

**BY ORDER OF THE COMMANDER  
SPANGDAHLEM AIR BASE**

**SPANGDAHLEM AIR BASE INSTRUCTION  
31-104**



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**Air Force Instruction 31-204\_USAFESUP, *Air Force Motor Vehicle Traffic Supervision*, is implemented as follows:** This supplement establishes policies, assigns responsibilities and procedures for compliance with safe and efficient movement of personnel and vehicles for the efficient supervision of motor vehicles, bicycles, roller skates, and pedestrian traffic on Spangdahlem Air Base (SAB) and areas under the control of the 52d Fighter Wing (52 FW). This instruction applies to all personnel, military, civilian family members, civilian visitors, Department of Defense civilians who are assigned to or visit SAB. Portions of this supplement apply to German national employees on the installation and personnel without a driver's license. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363\_USAFESUP, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command.

**SUMMARY OF CHANGES**

This document is substantially revised and must be completely reviewed. This instruction incorporates extensive changes from AFI 31-204 which it replaces and must be thoroughly reviewed by the reader.

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## Chapter 1

### INTRODUCTION

**1.1. Program Management.** This instruction implements policy, assigns responsibility, and establishes procedures for motor vehicle traffic supervision on Spangdahlem Air Base, Germany.

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. The Installation Commander may modify these policies and procedures in the following instances:

1.1.2.1. When dictated by host nation relationships, treaties, and agreements.

1.1.2.2. When traffic operations under military supervision necessitate special measures to meet mission unique requirements or to protect public safety.

1.1.3. Safe and efficient movement of personnel and vehicles is the objective of every traffic control program. Program goals should focus on ways to reduce traffic-related deaths, injuries, and property damage.

### 1.2. Responsibilities.

1.2.1. Air Force Chief of Security Forces (HQ USAF/SF). Establishes policy to assist Installation Commanders in the administration of local traffic supervision and enforcement programs.

1.2.2. Air Force Security Police Agency (HQ AFSPA). Provides guidance to MAJCOMs and field units on implementing traffic safety and supervision programs.

1.2.3. Major Command Chief of Security Forces (MAJCOM/SF). Each MAJCOM/SF manages command unique traffic supervision and enforcement programs. They provide key staff support to Installation Commanders and their assigned security police units.

1.2.4. Installation Commander. Establishes and manages the local installation traffic supervision program. The 52d FW Commander (52 FW/CC) has delegated responsibility for revocations and suspensions of driving privileges to the 52d Mission Support Group Deputy Commander (52 MSG/CD). Reinstatements and hearings will be delegated to the 52 MSG Commander (52 MSG/CC). The 52d Security Forces Squadron Reports and Analysis (52 SFS/S5R) section will be notified of the action. Reference AFI 24-301, *Vehicle Operations*, Chapter 8 for revocation/suspension of Government Owned Vehicle (GOV) licenses.

1.2.5. The 52d Security Forces Squadron Commander (52 SFS/CC) has overall responsibility for enforcement of the traffic code. The 52 SFS/Police Services (52 SFS/S5L) has the responsibility for traffic enforcement and administrative upkeep of the code, as well as the long-term temporary duty (TDY) parking plan. The 52 SFS Investigations (52 SFS/S2I), has the responsibility for the base impoundment parking lot.

1.2.6. The 52 FW Safety Office (52 FW/SE) is responsible for initiating activities relating to preventing accidents, educating personnel on motor vehicle safety, and conducting detailed investigations of safety incidents/mishaps as required by applicable directives.

1.2.7. The 52d Civil Engineer Squadron Commander (52 CES/CC) will plan, construct and maintain streets and adjacent lands on all areas of SAB. This includes procurement, construction, installation and maintenance of traffic control devices, signage, reserved parking plan, and removal/emplacement of barricades or traffic control devices during painting, maintenance and operations.

1.2.8. Installation Traffic Engineer. Traffic engineers conduct formal traffic engineering studies. They apply traffic engineering measures and control devices to reduce the number and severity of traffic accidents. If there is no installation traffic engineer, the Installation Commander may request support services by contacting the Commander, Military Traffic Management Command, 5611 Columbia Pike, Falls Church VA 22041-5050.

1.2.9. The 52d Logistics Readiness Squadron Commander (52 LRS/CC) provides wrecker service upon request of appropriate SAB officials or 52 SFS to remove vehicles creating a safety hazard or emergency situation. Towing of POVs by government owned wreckers will be IAW liability limits as determined by the Staff Judge Advocate (52 FW/JA). **Note:** There is no impoundment area belonging to a contracted wrecker service on SAB.

1.2.10. 52 MSG/CD will chair a Traffic Safety Board or Traffic Safety Coordination Group will be convened at least semi-annually to address traffic hazards and to improve traffic. Traffic board members will normally include, as a minimum, 52 FW/SE, 52 CES/CC and 52 SFS/CC.

**1.3. Delegation of Authority.** Installation Commanders may delegate their authority under this instruction to their vice commander, support group commander, or other appropriate official. Those selected for delegation must not occupy a law enforcement, investigative, or other position which might lead to a conflict of interest or the appearance of such conflict during their administration of the motor vehicle traffic supervision program. Installation Commanders must coordinate their letters of delegation through their installation staff judge advocate (SJA).

## Chapter 2

### DRIVING PRIVILEGES

**2.1. Requirements for Driving Privileges.** Driving a GOV or POV on an Air Force installation is a privilege granted by the Installation Commander. If individuals accept that privilege, compliance with the laws and instructions governing motor vehicle operation and registration on the installation is mandatory.

2.1.1. Consequently, everyone operating a motor vehicle on a military installation must produce, upon request from SF, the following:

2.1.1.1. A valid state, overseas command, host nation, or international driver's license and/or AF Form 2293, US Air Force Motor Vehicle Operator's Identification Card, supported by a Command Access Card (CAC) or DD Form 2, US Armed Forces Identification Card.

2.1.1.2. Proof of vehicle registration by the issuing authority.

2.1.1.3. Proof of valid vehicle insurance.

2.1.1.4. USAREUR licensed drivers must have a valid stateside license on their person while operating a vehicle.

2.1.1.5. If required by the jurisdiction in which the vehicle is operated, a valid record of motor vehicle safety inspection, emission control test, or any other test, evaluation, safety inspection, or other documents required by the host nation.

2.1.1.6. Motorcycle operators must provide proof of satisfactory completion of the Motorcycle Safety Foundation (MSF) Beginner Rider's Course (BRC) or Experienced Rider's Course (ERC). Refresher training is required every three years from the date of issue on the MSF card. Operators must also have the endorsement on their United States Army in Europe (USAREUR) and stateside driver license.

2.1.2. Family members or friends that do not possess a USAREUR driver's license, cannot operate a USAREUR plated vehicle unless they have an international driver's license and have received the appropriate paperwork issued by the Customs office. This does not apply to local nationals when a USAREUR licensed member of the POV owner's household is present and the guest has a valid license recognized by German authorities.

2.1.3. Personnel in Germany will not operate vehicles with stateside license plates. Refer to Joint Publication USAFE Instruction 31-202/AE 190-1, *Driver and Vehicle Requirements and the Installation Traffic Code for the U.S. Forces in Germany* for POV registration requirements.

