

**BY ORDER OF THE COMMANDER  
OFFUTT AIR FORCE BASE**

**OFFUTT AFB INSTRUCTION 31-116**

**30 JANUARY 2017**



**Security**

**MOTOR VEHICLE SUPERVISION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction assigns responsibilities and establishes procedures for motor vehicle traffic supervision applicable to all motor vehicle traffic matters on Offutt AFB. This includes, but is not limited to, granting, suspending, or revoking the privilege to operate a privately owned vehicle (POV); registration of POVs; administration of vehicle registration and driver performance records; driver improvement programs; police traffic supervision; and off-installation traffic activities. This instruction applies to all persons assigned, attached, or visiting Offutt Air Force Base, Rising View Housing area, Ehrling Bergquist Clinic, and the Base Lake area. Operation of privately owned vehicles on the flight line will be in accordance with OAFBI 11-250, *Offutt Airfield Operations*. This instruction is consistent with and supplementary to the Nebraska Motor Vehicle Laws, AFI 31-218(I), *Motor Vehicle Traffic Supervision* and AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*. All motor vehicle and traffic regulations not specifically addressed by this instruction, but covered by the Nebraska Motor Vehicle Laws, AFI 31-218(I) or AFMAN 31-116 are applicable and enforceable. The installation commander delegates enforcement of this instruction to the 55th Security Forces Squadron. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction are 10 U.S.C. 8013, 18 U.S.C. 922 note, 28 U.S.C. 534 note; 42 U.S.C. 10601 et seq; 18 U.S.C. 922(d) (9) ; DoD Directive 7730.47; Air Force Instruction 31-20; DoDI 1000.19; DoDI 6055.4; AFRs 125-3; AFRs 125-14; 42 U.S.C. 290dd-2; Air Force Instruction 44-121; Air Force Instruction 36-810; and Executive Orders 13478 and 9397, as amended (SSN). The reporting requirements in this publication are exempt from licensing in accordance with AFI 33-324, The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections. Para 2.11.1 applies. System of Records Notices F031 AF SF B

(Security Forces Management Information System), F031 AF SF I (Registration Records), F031 AF SP C (Traffic Accident and Violation Reports), F031 AF SP H (Provisional Pass), F031 AF SP K (Vehicle Administration Records) and F044 AF SG S (Alcohol/Drug Abuse and Treatment Program) apply. Collection and maintenance of the Social Security Number (SSN) and other Personally Identifying Information (PII) will be protected as "For Official Use Only". Paper and digital records defined as privacy act information will be disposed according to AFI 33-332, *Privacy Act Program*. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFMAN 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at [https://www.my.af.mil/afrims/afrims/afrims/rds/rds\\_series.cfm](https://www.my.af.mil/afrims/afrims/afrims/rds/rds_series.cfm). Send comments and suggested improvements using AF Form 847, *Recommend Change of Publication*, through channels to: 55 SFS/S-5XIX, 198 Butler Blvd, Offutt AFB NE 68113.

### **SUMMARY OF CHANGES**

Updated DD Form 1805 to Central Violations Bureau (CVB) Form 1805; addressed the presence of inappropriate slogans, images, or ornamentation on personally owned vehicles (POV) or materials inside of a POV within plain view; updated instances when issue of the CVB 1805 is inappropriate; updated the waiting time period for evidentiary breath-testing devices from 20 minutes to 15 minutes to conform with Nebraska Motor Vehicle Laws; removed procedures for changing speed limits based upon road/weather conditions; identified cases in which booting may be used for improper parking; updated motorcycle operation requirements; and, prescribed administrative penalties for individuals whom habitually park improperly.

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## Chapter 1

### INTRODUCTION

**1.1. Program Management.** This instruction assigns responsibilities and establishes procedures for motor vehicle traffic supervision applicable to all motor vehicle traffic matters on Offutt AFB.

1.1.1. This includes, but is not limited to:

1.1.1.1. Granting, suspending, or revoking the privilege to operate a Privately Owned Vehicle (POV).

1.1.1.2. Registration of POVs.

1.1.1.3. Administration of vehicle registration and driver performance records.

1.1.1.4. Driver improvement programs.

1.1.1.5. Police traffic supervision.

1.1.1.6. Off-installation traffic activities.

1.1.2. This instruction supplements Nebraska Motor Vehicle Laws, AFI 31-218(I), *Motor Vehicle Traffic Supervision* and AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*.

1.1.3. Operation of privately owned vehicles on the airfield will be in accordance with OAFBI 11-250, *Offutt Airfield Operations*.

1.1.4. The objectives of motor vehicle traffic supervision are the safe and efficient movement of personnel and vehicles; reduction of traffic-related deaths, injuries, and property damage; integration of installation safety, engineering, legal, medical, and law enforcement resources into the installation traffic planning process; and removal of intoxicated drivers from installation roadways.

1.1.5. The instruction applies to all drivers on Offutt Air Force Base, to include the Capehart Housing, the off-base Chapel and 55 FSS areas, Ehrling Bergquist Clinic, and the Base Lake area.

### 1.2. Responsibilities.

1.2.1. The Installation Commander establishes and manages the local installation traffic supervision program to meet the goals and objectives of traffic supervision to ensure safety, engineering, legal, and law enforcement resources are integrated into the traffic review and planning processes.

1.2.2. Mission Support Group Commander (55 MSG/CC). Traffic review and planning is delegated to the 55 MSG/CC.

1.2.2.1. In the absence of the 55 MSG/CC, the Mission Support Group Deputy Commander (55 MSG/CD) or Mission Support Group Deputy Director (55 MSG/DD) will carry-out traffic review and planning responsibilities.

1.2.2.2. Will appoint an Installation Parking Board and an Installation Traffic Safety Coordination Group to assist in the administration of traffic and parking management planning.

1.2.3. Defense Force Commander (DFC). The DFC is the Installation Commander's principal advisor on issues pertaining to the lawful movement of personnel and traffic. The DFC will exercise staff responsibility for directing, regulating, and controlling traffic, and enforcing installation rules pertaining to traffic control. The DFC assists traffic engineers by performing traffic control studies to gather information on traffic problems and usage patterns, as needed.

1.2.4. Installation Safety Office. The Chief of Safety develops traffic mishap prevention initiatives in support of the installation traffic safety program. The safety office will also assist the DFC and other agencies with accident and incident investigation.

1.2.5. Installation Civil Engineer (CE). The CE plans, designs, constructs, and maintains streets, highways, and abutting lands. CEs select, determine appropriate design, procure, construct, install, and maintain permanent traffic and parking control devices in coordination with the DFC and installation safety office. They ensure traffic signs, signals, and pavement markings conform to the standards in the current *Manual 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.

1.2.6. Installation Traffic Engineer. The traffic engineer will conduct formal traffic engineering studies and apply traffic engineering measures and control devices to reduce the number and severity of traffic accidents.

1.2.7. Mental Health Office. The mental health office provides alcohol/drug education, treatment, and rehabilitation to personnel identified with alcohol and/or drug abuse problems.

1.2.8. Unit Commanders. Unit Commanders will ensure all assigned personnel (military and civilian) are aware of the requirements of this instruction and its applicability.

**1.3. Delegation of Authority.** The Installation Commander delegates authority under this instruction to the Mission Support Group Commander (55 MSG/CC). In the absence of the 55 MSG/CC, the Vice Commander (55 WG/CV) will carry-out the responsibilities under this instruction.

## Chapter 2

### DRIVING PRIVILEGES

#### 2.1. Requirements for Driving Privileges.

2.1.1. Driving on Offutt AFB is a privilege granted by the installation commander. Motor vehicle operators will comply with the laws and instructions governing motor vehicle operation and registration on the installation. Failure to comply with the laws and instructions can result in administrative action, punitive action or both.

2.1.2. Persons who accept the privilege must:

2.1.2.1. Lawfully be licensed to operate motor vehicles in appropriate classifications and not be under suspension or revocation in any State.

2.1.2.2. Possess, while operating a motor vehicle, and produce on request by law enforcement personnel, the following:

2.1.2.2.1. Proof of vehicle ownership, or State registration if required by the issuing State. All vehicles being operated on Offutt AFB will display license plates in accordance with the requirements of the state where the vehicle is licensed.

2.1.2.2.1.1. Under the Service Members Civil Relief Act of 2003, military members may retain their original state of residency throughout their service, despite living in various states solely by reason of their military service. The Act, by implication, allows military members to register their vehicles in one of two places, either their state of residence or the state in which they are currently living. Military members stationed at Offutt AFB and living in Nebraska or Iowa have only two options for registering their vehicles, their state or Nebraska/Iowa as applicable.

2.1.2.2.2. A valid State or international driver's license (with appropriate classifications, as applicable to the class vehicle to be operated) and a valid access credential (i.e. Common Access Card, AF Form 75, *Visitor Pass*) when on Offutt AFB.

2.1.2.2.2.1. Acceptable identification media for escorted/unescorted entry to the installation is identified in the Installation Defense Plan. International driver's licenses are valid up to 30 days upon arrival at the installation, after which only valid State licenses are permitted. For a complete explanation of available licenses or permits, see Nebraska Statutes, **Chapter 60**, section 60-480. Operators' Licenses: classification. A valid state operator's permit or international driver's license is required to operate any motor vehicle and must be in the physical possession of the operator.

2.1.2.2.2.2. Security Forces may conduct a National Crime Information Center (NCIC) check to verify the status of an individual's driver's license.

2.1.2.2.2.2.1. Individuals who have been issued a valid State or international driver's license (verified through NCIC at the time of the vehicle stop) but not in possession of the license at the time of the vehicle stop, will be cited for

driving without a valid operator's license. The individual must report to the 55 SFS Administration and Reports section (S-5R) with the valid license within 72 hours in order to have the citation voided. Failure to comply will result in the citation being processed to the unit for command action, and/or possible suspension/revocation of installation driving privileges.

2.1.2.2.2.2. Individuals without a valid State or international driver's license at the time of the stop will be cited for driving without a license and there are no provisions to have these citations voided.

2.1.2.2.2.3. Persons who knowingly allow an unlicensed driver to operate a motor vehicle are subject to a one-year revocation of their installation driving privileges.

2.1.2.2.2.4. If a person is driving on Offutt AFB with a learner's permit, the passenger in the vehicle must be twenty-one years of age and must also possess a valid operator's license.

2.1.2.2.3. Valid proof of insurance. Proof of insurance consists of an insurance card, or other documents issued by the insurance company, that has a policy effective date and an expiration date. Vehicle operators must maintain the minimum levels of insurance required by law. Operating or allowing the operation of a motor vehicle not insured to the minimum requirements of the state of registration will result in a 1-year revocation of the vehicle owner's installation driving privileges.

2.1.2.2.3.1. Evidence of insurance may be displayed as an electronic image on an electronic device. If a person displays evidence of insurance on an electronic device, the person is not consenting for law enforcement to access other contents of the device. Whenever a person presents an electronic device for purposes of evidence of insurance, the person presenting the electronic device assumes liability for any damage to the device.

2.1.2.2.3.2. Proof of Financial Responsibility/Evidence of Insurance. An individual cited for failure to provide proof of financial responsibility or evidence of insurance must provide proof the next duty day (72 hours if cited during the weekend) after being cited for driving without insurance to the 55 SFS/S-5R section.

2.1.2.2.3.3. Failure to provide valid proof of insurance within the prescribed time frame will result in the initiation of a one year revocation of base driving privileges. Individual's driving without insurance at the time of the violation will have their base driving privileges revoked for a period of one year.

2.1.3. In upholding the fundamental tenet from AFI 1-1, *Air Force Standards*, inappropriate slogans, images, or ornamentation on POVs or materials inside of a POV within plain view to a passerby are not tolerated on Offutt AFB. Materials considered unprofessional or inappropriate include items that emphasize sexual or other inappropriate activity that is detrimental to a professional working environment. For example, lewd bumper stickers or sexually graphic decals or hitch ornamentation may be considered inappropriate.

2.1.3.1. Potential violations will be reported to the individual's chain of command to determine if items are inappropriate or unprofessional and must be removed for continued

operation of the vehicle on the installation. Personnel may either remove the inappropriate materials or be required to cover them as a condition to allow the POV on the installation.

2.1.3.2. Personnel who deliberately or repeatedly violate this policy may be barred from driving a POV on the installation.

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

2.2.1. Defense forces will conduct random installation entry/exit vehicle checks (RIEVCs) as directed by the Installation Commander or delegated authority. The intent is to protect the security of the command and to protect government property. RIEVCs are not conducted merely to establish probable cause; inspections ensure the security, military fitness, and good order and discipline of the command, and may include an examination to locate and confiscate unlawful weapons and other contraband. The Installation Commander has delegated the authority to determine when, where and how to implement the checks to the 55 MSG/CC. Specific procedures for RIEVCs are contained in the Installation Defense Plan.

2.2.2. On-base traffic stops and inspections (other than at entry gates and restricted area Entry Control Points [ECPs]) of POVs is authorized when there is a 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 Blood, Breath or Urine Tests.** Drivers give consent to evidential tests for alcohol or other drug content of their blood, breath, and/or urine as a condition to accepting installation driving privileges. This consent applies when lawfully detained, apprehended, or cited for any impaired driving offense committed while driving or in physical control of a motor vehicle on Offutt AFB.

**2.4. Implied Consent to Vehicle Impoundment.** As a condition to accepting installation driving privileges, drivers give their consent for the removal and temporary impoundment of their POV if their POV is: 1) illegally parked for more than 7 consecutive days; 2) interferes with traffic operations; 3) creates a safety hazard; 4) is disabled by accident or incident; 5) left unattended in, or adjacent to, a restricted, controlled, or off-limits area; 6) abandoned; or 7) involved in a suspected intoxicated driving incident. Drivers also 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 motor vehicle because of a situation described above. Refer to [Chapter 6](#) for specific information on vehicle towing and impoundment.

## **2.5. Suspension or Revocation of Driving Privileges.**

2.5.1. 55 MSG/CC is designated as the suspension/revocation authority for all traffic actions and violations to include restoration of driving privileges and granting of restricted driving privileges. The Installation Commander further designates the 55 MSG/CC as the administrative hearing authority. The DFC is the point of contact for matters concerning traffic citation rebuttals and has the authority to void any issued citation.

2.5.2. Suspensions.

2.5.2.1. The Installation Commander or designee has discretionary authority and may withdraw anyone's authorization to operate a vehicle on the installation.

2.5.2.2. Driving privileges can be suspended for serious violations or when lesser measures fail to improve a driver's performance. The Installation Commander or designee may also suspend or revoke licenses for up to 12 months if a driver continually violates installation parking standards, or habitually violates other standards considered non-moving in nature.

2.5.2.3. Installation GOV or POV driving privileges will be immediately suspended for any driver suspected of an intoxicated driving incident pending resolution of the intoxicated driving incident. This applies regardless of the geographic location of an intoxicated driving incident.

2.5.2.4. Suspected intoxicated driving incidents include:

2.5.2.4.1. Refusal to take or complete a lawfully requested chemical test to determine Blood Alcohol Content (BAC) or Breath Alcohol Content (BrAC) for alcohol or other drugs.

2.5.2.4.2. Operating a motor vehicle with BAC or BrAC of 0.08 percent by volume or higher. Offutt AFB assimilates the standard utilized by the State of Nebraska (i.e., 0.08 percent).

2.5.2.4.3. Persons under the age of 21 operating a motor vehicle with a BAC or BrAC level standard of .01 or higher.

2.5.2.4.4. Commercial Vehicle Driver with a BAC or BrAC of .04 or higher. In accordance with NE statute 60-465, a commercial motor vehicle is defined as:

2.5.2.4.4.1. Motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle;

2.5.2.4.4.1.1. Has a gross combination weight rating of eleven thousand seven hundred ninety-four kilograms or more (twenty-six thousand one pounds or more) inclusive of a towed unit with a gross vehicle weight rating of more than four thousand five hundred thirty-six kilograms (ten thousand pounds);

2.5.2.4.4.1.2. Has a gross vehicle weight rating of eleven thousand seven hundred ninety-four or more kilograms (twenty-six thousand one pounds or more);

2.5.2.4.4.1.3. Is designed to transport sixteen or more passengers, including the driver; or

2.5.2.4.4.1.4. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the federal Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under 49 C.F.R. part 172, subpart F.

2.5.2.4.4.2. Commercial motor vehicle does not include:

2.5.2.4.4.2.1. A farm vehicle, other than a combination of truck-tractors and semitrailers, which is (a) controlled and operated by a farmer, including operation by employees or family members of the farmer, (b) used to transport either agricultural products, farm machinery, farm supplies, or both, to or from a farm or ranch, (c) not used in the operations of a common or contract

motor carrier, and (d) used within one hundred fifty miles of the farmer's farm or ranch,

2.5.2.4.4.2.2. Any recreational vehicle as defined in section NE statute 60-347.

2.5.2.4.4.5. If the percentage is 0.05 percent but less than 0.08 percent, presume the person is impaired. Consider this standard with other competent evidence in determining whether the person was under the influence of alcohol. DO NOT allow the individual to operate a motor vehicle until a recommendation is received from 55 WG/JA and 55 MSG/CC (55 MSG/CD or 55 MSG/DD in the 55 MSG/CCs absence).

