limited exception can be granted for the sole purpose of driving directly to and from the place of duty.

2.5.1.3. Disapproved requests for restricted driving privileges may be appealed to the 88 ABW/CV. The decision of the 88 ABW/CV is final and cannot be appealed. Restricted driving privileges issued during a suspension are revoked if driving privileges are later suspended or revoked. Violators may petition for the restoration of all or partial driving privileges upon notification of such revocation.

## **2.6. Extensions of Suspensions and Revocations.**

2.6.1. Any individual discovered driving on WPAFB while their state driver license or installation driving privileges are suspended/revoked will have the original period of suspension/revocation extended by two years, IAW AFI 31-218\_IP, paragraph 2-12.a., unless limited driving privileges were granted by 88 MSG/CC. This action does not preclude commanders, directors, managers or supervisors from taking additional administrative action under the UCMJ or other applicable guidance. Contractor or non-base connected personnel in violation of suspension or revocation may receive a barment order under *Title 50, United States Code, Section 797*.

## **2.7. Authorized Parking Areas for Suspended/Revoked Drivers.**

2.7.1. Individuals whose base driving privileges are suspended or revoked may park their POVs in the following locations:

2.7.1.1. Area A:

2.7.1.1.1. In the small parking lot on the west side of S. Broad St (Southbound State Route 444) across from the intersection of Green St and S. Broad St.

2.7.1.1.2. Parking Lot 1A (located between Gates 12A and 15A).

2.7.1.2. Area B: In the parking lot across from Gate 1B adjacent to Springfield St.

2.7.1.3. At their quarters in accordance with the EXCEPTION in **paragraph 2.4.1.** of this instruction.

2.7.2. Individuals who wish to park in other locations must request permission at the due process hearing or by requesting permission to do so in writing from the 88 MSG/CC. Permission must be approved prior to parking in an alternate location. 88 MSG/CC approval will be in writing and provided to the individual and 88 SFS/S5R.

**2.8. Reciprocal State-Military Action.** If a military member, civilian, or contractor employee has their installation driving privileges suspended/revoked by the installation commander or their designated representative, 88 SFS/S5R will notify the licensing authority of the state where a license is issued as required by AFI 31-218\_IP, Paragraph 2-11.c. (2), and AFMAN 31-201v7, Paragraph 1.9.

## Chapter 3

### TRAFFIC PLANNING AND PARKING

#### 3.1. Traffic Planning.

3.1.1. Any substantive change made to the existing traffic circulation design must be coordinated through the Traffic Review Board (TRB). The TRB is chaired by the Base Civil Engineer and consists of, as a minimum, the Base Traffic Engineer, DFC, Chief of Ground Safety, SJA, and the 88 MSG/CC or their designated representatives. The scope of the TRB is intended to meet the requirements of the Traffic Safety Coordination Group, as outlined in AFI 91-207. The 88 ABW Safety Office is the Office of Primary Responsibility for the TRB.

#### 3.2. Traffic Law Enforcement Principles.

3.2.1. Speed limitations. The following speed limits apply on base:

3.2.1.1. General. Unless otherwise posted, the base speed limit is 25 miles per hour.

3.2.1.2. Housing areas. Unless otherwise posted, the speed limit for all housing areas is 15 miles per hour.

3.2.1.3. Parking lots. Unless otherwise posted, the speed limit for all parking lots is 10 miles per hour.

3.2.1.4. Troop formations. The speed limit is 10 miles per hour when approaching or passing troop formations.

3.2.1.5. Flight line and airfield areas. Speed limit is 15 miles per hour for general purpose vehicles (except emergency vehicles), 10 miles per hour for special purpose vehicles, and 5 miles per hour when within 50 feet of an aircraft. See WRIGHTPATTERSONAFBI 13-202 for further details.

3.2.2. Right of way. In addition to the rules contained in the applicable ORC sections, the following apply:

3.2.2.1. Flight lines. Moving aircraft, whether towed or piloted, will have the right of way over all other vehicles. Emergency response vehicles will not assume right of way. See WRIGHTPATTERSONAFBI 13-202 for further details.

3.2.2.2. Troop formations. Troop formations have the right of way over all vehicular traffic.

#### 3.3. Installation Traffic Code--Rules of the Road.

3.3.1. This section establishes the uniform rules for governing the supervision and control of traffic on the base. All provisions are applicable on all land areas under the exclusive jurisdiction of the Installation Commander, WPAFB. DoD, USAF directives/instructions, and the United States Code apply to base traffic rules. All relevant portions of the Ohio Revised Code (ORC) traffic law are applicable on WPAFB. Violators may be cited and points may be assessed against their driving record. The following additional prohibitions/requirements apply:

3.3.1.1. The use of radar or laser detection devices is prohibited on WPAFB. The use of any device(s) capable of transmitting simulated erroneous speed is also prohibited on WPAFB. Such devices will be turned off or unplugged while the vehicle is on base.

3.3.1.2. Traffic in the Area A military family housing and temporary lodging facility areas is restricted to residents and guests only. Through traffic is prohibited. Violators may be cited with a DD Form 1408 for Failure to Obey a Traffic Control Device and may have 4 points assessed against their base driving record.

3.3.1.3. State license plates must be clearly visible at all times while on base. Vehicle operators are required to clear obstructions from the license plates before entering WPAFB.

3.3.1.4. The exterior of vehicles traveling on base must be clear of snow, ice, or other debris that could obstruct or impede the view of the operator or fly from the vehicle and obstruct or impede the view of other drivers or cause an unsafe condition for other vehicles traveling on the roadway.

3.3.1.5. Any child 4 years of age or younger and/or weighing less than 45 pounds must be properly secured in a child restraint system meeting federal motor vehicle safety standards (CFR 49 § 571.213 and 571.225) while in a vehicle being operated on base.

3.3.1.6. No person will leave any child younger than 10 years of age unattended in a vehicle without an acceptable sitter (12 years of age or older).

3.3.1.7. Driver Distractions:

3.3.1.7.1. Drivers are strongly discouraged from engaging in any activity (e.g. eating, reading, Global Positioning System (GPS) programming, etc.) not directly related to driving which may result in becoming distracted from the safe operation of the vehicle.

3.3.1.7.2. Vehicle operators on a DOD installation and operators of government motor vehicles, regardless of the location, shall not use cell phones unless the vehicle is safely parked or the operator is using a hands-free device (i.e. Single ear, wired earphone, Bluetooth earbud, Bluetooth compatible GPS, on-board (in-dash) Bluetooth connectivity, or similar technology that enables one-touch call answering). Using the speaker phone feature of a cellular telephone is not considered a hands-free device if the phone is being held in the driver's hand. Additionally, even when using a hands-free device, drivers will not manually dial out to place telephone calls while the vehicle is in motion. The use of voice recognition technology to dial and place a call while in motion is authorized and recommended.

3.3.1.7.3. The wearing of any other portable headphones, earphones, or other listening devices 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.

3.3.1.7.4. The use of portable electronic devices (e.g., cell phones, tablets, iPads, etc.) for sending/receiving text messages, web-surfing, and other actions not directly related to the safe operation of the motor vehicle is prohibited.