2.1.4. For obtaining a USAREUR license; refer to Joint Publication USAFE Instruction 31-202/AE 190-1 Chapter 2.

2.1.5. Newly assigned personnel may receive a temporary 30 day license. Attending the local safety briefing is required to receive this temporary license.

2.1.6. A USAREUR driver's license and GOV license is required to operate a GOV unless the GOV does not require a GOV license IAW AFI 24-301. Local Nationals with a valid

license recognized by German authorities and a GOV license do not require a USAREUR license to operate a GOV.

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

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

2.2.2. The following principles govern the stopping of motor vehicles:

2.2.2.1. In overseas areas, SF may stop, search, and detain vehicles on- or off-base as determined by host nation agreements and local command policy.

2.2.2.2. In areas where off-base patrols are authorized, patrols will not engage in the enforcement of host nation laws against non-U.S. personnel operating vehicles bearing non-U.S. license plates.

2.2.2.3. Traffic stops on-base of POVs are authorized when there is a reasonable belief it is necessary to enforce a traffic regulation or when there is suspicion of criminal activity. Coordinate all searches and impoundments with local SJA.

2.2.2.4. Random Installation Entry/Exit Vehicle Checks (RIEVC) will be conducted IAW AFI 31-101\_USAFESUP, *Integrated Defense*.

**2.3. Implied Consent to Blood, Breath, or Urine Tests.** This requirement must be outlined as part of installation newcomers briefings and/or in-processing of newly assigned personnel. Refer to Joint Publication USAFE Instruction 31-202/AE 190-1.

2.3.1. 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 an Air Force installation.

## **2.4. Implied Consent to Vehicle Impoundment.**

2.4.1. 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:

2.4.1.1. Illegally parked.

2.4.1.2. Interferes with traffic operations.

2.4.1.3. Creates a safety hazard.

2.4.1.4. Disabled by accident or incident.

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

2.4.1.6. Abandoned, IAW procedures outlined in MOU between 52 SFS and 52 FSS.

2.4.2. Examples of vehicle abandonment are:

2.4.2.1. Missing USAREUR plates (not registered non-op).

2.4.2.2. Appears neglected (i.e. flat tires, broken windows etc.).

2.4.2.3. Expired registration.

2.4.2.4. Parked 72 hours without being moved (except in authorized long term parking).

2.4.3. If a vehicle is believed to be abandoned:

2.4.3.1. SF will cite the vehicle using the DD Form 1408, *Armed Forces Traffic Ticket* and the DD Form 2504, *Abandoned Vehicle Notice*. Note: A detailed blotter entry will be made by BDOC.

2.4.3.2. Owners will be allowed 3 days from the date the POV is tagged to remove the vehicle before impoundment action is initiated. If the vehicle has not been removed after 3 days, it will be removed by the installation towing service or the contracted wrecker service. If a contracted wrecker service is used, a DD Form 2505, *Abandoned Vehicle Removal Authorization*, will be completed and issued to the contractor by the installation law enforcement office. Owners identified as abandoning a vehicle may be charged under Article 92 of the Uniformed Code of Military Justice (UCMJ), pursuant to this instruction.

2.4.3.3. Personal property in a suspected abandoned vehicle will be inventoried and stored IAW MOU between 52 FSS and 52 SFS.

2.4.3.4. When conditions warrant, the 52 FW/CC designates the on-duty 52 SFS/Flight Chief the authority to remove and impound vehicles posing safety hazards or suspected of being abandoned.

2.4.4. Unclaimed Vehicles: Vehicles impounded will be disposed of IAW MOU between 52 FSS and 52 SFS.

2.4.4.1. Prior to disposing of vehicles, the abandoned vehicle monitor or representative custodians will make a diligent effort to find the owner or representative of the abandoned vehicle.

2.4.4.2. If the owner is known and can be contacted, the owner will be informed that the vehicle has been impounded and given the choice of picking up the vehicle or turning it over to the Force Support Squadron. The owner will be charged and is responsible for paying the current Auto Hobby Shop towing and recovery fees prior to the release of his or her vehicle from the impound lot.

2.4.5. If the vehicle will be removed from the installation, LE personnel must complete the DD Form 2506, *Vehicle Impoundment Report*, as record of the actions taken.

2.4.5.1. An inventory of all personal property will be conducted to protect the owner, law enforcement personnel, contractor and the commander.

2.4.5.2. If a container such as a suitcase is found inside the vehicle, it must be sealed with security tape and inventories. If it is deemed necessary to open the container, the items must be inventoried. Note: Such containers will be only be opened if the container might contain explosives or otherwise present a danger to the public, then the items shall be inventoried. Merely listing the container and sealing it with security tape will suffice.

2.4.5.3. Personal property must be placed in a secure area for safekeeping.

2.4.6. The owner will be charged and is responsible for paying the current cost of towing and recovery should a need arise to remove or impound their motor vehicle because of a situation described above to the 52 FSS, Auto Hobby Center.

2.4.7. A DD Form 2507, *Notice of Vehicle Impoundment*, will be forwarded via certified mail to the address of the last known owner of the vehicle advising them of the impoundment action, and requesting information concerning the owner's intention pertaining to the disposition of the vehicle.

2.4.8. Stolen privately owned vehicle or vehicles involved in criminal activity will be handled as follows:

2.4.8.1. When the POV is to be held for evidentiary purposes, the vehicle should remain in the custody of the applicable service or Defense Logistics Agency (DLA) until law enforcement purposes are served.

2.4.8.2. Recovered stolen POVs will be released to the registered owner, unless held for evidentiary purposes, or to the law enforcement agency reporting the vehicle stolen.

2.4.8.3. POVs may be held on request of other authorities will be retained in the custody of the applicable Service or DLA until vehicle can be released to such authorities.

2.4.9. All contracts for the disposition of abandoned vehicles must comply with 10 USC 2575.

2.4.10. Once the vehicle becomes the lawful possession of the Air Force, 52 SFS/S2 will take necessary actions in the disposition of vehicle.

**2.5. Suspension or Revocation of Driving Privileges.** The 52 FW/CC has delegated responsibility for revocations and suspensions of driving privileges to the 52 MSG/CD. Reinstatements and hearings will be delegated to the 52 MSG/CC. For short-term revocations (under 60 days) an officer or civilian equivalent immediately senior to the licensee in the chain of command or an officer who has been designated by a commander (O-4 or above, but normally the Squadron commander) will act as suspension/revocation authority for a unit or organization. However, 52 SFS/S5R shall oversee drafting of suspension/revocation paperwork and submit it through the proper channels for the suspending authority.

2.5.1. Suspensions.

2.5.1.1. The 52 FW/CC may suspend driving privileges for serious violations or when lesser measures fail to improve a driver's performance. The commander 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. The Installation Commander has discretionary authority and may withdraw anyone's authorization to operate a government or privately owned motor vehicle on the installation.

2.5.1.2. The 52 FW/CC will immediately provisionally suspend installation GOV/POV driving privileges for up to 30 days (pending resolution of an intoxicated driving incident through normal channels and procedures) which involves active duty military personnel, their family members, retired members of the military service, and Department of Defense (DoD) civilian personnel. This applies regardless of the geographic location of an intoxicated driving incident. The Installation Commander can only suspend privileges

of non-DoD affiliated civilians for incidents occurring on the installation or in the areas subject to their military traffic jurisdiction. Provisional suspensions are enacted based on the following circumstances:

2.5.1.2.1. After a review of available evidence, suspend driver's privileges pending resolution of the intoxicated driving incident **IAW Attachment 3**.