2.5.2.4.4.6. On an arrest report or other official document reasonably showing an intoxicated driving incident occurred.

2.5.2.5. All assigned personnel, to include active duty military, DoD civilians, civilian contractors, and dependents with access to Offutt AFB arrested off base for drunk or impaired driving incidents must report to Bldg. 160/Security Forces HQ within 24 hours upon return to military control and report the DUI/DWI. Military control is defined as "upon release from civil authorities after being arrested, detained or held in custody by civilian authorities." First Sergeants (for enlisted personnel) or commanders (for officers) will ensure military members are escorted to Bldg. 160/Security Forces HQ for issuance of a suspension letter:

2.5.2.5.1. During non-duty hours: Report to Bldg. 160/Security Forces HQ and contact the Emergency Communications Center (ECC) to be issued a notice of suspension of installation driving privileges memo. The ECC can be reached at 294-6110 or 294-6119.

2.5.2.5.2. During duty hours: Report to Bldg. 160/Security Forces HQ and contact the 55 SFS/S-5R section to be issued a notice of suspension of installation driving privileges.

2.5.2.6. Once an individual has completed initial civil court proceedings, it is the offender's responsibility to provide their unit First Sergeant or civilian equivalent with documentation on the outcome of the initial proceedings.

2.5.2.6.1. The unit First Sergeant or civilian equivalent is responsible for providing a copy of this documentation to 55 SFS/S-5R, which will be added to the offender's case file. This allows 55 WG/JA and the 55 MSG/CC the opportunity to make an informed decision concerning the final revocation of the offender's base driving privileges.

### 2.5.3. Revocations.

2.5.3.1. The Installation Commander or designee will revoke driving privileges for a period of not less than one year in the following circumstances:

2.5.3.1.1. In the event a vehicle operator refuses (for on- and off-base offenses) to submit to a chemical test of their breath, blood or urine for the presence of alcohol or drugs, the driver's 1-year revocation is effective immediately. If the vehicle operator is currently already under installation suspension/ revocation, the revocation will be added onto the existing base suspension/ revocation.

- 2.5.3.1.2. A conviction, non-judicial punishment, or a military or civilian administrative action resulting in the suspension or revocation of a driver's license for intoxicated driving. Official documentation is required as the basis for this type of revocation action.
- 2.5.3.1.3. When a serious incident involving a motor vehicle occurs and the Installation Commander or designee determines immediate revocation of driving privileges is required to preserve public safety or the good order and discipline on the installation.
- 2.5.3.2. Revocations under [paragraphs 2.5.3.1.1](#) and [2.5.3.1.2](#) will normally be 1-year in duration; however, the individual whose driving privileges have been revoked may request permission to install and have monitored, at their own volition and expense, an ignition interlock device for the duration of the time their driving privileges would have been revoked. The Installation Commander or designee may, in their sole discretion, approve or disapprove such a request. For the request format use [Attachment 8](#).
- 2.5.4. When temporary suspensions are followed by revocations, the revocation period will be computed from the original suspension date, exclusive of any period during which full driving privileges were restored pending resolution of charges.
- 2.5.5. Multiple suspensions will run consecutively unless otherwise determined by the revoking authority.
- 2.5.6. Squadron commanders may recommend suspension/revocation of on-base driving privileges of a military member or civilian employee assigned to their unit to 55 MSG/CC.
- 2.5.7. Personnel apprehended/detained for DUI/DWI or operating a vehicle while under suspension/revocation are subject to having the vehicle impounded and towed.
- 2.5.8. The DFC will forward revocation, suspension, and driving records to gaining commanders and initiate appropriate staff action when receiving similar records from losing commanders of inbound personnel.
- 2.5.8.1. The 55 SFS/S-PR is responsible for administration of reports of moving traffic violations, suspensions, and revocations between military and state law enforcement authorities. Once command action is completed on each case file, the Security Forces Management Information System (SFMIS) (currently linked to MILPDS) will automatically transfer the individual history record to the Administration and Reports section of the gaining installation. A hard copy of all active suspension and revocation case files are forwarded via certified mail to the gaining servicing security forces unit. Upon receipt of gaining individual history, 55 SFS/S-5R will send an electronic copy of the history to the individual's gaining commander through the unit First Sergeant if it contains unfavorable information.
- 2.5.8.2. If a newly assigned individual is identified as having a current suspension or revocation, the 55 SFS/S-PR will request a hard copy of the case file from the previous servicing security forces unit and the person's information will be added to the base suspension/ revocation/barment/warrant (SRBW) list and the Defense Biometric Identification System (DBIDS) pending review by the 55 MSG/CC and 55 WG/JA.

2.5.8.2.1. The 55 SFS/S-PR will staff the newly assigned individual's case history to the 55 MSG/CC through 55 WG/JA for a final decision. While Offutt AFB will honor revocations issued by other installation commanders regardless of service component affiliation, suspensions will be handled on a case-by-case basis (see [paragraph 2.6/Reciprocal Procedures](#)).

2.5.8.2.2. The individual involved will be advised of the final 55 MSG/CC decision concerning the suspension or revocation. The individual's First Sergeant or supervisor will escort the individual to bldg. 160 to sign the suspension or revocation letter. A copy of the letter will be provided to escort for the individuals unit chain-of-command.

2.5.8.2.3. The 55 SFS Administration and Reports section will add the suspension or revocation to the SRBW list and DBIDS. Questions concerning the SRBW list or DBIDS can be directed to 55 SFS/S-5R at extension 294-3185. The 55 SFS/S-PR will maintain an electronic version of the SRBW list and provide to the S-3 Operations section weekly for use in the event DBIDS is non-operational.

## **2.6. Reciprocal Procedures.**

2.6.1. Reciprocal Military Procedures. Offutt AFB will honor revocations issued by other installation commanders regardless of service component affiliation. Revocations remain in effect during reassignment unless the issuing authority terminates the revocation prior to the reassignment. The Installation Commander or designee may honor suspensions as determined on a case by case basis. Anyone with suspended or revoked privileges may petition the installation commander for partial or limited driving privileges.

2.6.2. Reciprocal State-Military Action. Offutt AFB will honor revocations and suspensions issued by state driver-licensing authorities for suspension and revocation of driving privileges. Additionally, the 55 SFS Administration and Reports section will notify the licensing authority of the State where a license is issued when a person's installation driving privileges are revoked following final adjudication of an intoxicated driving offense or for refusal to submit to a BAC/BrAC test.

2.6.2.1. The notification will include the basis for revocation and the BAC/BrAC level.

2.6.2.2. Notification will be made via US Postal Service Certified Mail. On receipt of written notice, the State may suspend or revoke driving privileges as if the violations or incidents occurred within its own jurisdiction.

2.6.2.3. Personnel who receive a suspension or revocation of a State-issued driver's license will report to the 55 SFS/S-5R the next duty day to advise the Administration and Reports technician of the suspension or revocation of State-issued driver's license and provide pertinent information concerning the suspension/revocation to the Administration and Reports technician.

2.6.2.3.1. S-5R will notify 55 WG/JA for a recommendation and request a suspension or revocation decision (as applicable) from the 55 MSG/CC.

2.6.2.3.2. Personnel will acknowledge receipt of the suspension or revocation of their on-base driving privileges with their signature, as witnessed by the 55 SFS/S-PR technician or another individual assigned to the 55 SFS serving the memo.

2.6.2.3.3. Unit vehicle control officers/NCOs will ensure the individual's AF Form 293, *US Air Force Motor Vehicle Operator Identification Card* is confiscated and forwarded to 55 LRS/LGRV for disposition.

## 2.7. Administrative Due Process for Suspensions and Revocations.

2.7.1. When considering suspending or revoking someone's driving privileges, the person will be notified in writing on what action is being considered and the reason for it. This notice is coordinated with 55 WG/JA.

2.7.2. Except for incidents outlined under [paragraphs 2.5.2.3](#) through [2.5.2.4.6](#), do not suspend or revoke a person's driving privileges until they are notified (or reasonable attempts made) and offered an opportunity to present evidence on their behalf. Only in unusual circumstances will verbal notifications be made. The Installation Commander or designee will authorize an immediate preliminary suspension based on reliable evidence for offenses outlined under [paragraphs 2.5.2.3](#) through [2.5.2.4.6](#). Such evidence can include witness statements, a military or civilian police report, chemical test results, refusal to complete chemical testing, video tapes, written statements, field sobriety test results, or other evidence.

2.7.3. For active duty military personnel and DoD affiliated civilians, a written notice of preliminary suspension will be sent to the individual's commander or First Sergeant. For contractor personnel, the written notice will be forwarded to their civilian equivalent. The individual will be directed by their commander or First Sergeant to report to the 55 SFS Administration and Reports (55 SFS/S-PR) section to receipt for the Notice of Preliminary Suspension of Base Driving Privileges letter.

2.7.3.1. Non-installation, non-DoD affiliated civilians will be presented the written Notice of Preliminary Suspension of Base Driving Privileges letter either in person (preferred) or by certified mail.

2.7.3.2. The individual will be advised of the following when issued the Preliminary Suspension of Base Driving Privileges letter:

2.7.3.2.1. Suspension can be made a revocation.

2.7.3.2.2. The right to request restoration of driving privileges pending investigation or resolution of the incident (see Attachment 10, Request for Restoration of Base Driving Privileges for an example letter). All requests for restoration of base driving privileges will be denied unless the request is made within 5 duty days from the date the individual acknowledges the "Notice of Preliminary Suspension of Base Driving Privileges" letter.

2.7.3.2.3. The right to present evidence. Individuals have 5 duty days after being notified of a proposed suspension or revocation to submit evidence on their behalf through 55 SFS/S-5R. Evidence may include legal documents, police reports, written witness statements, and pictures. Additionally, an individual may request a personal appearance before the suspension/revocation authority. The suspension/revocation authority may grant a personal appearance if he or she determines it is necessary to resolve a question of law or fact. Utilize [Attachment 9](#), Suspension/Revocation Matters for Consideration as the cover letter when submitting evidence.

2.7.4. For revocation actions under [paragraph 2.5.2.3](#) through [2.5.2.4.6](#) for intoxicated driving, the revocation is mandatory on conviction or other findings that confirm the charge. For all other convictions the length of the revocation will be determined by the appropriate authority.

2.7.5. Any new revocation will cancel any partial or restricted driving privileges previously granted. Once revocation is acknowledged, a person may petition for the restoration of all or partial driving privileges.

## **2.8. Alcohol and Drug Abuse Program.**

2.8.1. After coordination with the 55 WG/JA, unit commanders will direct drug and/or alcohol testing within 24 hours of suspected alcohol related motor vehicle/traffic incidents or misconduct, episodes of aberrant or bizarre behavior or where there is reasonable suspicion of drug use and the member refuses to provide consent for testing. Commanders are also encouraged to ensure Blood Alcohol Tests (BAT) is taken as soon after the incident as possible to determine the level and intensity of alcohol involvement.

2.8.2. The commander will ensure military personnel convicted of, or receiving an official administrative action for, intoxicated (drug or alcohol related) motor vehicle are referred for alcohol and drug abuse evaluation. The provisions of this paragraph do not limit the commander's prerogatives concerning other actions that may be taken against an offender under separate Service/agency policies.

2.8.3. Commanders are responsible for referring military personnel involved in any intoxicated (drug or alcohol related) motor vehicle incident to Mental Health for evaluation. First Sergeant's will ensure this referral is documented with the appropriate referral agency and documented. This will normally be completed during the Command Action phase and documented on the AF Form 3545A, *Incident Report*, Section VIII- Commander's Action – Offender Identifier, which is then forwarded to 55 SFS/S-5R.

2.8.3.1. Active duty Air Force, members of the Air Force Reserve Command and Air National Guard (when activated longer than 30 days) whose installation driving privileges were suspended or revoked as a result of an alcohol related incident will receive a minimum of 6-hours of awareness education before reinstatement of base driving privileges can be made. Unit First Sergeants or civilian equivalents will ensure 55 SFS/S-5R is notified of the date the individual completed the 6-hour awareness education class/training and document the completion on Section VIII of the AF Form 3545A.

## **2.9. Restricted Driving Privileges.**

2.9.1. The Installation Commander or designee may authorize restricted driving privileges to those whose authority to drive on military installations was suspended or revoked. The individual's civilian state driving credentials must still be valid.

2.9.2. Without due cause, restricted driving privileges or reinstatement will not be given to any person whose civilian driver's license is under suspension or revocation by a State licensing authority.

2.9.2.1. If absolutely necessary (and for on installation privileges only), coordinate with 55 WG/JA.

2.9.2.2. This option applies only to areas where the Installation Commander exercises exclusive military jurisdiction (refer to Attachment 2 for jurisdictional areas). This privilege does not extend to areas designated as Proprietary jurisdiction.

2.9.2.3. Requests will only be considered when there is extreme hardship and there are no other workable alternatives. Granting of limited privileges will not be used as an alternative to administrative discharge action when discharge is the more appropriate action.

2.9.2.4. The Installation Commander or designee will weigh the potential liability inherent when an individual with a suspended or revoked state license is allowed to operate a motor vehicle on the installation. Administrative separation may be appropriate when the loss of driving privileges renders someone ineffective and incapable of performing their military duties, and a change in duty position is not reasonable.

2.9.3. All requests for restricted driving privileges must be in writing in accordance with [Attachment 11](#), Restricted Driving Privileges Request. In the memorandum, the requester must demonstrate extreme personal hardship or significant mission degradation and obtain endorsement of the unit CC or civilian equivalent. Submit the request to the 55 SFS Administration and Reports section for processing.

2.9.3.1. Upon receiving a request for restricted driving privileges, 55 SFS/S-5R will ensure the person's civilian State driving credentials are valid prior to the request being sent to the Installation Commander or designee for a decision. This will primarily be accomplished using the NCIC system.

2.9.3.2. If approved, the restricted individual will be notified by letter and 55 SFS/S5-R will update this status in the Defense Biometrics Identification System (DBIDS) identifying the restricted driving privilege. The individual must have the letter in their possession when operating a vehicle and must present the item upon request.

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

2.10.1. The suspension or revocation period will be increased by two years if an individual is discovered driving while their driver's license or installation driving privileges are under suspension or revocation. Any restricted driving privileges previously granted are immediately revoked.

2.10.2. The Unit or Installation Commander may also take administrative or disciplinary action.

## Chapter 3

### PRIVATELY OWNED VEHICLE OPERATION REQUIREMENTS

#### 3.1. General Information.

3.1.1. Installation commanders may extend or deny the privilege of operating a motor vehicle on the installation to anyone they deem appropriate.

#### 3.2. Requirements. Persons who accept the privilege must meet the criteria listed in [Chapter 2](#). Personnel will possess:

3.2.1. A valid State or international driver's license (within appropriate classification), supported by identification authorizing base entry.

3.2.1.1. Access credentials will vary based upon the status of the individual (authorized person, contractor, vendor, etc.) entering the installation. In all cases, an access credential is required to enter the installation and operate a vehicle.

3.2.1.2. Visitors to Offutt AFB, who will be operating a POV, are required to report to the Visitor Control Center (or USSTRATCOM Gate during non-duty hours), with their sponsor to receive an AF Form 75, Visitor's Pass. The AF Form 75 will be issued in accordance with the Installation Defense Plan.

3.2.2. A certificate of state registration as required by the State in which the vehicle is registered.

3.2.2.1. Vehicle owners awaiting arrival of home-state registration/decals must possess a Department of Motor Vehicle (DMV) receipt or other proof from their home-state indicating the registration has been renewed. Security forces will confirm registration is valid through the National Crime Information Center (NCIC) terminal prior to granting base access. Pass and Registration technicians will issue a 14 day DBIDS pass upon NCIC confirmation of valid registration (installation entry controllers will issue the DBIDS pass during Pass and Registration non-duty hours after registration confirmation).

3.2.2.2. Commercial/company vehicles with photo copied registration or DMV receipt will be verified through license plate number/year tag number information on the registration photo copy or DMV receipt and NCIC validation prior to granting base access.

3.2.2.3. If a vehicle is purchased locally from an individual no in-transits are issued, however the bill of sale is adequate for base entry, and expires after 30 days. Vehicles without valid registration (i.e., in-transit, bill of sale, registration renewal/new transit plates) will be denied base access.

3.2.3. Proof of compliance with the minimum requirements of the automobile insurance laws or regulations of the state.

3.2.4. Proof of compliance with safety and emissions inspection for the state or local jurisdiction in which the vehicle is licensed.

3.2.5. Proof of compliance with local vehicle emission inspection if required by the State, and maintenance requirements.

**3.3. Motorcycles, Motor Scooters and Mopeds.** The provisions of this section apply to any person operating a motorcycle, motor scooter or moped on Offutt AFB. Additionally, these provisions apply to all military personnel when operating motorcycles, motor scooters, mopeds, or other open two-, three-, and four-wheel vehicles powered by a motorcycle-type engine on or off the installation.