3.3.1.7.5. Violation of the hands-free and portable electronic device policy is a primary offense, permitting Security Forces to stop a violator solely for this offense.

3.3.1.7.6. Security Forces will use the DD Form 1408, *Armed Forces Traffic Ticket*, to cite any violator, regardless of status for violation of the hands-free or portable electronic device policy. Violations of this policy fall under the category of “Other moving violations (involving driver behavior only)” listed in AFI 31-218\_IP, Table 5-2. Individuals who are in violation and receive a citation will be assessed three points on their base driving record and may have their base driving privileges suspended. See [Table 4.1](#) of this instruction for further guidance.

3.3.1.8. Violations of the provisions of this instruction by base connected personnel will be reported to the unit commander, first sergeant, director, manager, or supervisor exercising disciplinary authority over the offender.

**3.4. Operation of Motorcycles, Motorized Mopeds, Motorized Scooters, and All-terrain Vehicles (ATV):** NOTE: All personnel, regardless of status, who violate the standards set forth in this section may be cited via DD Form 1408, *Armed Forces Traffic Ticket*. All cited violators will be assessed three points against their base driving record.

3.4.1. Air Force military personnel who operate a motorcycle (whether on or off-duty or on or off a DoD installation) are required to complete an approved motorcycle rider safety course.

3.4.1.1. Air Force civilian personnel who are required to operate a motorcycle as part of their position description in the performance of official duties are required to complete an approved motorcycle rider safety course.

3.4.1.2. Retirees, contractors, dependents, and all other non-Air Force civilians who operate a motorcycle while on an Air Force installation are highly encouraged, but not required, to attend an approved motorcycle rider safety course.

3.4.2. In addition to complying with all traffic laws, the following requirements and guidance provide additional clarification for wear of personal protective equipment (PPE) by such vehicle operators/passengers, as prescribed in DoDI 6055.04, *DoD Traffic Safety Program*.

3.4.2.1. Helmets. Any person riding motorcycles or ATVs on Wright-Patterson AFB shall wear a helmet that is certified to meet Federal Motor Vehicle Safety Standard No. 218, United Nations Economic Commission for Europe (UNECE) Standard 22-05, British Standard 6658, or Snell Standard M2005. All helmets shall be properly fastened under the chin.

3.4.2.2. Eye Protection. Any person riding motorcycles or ATVs on Wright-Patterson AFB shall wear eye protection designed to meet or exceed American National Standards Institute Standard (ANSI) Z87.1, or UNECE 22-05, or BS6658 for impact and shatter resistance includes goggles, wraparound glasses, or a full-face shield (properly attached to a helmet). A windshield or fairing does not constitute eye protection.

3.4.2.3. Foot Protection. Any person riding motorcycles or ATVs on Wright-Patterson AFB shall wear sturdy over-the-ankle footwear that affords protection for the feet and

ankles (durable leather or ballistic-type cloth athletic shoes that cover the ankles may be worn). Sandals, low quarters, sneakers, and similar footwear will not be worn.

3.4.2.4. Protective Clothing. Any person riding motorcycles or ATVs on Wright-Patterson AFB shall wear a long-sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens made from leather or other abrasion-resistant material. Motorcycle jackets and pants constructed of abrasion-resistant materials such as leather, Kevlar®, or Cordura® and containing impact-absorbing padding are strongly encouraged.

3.4.2.5. Garment and Motorcycle Visibility. All U.S. Military and AF civilian riders will wear upper garments that incorporate high visibility colors (e.g. fluorescent yellow-green, fluorescent orange-red or fluorescent red, etc.) during the day and a retro-reflective upper garment during the night. The outer upper garment shall be visible and not covered. Wearing a backpack is authorized if it has high visibility colors/high visibility reflective properties or does not obscure the high visibility and reflectivity of the rider's upper garment. Contractors, dependents and visitors are encouraged to select PPE that incorporates fluorescent colors and retro-reflective material. Additionally, all riders are encouraged to use other methods of increasing visibility, such as headlight and brake light modulators, auxiliary running lights, reflective tape to the sides of your motorcycle and installation of position/marker lights.

#### 3.4.3. Off road vehicle use.

3.4.3.1. Tracked or oversized vehicles will not be operated on base roadways unless specific advance approval is granted by 88 ABW/CEOH and coordinated through 88 SFS/S3P.

3.4.3.2. Seeded or off-road operation. No vehicle (with the exception of Emergency Response vehicles or those deemed as a matter of military necessity) will be operated or parked on a seeded area or off the roadway unless specifically authorized by posted signs or sanctioned events.

3.4.3.3. Operation of privately owned ATVs is prohibited. Government owned ATVs may be used for official purposes only. No passengers are authorized on an ATV unless it is equipped with multiple seats and intended for more than one rider.

**3.5. Operation of Bicycles:** NOTE: All personnel, regardless of status, who violate the standards set forth in this section may be cited via DD Form 1408, Armed Forces Traffic Ticket. All cited violators will be assessed three points against their base driving record.

3.5.1. Every person operating a bicycle upon a roadway shall ride as near to the right side of the roadway, with the flow of traffic, as practicable, obeying all traffic rules applicable to vehicles and exercising due care when passing a standing vehicle or one proceeding in the same direction.

3.5.2. Persons riding bicycles upon a roadway shall ride in single file, except on paths or parts of roadways set aside for the exclusive use of bicycles.

3.5.3. Every bicycle shall be equipped with an adequate brake when used on a street or highway.

3.5.4. Every bicycle in use from sunset to sunrise, and at any other time when there are unfavorable atmospheric conditions or where there is not sufficient natural light to render discernible persons, shall be equipped with the following:

3.5.4.1. A lamp mounted on the front of either the bicycle or the operator that shall emit a white light visible from a distance of at least 500 feet to the front and 300 feet to the sides. A generator-powered lamp that emits light only when the bicycle is moving may be used to meet this requirement.

3.5.4.2. A red reflector on the rear that shall be visible from all distances from one hundred feet to six hundred feet to the rear when directly in front of lawful lower beams of head lamps on a motor vehicle.

3.5.4.3. A lamp emitting either flashing or steady red light visible from a distance of five hundred feet to the rear shall be used in addition to the red reflector. If the red lamp performs as a reflector in that it is visible as specified in **paragraph 3.5.4.2.**, the red lamp may serve as the reflector and a separate reflector is not required.

3.5.4.4. Bicyclists must wear retro-reflective high visibility outer garments.

3.5.5. Wear of Bicycle Helmets. All persons who ride a bicycle, tricycle, other human powered vehicles, or motorized bicycles, on an AF installation in a traffic environment shall wear a properly fastened and approved (e.g., Consumer Product Safety Commission, ANSI, Snell Memorial Foundation or host nation equivalent) bicycle helmet. Workers operating bicycles in areas that require the use of ANSI-approved helmets (hard hats) for protection from falling and flying objects are allowed to use those helmets instead of approved bicycle helmets.

### **3.6. Suspected Abandoned POVs:**

3.6.1. Personnel must remain observant and look for signs of vehicle abandonment. Notify the Base Defense Operations Center (BDOC) of the location and description of the offending vehicle if it is believed to be abandoned. BDOC will contact a patrol to respond to take corrective actions.