2.5.1.2.2. 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.

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

#### 2.5.2. Revocations.

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

2.5.2.1.1. A person is lawfully detained for intoxicated driving and refuses to submit to or complete tests to measure blood alcohol or drug content as required by the law of the jurisdiction, installation traffic code, or this instruction.

2.5.2.1.2. 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.

2.5.2.2. The Deputy Force Commander (DFC) develops plans and procedures to forward revocation, suspension, and driving records to gaining commanders and to initiate appropriate staff action when receiving similar records from losing commanders of inbound personnel. Additionally, gaining commanders can request a members driving record at anytime through SF Reports & Analysis.

2.5.2.3. The Installation Commander or designated representative may impose multiple suspensions to run consecutively or concurrently.

2.5.2.4. When temporary suspensions are followed by revocations, compute the revocation period from the original suspension date.

2.5.3. All other revocations will follow normal administrative channels **IAW Attachment 3**.

**2.6. Alcohol and Drug Abuse Programs.** After coordination with the SJA, unit commanders will direct drug and/or alcohol testing within 24 hours of suspected alcohol related motor vehicle/traffic incidents or misconduct, episodes of aberrant or bizarre behavior or where there is reasonable suspicion of drug use. If the member refuses to provide consent for testing, coordinate and perform a magistrate ordered search and seizure.

2.6.1. Refer military personnel involved in any intoxicated (drug or alcohol) motor vehicle incident to Substance Abuse Office, Drug and Alcohol Control for evaluation.

2.6.2. The Director of Base Medical Services will notify SF whenever competent medical authority has recommended an individual be medically disqualified from driving, or has been identified as a problem drinker or drug abuser to the extent which renders him or her incapable of safely operating a motor vehicle. The Installation Commander or designated representative may consider such individuals for suspension or revocation.

## **2.7. Reciprocal Procedures.**

2.7.1. The 52 FW/CC will honor revocations issued by other DoD Installation Commanders regardless of service component affiliation. Revocations remain in effect during reassignment unless the issuing authority terminates the revocation before reassignment. The Installation Commander 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.

## **2.8. Administrative Due Process for Suspensions and Revocations.**

2.8.1. When considering suspending or revoking someone's driving privileges, notify that person in writing and tell them what action will be taken and the reason. Coordinate this notice with the base legal office.

2.8.2. Do not suspend or revoke a person's driving privileges until they are notified (or reasonable attempts made) and offered an administrative hearing. The Installation Commander or designated representative determines when a suspension or revocation takes effect. Only in unusual circumstances should verbal notifications be made. Unless an application for a hearing is made within the prescribed period, suspension or revocation takes place on the prescribed date and time. The Installation Commander determines the time period for staying a suspension or revocation action after receiving a request for an administrative hearing. For offenses outlined above, the Installation Commander will authorize an immediate preliminary suspension based on reliable evidence. Such evidence can include witness statements, a military or civilian police report, chemical test results, a refusal to complete chemical testing, video tapes, written statements, field sobriety test results, or other evidence.

2.8.3. The 52 MSG/CC is the designated authority to review available evidence to determine if immediate suspension of driving privileges of personnel suspected or charged with drunk or reckless driving is warranted. If immediate suspension is warranted, the individual will be issued a Preliminary Suspension of Driving Privileges letter from the 52 FW/CC.

2.8.3.1. Hearing procedures for incidents, suspensions or revocations: Within 10 duty days from receipt of notice, individuals may submit a request for a hearing to vacate the action. The request must be made in writing through the individual's commander for recommendation of hearing approval/disapproval to 52 MSG/CC. Any suspension or revocation will remain in effect pending the outcome of the hearing. The 52 MSG/CC will evaluate each case to determine appropriate action. Only pertinent facts may be used to determine the appropriate action to be taken. An individual's character or service record will not be used to determine action. In the case of a drunken or reckless operation of a vehicle, aircraft, or vessel, 52 MSG/CC will only review incidents where the individual is charged with operating a POV with a BAC of 0.5mg (0.05g/100ml) or more per 1.0ml (0.10g/100ml) of whole blood or while under the influence of any

controlled substance, and should find in favor of the individual only if the individual was not operating the POV or the BAC or other test results were incorrect or invalid. Once a decision is made to impose administrative sanctions, 52 MSG/CC will notify 52 SFS/S5R in writing of the action taken in the hearing. 52 SFS/S5R will in turn notify USAREUR Registry of Motor Vehicle (RMV) in writing of the action taken. 52 SFS/S5R will also annotate any changes deemed necessary by 52 MSG/CC in Security Forces Management Information System (SFMIS).

2.8.3.2. For active duty military personnel, send a written notice of preliminary suspension for intoxicated driving to their commander or reasonable equivalent. For non-installation, non-DoD affiliated civilians, present the written notice of preliminary suspension for intoxicated driving either in person (preferred) or by certified mail. If the person is employed on the installation, send to their commander or reasonable equivalent.

2.8.3.3. Advise the individual of the following in the preliminary suspension notification for intoxicated driving:

2.8.3.3.1. Suspension can be made a revocation under the authority of the 52 FW/CC.

2.8.3.3.2. The right to request restoration of driving privileges pending investigation or resolution of the incident (direct request letters to 52 MSG/CC).

2.8.3.3.3. The right of military personnel to present evidence and witnesses and be represented by a civilian counsel (at their own expense) or assigned military counsel. The Area Defense Council determines the availability of specific (by name) military counsel requests.

2.8.3.3.4. The right of DoD civilian employees to have a personal representative present at the administrative hearing IAW applicable laws and instructions.

2.8.3.3.5. Amount of time the individual has to respond and request the administrative hearing before the preliminary suspension or revocation becomes permanent.

2.8.3.3.6. Direction to sign the acknowledgement of receipt and to return the signed letter to the address shown in the letter.

2.8.3.3.7. Requested hearings must take place within a reasonable period which is determined by the Installation Commander, not to exceed 30 days. A preliminary suspension for intoxicated driving remains in effect until the Installation Commander makes a final decision.

2.8.4. Hearings for intoxicated driving will cover only the pertinent issues of whether: 1) The law enforcement official had reasonable grounds to believe the person was driving or was in physical control of a motor vehicle while under the influence of alcohol or other drugs; 2) The person was lawfully cited or apprehended for an intoxicated driving offense; 3) The person was asked to submit to a test for alcohol or other drug content of blood, breath, or urine and was informed of the consequences for refusing to take or complete such a test; 4) The person refused to submit to the test for alcohol, breath, or urine; failed to complete the test; submitted to the test and the result exceeded the amount of allowed blood alcohol content; results indicate the presence of other drugs for an on-installation apprehension or in

violation of state laws for an off-installation apprehension; and 5) The testing methods used were valid and reliable, and the results accurately recorded the evaluated.

2.8.4.1. For revocation actions involving intoxicated driving, the revocation is mandatory on conviction or other findings that confirm the charge.