3.3.1. Motorcycle Safety Foundation Training (MSF). All military personnel must accomplish MSF training (DoD-sponsored or State approved) before they operate motorcycles on or off base, on or off duty. The original or certified copy of a completion card of any MSF or State-approved course in lieu of DoD initial training are acceptable.

3.3.2. Commanders may authorize experienced riders awaiting training to ride on and off base for up to 30 days in accordance with MAJCOM or equivalent guidance, provided riders are complying with all license requirements of the state of their issued driver's license.

3.3.3. All military personnel, riding a motorcycle, on or off base must meet the following requirements: 1) appropriate Personal Protective Equipment (PPE) listed in [paragraph 3.3.9.2](#)) current state operator's license with a motorcycle endorsement, 3) current motorcycle state registration and 4) current insurance for the motorcycle currently being operated.

3.3.4. DoD civilians, retired military, dependents and non-DoD affiliated personnel operating a motorcycle on base must have: 1) appropriate installation entry credentials, 2) appropriate Personal Protective Equipment (PPE) listed in [paragraph 3.3.9](#), 3) current state operator's license with a motorcycle endorsement, 4) current motorcycle registration, and 5) current insurance.

3.3.5. Passengers are only authorized on motorcycles, motor scooters, mopeds, or other open two-, three-, and four-wheel vehicles powered by a motorcycle-type engine equipped when in accordance with vehicle manufacturer requirements, state statute and AF/DoD instructions. Passenger are required to wear all PPE listed in [paragraph 3.3.9](#) while riding on the installation.

3.3.6. The use of privately owned all-terrain vehicles (ATVs), snowmobiles, go-carts, or any like vehicle are prohibited from being operated on Offutt AFB (GOVs are the exception).

3.3.7. Headlights must be on at all times.

3.3.8. Motorcycles will have both left and right rear view mirrors mounted on the handlebar and or fairing (not required for tactical or off-road motorcycles not operated in a traffic environment).

3.3.9. Personal Protective Equipment (PPE). The operator and any passenger must wear:

3.3.9.1. Head Protection. DOT approved helmet meeting Nebraska helmet law requirements must be properly worn and fastened. Active duty military personnel must wear a DOT approved helmet meeting Nebraska helmet law requirements off-base, regardless of State laws. Motorcycle operators newly assigned to Offutt AFB wearing motorcycle helmets meeting United Nations Economic Commission for Europe (UNECE) Standard 22.05, British Standard 6658 will need to obtain a DOT approved helmet meeting Nebraska helmet law requirements (60-6,279. Protective helmets). While

UNECE helmets meet DOT standards, helmets do not meet Nebraska helmet law requirements and operators can be ticketed for non-compliance.

3.3.9.2. Eye Protection. Riders assigned to Offutt AFB and visitors will wear goggles, wrap around glasses, or a full-face shield (properly attached to helmet and in the down position) designed to meet or exceed American National Standards Institute (ANSI) Standard Z87.1, or UNECE 22.05 or BS6658 for impact and shatter resistance, must be worn (a windshield, regardless of height, does not replace the requirement for proper eye protection).

3.3.9.3. Upper Body/Outer garment. A rider will choose riding apparel as upper garments that are long sleeved and 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. During hours of darkness; outer garment/jacket must possess reflective properties for operating. Wearing of 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. The wear of a motorcycle jacket and pants constructed of abrasion resistant materials such as leather, Kevlar®, and/or Cordura® containing impact absorbing padding are strongly encouraged.

3.3.9.4. Lower Body/Outer garment. Long (full length) pants or chaps are required.

3.3.9.5. Hand Protection (Left and Right). Riders will wear full-fingered motorcycle gloves. Gloves should be constructed of a sturdy, non-slip type material to permit a firm grip on the controls. Half-finger gloves are not authorized.

3.3.9.6. Foot Protection. Riders will wear sturdy over the ankle footwear that affords protection for the feet and ankles (durable athletic shoes that cover the ankles may be worn). Open toe shoes or sandals, low quarter sneakers, and similar footwear are not authorized.

**3.4. Construction/Material Handling Vehicles.** Vehicles intended for construction and material handling or used solely off the road are not usually registered as motor vehicles. In these cases, these vehicles will not be operated on roadways, except to the extent necessary to meet their intended use (i.e., construction, repair of roadways, transport of debris and dirt, etc.).

**3.5. Rental Vehicles.** Personnel operating rental vehicles must possess a valid driver's license, rental agreement for the vehicle being operated and have a valid access credential for entry to the installation. Rental vehicles are considered POVs for purposes of base entry/access control. Additionally, vehicle operators must provide proof of insurance. If it is not indicated on the contract that they paid for insurance through the rental company, they must provide other proof of insurance when entering the installation.

### **3.6. Handicapped Person Identification.**

3.6.1. Offutt AFB honors all local/State government-issued handicap decals, placards, signs, etc. on the installation.

3.6.2. Handicapped Parking Spaces. Handicap parking spaces are reserved for personnel with a valid State-issued handicap license plate/placard. A person temporarily handicapped, such as utilizing crutches, may request a temporary reserved parking space by letter to the 55

MSG/CD. A reserved parking allocation should be requested for handicapped employees at their duty location. Use of handicapped parking spaces by non-handicapped personnel is prohibited.

**3.7. Installation Registration of Vehicles.**

3.7.1. There is no US Air Force requirement for vehicles entering AF installations to be registered via DD Form 2220 (vehicle decal).

## Chapter 4

### TRAFFIC PLANNING AND CODES

**4.1. Traffic Planning.** Safe and efficient movement of traffic on an installation requires traffic supervision. Traffic supervision includes sound traffic circulation planning, supervision, and control of motor vehicle traffic. Proactive publication and enforcement of traffic laws and regulations together with timely and professional investigation of motor vehicle accidents are also important. To be successful, education and communication with the general public is vital.

4.1.1. Traffic circulation plans provide for the safest and most efficient use of primary and secondary roads. A major focus of installation traffic planning is circulation control. The base traffic engineer, DFC, Chief of Safety, and other members of the base traffic control plan committee develop the traffic circulation plan. The base traffic control plan committee will include a representative from the 55 SFS Installation Security (55 SFS/S-5XI) section. The representative from 55 SFS/S-5XI will provide advice on the impact to current security plans and assist with traffic control studies; 55 SFS/S-5R will provide accident/incident data for evaluation when requested. As a minimum, the base traffic control plan committee uses the following to develop the base traffic plan:

4.1.1.1. Normal and peak load routing based on traffic control studies.

4.1.1.2. Effective control of traffic, using planned traffic flow patterns which include measures for special events and adverse road conditions.

4.1.1.3. Point control at congested locations by law enforcement personnel or designated traffic directors or wardens, including trained school-crossing guards.

4.1.1.4. Use of traffic control signs and devices.

4.1.1.5. Efficient use of available parking facilities.

4.1.1.6. Efficient use of mass transportation, if feasible.

4.1.1.7. Traffic control studies using factual data on existing roads, traffic density and flow patterns, and points of congestion. The DFC and traffic engineer usually conduct coordinated traffic control studies to obtain the data. Accurate data helps determine major and minor routes, locations for traffic control devices, and special conditions requiring engineering or enforcement services.

4.1.2. The chief of airfield management will provide program oversight for flight line vehicle operations IAW AFI 13-213, *Airfield Management*.

### 4.2. Traffic Law Enforcement Principles.

4.2.1. Traffic law enforcement should motivate drivers to operate vehicles safely within traffic laws and regulations and maintain an effective and efficient flow of traffic. Effective enforcement emphasizes selective enforcement and voluntary compliance by drivers. This is accomplished through:

4.2.1.1. Publishing a realistic traffic code well known by all personnel. The Installation Traffic Supervision Vehicle Code is available on the Air Force e-Publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil).

4.2.1.2. Selective enforcement activities and analysis of traffic statistics.

4.2.1.2.1. The DFC has been delegated authority by the Installation Commander to determine selective enforcement activities. 55 SFS/S-5R will compile traffic analysis statistics on a monthly basis and provide the data to 55 SFS/S-3IF to determine selective enforcement efforts by law enforcement patrols.

4.2.1.2.2. Traffic analysis statistics will be provided to 55 WG/SEG and the base traffic engineer during Traffic Safety Coordination Group meetings when requested.

4.2.1.3. Use of standard signs, markings, and signals in accordance with *National Highway Safety Program Standards* (NHSPS) and the *Manual on Uniform Traffic Control Devices for Streets and Highways*.

4.2.1.4. Ensuring enforcement personnel establish courteous, personal contact with drivers, and act promptly when driving behavior is improper or when observing a defective vehicle in operation.

4.2.1.5. Maintain an aggressive program to detect and apprehend those who drive with suspended or revoked privileges.

4.2.1.6. Use of sound discretion and judgment in deciding when to apprehend, issue a citation, or warn the offender.

4.2.1.7. Enforcement activities against intoxicated driving will include:

4.2.1.7.1. Detecting, apprehending, and testing persons suspected of driving under the influence of alcohol or drugs.

4.2.1.7.2. Training law enforcement personnel in special enforcement standards, detection techniques, and equipment standards.

4.2.1.7.3. Enforcing blood-alcohol concentration standards.

4.2.2. Denying installation driving privileges to those whose use of alcohol or drugs prevents their safe operation of a motor vehicle.

### **4.3. Restraint Devices.**

4.3.1. Vehicles manufactured prior to 1966 are recommended to have a proper restraint system installed, but not required.

4.3.2. No driver shall operate a motor vehicle unless the driver and all occupants in the vehicle are wearing occupant protection systems and all occupant protection systems worn are properly adjusted and fastened (worn properly).

4.3.2.1. The following persons may not be required to wear an occupant protection system:

4.3.2.1.1. A person who possesses written verification from a physician that the person is unable to wear an occupant protection system for medical reasons;

4.3.2.1.2. A rural letter carrier of the United States Postal Service while performing his or her duties as a rural letter carrier between the first and last delivery points; and

4.3.2.1.3. A member of an emergency medical service while involved in patient care.

4.3.3. Operators using vehicles equipped with air bags must still wear the manufacturer's primary restraint system (seat belts).

4.3.4. No passengers will ride in the open bed of a pickup truck.

4.3.5. Security forces personnel may conduct a traffic stop and issue a citation for failure to utilize seatbelts or child passenger restraint system without further violations present.

**4.4. Speed Regulation** . In accordance with Department of Defense (DoD) Directive 5525.4, *Enforcement of State Traffic Laws on DoD Installations* and 18 U.S.C. § 13, *The Assimilative Crimes Act*, Offutt AFB assimilates all state motor vehicle traffic and pedestrian regulations as prescribed in Nebraska Criminal and Traffic Law Manual (current editions). Additionally, the following apply to Offutt AFB:

4.4.1. Offutt AFB is 25 mph unless otherwise posted, or as follows;

4.4.2. Housing Areas: Rising View Housing area is 20 mph (exception: Lockbourne Drive and Kennedy Blvd is 25 mph); Coffman Heights is 15 mph, unless otherwise posted; General's Row (SAC Blvd to Lincoln HWY) is 20 mph; SNCO Row Lincoln HWY to Grants Pass is 20 mph.

4.4.3. Speed limits in and around the dormitories are posted and vary between 10 and 15 mph.

4.4.4. School zones are 15 mph when children are present or school zone lights are flashing.

4.4.5. Flightline speed limits are in accordance with OAFBI 11-250, *Offutt AFB Airfield Operations*.

4.4.6. Inside the Martin Bomber Building (Bldg. 301D) and the Bennie L. Davis (BLD) Maintenance Facility (Bldg. 457) the speed limit is 5 mph.

4.4.7. Parking lots are 10 mph.

4.4.8. Base Lake Complex is 15 mph.

4.4.9. Operators will not exceed 5 mph when backing a vehicle.

**4.5. Off-road Vehicles Usage.** Off-road vehicle is prohibited with the exception of:

4.5.1. GOVs used in performance of official duties.

4.5.2. Commercial vehicles when in the performance of work required by contract.

**4.6. Driver Distractions.**

4.6.1. Headphones and earphones. The wearing of headphones and earphones is prohibited while driving a motor vehicle on base. This does not negate wearing of hearing protection when conditions and good judgment dictate its use such as when driving in noise hazard areas. This restriction does not apply to intercom systems worn by motorcycle operators and their passengers.

4.6.2. Vehicle operators shall not use cell phones while the vehicle is in operation, except when using a hands-free device or hands-free operating mode. When possible, vehicle operators should pull over and place the vehicle in park before using any cell phone. Land Mobile Radios (LMR) are primarily listening devices and is not restricted. Cell phones and other devices, used only in push-to-talk (walkie-talkie, direct connection) mode are

considered LMR only if required and issued for the performance of official Government duties.

4.6.3. Automobile operators may utilize a Blue Tooth type device in one ear. Motorcycle operators may only use an inter-helmet type device.

**4.7. Noise Control.** Personnel will control the volume of amplified sound (radio, CD player, etc.) from inside their vehicle, so that it will not be audible for a distance in excess of fifty (50) feet. Raucous, jarring or vibration of amplified sound from a motor vehicle is deemed as a nuisance or disturbance and may be reported to security forces.

**4.8. Miscellaneous Items.**

4.8.1. U-Turns. U-turns are only allowed at installation gates when directed by Security Forces, on dead end streets, or at gates closed to traffic.

4.8.2. Overtaking a Vehicle. Overtaking and passing is prohibited when any of the following conditions exist:

4.8.2.1. Within a parking lot.

4.8.2.2. When the vehicles are marked "Explosives" or a convoy of vehicles is transporting explosives.

4.8.2.3. Formations of marching personnel proceeding in the same direction on the roadway will not be passed, unless signaled to do so by the person in charge of the formation. When passing troop formations the speed limit is 10 mph.

4.8.2.4. Buses (including the base shuttle bus) will not be passed from either direction when the stop-arm is out, the red warning lights are flashing, or while stopped to load or unload passengers.

4.8.2.5. On any single lane road of one-way traffic. Exception: Passing is permitted when overtaking a slow moving vehicle, such as a street sweeper or forklift.

4.8.2.6. Do not drive through an area that is posted, marked, or barricaded by means of barriers, cones, or similar devices.

4.8.3. Unattended Children and Pets in a Vehicle. Children under six will not be left in motor vehicles at any time without supervision (a responsible individual). Pets will not be left unattended in motor vehicles if there is a danger to the pet.

4.8.4. Vehicle Maintenance. Excessive vehicle maintenance, such as an engine overhaul, brake relining, etc., is prohibited on the installation except at approved locations such as the Base Auto Skill Center. Minor maintenance such as oil/coolant changes is permissible, provided fluids, parts, etc., and are properly disposed of by an approved method. The driver of any vehicle who must leave his/her vehicle inoperative will notify the Emergency Communications Center.

4.8.5. Vehicle operators will turn on headlights from sunset to sunrise; during fog, smoke, or rain when windshield wipers are activated; and at any other time when persons and vehicles cannot be seen clearly. Points are assessed as operating an unsafe vehicle.

**4.9. Pedestrians/Joggers/Bicyclists/Skaters.**

4.9.1. Pedestrians or joggers must use a sidewalk if available. Individuals traveling along roadways must do so against the flow of traffic. Pedestrians and joggers will walk/run on the outer edge of the road and will not impede the flow of traffic. Individuals are not authorized to jog, skate, skateboard, or walk on roadways during peak traffic periods.

4.9.2. Individuals may ride skateboards or in-line skates on the outer edges of the roadway and against the flow of traffic except during peak traffic periods. Skaters will yield to vehicular traffic and may use sidewalks only when no pedestrians are present.

4.9.3. Bicyclists are required to wear helmets at all times while on the installation or base housing.

4.9.4. When jogging, skating, skateboarding, bicycling, rollerblading or walking during the hours of darkness, reflective clothing is encouraged.

4.9.5. Skateboards, skates, in-line skates, scooters, bicycles or similar devices are prohibited from being operated in open storm culverts. Additionally, operators of skateboards, skates, in-line skates or similar devices are required to wear a helmet, knee, wrist guards and elbow protection anywhere on base (to include Rising View Housing) including, but not limited to streets, walkways, parking lots and trails. Operators of bicycles and scooters are required to wear a helmet.

4.9.6. The wearing of portable headphones, earphones, or other similar devices while skating, skateboarding, bicycling, jogging, or walking while on roadways, streets, or parking lots is prohibited.

**4.10. Radar Detection Devices.** Use of radars or laser detection devices is prohibited on Air Force installations.

**4.11. Speed-measuring Devices.** Speed-measuring devices are to be used in traffic control studies and enforcement programs. Signs have been posted at installation entry points to indicate the use of speed-measuring devices.

4.11.1. On Offutt AFB, RADAR/LIDAR operators are not required to show the speed displayed on the RADAR/LIDAR unit to the vehicle operator stopped for a speed violation.