3.6.2. Once a suspected abandoned vehicle has been identified, reasonable attempts shall be made to notify the owner or operator of the vehicle to remove the vehicle. If the owner is known, SFS shall use available means to contact the owner/operator or their organization, spouse or neighbors, in an attempt to contact the owner. If contact is made with the owner, SFS will instruct him/her to remove the vehicle.

3.6.3. Security Forces will conspicuously place a DD Form 1408, *Armed Forces Traffic Ticket*, and a DD Form 2504, *Abandoned Vehicle Notice*, (See DODD 5525.4), on POVs considered abandoned and document this action with an entry in the SF blotter.

3.6.3.1. SFS will allow the owner three days from the date the POV is tagged to remove the vehicle. Security Forces will have the vehicle towed if it is not moved within the allotted time. Only approved towing service will be used, and DD Form 2505, *Abandoned Vehicle Removal Authorization*, will be completed IAW DODD 5525.4.

### 3.7. Towing POVs:

3.7.1. Towing of vehicles will be authorized only if one or more of the following criteria are met. The vehicle:

- 3.7.1.1. Meets criteria established in paragraph 2.3. through 2.3.1.7. of this instruction.
- 3.7.1.2. Inhibits street cleaning or snow removal (after all attempts to locate owner fail).
- 3.7.1.3. Inhibits emergency operations (during natural disaster, fire, increased FPCONs, etc).
- 3.7.1.4. Has mechanical defects that create a menace to others.
- 3.7.1.5. Is disabled by an accident.
- 3.7.1.6. Is disabled along the alert aircraft route while alert aircraft are on site.
- 3.7.1.7. Creates a safety hazard.
- 3.7.1.8. Is left unattended in, or adjacent to a restricted, controlled or off limits area.
- 3.7.1.9. Is disabled along DV1 or DV2 (POTUS or VPOTUS) routes.

3.7.2. Towing and storage.

3.7.2.1. If the vehicle must be towed, prior to towing, Security Forces will photograph the vehicle to document pre-existing damage/condition and to provide visual evidence of the offense or condition justifying towing.

3.7.2.2. An approved towing company will tow and store vehicles suspected of being abandoned IAW established Memorandum Of Understanding (MOU). Upon notification by security forces, the towing company will respond to the designated location of the tow within 2 hours. Failure to respond within 2 hours will result in the company being bypassed and the call for service offered to the next available towing company.

3.7.2.3. 88 SFS personnel and the towing company conduct a joint inventory listing personal property. During the inventory, closed containers, such as a suitcase, will not be opened unless necessary to identify the owner or if the contents might present a danger to the public. In most cases, listing the container and sealing it with security tape will suffice. Complete an AF Form 52, *Evidence Tag*, indicating found property, for any property found inside vehicle. Place personal property in a secure area for safekeeping.

3.7.2.4. After the vehicle is removed, 88 SFS will complete the DD Form 2506, *Vehicle Impoundment Report* (See DODD 5525.4), as a record of action taken.

3.7.2.5. 88 SFS/S2I will forward a DD Form 2507, *Notice of Vehicle Impoundment* (See DODD 5525.4), by certified mail to the address of the last known owner of the vehicle to advise the owner of the impoundment action and to request information concerning the owner's intentions concerning the vehicle.

3.7.2.6. The towing company will release vehicles to the registered owners upon payment of towing and storage fees established by state regulations. The towing company will hold vehicles turned over to them from WPAFB Security Forces Investigators for at least 60 days before disposal of vehicles in accordance with Ohio

laws. WPAFB will not be liable for any fees (i.e., towing, storage, damage, or disposal) associated with abandoned vehicles impounded by the towing company.

3.7.2.7. MOUs will be reviewed annually for those towing companies not showing an active role the prior year. Those requesting to no longer participate will be removed from the list. Towing companies wishing to be included may be approved and added during the annual review.

3.7.2.8. Inoperative vehicles fitting criteria in paragraphs 3.7.1.1. through 3.7.1.8. will be towed at the owner's expense under this instruction and AFI 31-218\_IP, *Motor Vehicle Traffic Supervision*.

3.7.2.8.1. Vehicles which break down on base must be moved completely off the traveled portion of the roadway. A note of explanation must be securely attached to the vehicle in a prominent place identifying the problem, the owner and/or a point of contact, and his/her phone number. The operator of the vehicle must notify Security Forces of the need to leave an inoperative vehicle on base. He/she will make arrangements to remove the vehicle within 24 hours. If the vehicle presents a safety hazard, the individual has not reported to Security Forces or the vehicle has not been moved after 3 days from the date the DD Form 2504 was issued, 88 SFS/S2I will implement impoundment actions.

### **3.8. Stolen POVs:**

3.8.1. Stolen POVs or vehicles known to be or suspected of being involved in a crime will be kept in Air Force custody when held for evidentiary purposes. All other vehicles will be released to the registered owner or to the law enforcement agency reporting the vehicle stolen, unless held for evidentiary purposes.

3.8.2. At times, civilian law enforcement or civilian government agencies will request the Air Force impound an on-base vehicle for reasons not related to military issues. All such requests will be staffed through the SJA and the DFC. When appropriate, SFS will comply with and support such requests and impound the vehicle until civilian authorities request release, or until the vehicle no longer has evidentiary value, as determined by the requesting agency. 88 SFS/S2I will coordinate with AFOSI, 10 FIS on a case-by-case basis to secure a temporary location to store the impounded vehicle until such time as local authorities take custody of the vehicle or it is released to the registered owner.

### **3.9. Pedestrians.**

3.9.1. Pedestrians in marked crosswalks have the right of way, subject to the limitations contained in the ORC section 4511.46. A pedestrian does not have an unrestricted right to walk into oncoming traffic, even in marked crosswalks.

3.9.1.1. When approaching a crosswalk, operators of motor vehicles will yield the right of way to pedestrians already in the crosswalk.

3.9.1.2. No pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close as to constitute an immediate hazard.

3.9.2. Walkers, joggers, runners, and skaters on roadways at night or in inclement weather (e.g., fog, rain, sleet, snow, etc.), will wear clothing containing retro-reflective properties or retro-reflective accessories visible from the front and back. Personnel will use the extreme

left-hand side of any roadway and move against the flow of oncoming traffic. Personnel will not step into any roadway without first looking both ways. Violators may be cited on a DD Form 1408.

3.9.3. Walkers, joggers, runners, and skaters will use the sidewalk when available. Walking, jogging, running, and skating on roadways is permitted only when there is no sidewalk available on either side of the roadway. Violators may be cited on a DD Form 1408.

3.9.4. All skaters will wear an approved helmet which meets ANSI or SNELL Memorial Foundation Guidelines.

3.9.5. Wearing portable headphones, earphones, cellular phones, iPods, or other listening and entertainment devices (other than hearing aids) while walking, jogging, running, bicycling, skating or skateboarding on roadways is prohibited. Use of listening devices impairs recognition of emergency signals, alarms, announcements, approaching vehicles, human speech, and outside noise in general. Violators may be cited on a DD Form 1408.