2.8.4.2. The date of conviction or other findings that confirm the charge will be the effective date of the revocation.

2.8.4.3. Notice of automatic revocation may be placed in the suspension letter, or sent in a separate letter. Revocation is not effective until receipt of the written notice, or the showing that reasonable attempts to notify the individual were made.

2.8.4.4. Revocations 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.

#### 2.8.5. Petitions for reinstatement:

2.8.5.1. The 52 FW/CC designates the 52 MSG/CC as the individual authorized to grant restricted driving privileges. Prior to granting restricted driving privileges, personnel will complete Driver Improvement and Rehabilitation Course (DIRC) and the Substance Abuse Seminar through the Substance Abuse Control Office (if revocation/suspension was drug or alcohol related). Individuals must also successfully complete the USAREUR written POV test prior to the granting of restricted or reinstated driving privileges if license was revoked.

2.8.5.2. After completing the entire period of the revocation/suspension and the directed remedial measures, the individual may apply for reinstatement of driving privileges. This procedure is initiated from the individual through the first sergeant. This will be a written request from the individual to the 52 MSG/CC. The reinstatement letter template will be issued to the member by 52 SFS/S5R to complete and return to 52 SFS/S5R for the routing process.

2.8.5.2.1. Military and military dependents may be required to complete the 52 FW/SE DIRC before reinstatement of driving privileges. Contact Wing Safety for additional guidance.

2.8.5.2.2. The completed reinstatement letter will be routed through: 1) individuals unit commander; 2) 52 FW/SE; 3) 52 MDOS/SGOHA if Substance Abuse Training was required; 4) 52 SFS/S5R; 5) 52 SFS/S5B for driver's testing/licensing; 6) 52 SFS/CC for recommendation of approval/disapproval; 7) 52 MSG/CC for approval/disapproval; and 8) 52 SFS/S5R for filing.

2.8.5.3. Foreign nationals who have their driving privileges revoked/suspended will make a written request to the 52 MSG/CC. All letters will be routed through: 1) Sponsoring/individual unit commander; 2) 52 SFS/S5R; 3) 52 SFS/CC for recommendation of approval/disapproval; 4) 52 MSG/CC for approval/disapproval; and 5) 52 SFS/S5R for filing.

**2.9. Restoration of Driving Privileges on Acquittal.** When an official report or finding determines lack of guilt (not guilty) or when charges are dismissed or reduced to an offense not amounting to intoxicated driving, vacate the suspension of driving privileges except when:

- 2.9.1. The preliminary suspension was based on refusal to take a BAC test.
- 2.9.2. Operating a motor vehicle with a BAC of 0.10 percent by volume or higher.
- 2.9.3. The individual was driving or in physical control of a motor vehicle while under another preliminary suspension or revocation.
- 2.9.4. The host nation authorities made an administrative determination to suspend or revoke driving privileges based on local law or pertinent regulations.
- 2.9.5. The individual failed to complete a formally directed substance abuse or driver's training program.

## **2.10. Restricted Driving Privileges or Probation.**

- 2.10.1. Unless prohibited by higher authority, host nation authority, or other publications, Installation Commanders may authorize partial or restricted driving privileges to those whose authority to drive on military installations was suspended or revoked by a military service authority. Ensure the individual's driving credentials (civilian state, international, host nation, etc.) are still valid. Requests to allow operation of a government vehicle during a period of suspension or revocation must be justified by the unit commander as mission essential.
- 2.10.2. Without due cause, do not grant restricted driving privileges, probation, or reinstatement to any person whose civilian driver's license is under suspension or revocation by a state, federal, or host nation licensing authority. If absolutely necessary to do so (and for on-base privileges only), coordinate with the installation SJA. Only consider requests in which there is extreme hardship and there are no other workable alternatives.
- 2.10.3. Procedures for restricted driving privileges, probation, or reinstatement will follow the outline given in [2.8.5](#)
- 2.10.4. When an individual is authorized restricted driving privileges, the individual will keep a copy of the limitation letter with him or her or in the vehicle while operating it. This letter must be produced upon demand by proper authorities. Limited privileges must be specific, indicating type of limitation, and the date and time the privileges are reinstated. If the suspension or revocation was the result of host nation court action, close coordination is required with the SJA's office regarding any restricted driving privileges.

## **2.11. Extension of Suspensions and Revocations.**

- 2.11.1. Increase by two years the suspension or revocation period when someone is discovered driving in violation of their original suspension or revocation.
- 2.11.2. Extend the suspension or revocation of driving privileges until the offender completes the approved DIRC, drug or alcohol program, or other program deemed necessary by the Installation Commander or local authorities.

## **2.12. Reciprocal Host Nation-Military Action.**

- 2.12.1. The Installation Commander should honor the reciprocal agreements with the host nation driver licensing authorities. On receipt of written notice, the receiving party may suspend or revoke driving privileges as if the violations or incidents occurred within its own

jurisdiction. Use the following procedures if statutory authority does not provide for formal military reciprocity:

2.12.1.1. When such authority suspends or revokes a license, automatically terminate the individual's installation GOV and POV driving privileges. Take only comparable military administrative actions (suspensions, revocations, or point assessment) for those off-base violations reported by local or host nation authorities.

2.12.1.2. Provisions of the applicable Status of Forces Agreement (SOFA) and the law of the host nation concerning reciprocal suspension and revocation can affect OCONUS Installation Commanders. When permitted at a particular overseas installation and to the extent an agreement concerning reciprocity exists, the Installation Commander must have prior authorization to negotiate and conclude such an international agreement IAW applicable directives.

## Chapter 3

### PRIVATELY OWNED VEHICLE OPERATION REQUIREMENTS

**3.1. General.** The Installation Commander is responsible for ensuring all vehicles entering their installation are controlled. Installation Commanders may extend or deny the privilege of operating a motor vehicle on the installation to anyone they deem appropriate. With respect to licensing and vehicle registration requirements, units in the Republic of Germany will comply with Joint Publication USAFE Instruction 31-202/AE 190-1. Apply the requirements of this supplement to all other aspects of motor vehicle supervision, enforceable traffic violations, suspensions, revocations, point assessment, etc.

**3.2. Motorcycles, Motor Scooters, Mopeds and Motorized Equipment.** Refer to AFI 91-207\_USAFESUP, *The US Air Force Traffic Safety Program*, for safety course requirements to operate motorcycles, motor scooters, and mopeds on AF installations. Operators must comply with special requirements when driving motorcycles, mopeds, or other open two-, three-, and four-wheel vehicles powered by a motorcycle-type engine to include appropriate clothing/safety requirements outlined in AFI 91-207\_USAFESUP, para. 3.4.2.3. Personnel operating motorized equipment, including riding lawn mowers, must follow all driving requirements outlined in this instruction and will follow all posted traffic signs. Note: A rearview mirror will be attached to each side of the handlebars. Approved protective helmets, eye protection, hard-soled shoes, long trousers and brightly colored or reflective outer upper garment will be worn by operators and passengers when in operation.

**3.3. All Terrain Vehicles (ATV) above 50 cubic centimeters (cc).**

3.3.1. ATVs not for POV use or “street legal” ATVs will be registered and inspected as outlined in Joint Publication USAFE Instruction 31-202/AE 190-1. Additionally, all ATV drivers will follow all driving requirements outlined in this instruction and will follow all posted traffic signs.