4.11.2. Training and certification standards.

4.11.2.1. RADAR/LIDAR speed measuring device operators will attend a RADAR operation and principles certification course of at least 6 hours of classroom instruction and complete 6 hours traffic monitoring and hands on operation of the RADAR unit. Traffic monitoring and hands on operation will be annotated in the individual's training records.

4.11.2.2. The 55 SFS Operations section Flight Chiefs will initial each DD Form 1408, signifying the individual writing the DD Form 1408 has completed the appropriate training, certification and re-certification as applicable, and that the individual's training records have been properly annotated to reflect the aforementioned.

4.11.2.3. The certification course must be approved or developed by the RADAR/LIDAR manufacturer, the National Highway Traffic Safety Administration (NHTSA) or both.

4.11.2.4. Recertification. Operators will be certified every three years. Training and certification documentation will be maintained in the members training records. Documentation of training and certification will be sent via the on-line Air Force Training Record to gaining unit commanders when personnel PCS.

#### **4.12. Traffic Accidents.**

4.12.1. Traffic accidents are classified as minor or major accidents.

4.12.2. A major traffic accident is any accident:

4.12.2.1. Involving a fatality or an accident victim displays or claims injury in which medical assistance is requested or required.

4.12.2.2. Vehicle and/or private property damage exceeds \$10,000. This applies to government as well as private vehicles and property damages.

4.12.3. A minor accident is any accident that does not meet the standards of a major accident.

4.12.4. The on-duty security forces Flight Chief will make the determination if the accident is to be declared a minor vehicle accident or major vehicle accident.

4.12.5. Report on-base GOV accidents immediately to the security forces. Report on-base POV accidents to the security forces when it involves a fatality, personal injury, or when a POV is inoperable as a result of an accident.

4.12.6. Security Forces will report all major vehicle accidents to the Wing Command Post. Other notifications will be made using the appropriate notification matrix.

4.12.7. Report off-base accidents to security forces if the accident involves injuries to military personnel or damage to military property. Security forces will report all accidents involving injuries to military personnel or damage to military property to the Wing Command Post and 55 WG/SE. Other notifications will be made using the appropriate notification matrix. Security Forces will record the information in the Security Forces blotter. When possible, 55 SFS Administration and Reports section will obtain copies of major accident reports prepared by investigating civilian police agencies.

4.12.8. Security Forces are responsible for investigating all Hit-and-Run accident reports. A Hit-and-Run accident occurs when a motor vehicle, under the control of an operator, strikes another motor vehicle or any other property and the operator fails to make any attempt to contact the vehicle or property owner, or the security forces.

4.12.8.1. Security Forces require sufficient evidence the accident occurred on Offutt AFB in order to investigate the report. Sufficient evidence may include, but it not limited to witnesses, vehicle parts left at the scene of the accident, etc.

4.12.8.2. When there is insufficient evidence a Hit-and-Run accident occurred, a "Destruction/Damage/Vandalism Report" will be accomplished (AF Form 3545A) and an entry in the security forces blotter will be made.

#### **4.13. Traffic Accident Investigation.**

4.13.1. Minor vehicle accidents.

4.13.1.1. Minor POV accidents typically do not warrant a detailed accident investigation. However, in rare cases, a detailed investigation may be warranted. In these cases, authority to determine if a minor accident requires a detailed investigation is delegated to the on-duty security forces Flight Chief.

4.13.1.2. All GOV accidents, or POV accidents involving damage to government property, must be reported to security forces at the time of the accident and require an investigation regardless of monetary damage, along with being reported to 55 WG/SE.

4.13.1.3. Minor POV accidents occurring on the installation in which the accident involves no personal injury; only involves minor damage to the POV; and, in which the vehicle can be safely and normally driven from the scene under its own power may be handled by drivers exchanging insurance information.

4.13.1.4. The OAFB Form 3120, *Minor Traffic Accident Worksheet* will be utilized for minor vehicle accidents when required. The following information will be recorded in the Security Forces blotter:

4.13.1.4.1. Accident type.

4.13.1.4.2. Date, time and location.

4.13.1.4.3. Name(s) of vehicle operator(s).

4.13.1.4.4. Unit (or address when civilian not affiliated with military).

4.13.1.4.5. Vehicle description and license number(s).

4.13.1.4.6. Brief summary of any damage and circumstances behind or causing the accident.

4.13.1.4.7. When a POV is inoperable as a result of an accident, as in totally disabled.

4.13.1.4.8. If any traffic citations were issued.

4.13.1.4.9. Was a seat restraint used at the time of the accident, and where applicable, if air bags deployed.

#### 4.13.2. Major vehicle accidents.

4.13.2.1. Major vehicle accidents must be investigated by a 55 SFS or AFOSI member, certified in major accident investigations. In all cases, Security Forces will respond to all on-base major vehicle accidents.

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

4.13.2.3. Photographs taken should be thorough and depict all reported damages.

4.13.2.4. All vehicle accident reports will indicate if a seat restraint was used at the time of the accident, and where applicable, if air bags deployed.

4.13.2.5. Investigation conducted by Security Forces and/or AFOSI of any traffic accident will take precedence over any other types of investigations relating to the accident. This precludes the loss of any potential evidence that may later have to be

introduced in any criminal/judicial proceedings. (Example: Any safety related investigation and/or any other investigation that may hamper accident investigation practices by Security Forces and/or AFOSI.)

#### **4.14. Use of Traffic Accident Investigation Report Data.**

4.14.1. Data derived from traffic accident investigations will be used to determine accident causes. When frequent accidents occur in one area, analyze location conditions, type of accidents, and other factors in an attempt to isolate causes.

4.14.1.1. With the exception of privacy act information, make accident data and trend analysis available to agencies requesting the data for reporting and analytical purposes.

4.14.1.2. With the exception of requests filed under the Freedom of Information Act, the DFC determines the agencies cleared to receive accident and incident data.

4.14.2. Law enforcement personnel and others who prepare traffic accident investigation reports will indicate if a seat restraint was used at the time of the accident, and where applicable, if air bags deployed.

4.14.3. The 55 SFS Administration and Reports section will process requests for accidents as Privacy Act requests. An Offutt Form 3121/55th Security Forces Document Request form will be utilized for this request.

4.14.3.1. Responses to requests for information contained in approved systems of records must be processed using the guidelines shown in AFI 33-332, Privacy Act Program. If the time parameters cannot be met, 55 SFS/S-5R will provide the requester with a written statement identifying when the record will be made available.

4.14.3.2. If partial or total denial of the requested document will be rendered, the 55 SFS/S-5R will inform the requester that a Freedom of Information Act Request will be necessary in order to receive release consideration for the requested documents and they will be directed to 55 CS/SCXKF.

**4.15. Parking.** Illegal parking contributes to congestion and slows traffic flow on the installation. Strong enforcement of parking restrictions results in better use of available parking facilities and eliminates conditions causing traffic accidents.

4.15.1. Prohibited Parking.

4.15.1.1. Vehicles will only be parked within marked parking stalls, except in front of housing units in Rising View Housing, Coffman Heights and in front of the historic residences on Custer Drive and Sherman Turnpike. All other on-street/parking lot parking where lined stalls do not exist is prohibited.

4.15.1.2. Yellow lined parking slots fall within the 25-meter Stand Off area and, in the event FPCON BRAVO or higher is implemented, or as directed by the Installation Commander, vehicles parked in these area must be moved immediately.

4.15.1.3. Do not park within fire lanes (designated by a curb painted red or posted as such) or within 15 feet of a fire hydrant.

4.15.1.4. Operators shall not stop, park, or leave any vehicle, whether attended or unattended, upon the paved or main traveled part of any roadway when the vehicle can be parked off the roadway.

4.15.1.5. Do not park or stand, impeding the flow of traffic, down the center or traveled portion of any installation parking lot.

4.15.1.6. Do not park against the flow of traffic.

4.15.1.7. Do not park on sidewalks or in such a manner to obstruct sidewalks, curbs, street shoulders, and grass areas unless designated by 55 SFS during special events.

4.15.1.8. Parking in the Offutt Club front and south lots are for Offutt Club patrons only. Parking in these lots while utilizing non-club facilities is prohibited.

4.15.1.9. Do not park on the mailbox side of the street in Rising View Housing.

4.15.1.10. Parking along the circle at the Offutt Inn is for Distinguished Visitors only.

4.15.1.11. Motorcycles may park in the cross-hashed lines at the end of a parking row, except when adjacent to a designated handicap parking space.

4.15.1.12. Parking along cul-de-sacs within Rising View Housing and Coffman Heights is prohibited.

4.15.1.13. SAC Memorial Chapel and Capehart Chapel parking lots are for chapel patrons only.

#### 4.15.2. Parking during snow removal.

4.15.2.1. On street parking is prohibited anywhere during snow removal.

4.15.2.2. Housing residents must park their vehicles in garages, carports, or driveways during snow removal. Extra vehicles may be parked temporarily (less than 3 days) in the Capehart Shoppette, Tumpene Parking Lot and the Willow Lakes Golf Course overflow (lower) parking lot. Once snow removal has been completed, the vehicles must be removed from the temporary parking location.

4.15.2.3. Dormitory personnel must use dormitory overflow parking as designated by their dormitory managers during snow removal.

4.15.2.4. During snow removal operations, all parking lots will be open parking except for reserved parking around Bldg. 500 or those spaces identified by above ground signs.

4.15.2.5. The use of free standing signs and stanchions in parking lots interferes with parking lot maintenance, especially in regards to snow removal and shall therefore be minimized. Extended use of free standing signs and stanchions is subject to the approval of the 55 CES/CC. Failure to remove standing signs and stanchions when requested by 55 CES/CC may result in their confiscation.

#### 4.15.3. Reserved Parking.

4.15.3.1. The Installation Parking Board manages all parking spaces on base, excluding Bldg. 500 parking lots 1, 2, 4, and the street parking on Apollo Rd, Minuteman Drive, and Mercury Rd. Parking information for these areas should be directed to USSTRATCOM Command Security (USSTRATCOM/J050).

4.15.3.2. The Installation Parking Board approves and assigns all reserved parking spaces for assigned personnel, visitors, government vehicles, handicapped personnel, or any other unit-determined purpose. Attachment 3 lists automatic allocations as well as an example request to be considered by the board at Attachment 4. Submit requests for additional parking spaces with justification in writing to 55 MSG/CD (Installation Parking Board) for approval. The establishment of extended reserved parking by individuals and/or units without the approval of the Installation Parking Board is prohibited.

4.15.3.3. Annual Revalidation. Automatic allocations need not be revalidated. All others must be revalidated each year, not later than 1 March. Revalidation letters must include justification and a map identifying the locations of the spaces. Reserved parking spaces not revalidated annually will be eliminated and marked out.

4.15.3.4. Permanently mounted signs, freestanding signs, curb plate, or pavement marking may designate reserved parking spaces. Reserved parking spaces are reserved 24 hours a day, every day. These signs will not hinder any snow removal process. The management and maintenance of these devices, including marking, is the responsibility of 55 CES.

4.15.3.5. Parking spaces will not be reserved for the purpose of carpooling.

4.15.4. Recreational Vehicle Parking Requirements. Refer to [Attachment 5](#) for Parking Policies for RV and Oversize Vehicles. Parking of motorized recreational vehicles longer than 20 feet in length, travel/utility trailers, and boats anywhere other than designated areas in [Attachment 5](#) is prohibited.

4.15.5. Commercial Vehicle Parking Requirements. Commercial vehicles temporarily parked in Rising View Housing or Coffman Heights to deliver or pick up furniture or other commercial goods must not impede or block any roadway, driveway, intersection, or the flow of traffic.

4.15.6. Semi-Tractor/Tractor Trailer Parking. Parking semi-tractors or tractor-trailers in Rising View Housing or Coffman Heights is prohibited. If needed, vehicles may be parked in the Willow Lakes overflow (lower) lot. Ensure a note is placed in the windshield that includes operator local location (address) and contact information.

4.15.7. Parking of "For Sale" Vehicles. Vehicles will not be parked on the installation for the sole purpose of advertising the vehicle "For Sale," except in the lot provided by 55 FSS. Vehicles may be operated and parked on Offutt AFB with a sign displaying the owner's desire to sell the vehicle if the vehicle is being used as a regular mode of transportation.

4.15.8. Long-term/TDY parking is authorized in parking lot #30, located east of Bldg. 500, between Comsat Drive and Recon Rd. Vehicles will be locked and all valuable items removed.

4.15.8.1. Vehicle operators are encouraged to assign a caretaker for the vehicle and report the storage and caretaker information to their supervisor, First Sergeant or Commander in the event the vehicle must be moved or is involved in a crime.

4.15.8.2. Commanders may also allow individuals to park their vehicles in the vicinity of the workplace if ample parking is available. Minimum standoff distances during

increased Force Protection Conditions should be considered before designating the parking location.

4.15.9. Willow Lakes Golf Course lower parking lot may be used for golf course patrons, billeting residents with parking permits, overflow parking for events in the Capehart Shoppette area (e.g. commander's call at the base theater) and snow removal. All other parking is prohibited unless otherwise directed.

4.15.10. POV Parking within Bldg. 301-D (Martin Bomber Bldg.). Refer to the Base Parking Plan for a complete listing and parking matrix of individual's authorized to park their POVs within Bldg. 301-D. The 55 CES/CEU maintains this document.

#### **4.16. Parking Wardens.**

4.16.1. Offutt AFB uses parking wardens (unit personnel) to monitor and cite parking violators, especially within off-street parking facilities. The parking warden program is designed to ensure safe and adequate parking is available in support of the installation mission. Enforcement of the regulatory guidance is the key to meeting the needs of this program. The 55 MSG/CD is the overall authority for this program.

4.16.2. Unit commanders are responsible for managing a facility's parking plan by overseeing the actions of the parking lot wardens. Parking wardens enforce the regulatory guidance for their associated parking lots. Parking wardens are given the authority to enforce the parking requirements as outlined in this instruction. This authority includes, but is not limited to, citing vehicles parked in reserved parking slots, double parked, parked on hash lines, on the grass, or any place other than a designated parking area. This authority is extended only to areas of the installation that are associated with their organization or areas of responsibility.

4.16.3. Each facility may select personnel to act as facility parking wardens. These personnel will be designated in writing by the commander of the unit, to which the facility is assigned. The letter should specify a minimum of one primary and alternate in the grade of E-5 or above, or the civilian grade of GS-6 or above. Those selected as parking wardens will contact 55 SFS training section to coordinate training. Training will be scheduled and provided by the 55 SFS training section. Personnel are not authorized to write tickets until this training is completed.

4.16.4. After training is complete, a DD Form 1408, *Armed Forces Traffic Ticket* book will be issued to the parking warden. A copy of the appointment letter will be maintained on file with the 55 SFS Administration and Reports section.

4.16.5. The main difference between a DD Form 1408 issued by a Security Forces member and one issued by a parking monitor is the special instructions on the back of the pink copy that directs the violator to contact the parking monitor who issued the ticket instead of 55 SFS/S-5R. It is important that parking monitors include how or where they can be reached by the violators.

4.16.6. When contacted by the violator, the parking monitor will fill in any missing data in sections 1-10 of the DD Form 1408. Tickets that are incomplete or were written by personnel not designated as parking monitors will not be processed and will be returned to the unit.

4.16.7. Once the violator makes contact with the parking monitor and the parking monitor determines the citation will stand, the citation will be forwarded to 55 SFS/S-5R. Citations received more than 10 days after the date they were written will not be processed.

#### **4.17. Booting.**

4.17.1. The “boot” device is authorized for use as a technique to assist in the enforcement of parking violations where immobilization of the POV is necessary for safety. The device will not be used to punish or “teach a lesson” to violators. Booting may be used if other reasonably effective but less restrictive means of enforcement (such as warnings, ticketing, reprimands, revocations, or suspensions of installation driving privileges) fail.

4.17.2. Use of “booting” focuses on specific reasons for booting, such as immobilization of unsafe, uninspected, or unregistered vehicles or compelling the presence of repeat offenders.

4.17.3. When a “boot” is attached to a vehicle, a warning sticker will be affixed to the lower, right-hand corner of the driver’s side front window. The sticker serves as a warning to the vehicle operator and provides instructions on who to call to have the “boot” removed.

4.17.4. Individual’s that have had their vehicle “booted” are required to contact the ECC at extension 294-4245 or 294-4246 for further assistance.

4.17.5. The “boot” may also be applied in the following situations.

4.17.5.1. During a Hit-and-Run (or serious offense) when the vehicle involved is positively located and positively identified, to prevent the departure of the offender. The vehicle in question will remain “booted” until the offender is released from security forces custody or directed by competent authority.

4.17.5.2. For unattended vehicles when information from National Crime Information Center (NCIC) notifications, such as driving on suspension, felony warrant, or other lawful notifications where contact with the vehicle owner/operator is required due to the public interest.

4.17.5.3. In the event that an unattended child (12 years of age or younger) or pet is left secured in a vehicle and in the interest of the health and wellbeing of the child or pet, the immediate extraction is deemed necessary by the responding patrolman or flight chief, the vehicle will be “booted” until a time in which the vehicle owner/operator can be located and subsequently released from security forces custody.