### **3.10. Motor Vehicle Accident Reporting.**

3.10.1. Military members involved in off-base vehicle accidents resulting in injury or damage to military property must report the accident to the BDOC (257-6516) within 48 hours of occurrence.

3.10.1.1. These accidents will be recorded in the Security Forces blotter to include the case number from the investigating agency. When possible, 88 SFS/S5R will obtain copies of reports from the investigating agency.

3.10.2. All vehicular accidents occurring on-base must be reported to the BDOC (257-6516), within 48 hours of the accident.

3.10.2.1. Mission permitting, Security Forces may respond to the scene of minor vehicle accidents. Operator(s) may be directed to report in person to Bldg 295 for completion of appropriate paperwork.

3.10.2.2. Vehicle operators involved in minor vehicle accidents should exchange information to assist with insurance claims, and are not required to wait until the arrival of Security Forces.

3.10.3. Security Forces will respond to all major accidents and complete a major accident investigation (AF Form 1315). A major accident is defined as any accident involving personal injury, death, total property damage to government property or to motor vehicles exceeds \$10,000, or POVs are rendered inoperable from the accident.

### **3.11. Parking.**

3.11.1. Within 90 days from the date of this instruction, each Real Property Building Manager (RPBM) will submit an updated parking plan for his/her facility to 88 ABW/CE. Prior to making changes to parking, 88 ABW/CE will notify 88 FSS/FSMCZ to ensure local bargaining obligations are satisfied. Any reserved parking not approved within 90 days from the date of this instruction will be invalidated and signs will be removed.

3.11.2. Parking on base is allowed only where indicated by painted parking stalls, signs, metal plates attached to the curb/building or by proper markings. Parking along curbs is not

authorized unless marked as stated above. 88 ABW/CE is the only authorized agency to paint parking stalls and/or install signs.

3.11.3. General rules for stopping, standing, or parking. No person shall stop, stand, or park in any of the following places, except when in compliance with the law or directions from a Security Forces member or official traffic control device:

3.11.3.1. On, in front of, or blocking private or public driveways, sidewalks, pedestrian crosswalks, or entrances/exit ways, or so near as to interfere with the obstructed use of the above.

3.11.3.2. In any way that obstructs the visibility of a traffic control device.

3.11.3.3. In fire lanes, whether posted or not (unmarked fire lanes include open areas between buildings and those areas within 20 feet of a building, except when authorized parking is posted). This requirement ensures adequate space is available for mobile fire equipment.

3.11.3.4. Within 10 feet of a fire hydrant.

3.11.3.5. Within 20 feet of a driveway entrance/exit way to any fire, ambulance, crash or explosive ordinance disposal station, or alert crew vehicle. Note: This does not apply to emergency vehicles.

3.11.3.6. Within 25 feet of or in an intersection.

3.11.3.7. Adjacent to any red or yellow painted curb/edge line.

3.11.3.8. In excess of time specified by time limited parking signs.

3.11.3.9. In designated reserved/parking areas.

3.11.3.10. On the side of the street facing oncoming traffic. Vehicles parked at an angle within parking areas will not be parked facing the flow of traffic. Exception: Maintenance and emergency vehicles may be temporarily parked in these areas while performing official duties.

3.11.3.11. In two or more parking spaces, when the vehicle is configured to fit in one space. Vehicles parked in marked places shall be within the lines painted, or if directed to park in an unmarked area by a Security Forces member, not to extend beyond that area reasonably necessary for the vehicle.

3.11.3.12. With the exception of emergency response vehicles, during a response, persons operating or in charge of a motor vehicle will not leave the vehicle unattended while the engine is running.

3.11.3.13. In any marked (i.e., diagonal stripes painted on the pavement) or posted prohibited parking area/space.

3.11.3.14. On the street side of a vehicle already parked along the curb (double parking).

3.11.3.15. Within 30 feet of flashing beacons, stop, or yield signs or traffic control device.

3.11.3.16. Inside buildings, unless they are specifically designated as parking areas.

3.11.3.17. Within 40 feet of the vehicle service side of a dumpster, or as to obstruct the use of that dumpster, unless parked in a marked designated parking space.

3.11.3.18. On any unpaved, seeded, or unimproved area anywhere on WPAFB, unless such areas have been specifically designated and properly marked for parking. Exception: Maintenance and emergency vehicles may be temporarily parked in these areas while performing official duties.

3.11.3.19. Track, race/stock cars, unmounted truck type campers, unmounted camper shells, utility and special purpose vehicles will not be parked along roadways, curbside, or in non-designated vehicle parking areas or spaces. Such vehicles will only be parked in the RV storage lot or fully inside the garage of base housing.

3.11.3.20. In driveways or parking areas in such a manner that any portion of the vehicle extends onto or blocks a roadway or sidewalk so as to hinder pedestrian or vehicular traffic.

3.11.4. Flight line parking: Parking within the flight line fence must be approved by the Chief, Airfield Management (88 OSS/OSAM) or a designated representative from Building 206, Area A.

3.11.5. Housing area parking:

3.11.5.1. Vehicles will not be parked in any manner that obstructs driveways, garages, or hinders safe and efficient movement of traffic.

3.11.5.2. In the Brick Quarters, including Yount Drive, on-street parallel parking is permitted, except where a no-parking zone is indicated by a yellow line on the pavement or curb.

3.11.5.3. In the Prairies at Wright Field, parking is permitted only in garages, parking lots, or in painted parking stalls, except on Spinning Road. On-street parallel parking on Spinning Road is permitted only in painted parking stalls across from the Community Center. Garages are provided for residents.

3.11.5.4. In the Woods at Wright Field, parking is permitted in driveways, garages or along the roadway on Shields Drive, McClellan Drive and DuPont Way. Parking on roadways in other location hinders safe and efficient movement of traffic.

3.11.5.5. Oversized POVs including, but not limited to, motor homes, utility trailers, and camper trucks, are authorized to be kept on base. They will be stored in the RV lots provided by MWR.

3.11.5.6. Vehicle maintenance and repair. POVs may be taken to the base Auto Hobby Shop, AAFES service station or off base for major repairs. Minor repairs, such as tire changes or rotation, light bulb replacement, etc., may be conducted at the housing resident's quarters.

3.11.6. Reserved parking.

3.11.6.1. The goals of the WPAFB reserved parking areas are to:

3.11.6.1.1. Minimize reserved parking on the installation.

3.11.6.1.2. Support mission accomplishment.

3.11.6.1.3. Comply with applicable laws.

3.11.6.1.4. Preserve certain privileges afforded to senior personnel in keeping with military tradition.

3.11.6.2. Reserved parking spaces will be approved for no more than 20 percent of all available spaces for a particular facility or parking area, except for handicapped parking, which must comply with uniform federal accessibility standards.

3.11.6.2.1. **(NASIC)** Assigned Reserved Parking is limited to NASIC/CC, CV, CA, DS, CCM, group commanders, tech directors, directors, squadron commanders, squadron directors, center section commander, and first sergeants.