3.3.2. Miniature bikes, motorized scooters, micro-bikes and similar recreational vehicles will not be operated on the roadways of Spangdahlem and Bitburg Annex.

**3.4. Rental Vehicles.** Rental vehicles will be treated as government vehicles when being used for official business by military or DoD personnel. For base entry, driver identification will be checked and if all is in order, the vehicle may proceed in the same manner as a marked government vehicle. The rental agreement must remain with the vehicle during operation at all times.

**3.5. AF Form 75, Visitor/Vehicle Pass.** The AF Form 75 is one method to control and identify personnel and vehicles on a temporary basis. It is issued to installation visitors who do not have the authorized credentials needed for unescorted or unchecked entry to the base. Issue other access credentials when a pass is needed for longer than one year. For further information, refer to AFI 31-113\_USAFESUP, *Installation Perimeter Access Control* or the Spangdahlem Integrated Defense Plan (SIDP).

3.5.1. Passes will be concealed and secured when vehicles are off the installation.

**3.6. Handicapped Person Identification.** Honor local and host nation-issued handicap decals, placards, signs, etc. on all Air Force installations. The Installation Commander may authorize

issue of a locally devised card or form, which should contain an issue and expiration date. Issue and display per local procedure.

3.6.1. 52 SFS/S5B is the vocal point for issuing and maintaining a log of personnel who have been granted authority to display a handicap decal, placard or sign.

## Chapter 4

### TRAFFIC PLANNING AND CODES

#### 4.1. Traffic Planning

4.1.1. Safe and efficient movement of traffic on an installation requires traffic supervision. A strong traffic supervision program 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. Finally, every successful program must include meaningful interaction, education, and communication with general public.

4.1.2. Installation Commanders develop traffic circulation plans that 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, 52 SFS/CC, safety officer, and other concerned staff agencies develop the traffic circulation plan. Consult with highway engineering representatives from adjacent civilian communities to ensure the installation plan is compatible with plans developed by the state and surrounding local communities. As a minimum, the base traffic plan should consider the following:

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

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

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

4.1.2.4. Use of traffic control signs and devices.

4.1.2.5. Efficient use of available parking facilities.

4.1.2.6. Efficient use of mass transportation.

4.1.2.7. Every Installation Commander should appoint a primary and alternate base traffic engineer. The engineer directs, develops, and staffs the base traffic circulation plan. This is normally a civil engineering responsibility and those considered for the position should have an infrastructure planning and engineering background.

4.1.3. Traffic control studies provide factual data on existing roads, traffic density and flow patterns, and points of congestion. The 52 SFS/CC 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.

4.1.4. The Military Traffic Management Command Transportation Engineering Agency (MTMCTEA) will help Installation Commanders solve complex highway traffic engineering problems. MTMCTEA traffic engineering team services include:

4.1.4.1. Traffic studies of lifted areas and other special situations.

4.1.4.2. Complete studies of traffic operations of entire installations.

4.1.4.3. Assistance in complying with established traffic engineering standards.

4.1.5. Installation Commanders submit requests for MTMCTEA assistance IAW AFR 75-88, *Highways for National Defense*.

## **4.2. Installation Traffic Codes.**

4.2.1. Commanders in overseas areas establish a traffic code to the extent military authority is empowered to regulate traffic under applicable treaties or agreements. Installation traffic codes must contain the base rules of the road and will, to the degree possible, conform to the code of the state or host nation in which the installation is located. The 52 SFS/CC is responsible for developing the traffic code and for ensuring it meets all local and legal requirements, this SABI, and the standards published in the following:

4.2.1.1. *The National Highway Safety Program Standards*, as published in 23, CFR 1230.

4.2.1.2. Applicable portions of the *Uniform Vehicle Code and Model Traffic Ordinance* published by the National Committee on Uniform Traffic Laws and Ordinances, which is contained in 23, CFR 1204.

4.2.1.3. DoDI 6055.4, *DoD Traffic Safety Program*.

4.2.1.4. AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*.

## **4.3. Vehicle Operational Requirements.**

4.3.1. Restraint systems.

4.3.1.1. Operators and passengers of all vehicles operated on Air Force installations must wear restraint systems. In addition, operators and passengers of GOVs must wear restraint systems when driving or riding off the installation as well.

4.3.1.2. All Air Force active duty and reserve component members on active duty must wear restraint systems while driving or riding in a POV whether on or off the installation.

4.3.1.3. Refer to AFMAN 31-116 for child seat specifics.

4.3.1.4. Cars manufactured after model year 1966 require a manufacturer-approved restraint system meeting federal traffic safety standards.

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

4.3.1.6. Proper use of a seat belt is defined as going across the occupants shoulder; not under the arm. Individuals who operate a vehicle while the seat is leaned too far back to prohibit the chest strap from resting on the occupants shoulder will be classified as improper use of a restraint system. All personnel within a vehicle will wear seat belts, regardless if they are on- or off-base, or in a POV or GOV. Infant/child restraint devices will be required in POVs for children 4 years old or under and not exceeding 45 lbs. Note: Restraint systems are only required for vehicles manufactured after model year 1966.

#### 4.3.2. Headphones and earphones.

4.3.2.1. 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.

4.3.2.2. The use of cellular phone devices while operating a motor vehicle is only authorized while using an hands free or “blue tooth” system.

4.3.2.3. Personnel operating bicycles, skateboards, roller-skates, scooters, and roller-blades are not authorized to wear head phones. Refer to AFI 91-207\_USAFESUP for further information.

4.3.3. Off-road vehicle usage: There is no authorized location for POVs or GOVs to be operated off-road in a recreational capacity on SAB. In an official capacity, GOVs may be operated off paved surfaces.

4.3.4. Emergency equipment: Sirens or lights commonly identified for emergency vehicles will not be mounted on POVs without written approval of the 52 SFS/CC. Activation of emergency equipment without a valid reason is prohibited.

4.3.5. The use of radar detection equipment is strictly prohibited.

4.3.6. Individuals will be cited for improper vehicle equipment that contributes to a vehicle accident. Improper vehicle equipment includes broken lights/mirrors, improper tires for the weather conditions i.e. winter tires. Other identified concerns, such as children in the wrong seat, pets, fogged or iced windows will be corrected on the spot.

4.3.7. The use of front fog lights will only be permitted during periods of inclement weather. Additionally, the rear fog light will only be used when visibility is less than 50 kilometers. If the rear fog light is in use; the maximum speed allowed is 50 Kilometers Per Hour (KPH).

4.3.8. USAREUR registered vehicles are required to have “adequate tires” for winter driving, proper tires will be installed by 15 Nov and remain on until 1 Mar. At all times vehicles must be operated with adequate tires for the road conditions. Acceptable tires are snow tires, all season tires with an “M/S”, “M+S”, or a snowflake symbol. In contrast winter tires need to be removed in the summer.

4.3.9. School bus stops: At no time will traffic in either lane pass a stopped school bus that is picking up or discharging passengers on-base. Off-base, personnel are allowed to pass school buses at walking speed.