4.17.6. Booting of vehicles will only be conducted by personnel assigned to the 55 SFS who have been trained and certified. Training will be documented on the individuals AF Form 797/*Job Qualification Standard Continuation/Command Job Qualification Sheet*. Certification will be accomplished by the security forces standardization and evaluation section, and documented in the individuals training records.

4.17.7. Booting for improper parking violations on base will occur upon issuance of a fifth citation for improper parking within a 12-month period. NOTE: The use or non-use of a booting device may not exclude assessment and application of points for non-moving violations in accordance with [Chapter 5](#).

**4.18. Report Exchange with Civil Authorities.** The security forces Administration and Reports section (55 SFS/S-5R) will request incident/accident/traffic reports from local civil

authorities having jurisdiction over the incident when required. Upon request, 55 SFS will supply information requested by local civil authorities as required.

**4.19. Off-installation Traffic Activities.** 55 SFS will, to the fullest extent possible, share and exchange traffic activities and data with civil authorities. The 55 SFS will maintain local unit procedures for receiving, processing, and securing traffic reports and related incident reports from local police agencies.

4.19.1. Active duty military members are required to immediately notify the Emergency Communications Center, and their supervisor, First Sergeant or Commander when they are detained/arrested by civil authorities for DWI/DUI or any other incident (this does not include minor traffic citations) resulting in incarceration.

4.19.2. Security Forces will notify an individual's Unit Commander or First Sergeant when notified by civilian police that a military member was detained or arrested. If the incident is due to an intoxicated driving incident, Security Forces will inform them a Preliminary Suspension of Base Driving Privileges memo must be served to the person within 12 hours from notification of release from custody. The Unit Commander/First Sergeant will ensure the person is escorted to Bldg. 160/SFHQ and contact Emergency Communications Center (ECC), via extension 294-6110 or 294-6119 so the letter can be served.

4.19.2.1. Security Forces will accomplish a blotter entry about the arrest and issue the Notice of Preliminary Suspension of Base Driving Privileges memo.

4.19.2.2. Once notified by their respective Unit Commander or First Sergeant, unit vehicle control officers/NCOs will ensure the individual's AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card* is confiscated and forwarded to 55 LRS/LGRV.

#### **4.20. Traffic Violation Reports.**

4.20.1. The 55 SFS Administration and Reports section will process requests for tickets, accidents, incident and other related documents created by the 55 SFS as Privacy Act requests. An Offutt Form 3121/55th *Security Forces Document Request* must be used to request these types of documents. Responses to requests for information contained in approved systems of records will be processed using the guidelines shown in AFI 33-332, Privacy Act Program.

4.20.1.1. If the time parameters cannot be met, the 55 SFS/S-5R will provide the requester with a written statement identifying when the record will be made available.

4.20.1.2. If partial or total denial of the requested document will be rendered, the 55 SFS/S-5R will inform the requester that a Freedom of Information Act Request will be necessary in order to receive release consideration for requested documents and will be directed to 55 SC/SCXKF.

4.20.2. When providing responsive records, the documents must have applicable personally identifying information removed (sterilized) in a manner that prevents image restoration. Photographs, sobriety test results and other documents created as the result of an incident, accident, or traffic citation are considered a part of those records and must be processed for accordingly. Personally identifying information such as vehicle license plate number should be removed from the media being released.

4.20.3. When releasing information to an authorized third party, Administration and Reports section will document the disclosure on the AF Form 771, *Accounting of Disclosures*, or similar method that capture all information required by the AF Form 771.

4.20.4. Requests for information made by insurance companies or legal entities will be handled using the guidelines issued by HQ ACC Privacy Act Office and the 55th Wing Privacy Act Office.

**4.21. Traffic Citations.** Offutt AFB utilizes the DD Form 1408, *Armed Forces Traffic Tickets* and the CVB Form 1805, *US District Court Violation Notice* for traffic violations.

4.21.1. The DD Form 1408 may be issued by security forces personnel assigned to the 55 SFS and parking wardens in the Parking Warden Program (refer to paragraph 4.16.). Parking wardens will be trained by the security forces training section and security forces personnel will be trained in accordance with Career Field Training and Education Plan. DD Form 1408 training will be annotated in the individual's training record.

4.21.2. The CVB Form 1805 may only be issued by personnel assigned to the 55 SFS who have been trained and certified. Training will be conducted by the security forces training section and documented individuals AF Form 797/*Job Qualification Standard Continuation/Command Job Qualification Sheet*. Certification will be accomplished by the security forces standardization and evaluation section, and documented in the individuals training records.

4.21.3. Individuals who refuse to provide their SSN during CVB Form 1805 or DD Form 1408 issuance may have their base driving privileges suspended/revoked for a period of up to 1-year, after coordination through 55 WG/JA and approval by an authority identified in [paragraph 1.3](#).

4.21.4. DD Form 1408, *Traffic Citation*.

4.21.4.1. The commander or First Sergeant will be notified when any military personnel or DoD civilian employees is cited with the DD Form 1408. The DD Form 1408 is distributed as follows:

4.21.4.1.1. The pink copy is provided to the violator with normal reporting instructions and instructions on how to rebut the ticket.

4.21.4.1.1.1. The Security Forces member will write stamp or place a label on the back of the pink copy given to the violator with the following: "If you wish to rebut this citation report to 55th Security Forces Administration and Reports Branch (S-5R), Bldg. #160, Room B-111, within 5 duty days. If you do not notify S-5R of the rebuttal request within 5 duty days, your right to rebut the citation is voided and the citation will be processed. Please notify your Commander or First Sergeant within 24 hours or next duty day."

4.21.4.1.1.2. Once notice to rebut the citation has been provided to 55 SFS/S-5R, an individual must submit a letter to 55 SFS/S-5R through their unit commander within 14 days of the date of the citation (see Attachment 7 for a sample format). The purpose of this endorsement is to ensure commander-level involvement. The commander may add comments supporting the violator's guilt or innocence.

4.21.4.1.1.3. The 55 SFS/S-5R will process the rebuttal letter to the DFC. The

DFC will make a determination if the ticket will be voided or processed as normal.

4.21.4.1.2. An electronic notification will be made to the service member's commander or First Sergeant, to the commander or First Sergeant of the family member's sponsor, or to the civilian's supervisor or employer for administrative action within the unit/organization. The notification will be accomplished via e-mail. If e-mail is not available, the base information transfer system (BITS) or official mail will be used.

4.21.4.1.2.1. Upon receipt of the electronic notification of the citation, the unit commander or designated supervisor will conduct an inquiry. The commander will take or recommend proper disciplinary or administrative action within 20 days of notification.

4.21.4.1.2.2. The commander will forward the results of any action to 55 SFS/S-5R. If needed, the commander or First Sergeant may request an extension of the 20-day requirement through 55 SFS/S-5R.

4.21.4.1.3. The yellow and white copy is retained by 55 SFS/S-5R for processing and tracking until the electronic notification is answered by the unit commander, section commander, or first sergeant. When the command action is received, 55 SFS/S-5R will review it for action taken, annotate the information in SFMIS, with the moving or non-moving violation and any points assessed. The white and yellow copies of the DD Form 1408 are filed and retained for one year after action is complete.

4.21.4.1.4. The DFC will advise the installation commander, through 55 WG/JA, when action being taken by the reviewing authority appears to be inadequate or excessive.

4.21.4.2. DD Form 1408 "Fix-it-Ticket." A vehicle identified as having a mechanical defect will be cited. The operator/owner then has five duty days to take corrective action. The operator/owner must report to 55 SFS/S-5R with proof of repair in order to have the citation voided. Failing to report the corrective action will result in citation processing.

4.21.4.2.1. A mechanical defect is defined as those defects violating Nebraska law or those which pose a danger to public safety.

4.21.4.2.2. Each violation will be written on a separate DD Form 1408.

4.21.5. CVB Form 1805, *US District Court Violation Notice*.

4.21.5.1. Offutt AFB falls under the Nebraska District, with a Location Code of NE3A.

4.21.5.2. Blank CVB Form 1805 will be maintained and issued by 55 SFS/S-5R. CVB Form 1805 booklets are accountable items and 55 SFS members will be issued one CVB Form 1805 citation book at a time after training and certification has been completed.

4.21.5.3. Voiding a CVB Form 1805.

4.21.5.3.1. In the event an error is made on a CVB Form 1805, DO NOT SHRED IT. Accomplish a Memorandum for Record (MFR), depicting the circumstances that led to the initial issuance and subsequent voiding of the citation.

- 4.21.5.3.2. Write "VOID" across the front of the CVB Form 1805 and forward the MFR and both copies of the voided citation to the 55 SFS/S-3IF who will review the documents to ensure all requirements have been met. The documents will then be forwarded to 55 SFS/S-5R for disposition.
- 4.21.5.4. The 55 SFS/S-3S Operations Superintendent is the Action Officer for all CVB Form 1805 matters and has established an acceptable error rate of 20 percent. Issuing officials who exceed the established error rate of 80 percent will be decertified and not authorized to issue a CVB Form 1805 until remedial training and re-certification is completed.
- 4.21.5.5. The CVB Form 1805 may be issued to all motor vehicle traffic and parking offenders with the exception of;
- 4.21.5.5.1. Active Duty Military personnel.
  - 4.21.5.5.2. Cadets/Midshipmen of the Military Academies to include the Coast Guard Academy, reservists on orders or performing inactive duty training (muster recall) including commuting to and from training.
  - 4.21.5.5.3. Reserve and Air National Guardsman in federal service under Title 10 of the United States Code. Title 10 status must be reflected on the guardsman's orders. Reserve and Air National Guard personnel on official orders will be issued a DD Form 1408, unless they are just visiting the base, in which case a CVB Form 1805 will be issued.
  - 4.21.5.5.4. Civilian employees operating a GOV. Instead, issue a DD Form 1408.
  - 4.21.5.5.5. Personnel operating a vehicle on the flightline. Instead, issue a DD Form 1408.
- 4.21.5.6. The CVB Form 1805 will only be issued only in areas of exclusive jurisdiction on the main base. Exclusive jurisdiction covers most of the main base, excluding an area north of and including Nelson Drive, from Fort Crook Road to the east end of Bldg. 323-C/55 MSG HQ, and north to the base fence line bisecting Bldg. 364/Kisling Hall and 365/Turner Hall.
- 4.21.5.7. All information must be printed by hand and in ink. Utilize blue or black ink, press hard and print legibly as it must go through to the pink and yellow copies.
- 4.21.5.8. Only one violation will be reported on each form. For additional violations, use additional forms. All noted violations should be cited.
- 4.21.5.9. The use of stickers/labels or stamps on a CVB Form 1805 is strictly prohibited.
- 4.21.5.10. The back of the yellow copy should remain blank, however, the back of the white and pink copy will be used to record probable cause statement, witness' names or make any personal notes concerning the incident. The pink copy will be available to be reviewed by the patrolman prior to court.
- 4.21.5.11. Personnel assigned to the 55 SFS trained and certified to issue the CVB Form 1805 will maintain a log and notebook to record pertinent facts for each offense cited via CVB Form 1805 in the event you be required to testify in court at a later date.

4.21.5.12. The hard copy (yellow) will be given to the violator. The white and pink copies will be reviewed by the on-duty flight chief for accuracy. All copies will be forwarded to the 55 SFS/S-3IF at the end of the issuing officials duty shift. The 55 SFS/S-3IF will review the documents to ensure all requirements have been met and then forward to S-5P the next duty day for processing.

4.21.5.13. Refer to the Central Violations Bureau Agency Manual (Revised March 2011), for further specific instructions for the completion of DD Forms 1805.

4.21.5.14. The CVB Form 1805 will be issued to civilian offenders for any offense(s) listed in the Collateral Forfeiture Schedule (CFS), supplied by the U.S. Attorney's office. The Collateral Forfeiture Charge Sheet is derived from Schedule G of the Nebraska State Code and is listed in Table 4.1.

4.21.5.14.1. The CFS does not forward the offense to the offender's state of issue driver's record and no points (either locally or with the state of issue) will be assessed against the offender's state of issue driver's record.

4.21.5.14.2. The CFS covers both traffic and non-traffic petty offenses. An offense not listed on the CFS may be handled by preparation of the appropriate incident form (DD Form 1408).

4.21.5.14.3. Offense data may be tracked and forwarded to senior leadership in the interest of public safety and to ensure security clearance eligibility.

4.21.5.15. In accordance with Title 32, National Defense 32 CFR Part 634:

4.21.5.15.1. The CVB Form 1805 will be used to refer violations of State traffic laws made applicable to the installation (Assimilative Crimes Act (18 U.S.C. 13) and the delegation memorandum in DoDD 5525.4, *Enforcement of State Traffic Laws on DoD Installations* (enclosure 1), and other violations of Federal law to the U.S. Magistrate.

4.21.5.15.2. A copy of CVB Form 1805 and any traffic violation reports on military personnel and DoD civilian employees will be forwarded to the commander or supervisor of the violator.

**Table 4.1. NE3A Collateral Forfeiture Charge Sheet.**

<b>Violation:</b>	<b>Description of Violation:</b>	<b>Collateral:</b>
NRS § 16-228	Disturbing the Peace	\$50
NRS § 18-1741.01	Handicapped Parking Infraction	\$150
	2 <sup>nd</sup> within 1 year	\$300
	3 <sup>rd</sup> within 1 year	\$500
NRS § 28-441	Possession of Drug Paraphernalia	\$100
NRS § 28-523	Disposal of Rubbish on Property (Littering)	\$50
NRS § 53-186.01	Public Consumption of Alcohol	\$50
NRS § 60-362	Operating a Vehicle without Current Registration	
	1 – 20 Days overdue	\$25
	21 – 30 Days overdue	\$35
	31 – 40 Days overdue	\$50

	41 – 50 Days overdue	\$100
	51 Days and over	\$200
NRS § 60-484	Driving with No Issued License	\$50
NRS § 60-489	No Driver's License in Possession	\$30
NRS § 60-3,167	Uninsured Motorist or No Proof of Insurance	\$25
NRS § 60-4,108	Driving While License is Suspended	\$125
	or Revoked	\$150
NRS § 60-6,151	Failure to Yield Right of Way to Emergency Vehicles	\$100
NRS § 60-6,166	Parking Within 15 feet of a Fire Hydrant or in a Fire Lane or Zone	\$10
NRS § 60-6, 186	Exceeding the Posted Speed Limits (See Note 1)	
	By 11 – 15 MPH	\$75
	By 16 – 20 MPH	\$125
	By 21 – 35 MPH	\$200
	By 36 and Over MPH	\$300
NRS § 60-6, 211.08	Public Consumption & Open Container Inside a Vehicle	\$50
NRS § 60-6, 212	Careless Driving	\$100
NRS § 60-6, 213	Reckless Driving	\$250
NRS § 60-6, 267	Child Passenger Restraint Violation (See Note 2)	\$25
NRS § 60-6, 270	Seatbelt Law Violation	\$25
NRS § 60-6, 286	Muffler Violation	\$25
<p><b>Note 1:</b> Personnel exceeding the posted speed limit by 10 MPH or less will be issued a DD Form 1408.</p> <p><b>Note 2:</b> All children up to six years of age being transported by vehicle must use a child passenger restraint system of a type which meets Federal Motor Vehicle Safety Standard 213 as developed by the National Highway Traffic Safety Administration. 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.)</p>		

#### 4.21.5.16. Magistrate Court.

4.21.5.16.1. Federal Magistrate Court is located inside the Nebraska Federal building at 111 S. 18th Plaza, Omaha NE. The court is on the second floor, courtroom #7. Court is held the last Tuesday of the month, commencing at 0900 hrs.

4.21.5.16.2. The security forces member who issued the citation may be required to appear before the CVB in Federal Magistrate Court and testify if the violator refuses to forward the collateral forfeiture as indicated in block B of the CVB Form 1805.

4.21.5.16.3. On street or paid parking is available around the Nebraska Federal building. Reserved parking for GOVs (very limited availability) is available inside the building.

#### 4.22. Standards and Procedures for Processing Intoxicated Drivers.

4.22.1. Security forces personnel will utilize the DD Form 1920, *Alcohol Influence Report*, to document sobriety and sobriety testing of an individual. The DD Form 1920 will be used in examining, interpreting, and recording results of field sobriety tests. Document all driving while intoxicated offenses using AF Form 3545A, *Incident Report*.

4.22.2. If a security forces member reasonably suspects that the individual driving or in control of a vehicle is impaired, field sobriety tests should be conducted on the individual. Perform standard Air Force field sobriety tests, which consist of the one leg stand, the walk and turn, and the horizontal gaze nystagmus. Only qualified personnel will conduct field sobriety tests and that qualification must be documented on the individual's training record.

4.22.2.1. If an individual suspected of DWI/DUI refuses to perform the standardized Air Force field sobriety tests, their refusal and security force observations will be annotated on the DD Form 1920.

4.22.3. Security forces can use Portable Breath Testers (PBT) to aid in the establishment of probable cause. In order to use the PBT, users must have been trained by the Nebraska Department of Motor Vehicles and possess a Class C Permit. Permits will be maintained by the 55 SFS/S-3IF.