3.11.6.2.2. **(Added-NASIC)** Personnel assigned to an Assigned Reserved Parking space will be issued two parking permits by NASIC/LGM designating which parking space they're assigned.

3.11.6.2.3. **(Added-NASIC)** One parking permit will be used by the individual assigned to the parking space when he/she is parking in the designated parking space.

3.11.6.2.4. **(Added-NASIC)** One parking permit may be used by an another individual when the primary assigned individual is not parking in the designated parking space.

3.11.6.2.5. **(Added-NASIC)** Assigned Reserved Parking will be designated by metal signs stating, "Reserved Parking Assigned." (Exception: NASIC Senior Leadership will park in the spaces marked with a metal sign stating their respective positions.)

3.11.6.2.6. **(Added-NASIC)** When out processing from NASIC or changing positions that no longer allows for assigned parking, employees will turn in their assigned parking passes to the LGM office. Employees will not give/hand off their assigned parking passes to the individual replacing them. Turn in of assigned parking passes must be signed off by LGM as part of the out processing checklist.

3.11.6.2.7. **(Added-NASIC)** Reserved Pool Parking is limited to Chief Master Sergeants or other service equivalents, personnel in the pay grade of GG-15, two-letter deputy commanders/directors, and other personnel designated by NASIC/CC due to their mission requirements.

3.11.6.2.7.1. **(Added-NASIC)** Reserved Pool Parking spaces will be located in the North, East, and West Lots.

3.11.6.2.7.2. **(Added-NASIC)** Reserved Pool Parking spaces will be used on a first come, first served basis by individuals who have been issued a Reserved Parking Pool parking permit by NASIC/LGM. If no Reserved Pool Parking spaces are open, individuals assigned to Reserved Pool Parking must park in General Parking.

3.11.6.2.7.3. **(Added-NASIC)** The number of Reserved Pool Parking spaces will not exceed 2/3 the number of those eligible.

3.11.6.2.7.4. **(Added-NASIC)** NASIC/LGM will evaluate the number of Reserved Pool Parking spaces annually in each lot based on the monitored usage.

3.11.6.2.7.5. **(Added-NASIC)** Personnel assigned to a Reserved Pool Parking Space will be issued a parking permit by NASIC/LGM. This parking permit will be used by the individual entitled to parking in the Reserved Parking Pool. The permit is not to be given to an unauthorized individual.

3.11.6.2.7.6. **(Added-NASIC)** Reserved Pool Parking will be designated by metal signs stating, "Reserved Parking."

3.11.6.3. Temporary signs/cones may be used to reserve parking slots for visiting dignitaries. These signs/cones may be put in place the night prior to the visit to ensure the space is empty. They will be allowed to remain in place for the duration of the visit and must be removed immediately following the departure of the visiting dignitaries. Temporary signs/cones will not be used for personnel who work within the facility.

3.11.6.4. The following guidelines are set in approving, disapproving, and prioritizing reserved parking requests. Reserved parking is limited to government vehicles, handicapped, visitors, general officer/SES, MAJCOM/Center/Wing two-letter directors, commanders, first sergeants, mission (i.e. NAOC), motorcycles and special parking slots for installation award winners (i.e., at the Base Exchange, Commissary, etc.).

3.11.6.4.1. Processing reserved parking requests.

3.11.6.4.1.1. Requests for reserved parking are coordinated through the RPBM for recommendation by the commander/director. For the purposes of this procedure, the commander/director is the senior official exercising control over facilities occupied by more than one unit. **EXCEPTION:** Business facilities that do not operate in conjunction with a designated squadron (i.e., AAFES, Commissary, and Credit Union) will request reserved parking by preparing a package containing a detailed request with adequate maps depicting existing parking configurations and proposed changes. All packages will be coordinated through 88 SFS/S3P, who will submit the coordinated package to 88 ABW/CE for final approval.

3.11.6.4.1.2. The RPBM must obtain the unit commander's/director's recommendation on the reserved parking request for their facility prior to completion of AF Form 332. The RPBM for each facility is responsible for maintaining a listing and diagram of reserved parking slots. To propose changes to a facility's reserved parking plan, the unit commander/director is responsible for obtaining the coordination and/or concurrence of all units in the affected facility prior to submitting the parking request to 88 ABW/CE.

3.11.6.4.1.3. The RPBM will evaluate each request and complete an AF Form 332, *Base CE Work Request*. The request will indicate the type of work requested, justification with a diagram of the target area and a letter of approval from the approving official. This package is forwarded to 88 ABW/CEOS to assign a CE work order number. 88 ABW/CEOS forwards the AF Form 332 to 88 ABW/CEPMP for review. Within 2 weeks, 88 ABW/CEPMP will obtain coordination from 88 SFS Police Services (88 SFS/S3P). 88 SFS/S3P will reply with a recommendation of approval/disapproval within 2 weeks. If 88 SFS/S3P recommends disapproval, the work will not be completed until resolution is

achieved. Upon review and coordination, the AF Form 332 will be forwarded to 88 ABW/CE for approval/disapproval. Approved work orders will be sent to 88 ABW/CEOHS for installation. Disapproved requests will be returned to the originator. The requestor may appeal disapproval of a request by forwarding a letter to the 88 ABW/CE outlining why his/her reserved parking request should be reconsidered. The appeal will be reviewed by 88 ABW/CE, who will render a final decision.

3.11.6.4.1.4. The RPBM is also responsible for completing a biennial review of the original or updated request. This review shall be documented and kept on file with a legible copy of the current AF Form 332 and the diagram that was approved by 88 ABW/CE. A complete review must be submitted annually (by 31 October) to 88 ABW/CE.

3.11.7. Handicapped Parking. The only vehicles authorized to park in these areas are those displaying official handicapped parking permits, plates or decals. Those utilizing Handicapped spaces must be the owner of the decal or placard or be transporting the handicapped individual. Handicapped parking spaces are not assigned to any particular person or position. Requests to accommodate a specific handicapped person will follow the guidance in **paragraph 3.11.7.1**. Personnel needing handicapped decals will contact the Ohio Department of Motor Vehicles with a doctor's prescription and complete the application for same day service. The installation honors state issued handicapped decals, placards, signs, etc...from other states.

3.11.7.1. Assigned spaces for handicapped individuals may be granted on a case-by-case, and rare basis. Should special circumstances warrant the assignment of a space to an individual employee at their primary place of employment, a request will be submitted in accordance with **paragraph 3.11.6.4.**, and following paragraphs. Handicapped employees requesting an assigned parking space in order to accommodate their disability shall provide the RPBM with a copy of their state issued handicapped parking permit with the person's name and expiration date on the permit. The RPBM will forward the request with written justification for the designation. Such requests will be processed in accordance with **paragraph 3.11.6 4.1.** and following paragraphs. Spaces assigned under the provisions of this paragraph shall be marked with signage as "ASSIGNED #"<sup>7</sup> reserved spaces and they shall be re-validated annually. These spaces shall not affect the number of handicapped spaces required at a given facility.