4.3.10. Speed Limits: Motor vehicles will comply with the following speed limits unless traffic or road conditions warrant slower speeds:

4.3.10.1. Arnold Blvd: 50 KPH (31 Miles Per Hour (MPH)) (unless otherwise posted).

4.3.10.2. Perimeter Road: 70 KPH (43 MPH) (unless otherwise posted).

4.3.10.3. All parking lots: 16 KPH (10 MPH).

4.3.10.4. Bitburg Annex (except parking lots): 30 KPH (18 MPH)

4.3.10.5. School Zones/Housing: 30 KPH (18 MPH). The following penalties will be imposed on drivers cited for speeding 15 KPH or more over the 30 KPH speed limit in School Zones/Housing:

4.3.10.5.1. First offense will result in a 7 day driving suspension of base driving privileges.

4.3.10.5.2. Second offense within a 12 month period will result in a 30 day suspension of base driving privileges.

4.3.10.5.3. Third offense within a 12 month period will result in a 180 day suspension of base driving privileges.

4.3.10.5.4. Citations issued for speed in excess of 30 KPH the posted speed limit, will be considered reckless driving and will result in a 30 day suspension of base driving privileges. **Refer to Attachment 3.**

4.3.11. Only window tinting manufactured within the glass by the manufacturer of the vehicle is authorized. This will be considered a “fix-it-ticket” and will follow the procedures listed in Ch 4, para. 4.10.2.1.

4.3.12. Unattended vehicles will be LOCKED at all times. Vehicle operators are prohibited from turning on a vehicle unattended for the purposes of “warming up”. Vehicles with the engine running and idling must be driver occupied with the intent to immediately start driving when permitted.

4.3.13. All obstructions must be clear of windows prior to operation, i.e. snow & fog. All snow must be removed from vehicle prior to operation to include the hood of the vehicle. Failure to do so could cause a driving hazard for other drivers on the road.

4.3.14. All personnel who ride bicycles, skateboards, roller blades etc. on SAB or Bitburg Annex military housing area must wear an approved (i.e. American Standard Institute, Snell Memorial Institute, or host nation certified) helmet. The chin strap must be properly fastened under the chin while wearing the helmet. All bicyclists subject to this instruction must wear a bicycle helmet when riding bicycles off the installation. Bicyclists are required to obey all traffic signs and signals while operating on a road way. Refer to AFI 91-207\_USAFESUP for further information.

4.3.15. Take only administrative actions (reprimand, assessment of points, loss of installation driving privileges, etc.) for off-installation violations.

#### **4.4. Traffic Law Enforcement Principles.**

4.4.1. 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 should emphasize selective enforcement and voluntary compliance by drivers.

4.4.2. Standard signs, markings, and signals were adopted IAW *National Highway Safety Program Standards* (NHSPS) and the *Manual on Uniform Traffic Control Devices for Streets and Highways*.

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

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

4.4.5. Use sound discretion program to detect and apprehend those who drive with suspended or revoked privileges.

4.4.6. Enforcement activities against intoxicated driving will include:

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

4.4.6.2. Training law enforcement personnel in special enforcement standards, detection, techniques, and equipment standards unique to the specific location and jurisdiction.

4.4.6.3. Enforcing blood-alcohol concentration standards (see paragraph 4.11).

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

**4.5. Speed Measuring Devices.** Use speed measuring devices in traffic control studies and enforcement programs. 52 SFS is authorized to conduct speed and traffic enforcement on public roadways IAW treaty agreements. 52 SFS may conduct speed and traffic enforcement to ensure good order, discipline, and safety in all areas under control of the 52 FW. 52 SFS patrols may be used for directed patrols as determined by the 52 SFS/CC and coordinated through local police authorities as appropriate.

4.5.1. Training and certification standards.

4.5.1.1. The 52 SFS/CC should strive to ensure operators of speed-measuring devices meet training and certification requirements established by the Security Forces Operations Section (S3O) and Security Forces Training Section (S4T). Obtain specific information on course dates, costs, and prerequisites for attending by contacting the agency responsible for police traffic radar training. Ensure qualification and training standards are admissible as evidence and considered reliable by both military and civilian authorities. This requirement applies to courts-martial, non-judicial proceedings, and civilian courts used to prosecute civilian offenders. Coordination between the military SJA is necessary.

4.5.1.2. Develop local training programs or attend a civilian institution or manufacturer's training program if SF are unable to attend local or host nation-sponsored radar certifications courses. Certified operators are tested on the following:

4.5.1.2.1. Describe the association between excessive speed and accidents, deaths, and injuries, and describe the traffic safety benefits of effective speed control.

4.5.1.2.2. Describe the basic principles of radar speed measurement.

4.5.1.2.3. Describe the service's policy and procedures affecting radar speed measurement and speed enforcement.

4.5.1.2.4. Identify the specific radar instrument used and describe the instrument's major components and functions.

4.5.1.2.5. Demonstrate basic skills in checking calibration and operating the specific radar instrument.

4.5.1.2.6. Demonstrate basic skills in preparing and presenting records and courtroom testimony relating to radar speed measurement and enforcement.

4.5.1.3. The objective of civilian or manufacturer-sponsored courses is to improve the effectiveness of speed enforcement through the proper and efficient use of speed-measurement radar.

4.5.2. Recertification. Certify operators every three years or more frequently when required. The 52 SFS/CC must document and maintain certification and training standards in the unit training section. Forward records to gaining unit commanders when personnel PCS.

#### **4.6. Traffic Investigation.**

4.6.1. Conduct detailed investigations of the following:

4.6.1.1. All accidents involving a fatality or personal injury.

4.6.1.2. Vehicle and private property damage over the amount specified by the Installation Commander. This applies to government as well as private vehicles and property damage; however, the Installation Commander may establish different damage amounts for each category.

4.6.2. Conduct investigations of off-installation accidents involving personnel subject to this instruction according to local policy developed by the 52 SFS/CC and local police leaders.

#### **4.7. Traffic Accident Investigation Reports.**

4.7.1. Anyone involved in an on-base vehicle accident must immediately report the incident to 52 SFS, regardless of the degree of damage.

4.7.2. Vehicle operators who are involved in traffic accidents off-base must report the accident immediately to German Polizei and within 72 hours to 52 SFS regardless of the degree of damage. IAW German Criminal Code Section 142, a person involved in a traffic accident must remain at the scene if injuries or damage to property of other are inflicted. The person involved must make his identity known to the victim and exchange information as required by host nation law (driver/owner of the other vehicle involved or owner of damaged property). The person involved in a traffic accident may leave the scene only if they waited a reasonable period of time, considering the circumstances, but must report the accident to proper authorities.

4.7.2.1. If the accident is not reported to the 52 SFS within 72 hours, the vehicle operator will be issued a citation for Failure to Report Accident. For accidents occurring while the vehicle operator is on leave or a considerable distance from the installation (i.e., on leave in Southern Germany, Austria, etc.), the operator can either report it to the nearest military law enforcement agency or report it immediately after returning to the Spangdahlem area. The commander of a military member involved in a major vehicle accident that is found at fault will be required to ensure the member attends the DIRC.

4.7.2.2. Off-base traffic accidents will be investigated by German Polizei. The on-scene 52 SFS will act as the focal point for information or assistance. Only when granted permission from German Polizei, will on-scene SF conduct a traffic accident investigation off-base. A Spangdahlem Form 8, will be completed to provide the officer with the information needed for a clear and concise blotter entry.