4.22.4. Be observant for persons who appear intoxicated, but are actually physically or mentally ill and requires prompt medical attention.

#### **4.23. Blood Alcohol Concentration Standards.**

4.23.1. Uniformly apply administrative revocation of driving privileges and other enforcement measures to offenders driving under the influence of alcohol or drugs. When a person is tested in accordance with Implied Consent (refer to paragraph 2.3.), evaluate the results of the test as follows and suspend driver's installation driving privileges pending resolution of the intoxicated driving incident under the circumstances outlined below:

4.23.1.1. Persons under the age of 21 operating a motor vehicle with a BAC or BrAC level standard of .01 or higher.

4.23.1.2. If the percentage of alcohol in the person's blood is less than 0.05 percent, presume the person is not under the influence of alcohol.

4.23.1.3. Refusal to take or complete a lawfully requested chemical test to determine Blood Alcohol Content (BAC) or Breath Alcohol Content (BrAC) for alcohol or other drugs.

4.23.1.4. Commercial Vehicle Driver with a BAC or BrAC of .04 or higher, the person is considered to have been driving under the influence of intoxicants in accordance with NE statute 60-465.

4.23.1.5. If the percentage is 0.05 percent but less than 0.08 percent, presume the person is impaired. Consider this standard with other competent evidence in determining whether the person was under the influence of alcohol. DO NOT allow the individual to operate a motor vehicle until a recommendation is received from 55 WG/JA and 55 MSG/CC (55 MSG/CD or 55 MSG/DD in the 55 MSG/CCs absence).

4.23.1.6. Operating a motor vehicle with BAC or BrAC of 0.08 percent by volume or higher, or if tests reflect the presence of illegal drugs, the person is considered to have

been driving under the influence of intoxicants. Offutt AFB assimilates the standard utilized by the State of Nebraska (i.e., 0.08 percent).

#### **4.24. Chemical Testing Policies and Procedures.**

4.24.1. Results of chemical testing are valid under this instruction under the following circumstances:

4.24.1.1. Testing of blood, breath, urine, or other bodily substances using generally accepted scientific and medical methods and standards.

4.24.1.2. Qualified personnel administer breath tests.

4.24.1.3. Use of a non-portable breath-testing device approved by the State.

4.24.2. Use established procedures for use of breath-testing devices.

4.24.2.1. Use non-portable evidentiary breath-testing devices as follows:

4.24.2.1.1. Observe the suspected person for at least 15 minutes before collecting the breath specimen. During this time, the person must not drink, eat, smoke, chew tobacco, or ingest any substance.

4.24.2.1.2. Verify calibration and proper operation of the instrument according to manufacturer's specifications and any specific local, state, or host nation requirements.

4.24.2.1.3. Comply with operational procedures in the manufacturer's current instruction manual. Perform the preventive maintenance as required by the owner's manual.

4.24.3. Chemical tests of personnel involved in fatal accidents.

4.24.3.1. Installation medical authorities will immediately notify and brief the DFC upon death of any person involved in a motor vehicle accident. Subject to military jurisdiction, medical authorities will examine anyone killed in an on-base motor vehicle accident or mishap. Conduct tests for the presence and concentration of alcohol or other drugs in the blood, bodily fluids, or tissues as soon as possible and where practical within eight hours of death. Include the test results in the medical reports.

4.24.3.2. As provided by law and medical conditions permitting, obtain a blood and/or breath sample from any surviving operator whose vehicle is involved in a fatal accident.

#### **4.25. Voluntary Breath and Bodily Fluid Testing Based on Implied Consent.**

4.25.1. The suspect will be asked to consent to a chemical test of bodily fluids or breathe in accordance with the Implied Consent Policy, as defined in [paragraph 2.3](#). The individual does not have the right to have an attorney present before deciding if they will or will not take the test.

4.25.2. Administer tests only when the following conditions are met:

4.25.2.1. The person was lawfully stopped while driving or while in physical control of a motor vehicle on the installation.

4.25.2.2. Reasonable suspicion exists to believe the person was driving under the influence of alcohol or drugs.

4.25.2.3. A request was made of the person to consent and he or she was advised that failure to voluntarily submit to or complete a chemical test of bodily fluids or breathe may result in revocation of on-base driving privileges.

4.25.3. Also advise the driver that the results of chemical tests conducted under the implied consent provisions of this instruction can be used as evidence in courts-martial, non-judicial proceedings under Article 15 of the UCMJ, administrative action, or civil court proceeding.

4.25.4. Special rules exist for persons who have hemophilia, other blood-clotting disorders, or any medical or surgical disorder under treatment with an anticoagulant. Such people may refuse a blood extraction without penalty, but will be offered a breath or urine test, or both. Valid refusals must have the concurrence of a medical doctor.

4.25.5. Ehrling Bergquist Clinic/Specimen Collection lab will perform extraction of urine and blood. During non-duty hours, on-call personnel will be notified (extension 402-598-5212 or via Cell phone at extension 598-2417) and respond to conduct the extraction.

4.25.6. If a person suspected of intoxicated driving refuses to submit to a breath test, do not administer a test except as specified in [paragraph 4.27](#).

**4.26. Chemical Testing Devices.** Use only breath-testing devices listed on the approved NHTSA conforming products list published in the Federal Register. Ensure only qualified personnel administer breath tests. Personnel will be trained by the Nebraska Department of Motor Vehicles and will receive a Class B Permit. Permits for qualified personnel will be maintained by 55 SFS/S-3IF. If blood or urine testing will be conducted, ensure qualified medical personnel obtain the samples and conduct the tests.

**4.27. Involuntary Extraction of Bodily Fluids in Traffic Cases.**

4.27.1. These procedures pertain only to the investigation of individuals stopped, apprehended, or cited on a military installation for any offense related to driving a motor vehicle and for whom probable cause exists to believe that such individual is intoxicated. Rule 312(d), Military Rules of Evidence, and regulatory rules concerning requesting and granting authorizations for searches govern the extraction of body fluids in furtherance of other kinds of investigations.

4.27.2. If an individual refuses to submit to a breath test, further search authority actions will be coordinated through 55 WG/JA. Involuntary bodily fluid extractions (blood or urine) require valid search and seizure authorizations. A person subject to the UCMJ who does not consent to chemical testing, and who subsequently refuses a lawful order to surrender to the test, may be forced to submit to an involuntary extraction of bodily fluids. Probable cause must exist to believe the individual was driving or was in control of a vehicle while under the influence of an intoxicant.

4.27.3. Conduct the extraction in accordance with the following procedures: 1) A search authorization by an appropriate commander or military magistrate obtained pursuant to Rule 317, Military Rules of Evidence, is required prior to such nonconsensual extraction; 2) A search authorization is not required under such circumstances when there is a clear indication that one will find evidence of intoxication and there is reason to believe that the delay necessary to obtain a search authorization would result in the loss or destruction of the evidence sought; and 3) Conduct warrantless searches only after coordination with the

servicing staff judge advocate and attempts to gain authorization from an appropriate official fail because of the unavailability of the appropriate commander or military magistrate.

4.27.3.1. If authorization from the military magistrate or commander proves unsuccessful (due to non-availability), the commander of a medical facility is empowered by Rule 317(d), Military Rules of Evidence, to authorize such extraction from an individual located in the facility at the time an authorization is sought.

4.27.3.1.1. Before authorizing the involuntary extraction, the commander of the medical facility should, if circumstances permit, coordinate with the servicing staff judge advocate.

4.27.3.1.2. The medical facility commander authorizing an extraction under Rule 317(d) need not be on duty as the attending physician. Any qualified medical person can perform the extraction.

4.27.3.1.3. The authorizing official may consider his or her own observations of the individual in determining probable cause.

4.27.4. Authorization for the nonconsensual extraction of blood samples for evidentiary purposes by qualified medical personnel is independent of and not limited by provisions defining medical care. Only qualified medical personnel administer extractions and use only reasonable measures to accomplish the procedure. Assistance to overcome an individual's resistance to the extraction is normally provided by law enforcement personnel or unit personnel acting under orders from the member's commanding officer or designee. Do not use any form of life endangering force to effect nonconsensual extractions.

4.27.4.1. Nonconsensual extraction will not interfere with or delay proper medical attention. Medical personnel determine the priority given to involuntary fluid extractions when other medical treatment is required.

#### **4.28. Testing at the Request of the Apprehended Person.**

4.28.1. A person subject to tests by Implied Consent can request additional testing. These tests are paid for by the requesting individual, and an approved facility such as an off-base hospital or research laboratory performs the tests. If they desire admissibility of other tests in a military or civilian court of law, they must ensure the State approves the test and test method. The individual should complete all tests as soon as possible, noting any delay on the resulting documents.

4.28.2. Additional testing is the sole responsibility of the individual.

**4.29. Compliance with Local and State Laws.** All personnel operating a Government Owned Vehicle will comply with state and local laws on- and off-base.

## Chapter 5

### DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM

**5.1. Driving Records.** The Security Forces Management Information System (SFMIS) will be used to record vehicle traffic accidents, moving and parking violations, suspension or revocation actions, and traffic point assessments involving military and DoD civilian personnel, their family members, and other personnel operating motor vehicles on Offutt AFB.

5.1.1. Use AF Form 1313, Driver Record, when SFMIS is not available. When filling out the form, use the following codes in the “accident classification” block:

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

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

5.1.2. No points are assessed solely for revocation or suspension actions. Mandatory revocation actions are contained in Table 5.3., Suspension/Revocation of Driving Privileges. This table does not preclude suspensions or revocations being imposed for other violations.

5.1.3. If revocation for implied consent is combined with another revocation such as one year for intoxicated driving, revocations will run consecutively (total of 24 months).

**Table 5.1. Point Assessment for Moving Violations (See Note 1).**

VIOLATION:	POINTS ASSESSED:
Reckless driving (willful and wanton disregard for the safety of persons or property).	6
Owner knowingly and willfully permitting a physically impaired person to operate the owner’s motor vehicle.	6
Fleeing the scene (hit and run)-property damage only.	6
Driving vehicle while impaired (blood-alcohol content more than 0.05 percent and less than 0.10 percent or lesser amount when assimilating a local, state, or host nation standard).	6
Speed contests.	6
Speed too fast for conditions.	2
Speed too slow causing potential safety hazard.	2
Failure of operator or occupants to use available restraint system devices while moving (operator assessed points)	4
Failure to properly restrain children in a child restraint system while moving. (See Note 2)	2
One to 10 miles per hour over the posted speed limit.	3
Over 10 but not more than 15 miles per hour above the posted speed limit.	4
Over 15 but not more than 20 miles per hour above the posted speed limit.	5
Over 20 miles per hour above the posted speed limit.	6

Following too close.	4
Failure to yield the right of way to emergency vehicle.	4
Failure to stop for school bus or school-crossing signals.	4
Failure to obey traffic signals or traffic instructions of an enforcement officer or traffic warden; or any official regulatory traffic sign or device requiring a full stop or yield of right of way; denying entry; or requiring direction of traffic.	4
Improper passing.	4
Failure to yield (no official sign involved).	4
Failure to yield to pedestrians in designated walkway/crosswalk.	3
Failure to yield to pedestrians in designated walkway/crosswalk when violation occurs within an active school zone, add 1 point to point assessment	4
Improper turning movements (no official sign involved).	3
Wearing of headphones/earphones while driving motor vehicles (two or more wheels).	3
Failure to wear an approved helmet and/or eyewear while operating or riding on a motorcycle, MOPED, or a three- or four-wheel vehicle powered by a motorcycle-like engine.	3
Improper overtaking.	3
Other moving violations (involving driver behavior only).	3
Operating radar detection devices to indicate the presence of speed recording instruments or to transmit simulated erroneous speed (prohibited on DoD installations).	3
Operating radar detection devices within an active school zone to indicate the presence of speed recording instruments or to transmit simulated erroneous speed (prohibited on DoD installations).	4
Operating an unsafe vehicle (see Note 3).	2
Driver involved in accident is deemed responsible (only added to points assessed for specific violations).	1
<p><b>NOTES:</b></p> <p>1. When two or more moving violations are committed on a single occasion, assess the points for the offense having the greater value.</p> <p>2. All children up to six years of age being transported by vehicle must use a child passenger restraint system of a type which meets Federal Motor Vehicle Safety Standard 213 as developed by the National Highway Traffic Safety Administration. 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. Assess four points when no restraint system of any kind is used.</p> <p>3. 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 headlight not replaced within the grace period on a "Fix-It" ticket).</p>	

**Table 5.2. Point Assessment for Non-Moving Violations. (See Note 1).**

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

**Table 5.3. Suspension/Revocation of Driving Privileges.**

VIOLATION	ASSESSMENT
Driving while driver's license or installation driving privileges are under suspension or revocation. SEE NOTE #1.	Two-year revocation is mandatory on determination of facts by Installation Commander or designee.
Refusal to submit to or failure to complete chemical tests (implied consent). If already under suspension/revocation, the revocation will be added onto the existing base suspension/revocation. SEE NOTE #1.	One-year revocation is mandatory on determination of facts by Installation Commander or designee.
A conviction, non-judicial punishment, or a military or civilian administrative action resulting in the suspension or revocation of a driver's license for intoxicated driving. SEE NOTE #1.	One-year revocation is mandatory on conviction or determination of facts by Installation Commander or designee.
When a serious incident involving a motor vehicle occurs	One-year revocation is mandatory

and the Installation Commander or designee determines immediate revocation of driving privileges is required to preserve public safety or the good order and discipline on the installation. SEE NOTE #1.	on determination of facts by Installation Commander or designee.
<ol style="list-style-type: none"> <li>1. Manslaughter (or negligent homicide by vehicle) resulting from the operation of a motor vehicle.</li> <li>2. Driving or in physical control of a motor vehicle while under the influence of intoxicating liquor 0.08% or greater.</li> <li>3. Driving a motor vehicle while under the influence of any narcotic or while under the influence of any other drug (including alcohol) to the degree rendered incapable of safe vehicle operation.</li> <li>4. Use of a motor vehicle in the commission of a felony.</li> <li>5. Fleeing the scene of an accident involving death or personal injury (hit and run).</li> <li>6. Perjury or making a false statement or affidavit under oath to responsible officials relating to the ownership or operation of motor vehicles.</li> <li>7. Unauthorized use of a motor vehicle belonging to another, when the act does not amount to a felony.</li> </ol> SEE NOTE #1.	One-year revocation is mandatory on conviction.
<ol style="list-style-type: none"> <li>1. Mental or physical impairment (not including alcohol or other drug use) to the degree rendered incompetent to drive.</li> <li>2. Commission of an offense in another state which, if committed on the installation, would establish grounds for suspension or revocation.</li> <li>3. Permitting an unlawful or fraudulent use of an official driver's license.</li> <li>4. Conviction of fleeing or attempting to elude a police officer.</li> <li>5. Conviction of racing on the highway.</li> <li>6. Excessive parking and other non-moving violations.</li> </ol>	Suspension for a period of six months or less or revocation for a period not to exceed one year is discretionary.
Individual's involved in "Hit and Run" incident as the offender, resulting in property damage only.	One-year revocation is mandatory on determination of facts by Installation Commander or designee.
<b>NOTE 1.</b> Failure to report to their chain-of-command, within 12 hours of incident may result in an additional one year added to the assessment.	

## 5.2. The Traffic Point System.

5.2.1. The traffic point system provides a uniform administrative device to impartially judge service personnel's driving performance. This system is not a disciplinary measure or a substitute for punitive action. Further, this system is not intended to interfere in any way

with the exercise of the installation commander's prerogative to issue, suspend, revoke, deny, or reinstate installation driving privileges.

5.2.1.1. The following administrative penalties, as a minimum, will be imposed on drivers who are cited for speeding 10 mph – 15 mph over base housing posted speed limits (Note: applies only to offenders issued an DD Form 1408):

5.2.1.1.1. The first offense will result in the issuance of a 7-day driving suspension and the individual's traffic history being assessed points in accordance with **Table 5.1**.

5.2.1.1.2. The second offense within 12 months will result in a 30-day suspension of base driving privileges and the individual's traffic history being assessed points in accordance with **Table 5.1**.

5.2.1.1.3. The third offense within 12 months will result in a 6-month suspension of base driving privileges and the individual's base traffic history being assessed points in accordance with **Table 5.1**.

5.2.1.1.4. Citations issued to personnel for exceeding the base housing posted speed limit by 16 mph or more will be reviewed on a case-by-case basis.

5.2.1.2. The following administrative penalties will be imposed on vehicle operators if they or their passengers fail to use seat belts or other restraints while moving (Note: applies only to offenders issued a DD Form 1408):

5.2.1.2.1. The first offense will result in the issuance of a 7-day driving suspension and the individual's traffic history being assessed points in accordance with **Table 5.1**.

5.2.1.2.2. The second offense within 12 months will result in a 30-day suspension of base driving privileges and the individual's traffic history being assessed points in accordance with **Table 5.1**.