3.11.7.1. (NASIC) Assigned spaces for handicapped personnel working at NASIC are located in the west parking lot adjacent to the sidewalk. These spaces are intended for personnel who require close parking to the facility and wider parking spaces due to the need/use of mobility aids such as wheelchairs, walkers, etc. Submit requests through the NASIC RPBM office (NASIC/LGM) located in W-178.

3.11.7.2. During increased FPCON measures when facility stand-off criteria is enforced, the RPBM, with approval of the commander/director of each given facility, will relocate their handicapped parking spaces to the nearest available authorized parking spaces. For the purposes of this procedure, the commander/director is the senior official exercising control over facilities occupied by more than one unit. The commander/director will ensure the temporary handicapped spots are conspicuously marked with temporary

signage indicating handicapped parking. There may be cases where parking lots/areas overlap. In such cases, the RPBM for each facility will coordinate with overlapping/adjoining facility RPBMs to ensure this temporary relocation meets the needs of the handicapped workforce of each facility. As soon as possible, but no later than the next duty day after stand-off restrictions are terminated, the RPBM will remove the temporary signage.

3.11.8. Visitor Parking. A visitor is not assigned or attached to the organization they are visiting, rather they go to a place for purpose of inspection, business, duty or travel. Employees of a specific building will not park in designated visitor parking for that building or nearby buildings if they are not actually visiting. Visitor parking often has imposed time restrictions (i.e., 15 minutes, 2 hours, etc.). Visitor parking for public service facilities should be located as close to the building entrance/exit as possible.

3.11.8. (NASIC) Visitor Parking is for NASIC visitors only. NASIC employees will not park their vehicles in designated visitor parking. Visitor parking is restricted to no more than 2 hours. Visitors staying NASIC for longer than 2 hours will park in General Parking.

3.11.8.1. (Added-NASIC) DV Parking. These parking spaces are reserved for any DV visiting NASIC and visitors attending a conference or an official ceremony at NASIC.

3.11.8.2. (Added-NASIC) DV Parking spaces will be designated in the North Lot. DV Parking in the North Lot is assigned and managed by NASIC/DSP. If DV parking is warranted in the North Lot, pre-coordination should be done by the requestor and NASIC/DSP.

3.11.8.3. (Added-NASIC) DV Parking spaces will be designated in the East Lot. DV Parking in the East Lot is assigned and managed by NASIC/SCOK. If DV parking is warranted in the East Lot, pre-coordination should be done by the requestor and NASIC/SCOK.

3.11.8.4. (Added-NASIC) There will be no DV Parking spaces reserved in the West Lot.

3.11.8.5. (Added-NASIC) DV parking spaces will be designated with a numbered sign. The number will be displayed when someone is assigned the spot for the day. The sign will be flipped up so the number is not displayed when no one is assigned the spot for the day. When the sign is flipped up, the parking space will be general parking for that day.

3.11.9. General Officer/SES, Colonel/GS/GM-15, and CMSgt Parking. These spaces are not assigned to a particular person or position and are utilized on a first-come, first-served basis. The vehicle must display the appropriate decal to park in these slots. Parking within these slots without proper decals is a violation and the vehicle may be cited by Security Forces or unit parking wardens.

3.11.10. Commander Parking. Military or civilian equivalent individuals who hold the position of commander for Headquarters, Center, Wing, Group, Squadron or Detachment are entitled to these reserved spaces. HQ AFMC/CC and AFLCMC/CC may also designate reserved parking for key members of their immediate staff (e.g., executive officers, Command Chief Master Sergeants, and protocol-sponsored distinguished visitors).

3.11.11. Two-Letter Designation. Spaces assigned to military or civilian equivalent individuals who possess a duty symbol consisting of no more than two letters.

3.11.12. First Sergeant Parking. Parking for designated unit first sergeant.

3.11.13. Motorcycles. Motorcycles are not permitted to park in painted, striped/crosshatched areas. Reserved signs for motorcycle parking will only be installed for a demonstrated need or if the space in question will accommodate motorcycles but not full-sized vehicles. More than one motorcycle may park in a single parking slot. Safe navigation of more than one motorcycle into and out of a single parking slot is the responsibility of the owners/operators.

3.11.14. GMV Parking. These parking spaces are for official government vehicles or POVs with Official Business parking permits used during official duty only and in direct support of the wing/base mission. Official government vehicle is defined as a vehicle owned or leased by the US Government for the purpose of conducting official business. GMV spaces are not assigned to a particular person or position.

3.11.15. Official Business parking permits.

3.11.15.1. Official Business parking permit is defined as a pass authorizing individuals to park a POV in a GMV parking slot when performing official business. The permit is designed for units with few or no government vehicles available to accomplish the mission.

3.11.15.2. Permits will be issued by 88 SFS Police Services section (88 SFS/S3P) to the requestor's unit and not to a particular vehicle/person. Only permits signed and issued by the authorizing 88 SFS official are valid on WPAFB. Permits are issued based on the mission needs. To keep the number of permits to a minimum, organizations with fewer than 50 people may be issued no more than one permit. For organizations with more than 50, the maximum number of permits issued will not exceed two percent of the organization's authorized strength. For example, an organization with 201 people assigned multiplied by two percent would be eligible for 4.02 (rounded off to 4) permits. It is imperative that commanders/directors review the need prior to requesting permits. Permits will be issued on a case-by-case basis after review of circumstances surrounding the request. At a minimum, all requests must meet the general guidelines listed below.

3.11.15.2.1. The organization has limited or no authorized government vehicles. Requester performs duties that require numerous daily or weekly trips. Requester must show or validate trips visiting facilities per workweek, mission impact if the pass is not issued and the commander/director concurrence for the use of POVs while performing official duties.

3.11.15.2.2. Requesters submit a letter and supporting documentation through their commander, director, or detachment chief to 88 SFS Police Services (88 SFS/S3P), who has program management responsibilities.

3.11.15.2.3. Individuals may use the pass only when performing government duties and not for personal use or convenience. Abuse of the permit will result in immediate termination of the permit and the appropriate commander/director will be notified, explaining the circumstances for confiscation of the permit.

3.11.15.2.4. Permits are issued for a one calendar year period, from 1 January to 31 December.

3.11.16. Long term parking: To help relieve congestion in base parking areas, a long term parking area has been established on Wright Patterson AFB for personnel on deployment, TDY and Space A travel. The long term parking area is located at the SE portion (near the installation perimeter fence) of the parking lot located on the North side of Pearson Road near the intersection of Pearson Road and Buckner Road, Area A. All personnel departing for longer than 30 days will use the long term parking area, except those personnel who reside in government or leased housing. Those individuals may park their vehicles in legal, parking spaces near their quarters. Base employees will not use other base parking lots (e.g. adjacent to their duty location) for long term parking.

3.11.16.1. Personnel desiring to use the long term parking area will complete the WPAFB Form 1441, *Long Term Parking Area*, and submit it to 88 SFS/S2I.

3.11.16.2. 88 SFS will manage and track vehicles in the long term parking lot.

**3.12. Parking Violations:** A DD Form 1408 will be completed for all parking violations, regardless of the violator's duty status (e.g. military, civilian, etc.). Parking citations will be charged against the party to whom the vehicle is registered, unless credible evidence is received that another individual is responsible for the infraction.