4.7.2.3. If an off-base traffic accident involves a fatality, injuries requiring any medical treatment, complaint of injuries, over \$10,000 in damage or disabling damage, an AF Form 1315, *Accident Report*, will be accomplished in addition to the investigation accomplished by the German Polizei. Specific responsibilities for off-base fatality response are outlined in a memorandum of understanding between the 52 MSG and 52d Medical Group (52 MDG), which is maintained by the 52 FSS.

4.7.3. SF respond to all on-base major vehicle accidents to accomplish the following:

4.7.3.1. Render first aid and arrange for medical assistance.

4.7.3.2. Protect personal property.

4.7.3.3. Normalize traffic.

4.7.3.4. Identify witnesses and personnel involved.

4.7.3.5. Conduct a formal investigation.

4.7.3.6. The 52 SFS/CC determines (with Installation Commander approval) when and/or if minor vehicle accidents require investigation or a police response. He or she may delegate the authority to on-duty Flight Chief.

4.7.4. Minor accident will be classified as an accident which does not meet the following criteria: Disabling damage where the vehicle is inoperative or unsafe to operate, property damage in excess of \$10,000, personal injury requiring any type of medical treatment or complaint of injuries or fatal injuries. **Note:** Broken headlights or taillights during the hours of darkness does not constitute disabling damage, nor does a flat or blown tire without a spare. Minor accidents require the Spangdahlem Form 8 and a 52 SFS blotter entry. If there is any uncertainty pertaining to the accident, the AF IMT 1168, *Statement of Suspect/Witness/Complainant* must be accomplished. All AF IMT 1168s and Spangdahlem Form 8s will be maintained by 52 SFS/S5R for one year.

4.7.4.1. Injury is defined as any one of the following caused or aggravated by a motor vehicle accident:

4.7.4.1.1. Any condition requiring medical attention.

4.7.4.1.2. Complaint or report of pain or injury regardless if medical attention is sought.

4.7.5. Administration of chemical tests may be delayed following a POV accident or offense. When administered, the results of the test will be considered valid under this publication despite the delay. For example, if someone drinks an alcoholic beverage after an incident but before administration of a chemical test, the results of the test will be used for purposes of suspension or revocation.

4.7.6. USAREUR licensed personnel who leave the scene of an accident are prohibited from consuming any alcoholic beverages for a period of 6 hours after the accident occurs IAW German Law.

**4.8. Use of Traffic Accident Investigation Report Data.** Unit commanders will designate in writing, personnel authorized to review, retrieve, and sign for reports of command action referencing only those persons assigned to their respective units. These authorized may review

SFMIS Reports, the AF IMT 1168s, AF Form 1315s and the driver's records in SFMIS. These letters must be updated accordingly and maintained on file in 52 SFS/S5R. A 10 day suspense is normally used when processing all reports.

4.8.1. 52 SFS/S5R will analyze data derived from traffic accident investigations to determine accident causes in coordination with 52 FW/SE. When frequent accidents occur in one area, analyze location conditions, type of accidents, and other factors in an attempt to isolate causes. With the exception of privacy act information, make accident data and trend analysis available to agencies requesting the data for reporting and analytical purposes. With the exception of requests filed under the Freedom of Information Act, the 52 SFS/CC determines the agencies cleared to receive accident and incident data.

4.8.2. 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.

**4.9. Parking.** Illegal parking contributes to congestion and slows traffic flow on the installation. Strong enforcement of parking rules results in better use of available parking while reducing traffic accidents and hazards. Combine enforcement with community education and awareness initiatives in areas where illegal parking is a problem. When education and awareness fail, Installation Commanders may authorize more serious enforcement measures such as towing and "booting" of vehicles. Do not use towing and booting if less severe means of enforcement such as warnings, ticketing, reprimands, revocations, etc., prove effective.

4.9.1. Prohibited parking areas. The following areas are identified as prohibited parking areas:

- 4.9.1.1. Within 15 feet of fire hydrants, intersections or pedestrian crosswalks.
- 4.9.1.2. Within 45 feet of bus stops.
- 4.9.1.3. Within designated fire lanes.
- 4.9.1.4. More than 18 inches from a curb or roadway edge where curbing does not exist.
- 4.9.1.5. When blocking driveways, intersections, roadways, or parking lanes, includes parking on sidewalks.
- 4.9.1.6. Double parking.
- 4.9.1.7. In a reserved parking space designated for the use of another person.
- 4.9.1.8. When blocking trash receptacles.
- 4.9.1.9. Parking on the grass on the installation.
- 4.9.1.10. In officially designated loading zones during the operating hours of the facility.
- 4.9.1.11. In excess of 24 hours in commercial parking lots (i.e. Army/Air Force Exchange Services, Post Office, Bowling Alley, Commissary etc.).

4.9.2. Emergency Vehicles: GOVs operated by members of 52 SFS, 52 CES, 52 MDG and air-crews which are used for emergency responses.

4.9.3. For Sale Lot: The 20 parking spaces identified in yellow paint, located between dormitories 225-226. This lot is controlled by 52 FSS.

4.9.4. TDY/Long-Term/Registered Non-operational Vehicle Parking Lot: The primary lot is located behind the wing pavilion next to the bowling center. The alternate parking lot is located in the upper parking lot between Bldg. #103 and 217 and should only be used for contingency operations. The non-operational vehicle parking lot is located behind the auto hobby shop. Personnel may park their vehicles at the Long Term Parking Lot if they meet the following conditions:

4.9.4.1. The owner or authorized agent obtains approval and registers the vehicle with 52 SFS/S5L. Agent must have a valid Power of Attorney from the owner authorizing the vehicle to be placed in the long-term parking lot.

4.9.4.2. The owner/agent must be TDY, on extended leave, license suspension, or emergency leave and show leave paperwork or orders to confirm.

4.9.4.3. The owner/agent will display approval paperwork from 52 SFS/S5L in the interior of the vehicle which is clearly visible from the exterior of the vehicle.

4.9.4.4. IAW signed user agreement through 52 SFS/Police Services, the vehicle must be removed from the Long Term Parking Lot by the date listed or it will be marked as abandoned.

4.9.4.5. Properly registered NON-OPERATIONAL vehicles may be parked in the Long Term Parking Lot.

4.9.5. Off-base parking of vehicles may be done provided it meets one of the following:

4.9.5.1. The vehicle is stored on private property, the owner of that property has given consent and the vehicle is screened from public view.

4.9.5.2. The vehicle is stored at a local garage or warehouse when the owner of that property has given consent.

4.9.6. Reserved Parking within fenced, controlled, and restricted areas: Areas not accessible to the general public and under the exclusive control of specific units, are controlled by the owning unit. Conflicts and abuses will be resolved by 52 MSG/CD.

4.9.7. Parking Wardens.

4.9.7.1. Will be designated in writing by the owning unit commander and forwarded to 52 SFS/Police Services (S5L). Parking wardens will be at the grade of E-5 or above.

4.9.7.2. 52 SFS/S5L will establish/maintain a roster of all parking wardens. This roster will also be maintained by 52 SFS/S5R.