5.2.1.2.3. Subsequent offenses within 12 months will be reviewed on a case-by-case basis.

5.2.1.3. The following administrative penalties will be imposed on vehicle operators if they or their passengers fail to use the appropriate Personnel Protective Equipment (PPE) while operating a motorcycle or GOV ATV:

5.2.1.3.1. The first offense will result in the issuance of a 7-day driving suspension and the individual's traffic history being assessed points in accordance with **Table 5.1**.

5.2.1.3.2. The second offense within 12 months will result in a 30-day suspension of base driving privileges and the individual's traffic history being assessed points in accordance with **Table 5.1**.

5.2.1.3.3. Subsequent offenses within 12 months will be reviewed on a case-by-case basis.

**5.3. Point System Application.** The use of the point system and procedures prescribed herein are mandatory. The point system applies to civilian government personnel operating government

vehicles on and off the installation and to their POVs driven on-base if issued a DD Form 1408. It applies to military personnel operating GOVs and POVs on or off the installation. Furthermore, the point system applies to any dependents and other individuals subject to this instruction operating POVs on the installation when issued a DD Form 1408. Unless an individual submits a rebuttal, assess points according to the [Table 5.1](#) and [Table 5.2](#). Also assess points to individuals found guilty by a military or civilian court if applicable (e.g. driving vehicle while impaired).

#### **5.4. Point System Procedures.**

5.4.1. Reports of moving traffic violations recorded on DD Form 1408 will serve as a basis for determining point assessment, except in cases where a AF Form 3545A is accomplished and a DD Form 1408 not issued (i.e., intoxicated driving, driving on revocation, etc.). In cases where an AF Form 3545A is used, points will be assessed based upon the offense.

5.4.2. The following driver improvement measures will be utilized, as appropriate:

5.4.2.1. Notification will be made to individuals and their respective First Sergeant when the individual acquires 10 traffic points within a 12 month period. This will facilitate a counseling or driver improvement interview by the First Sergeant or Unit Commander, if needed. Notification will be made in writing, either by e-mail or US Postal Service Certified Mail.

5.4.2.2. Referral for medical evaluation when a driver, based on reasonable belief, appears to have mental or physical limits that had, or may have, an adverse effect on driving ability.

5.4.2.3. Attendance at a driver improvement program (DIP) to improve awareness or attitude, such as a driver improvement course as outlined in AFI 91-207, *USAF Traffic Safety Program*.

5.4.3. Referral to an alcohol or drug treatment or rehabilitation facility for evaluation, counseling, or treatment within 24 hours of notification. This action is required for active duty military personnel in all cases in which alcohol or other drugs are a contributing factor to a traffic citation, incident, or accident.

5.4.4. The Installation Commander or designee may suspend or revoke driving privileges as provided by this instruction regardless of whether these improvement measures are accomplished.

5.4.5. If a person accumulates 12 traffic points within 12 consecutive months or 18 traffic points within 24 consecutive months, the individual's driving privileges will be revoked for one year.

5.4.6. When a driver is apprehended/detained (on- or off-base) for DWI/DUI or refusing to submit to a test to determine the extent of intoxication, a Notification of Preliminary Suspension of Base Driving Privileges memo will be issued to the driver for a period of one year. If detained for DWI/DUI on-base, the vehicle will be secured at the scene and the keys seized via AF Form 52, *Evidence Tag*. Security force members may move the vehicle to a safe location if it poses a safety hazard. The vehicle will not be released to the individual until the person is no longer under the influence of drugs or alcohol or gives consent to release the vehicle to another individual.

5.4.7. Reinstatement of driving privileges, upon termination of the suspension or revocation, is automatic. However, if the revocation was the result of an alcohol-related incident, the Unit Commander must ensure the individual successfully completes a driver improvement and rehabilitation course, such as outlined in AFI 24-301/*Vehicle Operations* and AFI 44-12/*Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program* prior to reinstatement. The Unit Commander/First Sergeant will ensure proof of course completion is forwarded to the 55 SFS/S-5R.

5.4.8. Points assessed against a person remain in effect for point accumulation purposes for 24 consecutive months, except:

5.4.8.1. Chargeable nonfatal traffic accidents or moving violations will remain for three years.

5.4.8.2. Non-mandatory suspensions or revocations will remain for five years.

5.4.8.3. Mandatory revocations will remain for seven years.

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

5.5.1. The Security Forces Management Information System (SFMIS) (currently linked to MILPDS) will automatically transfer the individual history record to the gaining installations 55 SFS/S-5R section (Air Force only). A hard copy of all active suspension/revocation case files are forwarded via certified mail to the gaining servicing security forces unit or law enforcement servicing unit (other Services). Additionally, for other Services, a printed SFMIS report describing an individual's driving record will be generated and mailed to the gaining law enforcement servicing unit. Associate units will provide 55 SFS/S-5R a monthly listing of personnel (other Services; non-Air Force) selected for retirement, separation and PCS. The monthly listing will provide the gaining unit and location for personnel selected for PCS.

5.5.2. The 55 SFS/S-5R will coordinate a staff summary package from the DFC to 55 WG/JA for a legal review for personnel gained to the installation who have an active suspension/revocation of base driving privileges from another installation. The legal review and staff summary package will be provided to the 55 MSG/CC for determination of continuing the existing suspension or revocation.

5.5.2.1. The 55 SFS/S-5R will notify the gaining Unit Commander/First Sergeant of the 55 MSG/CC decision and, if necessary, obtain the individuals signature on the Notice of Revocation of Base Driving Privileges letter issued by the 55 MSG/CC.

5.5.2.2. The letter will contain the effective dates from his/her original suspension/revocation.

## Chapter 6

### TOWING AND IMPOUNDING PRIVATELY OWNED VEHICLES

**6.1. General Information.** Privately Owned Vehicles (POV) on Offutt AFB are subject to towing and impoundment if it interferes with traffic, threatens public safety or convenience, is involved in criminal activity, contains evidence of criminal activity, or is stolen or abandoned.

6.1.1. The Security Forces Investigations section (55 SFS/S-2I) is the focal point for coordination and tracking of all towed and/or impounded vehicles at Offutt AFB. If a vehicle must be towed, 55 SFS/S-2I will be contacted at 294-6813 prior to the vehicle being towed or impounded. The on-duty Security Forces flight chief or higher authority must approve all towing or impound actions.

6.1.2. When possible, attempt to locate the owner of the POV and have the vehicle removed. If reasonably feasible, allow another responsible person to drive or tow the POV, if they first have permission from the owner, operator, or person empowered to control the vehicle. However in such cases, the security forces (or towing contractor) are not responsible for safeguarding the vehicle.

6.1.3. Standards for Impoundment. Impounding of POVs is justified when any of the following conditions exist:

6.1.3.1. The vehicle is illegally parked:

6.1.3.1.1. On a street or bridge, in a tunnel, or is double parked and interferes with the orderly flow of traffic.

6.1.3.1.2. 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.

6.1.3.1.3. When blocking an emergency exit door of any public place.

6.1.3.1.4. In a "tow-away" zone that is so marked with signs.

6.1.3.2. The vehicle interferes with or is involved in one of the following:

6.1.3.2.1. Street cleaning or snow removal operations after attempts to contact the owner fail.

6.1.3.2.2. Emergency operations during a natural disaster, fire, or other emergency.

6.1.3.2.3. The vehicle was used in a crime or contains evidence of criminal activity. These vehicles will be stored within the SFS Bulk Storage lot, upon coordination with S-2I.

6.1.3.2.4. The owner or person in charge of the vehicle is apprehended and therefore unable (or unwilling) to arrange removal of the vehicle.

6.1.3.2.5. The POV is mechanically defective and is a menace to others using the public roadways.

6.1.3.2.6. The POV is disabled by a traffic accident and the operator is unavailable or physically incapable of having the vehicle towed to a place of safety for storage or safekeeping.

6.1.3.2.7. Law enforcement personnel reasonably believe the vehicle is abandoned as outlined in [paragraph 2.4](#).

## **6.2. Towing and Storage.**

6.2.1. The installation utilizes a wrecker service for official government sanctioned towing and temporary impoundment of vehicles from Offutt AFB. The 55 SFS is the authorized representative for Offutt AFB when removal and storage of a privately owned vehicle is required within the jurisdiction of Offutt AFB.

6.2.2. All fees and charges associated with the tow and storage of the vehicle are assessed against the vehicle owner.

6.2.3. In the unlikely event the vehicle removal and storage is erroneous, the wrecker service will return the vehicle to the owner, at no cost to the owner or the U.S. Government.

6.2.4. The impoundment area is located off the installation in a DFC-approved secure area belonging to the wrecker service.

6.2.5. Impound or tow POVs for appropriate violations of the installation traffic code or involvement in criminal activities under the direct supervision of law enforcement personnel upon coordination with 55 SFS/S-2I.

## **6.3. Procedures for Impoundment.**

6.3.1. Conspicuously place DD Form 2504, *Abandoned Vehicle Notice* on POVs considered abandoned or improperly unattended. Document this action with an entry in the security forces blotter.

6.3.1.1. Security Forces on-duty flights will make all attempts and exhaust all resources to contact the owner prior to towing.

6.3.1.1.1. If the owner is contacted, direct him/her to move the vehicle (or properly register it).

6.3.1.1.2. Allow the owner three days from the date the POV is tagged to remove the vehicle. If attempts to contact the owner fail, forward the DD Form 2504 to Security Forces Investigations for processing. Security Forces Investigations will assume the investigation to determine ownership and initiate removal coordination.

6.3.2. Security Forces Investigations is responsible for having vehicles towed when the vehicle is not moved within the allotted time.

6.3.3. If a contracted wrecker service is used, complete a DD Form 2505, *Abandoned Vehicle Removal Authorization*.

6.3.4. Prior to removing the vehicle, 55 SFS/S-2I completes the DD Form 2506, *Vehicle Impoundment Report*, as a record of action taken. The DD Form 2506 will be used to conduct an inventory listing of personal property within the vehicle.

6.3.4.1. Place personal property in a secure area for safekeeping. Locking the vehicle with positive key control satisfies this requirement.

6.3.4.2. Upon conducting an inventory, all loose, high valued items, military equipment, uniforms and owner identification materials items will be accounted for on an AF FM 52, *Evidence/Property Tag* and relinquished to S-2I for safekeeping. All other inventoried items can be secured as discussed in [paragraph 6.3.4.1](#). Annotate the safekeeping of the property within the security forces blotter.

6.3.4.3. Upon completion of the inventory, lock the vehicle to prevent any additional pilferage. If the keys are present, provide them to the towing service.

6.3.4.4. Security Forces Investigations will forward the DD Form 2507, *Notice of Vehicle Impoundment*, by certified mail to the address of the last known owner of the vehicle (if known) to advise the owner of the impoundment action and request information concerning the owner's intentions concerning the vehicle.

6.3.5. All actions concerning stolen POVs or vehicles involved in criminal activity will be coordinated with 55 SFS/S-2I, prior to any action. Vehicles will be kept in Air Force custody when holding them for evidentiary purposes.

6.3.5.1. Security Forces Investigations will maintain responsibility for the transfer or release of stolen POVs or vehicles involved in criminal activity. Additionally, 55 SFS/S-2I will search any POV in conjunction with impoundment based on criminal activity using search and seizure procedures

6.3.5.2. 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. Staff such requests through 55 WG/JA and the DFC. When appropriate, comply and support such requests and impound the vehicle for a reasonable period. Release the vehicle if civil authorities do not take custody of the vehicle within a reasonable period.

#### **6.4. Disposition of Vehicles after Impoundment.**

6.4.1. When a vehicle is impounded for evidentiary or law enforcement purposes (held on Offutt AFB), hold it for as long as necessary upon proper disposition/coordination with 55 WG/SJA. Unless directed otherwise by competent authority, release vehicles and property when no longer needed for one of the reasons stated above.

6.4.1.1. S-2I will conduct all required disposition coordination IAW locally established procedures, as well as, Title 10, USC 2575, *Disposition of Unclaimed Property*, and DoD Directive 4160.21-M, *Defense Reutilization Marketing Manual*, (when DRMO is used), before taking action to dispose of vehicles not claimed by the owner or an authorized agent.

6.4.2. A vehicle is considered abandoned 60 days after making reasonable good faith efforts to contact the owner or when the owner is contacted and fails to take appropriate steps to assume responsibility for the vehicle.

6.4.2.1. If the owner is known and fails to take appropriate action, the vehicle (evidentiary) will be transferred to Lost and Unclaimed Property and held for an additional 180 days prior to final disposition, as approved by the Property Disposal Board.

6.4.2.2. When owners decline to recover their vehicles, attempt to secure release of the vehicle by having the registered owners complete and sign the DD Form 2507. The 60-day waiting period does not apply when the owner releases the vehicle to the Air Force on DD Form 2507, signed letter, power of attorney, or other legally recognized document.

6.4.2.3. If the vehicle was towed and impounded at the wrecker company's storage site and the vehicle is not of evidentiary use, the wrecker company may take legal action under the laws of Nebraska after 60 days to dispose of the abandoned property in any manner authorized by the laws of Nebraska.

GEORGE M. REYNOLDS, Colonel, USAF  
Commander

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

AFI 1-1, *Air Force Standards*

AFI 13-213, *Air Field Driving*, 1 Jun 11

AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, 18 Dec 15

AFI 31-121, *Military Working Dog Program*, 17 Oct 12

AFI 31-218(I), *Motor Vehicle Traffic Supervision*, 22 May 06

AFI 33-332, *Air Force Privacy and Civil liberties Program*, 12 Jan 15

AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (Adapt) Program*, 8 Jul 14

AFI 91-207, *The US Air Force Traffic Safety Program*, 12 Sept 13

AFMAN 33-364, *Records Disposition—Procedures and Responsibilities*, 22 Dec 06

DoDM 4160.21, *Defense Material Disposition: Property Disposal and Reclamation*, 22 Oct 15