### **3.13. The Parking Warden Program.**

3.13.1. 88 SFS/S5R will manage the installation Parking Warden Program.

3.13.1.1. 88 SFS/S5R will ensure parking wardens are trained on specific parking warden duties. There will be initial training when assigned and remedial training as needed.

3.13.1.2. The 88 ABW/CV is appointed a parking warden for the entire installation. The 88 MSG/CC, 88 CG/CC, 88 MDG/CC and 88 ABW/CE are appointed parking wardens for facilities under their respective control.

3.13.1.3. The unit commander or director or detachment chief exercising jurisdiction over a particular facility or building, will appoint parking wardens (designated military in the grade of E-5 or above and Air Force civilian employees in the grade of GS-5 (or equivalent) or above in writing to 88 SFS/S5R for specific building/facility parking lots. Federal contractors may not be appointed as parking wardens. New appointment letters will be sent to 88 SFS/S5R NLT 31 Jan of each year and whenever changes occur (i.e., a parking warden or appointing official departs the installation). No more than 5 parking wardens are allowed per building/facility. The appointing official will also direct/dictate the scope of operations and time spent dealing with parking issues. This is an additional duty, therefore parking wardens are not appointed solely to focus on parking, but to assist the RPBW in enforcing parking plans and to randomly monitor parking areas or deal with illegal parking issues. No one may write a parking ticket without being appointed in writing and completing training as specified above. Ticket books are issued to specific, trained individuals, not to units or organizations. Tickets may not be shared with other parking wardens. If a parking warden departs the installation (retirement, PCS, etc.) or

otherwise stops performing warden duties, they must return their ticket book to 88 SFS/S5R.

3.13.1.4. Parking wardens will follow the same ticket writing procedures as Security Forces members. Parking wardens will enforce compliance with this instruction by writing parking tickets and/or calling Security Forces to report a vehicle requiring towing, according to this instruction. Tickets will be received into 88 SFS/S5R within 5 duty days of the date of issue.

3.13.1.5. Within 24 hours (or the next business day) of receiving the ticket, the violator will contact the parking warden who issued the ticket and provide the information (i.e., name, unit, DOB, etc.) necessary to complete the DD Form 1408. If, during the exchange of information, it is evident to the parking warden the ticket should not have been issued, he/she will contact the Chief, 88 SFS/S5R, and explain the circumstances. Within 3 duty days of notification from the parking warden, the Chief, 88 SFS/S5R will investigate the facts and determine if the ticket should be voided. If the Chief, 88 SFS/S5R determines the ticket should be voided, he/she will notify the parking warden and the violator of the decision. Either the parking warden or the Chief, 88 SFS/S5R, will retrieve the pink copy of the ticket from the violator, write "VOID" across the front of the ticket, ensure the parking warden's ticket log is annotated to reflect the ticket was voided, and ensure all three copies of the ticket are sent to 88 SFS/S5R. If the Chief, 88 SFS/S5R determines the ticket is valid, he/she will notify the parking warden and the violator and normal ticket processing actions begin. If the violator wishes to rebut the ticket, the normal rebuttal process begins effective the date of the offense as detailed in **paragraph 3.14.1.4.1.**

3.13.1.6. Ticketed persons are prohibited from subjecting parking wardens to any pressure to void a ticket because of the rank, status, or position of the offender or to make any attempt to influence the parking warden into voiding the ticket.

3.13.1.7. 88 SFS/S5R will closely monitor the conduct of parking wardens. Parking wardens who consistently fail to ensure tickets are correctly completed and sent to 88 SFS/S5R within established timelines or who abuse their authority will be remedially trained or have their privileges revoked. 88 SFS/S5R will send a memorandum to the appointing official outlining the parking warden's deficiencies.

3.13.1.8. Parking wardens will maintain a roster of reserved parking spaces assigned to their building/facility and the people authorized to use those slots. Handicapped and GMV parking spots are considered reserved parking, but are not typically assigned to any one specific person or vehicle.

### **3.14. Traffic Violation Reports.**

3.14.1. Moving violations. Anyone operating a motor vehicle, including a bicycle, on a public street or highway that violates a provision of this regulation has committed a moving violation. Except as set out herein, CVB Form 1805, DD Form 1408, and/or AF Form 3545, *Incident Report*, are authorized methods of documenting and/or enforcing the requirements of this instruction. Personnel from other installations will be identified and their infractions will be forwarded to the appropriate agency for action. 88 SFS/S5R is responsible for distribution of information concerning infractions.

3.14.1.1. CVB Form 1805: Traffic violations under the ORC are cited on the CVB Form 1805, *United States District Court Violation Notice*, and may be referred to the Federal Magistrate's Court for prosecution under the Assimilative Crimes Act, 18 U.S.C., Sections 7 and 13. Security Forces use the CVB Form 1805 to cite moving violations by civilians (federal civil servants, Non-Appropriated Fund employees, contractors, dependents and non-base connected individuals, and inactive reservists and guardsmen).

3.14.1.1.1. All CVB Forms 1805 will be forwarded to the 88 SFS/S5R for appropriate processing actions.

3.14.1.1.2. All such offenses referred to the Federal Magistrate Court will be handled in that system for any criminal penalties. Referral to the Federal Magistrate Court neither precludes nor requires further administrative action, based on the traffic offense involved.

3.14.1.1.3. Persons receiving a CVB Form 1805 are given the option of forfeiting collateral for minor traffic violations. More serious charges require court appearance. All individuals have the option to appear in Magistrate Court and contest any citation.

3.14.1.1.4. 88 SFS/S5R will not assess any points against an individual's base driving record if they are acquitted or have their citation dismissed by the Magistrate Court.

3.14.1.2. DD Form 1408: Security Forces use the DD Form 1408, *Armed Forces Traffic Ticket*, to cite the following categories of personnel for violations:

3.14.1.2.1. Active duty military.

3.14.1.2.2. Cadets/Midshipmen of the Military Academies to include the Coast Guard Academy.

3.14.1.2.3. Reservists on orders or performing inactive duty training, including commuting to and from training.

3.14.1.2.4. Guardsmen in federal service under Title 10 of the United States Code. Title 10 is reflected on the guardsman's orders.

3.14.1.2.5. All violators, regardless of status, cited for violation of the hands-free or portable electronic device policy.

3.14.1.2.6. All violators, regardless of status, cited for violation of installation parking rules.

3.14.1.2.7. All operators of GMVs, regardless of status, cited for violation of base traffic and parking rules.

3.14.1.3. All DD Forms 1408 will be forwarded to the 88 SFS/S5R for appropriate processing actions. Upon completion of processing, the DD Form 1408 will be forwarded to the appropriate commander or supervisor for action.

3.14.1.4. Violation appeal procedures. Any individual receiving a DD Form 1408 who believes s/he has been unfairly or unlawfully cited may contest the validity of the citation.