DoDD 5525.4, *Enforcement of State Traffic Laws on DoD Installations*, 31 Oct 86

DoDI 7730.47, *Defense Incident-Based Reporting System (DIBRS)*, 23 Jan 14

*Manual on Uniform Traffic Control Devices (with revisions)*, May 09

OAFBI 11-250, *Offutt AFB Airfield Operations*, 18 Nov 13

***Prescribed Forms***

*OAFB Form 3120, Minor/Major Vehicle Accident Worksheet*

*OAFB Form 3121, Document Request*

***Adopted Forms***

AF Form 52, *Evidence Tag*

AF Form 75, *Visitor/Vehicle Pass*

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

AF Form 771, *Accounting of Disclosures*

AF Form 1313, *Driver Record*

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

AF Form 3545A, *Incident Report*

DD Form 2, *Common Access Card*

DD Form 1408, *Armed Forces Traffic Ticket*

CVB Form 1805, *US District Court Violation Notice*

DD Form 1920, *Alcohol Influence Report*

DD Form 2504, *Abandoned Vehicle Notice*

DD Form 2505, *Abandoned Vehicle Removal Authorization*

DD Form 2506, *Vehicle Impoundment Report*

DD Form 2507, *Notice of Vehicle Impoundment*

***Abbreviations and Acronyms—***

**AFRIMS**—AF Records Information Management System

**ATVs**—All-terrain vehicles

**BAC**—Blood Alcohol Content

**BrAC**—Breath Alcohol Content

**CAC**—Common Access Card

**DFC**—Defense Force Commander

**DIP**—Driver Improvement Program

**DMV**—Department of Motor Vehicle

**DoD**—Department of Defense

**DUI**—Driving Under the Influence

**DWI**—Driving While Intoxicated

**ECC**—Emergency Communications Center

**GOV**—Government Owned Vehicle

**LMR**—Land Mobile Radios

**MSF**—Motorcycle Safety Foundation

**NCIC**—National Crime Information Center

**NHSPS**—National Highway Safety Program Standards

**NHTSA**—National Highway Traffic Safety Administration

**POV**—Privately Owned Vehicle

**PBT**—Portable Breath Tester

**RDS**—Records Disposition Schedule

**RIEVC**—Random Installation Entry Vehicle Check

**SFMIS**—Security Forces Management Information System

**SSN**—Social Security Number

**SRBW**—Suspension/Revocation/Barment/Warrant

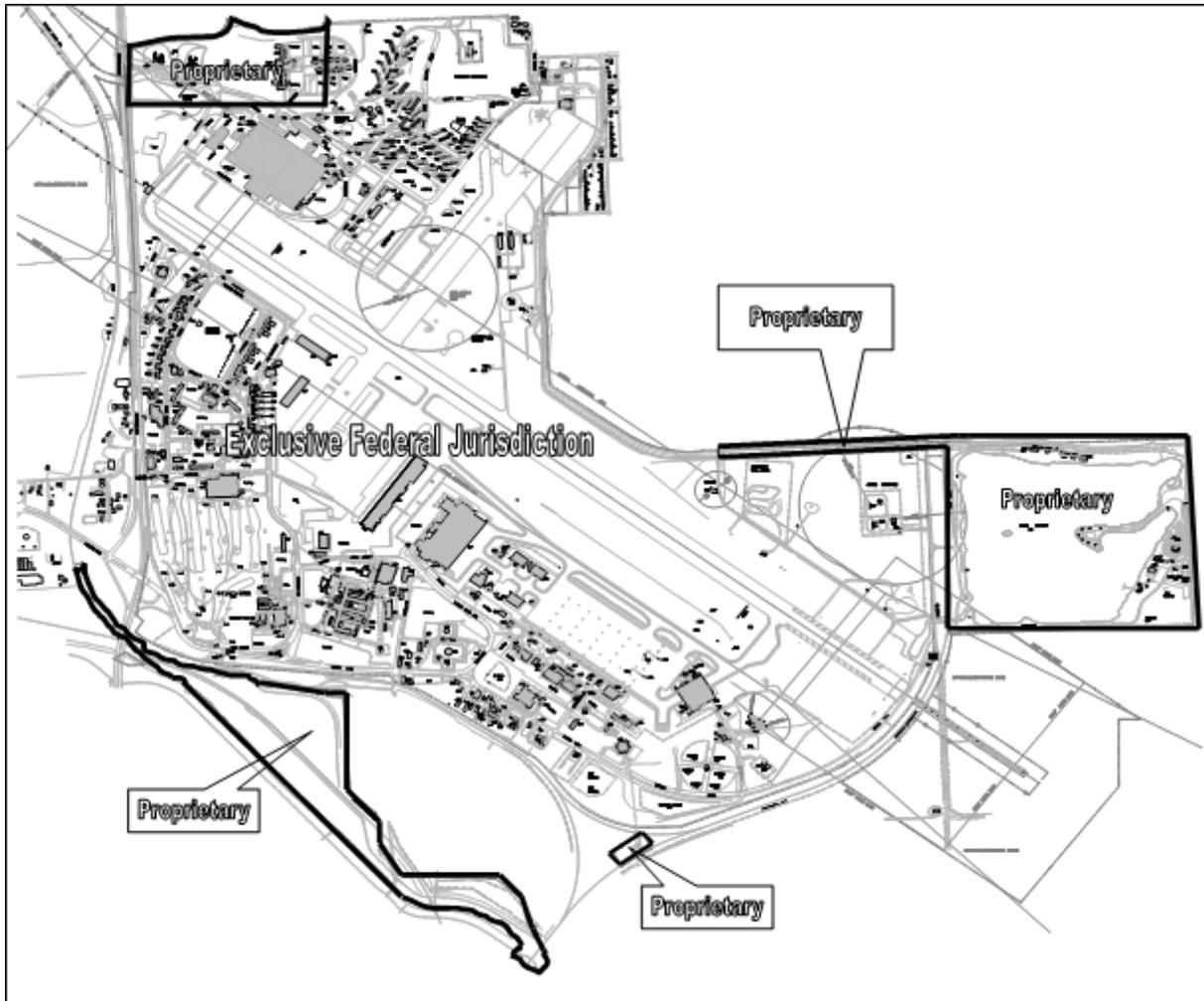
**VCC**—Visitor Control Center



## Attachment 2

## OFFUTT AFB JURISDICTIONAL MAP

Figure A2.1. Offutt AFB Jurisdictional Map.



**A2.1.** The entire Rising View housing area (to include 55th Medical Group, Capehart Chapel, and Willow Lakes Golf Course) and the Base Lake have been designated as proprietary jurisdiction.

**A2.2.** The northwest corner of the main installation (immediate area surrounding Kenney Gate and the B-52 aircraft display, extending east to Building 354, then north splitting dormitories in Building's 364 and 365) is proprietary jurisdiction.

**A2.3.** A strip of property at the southwest end of the installation outside the base perimeter fence has been designated as proprietary jurisdiction.

**A2.4.** A small strip of property starting at the installation's further-most northeast corner and running west along the installation perimeter fence line for a distance of approximately 2,600 feet has been designated as proprietary jurisdiction.

**A2.5.** The northbound lanes of Fort Crook road extending between STRATCOM and Kenney Gates are identified as exclusive jurisdiction.

**A2.6.** The remainder of the main installation proper and Coffman Heights Housing has been designated as exclusive jurisdiction.

### Attachment 3

#### RESERVED PARKING ALLOCATIONS

**A3.1.** Parking spaces will be reserved in minimal numbers by one of two means--automatic or by request. Automatic allocation will be based on primarily on duty positions which are limited to 4 slots. Requesting allocation will have to meet certain criteria for parking. All parking spaces must have initial validation by the Installation Parking Board.

**A3.2.** Automatic allocations will be based primarily on duty positions and are limited to 4 slots per Squadron/Group. Handicapped Alert and GOV parking will also fall into this category. Once initially validated by the Installation Parking Board, these spaces will be permanently assigned. These automatic allocations consist of:

A3.2.1. Squadron/Group Commanders

A3.2.2. Squadron/Group Deputy/Vice Commander

A3.2.3. Squadron/Group Senior Enlisted

A3.2.4. Squadron First Sergeant/Group Visitor

A3.2.5. Handicapped/Alert Vehicles/Government Vehicles (the number of Handicapped slots will be determined by ADA guidelines.)

**A3.3.** By request allocations will be based on the following criteria. These require initial and annual validation by the Installation Parking Board. By request allocations may consist of:

A3.3.1. Special Needs (physically impaired employee, etc.)

A3.3.2. Customer Reserved Parking (2 hours, loading, etc.)

A3.3.3. Mission Requirements--POVs (extensive justification required; must be in a high density parking area, supported by a validated mission need.)

## Attachment 4

## EXAMPLE MEMORANDUM FOR RESERVED PARKING ALLOCATIONS

Figure A4.1. Example Memorandum for Reserved Parking Allocations.

<p>Date</p> <p>MEMORANDUM FOR 55 MSG/CD</p> <p>FROM: Organization Requesting Reserved Parking Spots</p> <p>ADDRESS: Address of the Organization</p> <p>SUBJECT: Reserved Parking Request</p> <p>AUTOMATIC ALLOCATIONS: (These are listed in the first portion of this Attachment)</p> <ul style="list-style-type: none"><li>a. Squadron/Group Commanders</li><li>b. Squadron/Group Deputy/Vice Commander</li><li>c. Squadron/Group Senior Enlisted</li><li>d. Squadron First Sergeant/Group Visitor</li><li>e. Handicapped determined by ADA guidelines</li><li>f. Government Vehicles -- determined by the number of vehicles assigned to the unit</li></ul> <p>BY REQUEST ALLOCATIONS:</p> <ul style="list-style-type: none"><li>a. Customer -- (2-hour) Justification: Each squadron provide their own justification.</li><li>b. Special Needs: Each squadron provides their own justification.</li><li>c. Attachment: Map showing requested slots and preferred locations, as appropriate. (Note: Reserved parking locations will not necessarily be the most convenient slots to entrances. Plan accordingly to place some GOVs, etc., away from entrances and customer/handicapped at optimum locations.)</li></ul> <p style="text-align: right;"><b>Signature Block/Unit Commander</b></p>
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## Attachment 5

### PARKING POLICIES FOR RVS AND OVERSIZE VEHICLES

**A5.1.** Do not park U-Hauls, camper-type vehicles, and boats in the BX or Commissary parking lots. Vehicle will be towed at the owner's expense.

**A5.2.** Personnel driving U-Haul or camper type-vehicles:

A5.2.1. U-Haul or camper-type vehicles that are the primary vehicle may park as follows when the operator is staying at the lodging facility indicated and a pass has been issued by the lodging facility:

A5.2.1.1. Quarters 13; behind the quarters.

A5.2.1.2. Malmstrom, O'Malley, or Offutt Inns; park on the west side of the O'Malley Inn parking lot.

A5.2.1.3. Temporary Lodging Facility; park in designated space if the vehicle will fit. If the vehicle will not fit, short-term parking is available in the golf course lower lot. Park additional vehicles at the golf course lower lot. Do not park in commercial strip malls – vehicles may be towed.

**A5.3.** U-Haul or camper-type vehicles towing a car:

A5.3.1. Detach the car, drive it, and park the U-Haul or camper type vehicle in one of the lots across the street west of the Offutt Inns Guest Reception Center. The U-Haul or camper type vehicle must be removed within three days or the vehicle may be towed at the owner's expense.

**A5.4.** Oversize vehicles, campers, U-Hauls, etc., must initially enter the installation through STRATCOM Gate to be logged on and issued the oversize vehicle parking permit.

**A5.5.** Towing boats, campers, etc.:

A5.5.1. Overnight parking (no more than 24 hours to accommodate removal from long-term storage prior to use); detach the item and park it in one of the lots across the street west of Offutt Inns Guest Reception Center.

A5.5.2. Long term parking; contact the RV storage lot at 294-5564/2034.

**A5.6.** Guests requiring an extension:

A5.6.1. These personnel must return to the Offutt Inns Guest Reception Center for an extension of their parking pass.

## Attachment 6

### ADMINISTRATIVE DUE PROCESS FOR SUSPENSIONS AND REVOCATIONS

**A6.1.** 55 MSG/CC directed preliminary suspension will begin immediately pending resolution of intoxicated driving incidents, driving on state suspended/revoked driver's license or driving on suspended/revoked installation driving privileges.

**A6.2.** A preliminary suspension will not begin immediately (except for incidents meeting the requirements of Note 1 above) if a request for an appeal/hearing is submitted.

**A6.3.** The following procedures will be used when a situation arises where issuance of a preliminary suspension of base driving privileges is warranted:

A6.3.1. 55 SFS will contact 55 MSG/CC and brief on the incident

A6.3.2. 55 SFS personnel will refer to the "Quick Reference List" located on the Emergency Communications Center and inform 55 MSG/CC of the time frame required by this instruction for suspension/revocation.

A6.3.3. Preliminary suspensions are indefinite in time.

A6.3.4. 55 SFS will complete the pre-signed "Notice of Preliminary Suspension of Base Driving Privileges" letter.

A6.3.5. The notice will be served on the person. The recipient will be afforded the opportunity to request their installation driving privileges be restored pending investigation and final resolution of the incident. (**NOTE:** The recipient has 5 duty days from the date of acknowledgement of the Notice of Preliminary Suspension of Base Driving Privileges letter to submit matters for consideration (see Attachment 8 for format).

**A6.4.** Letters are prepared as an original and one copy (or a copy is made after completion). After acknowledgment by the offender or witnessed refusal on both copies, a copy of the suspension/revocation letter will be given to the offender.

**A6.5.** All suspensions/revocations issued by the 55 MSG/CC will be reviewed by 55 WG/JA.

## Attachment 7

## DD FORM 1408, TRAFFIC CITATION REBUTTAL

Figure A7.1. Traffic Citation Rebuttal.

(Date)	
MEMORANDUM FOR Unit CC	
55 SFS/S-5R	
55 SFS/S-5P	
DFC	
55 SFS/S-5R	
FROM: Name of Individual	
SUBJECT: DD Form 1408, Traffic Citation Rebuttal	
1. Submit justification stating why a citation should not have been written or why the action taken was inappropriate. Be specific, stick to the facts, and provide any supporting evidence, documentation, or witnesses who can support the facts. Individuals must report to 55 SFS/S-5R within 5 duty days of receiving the ticket and state their desire to rebut a specific traffic ticket.	
Signature Block/Individual	
1st Ind, Unit CC	
TO: 55 SFS/S-5R	
The unit commander or staff agency chief will provide a recommendation with rationale for review by the 55 MSG/CC. The letter will be hand-carried to 55 SFS/S-5R (Bldg. 160, Room B-111) for processing. There is suspense of 14-days from the date the ticket was issued.	
Signature Block/Unit Commander	
The individual <u>          (Printed Rank &amp; Full Name of Individual)          </u> , acknowledges receipt of the memo, and that he/she is aware of the suspense of _____, for his/her rebuttal request to be returned to S-5R.	
_____	_____
55 SFS/S-5R printed name, signature and date	Individual's printed name, signature & date

## Attachment 8

## SAMPLE REQUEST TO REDUCE DRIVING REVOCATION/SUSPENSION DURATION

Figure A8.1. Sample Request to Reduce Driving Revocation/Suspension Duration.

(Date)

MEMORANDUM FOR Unit CC

FROM: Rank and Full Name of Individual

SUBJECT: Request to Reduce Driving Revocation/Suspension Duration

1. My driving privileges at Offutt AFB were (revoked/suspended) on (date of original suspension or revocation) because I (insert circumstances that led to the suspension/revocation – specifically include BAC/BrAC level, if you refused to submit to a chemical test of blood, breath or urine, and specifics of any accident that you were involved in, as applicable) under

*AFI 31-218(I), Motor Vehicle Traffic Supervision, AFMAN 31-116, Air Force Motor Vehicle Traffic Supervision and OAFBI 31-116, Motor Vehicle Traffic Supervision.* I hereby request that my driving privileges be reinstated subject to the following terms and conditions:

a. I will not drink alcohol and drive.

b. I voluntarily agree to have an ignition interlock device, of a type approved by competent authority at Offutt AFB, installed in any vehicle that I drive onto base, until the date my driving revocation was to expire, specifically (insert date revocation was to expire). The cost of installation will be at my own expense.

c. I agree to pay any costs associated with leasing and/or maintaining the ignition interlock equipment, at my own expense.

d. I agree to have the ignition interlock device monitored continuously and serviced at least every 30 days, both at my own expense.

e. I agree to have the monitored results of the ignition interlock device reported to an official of your choosing at Offutt AFB.

f. I will not alter, tamper with or circumvent the ignition interlock device or allow another to do so.

2. I understand that failure to adhere to any of the above terms and conditions will not only result in the reinstatement of my driving privilege revocation, but also may subject me to further disciplinary action. I have voluntarily signed this request and retained a copy of it.

Signature Block/Individual

(Typed name, grade, SSN, USAF)

Attachment:

(Suspension/Revocation) Letter

1st Ind, Unit CC

TO: (Requestor's name)

I hereby (approve/deny) your request.

Signature Block/Unit Commander



## Attachment 10

## REQUEST FOR RESTORATION OF BASE DRIVING PRIVILEGES

Figure A10.1. Request for Restoration of Base Driving Privileges.

(Date)	
MEMORANDUM FOR Unit CC	
55 SFS/S-5R	
55 SFS/S-5P	
DFC	
55 WG/JA	
55 MSG/CC	
55 SFS/S-5R	
FROM: Rank and Full Name of Individual	
SUBJECT: Request for Restoration of Base Driving Privileges Pending Resolution of Case File	
1. Submit justification as to why your base driving privileges should be completely reinstated prior to resolution of your incident. Be specific, stick to the facts, and provide any supporting evidence, documentation, or witness who can support the facts. All requests for restoration of base driving privileges will be denied unless the request is made within 5 duty days from the date the individual acknowledges the "Notice of Preliminary Suspension of Base Driving Privileges" letter.	
Signature Block/Individual	
1st Ind, Unit CC	
TO: 55 SFS/S-5R	
The unit commander or staff agency chief will provide a recommendation with rationale for review by the 55 MSG/CC. The letter will be hand-carried to 55 SFS/S-5R (Bldg. 160, Room B-111) for processing.	
Signature Block/Unit Commander	
The individual <u>          (Printed Rank &amp; Full Name of Individual)          </u> , acknowledges receipt of the memo, and that he/she is aware of the suspense of _____, for his/her rebuttal request to be returned to S-5R.	
_____	_____
55 SFS/S-5R printed name, signature and date	Individual's printed name, signature & date

## Attachment 11

**RESTRICTED DRIVING PRIVILEGES REQUEST****Figure A11.1. Restricted Driving Privileges Request.**

<p>(Date)</p> <p>MEMORANDUM FOR Unit CC</p> <p>55 SFS/S-5R</p> <p>55 SFS/S-5P</p> <p>DFC</p> <p>55 WG/JA</p> <p>55 MSG/CC</p> <p>55 SFS/S-5R</p> <p>FROM: Rank and Full Name of Individual</p> <p>SUBJECT: Request for Restricted Base Driving Privileges for (Individual's Rank &amp; Full Name)</p> <p>1. Any member who has had their installation driving privileges revoked/suspended for cause may at any time during the revocation/suspension period request restricted driving privileges.</p> <p>The requester must be very specific as to why they need the privileges afforded, and as to what specific privileges they are requesting; i.e., to drive to the commissary from my home quarters through the USSTRATCOM Gate on Wednesdays between the hours of 1500-1700 to purchase groceries for my family. Submit justification as to why your base driving privileges should be completely reinstated prior to resolution of your incident. Be specific, stick to the facts, and provide any supporting evidence, documentation, or witness who can support the facts.</p> <p style="text-align: right;">Signature Block/Individual</p> <p>1st Ind, Unit CC</p> <p>TO: 55 SFS/S-5R</p> <p>The unit commander or staff agency chief will provide a recommendation with rationale for review by the 55 MSG/CC. The letter will be hand-carried to 55 SFS/S-5R (Bldg. 160, Room B-111) for processing.</p> <p>Signature Block/Unit Commander</p>
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