3.14.1.4.1. The individual who received the DD Form 1408 must initiate a rebuttal to the validity of the 1408 within 5 duty days of receiving the ticket by contacting 88 SFS/S5R and indicating intent to rebut. Failure to do so will result in the ticket being annotated with “Did Not Rebut” and will be loaded into SFMIS and sent out for action. If the individual contacts 88 SFS/S5R and initiates rebuttal action within the 5 duty day window, 88 SFS/S5R will provide detailed instructions on how to conduct the rebuttal. The rebuttal package includes a statement from the patrolman or parking warden who issued the ticket as well as mandatory comments from the violator’s commander (or civilian equivalent), 88 SFS/S5R, and the 88 SFS/CC. The final decision rests with the decision-making authority, as stipulated in **paragraph 1.2.2.2**. The entire package must reach the 88 SFS/CC within 14 calendar days of the date the ticket was written. After the decision-making authority renders his/her decision, 88 SFS/S5R will notify the violator of the final decision.

3.14.1.4.1.1. If the rebuttal authority determines the ticket “stands as issued” the ticket will be forwarded to the owning unit commander, or equivalent, for action. 88 SFS/S5R will set a 14-day suspense for the unit to reply, with a signed copy of the DD Form 1408 template indicating the action taken for the violation. Upon receipt of the response from the unit, 88 SFS/S5R will close out the “action taken” portion of the incident in SFMIS.

3.14.1.4.1.2. If the rebuttal authority dismisses the ticket, it will be voided from the recipients SFMIS history and the no further action is required.

Chapter 4

DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM

4.1. Point System Application.

4.1.1. Mandatory suspensions and points assessments. In addition to guidance in AFI 31-218\_IP, Tables 5-1 and 5-2, and AFMAN 31-116, Tables 5.1 and 5.2, the following local policy applies:

**Table 4.1. Mandatory Suspensions and Points Assessments**

VIOLATION	SUSPENSION
Abuse of specialized decals (see paragraph 3.11.15)	30-days
Illegal parking resulting in towing of the vehicle (second offense within one year)	60-days
Failure of base connected personnel to show proof of current vehicle insurance while operating a motor vehicle. Note: This can be waived if the violator provides proof of insurance that was in affect at the time of being cited to 88 SFS/S5R within 5 duty days. Individuals may use fax, email, or personal appearance to provide the proof.	90-days
Accumulation of 2 parking tickets in any 6 consecutive months	30-days
Accumulation of 3 parking tickets in any 6 consecutive months	Additional 30-days
Accumulation of 4 parking tickets in any 12 consecutive months	Additional 60-days
Accumulation of 5 parking tickets in any 12 consecutive months	Additional 60-days
Habitual Offenders. Persons receiving a third or subsequent suspension for parking violations in any 12 consecutive months may be identified as a Habitual Offender and have their driving privileges suspended. The 88 MSG/CC will determine the exact length of the suspension period.	60-days to 6 months
*Violation of the hands-free device or portable electronic device policy while operating a motor vehicle on the installation. EXCEPTION: Bargaining unit employees are assessed 3 points but do not receive a driving suspension. 88 SFS/S5R will verify employee status with 88 FSS/FSMCZ prior to initiating suspension actions.	*3 points will be assessed for each occurrence. Driving privileges will be suspended as follows: First Offense: 7

	<p>days  Second Offense:  14 days  Third and  Subsequent  Offenses: 30  days  (NOTE):  Offenses are  actively counted  for 2 years from  the date of each  occurrence.</p>
Violation of the Residents and Guests Only rule in the Area A housing area.	4 points.
Accumulation of 12 traffic points within 12 months.	6 months
Accumulation of 18 traffic points within 24 months.	Additional 6 months
Upon arrest or apprehension for DUI, regardless of the location of the offense.	1 year
<b>Drivers under age 21:</b> Driving with a BAC or BrAC of .01 or higher but not above the threshold for DUI	1 year
Two or more violations occurring on a single occasion Example: Speeding 1 to 10 MPH over posted limit; assess 3 points. Violation of hands-free device policy; assess 3 points. Total assessment equals 6 points.	Assess points for each individual violation
Multiple suspensions and/or revocations imposed under this instruction or AF-level guidance will run consecutively. For example, if a revocation for implied consent is combined with another revocation, such as 1 year for intoxicated driving or 2 years for driving while suspended or revoked, the revocations will run consecutively.	No maximum length established

CASSIE B. BARLOW, Colonel, USAF  
Commander

(NASIC)

LEAH G. LAUDERBACK, Colonel, USAF  
Commander

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

- AFI 24-301, *Vehicle Operations*, 1 November 2008
- AFI 31-201, *Security Forces Standards and Procedures*, 30 March 2009
- AFI 31-203, *Security Forces Management Information System (SFMIS)*, 29 July 2009
- AFI 31-218\_IP, *Motor Vehicle Traffic Supervision*, 22 May 2006
- AFI 91-207, *The US Air Force Traffic Safety Program*, 27 October 2011
- AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, 9 May 2012
- AFMAN 31-201V7, *Security Forces Administration and Reports*, 28 August 2009
- AFMAN 33-363, *Management of Records*, 1 March 2008
- AFPD 31-1, *Integrated Defense*, 28 October 2011
- DODD 5525.4, *Enforcement of State Traffic Laws on DoD Installations*, 2 November 1981
- DODD 7730.47, *Defense Incident Based Reporting System (DIBRS)*, 15 October 1996
- DODI 5200.08, *Security of DoD Installations and Resources*, 10 December 2005
- DODI 6055.04, *DoD Traffic Safety Program*, 20 April 2009
- DODI 6055.07, *Mishap Notification, Investigation, Reporting, and Record Keeping*, 6 June 2011
- WRIGHTPATTERSONAFBI 13-202, *Vehicle Operations on the Airfield*, 28 November 2007
- ANSI/ASSE Standard Z87.1-2003, *Occupational and Educational Personal Eye and Face Protection Devices*, August 2003
- British Standard Institute Standard 6658:1985, *Specification for Protective Helmets for Vehicle Users*, November 1985
- Federal Highway Administration Manual, *Manual on Uniform Traffic Control Devices for Street and Highways*, December 2009
- Snell Memorial Foundation Standard M2005, *2005 Standard for Protective Headgear for Use with Motorcycle and Other Motorized Vehicles*, 2005
- United Nations Economic Commission for Europe Standard 22.05, *Uniform Provisions Concerning the Approval of Protective Helmets and Their Visors for Drivers and Passengers of Motorcycles and Mopeds*, 24 September 2002

***Prescribed Forms***

- WRIGHTPATTERSONAFB Form 1441, *Long Term Parking Area*, 27 April 2011

***Adopted Forms***

- AF Form 1315, *Accident Report*, 1 July 1994
- AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*, 1 February 1987

AF Form 332, *Base Civil Engineer Work Request*, 1 January 1991

AF Form 3545, *Incident Report*, 11 May 2005

AF Form 52, *Evidence Tag*, 1 July 1986

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

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

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

DD Form 2504, *Abandoned Vehicle Notice*, May 2000

DD Form 2505, *Abandoned Vehicle Removal Authorization*, May 2000

DD Form 2506, *Vehicle Impoundment Report*, May 2000

DD Form 2507, *Notice of Vehicle Impoundment*, May 2000

PS Form 3811, *Certified Mail Domestic Return Receipt*, February 2004