4.9.7.3. 52 SFS/S5L will establish a training plan for all unit parking wardens. They will assign DD Form 1408s to each parking warden and will account for every citation used to avoid misuse/abuse of the program. Parking wardens will issue DD Form 1408s to violators IAW AFMAN 31-116.

4.9.7.4. The instructions on the back of the citation will differ than those of a SF issued citation. Refer to AFMAN 31-116.

#### 4.10. Traffic Violation Reports.

4.10.1. Reports to the USAREUR Registrar. Any authority who assesses traffic points, or who suspends, revokes, or declares a person ineligible for a USAREUR POV driver's license, will immediately report the action to 52 SFS/S5R. 52 SFS/S5R will review the action for propriety and send the completed action to the USAREUR Department of Motor Vehicles. When a temporary suspension is based on physical or mental disability, the physician's statement will accompany the report. For revocations, the individual's USAREUR POV driver's license must accompany the report.

4.10.2. DD Form 1408, *Armed Forces Traffic Ticket*, Rebuttal and Appeal Procedures: When issuing a DD Form 1408, the patrolman will write, stamp or place a label on the back of the pink copy given to the violator with the following rebuttal procedures:

4.10.2.1. Citations issued to personnel for a defective vehicle or fixable offenses will be labeled as a "fix-it ticket." These citations will not be forwarded by 52 SFS/S5R to their respective commander for action or review if the offense is corrected within seven calendar days and the offender reports to 52 SFS/S5R with proof that the violation was corrected. Additionally, if the violation is corrected within the seven calendar days, 52 SFS/S5R will not assess points on the members driving record.

4.10.2.1.1. If a fix-it ticket is issued and the owner is awaiting parts (adequate documentation provided) a provisional extension will be granted by 52 SFS/S5R.

4.10.2.1.2. If the citation issued is a fix-it ticket; the patrolman will annotate the words "FIX-IT TICKET" at the top of the citation. The patrolman will also brief the violator of the provisions of the fix-it ticket.

4.10.2.2. Following the instructions given for reporting and rebuttal procedures, patrolman will instruct the violator to initial the back of the yellow copy of the DD Form 1408.

4.10.2.3. If the individual wishes to rebut their citation, they may submit a rebuttal package. The individual will have 5 duty days from receiving the citation to submit their rebuttal package with their commander's endorsement. 52 SFS/S5R will forward the rebuttal letter and their recommendation to the 52 SFS/CC for resolution. The 52 SFS/CC reviews the appeal of the individual and an inquiry is conducted on patrolman actions/justification.

4.10.3. Distribute the DD Form 1408 as follows:

4.10.3.1. Provide the pink copy to the violator with normal reporting instructions and rebuttal instructions.

4.10.3.2. Forward the white and yellow copies to 52 SFS/S5R. 52 SFS/S5R will send an e-mail notification to the member's commander, to the commander of the family member's sponsor, or to the civilian's supervisor or employer for administrative action within the unit/organization.

4.10.3.3. The 52 FW/CC designates the 52 SFS/CC as the person authorized to void DD Form 1408s, and designates the 52 MSG/CC as the final authority when appealed, for final resolution.

4.10.3.4. Unit commanders or the first sergeants will conduct an inquiry. The commander will take proper disciplinary or administrative action, in appropriate cases, annotate the action and return paperwork to S5R. However, the first sergeant can carry out administrative disciplinary action for the commander.

4.10.3.5. If the individual wishes to rebut their citation, they may submit a rebuttal package. The individual will have 5 duty days from receiving the citation to submit their rebuttal package with their commander's endorsement. 52 SFS/S5R will forward the rebuttal letter and their recommendation to the 52 SFS/CC for resolution. The 52 SFS/CC reviews the appeal of the individual and an inquiry is conducted on patrolman actions/justification.

**4.11. Standards and Procedures for Processing Intoxicated Drivers.** As a minimum, the 52 SFS/CC will train installation SF personnel to do the following:

4.11.1. Recognize signs of alcohol and other drug impairment in persons operating motor vehicles.

4.11.2. Prepare DD Form 1920, *Alcohol Influence Report*.

4.11.3. Perform standard field sobriety tests. The standardized Air Force field sobriety tests consist of the one leg stand, the walk and turn, and the horizontal gaze nystagmus. Refer to SFOI 31-101 for procedures. SF personnel will establish a reason for stop, but will only conduct field sobriety tests if reasonable grounds can be established in order to establish probable cause for the application of Blood Alcohol Concentration testing.

4.11.4. Determine to a reasonable and practical degree when a person appears intoxicated, but is actually physically or mentally ill and requires prompt medical attention.

4.11.5. Understand the operation of breath-testing devices.

4.11.6. Only use approved National Highway Traffic Safety Administration (NHTSA) approved testing devices. Ensure only trained personnel administer tests as specified in this instruction.

**4.12. Blood Alcohol Concentration Standards.**

4.12.1. 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 evaluate the results of the test as follows:

4.12.1.1. If the percentage of the alcohol in the person's blood is greater than .03, but NOT greater than .049 and is involved in a vehicle accident; the individuals driving license will be suspended for 30 days.

4.12.1.2. If the percentage of the alcohol in the driver's blood is not greater than .049 and is NOT involved in a vehicle accident; the individuals driving license will not be suspended unless further investigation reveals reason for suspension/revocation.

4.12.1.3. If the percentage is 0.05 but no more than 0.10, presume the driver is impaired. Consider this standard with other competent evidence in determining whether the driver was under the influence of alcohol. Suspend driving privileges for 180 days.

4.12.1.4. If the percentage is 0.101 but less than 0.149, presume the driver is impaired. Consider this standard with other competent evidence in determining whether the driver was under the influence of alcohol. Suspend driving privileges for one year; consider revocation.

4.12.1.5. If the percentage is 0.15 but less than 0.199, presume the driver is impaired. Consider this standard with other competent evidence in determining whether the driver was under the influence of alcohol. Suspend driving privileges for 1.5 years; consider revocation.

4.12.1.6. If the percentage is 0.20 or higher, presume the driver is impaired. Consider this standard with other competent evidence in determining whether the driver was under the influence of alcohol. Suspend driving privileges for 2 years; consider revocation.

4.12.1.7. If tests reflect the presence of illegal drugs, the person is considered to have been driving under the influence of intoxicants. Revoke driving privileges for 1 year.

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

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

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

4.13.1.2. Qualified personnel administer breath tests.

4.13.1.3. Use of a non-portable breath-testing device approved by the host nation.

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

4.13.2.1. Observe the suspected person for at least 20 minutes before collecting the breath specimen. During this time, the person must not drink, eat, smoke, chew tobacco, or ingest any substance.

4.13.2.2. Verify calibration and proper operation of the instrument according to manufacturer's specifications and host nation requirements.

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

4.13.3. Chemical tests of personnel involved in fatal accidents. Installation medical authorities will immediately notify the installation law enforcement of the following:

4.13.3.1. Death of any person involved in a motor vehicle accident.

4.13.3.2. Circumstances surrounding such an accident, based on information available at the time of admission or receipt of the body of the victim.

4.13.3.3. Subject to military jurisdiction, the body will be transported to Landstuhl Regional Medical Center via German Red Cross. Medical authorities from LRMC will examine, autopsy, or provide forensic testing/examinations for anyone killed in an on-base motor vehicle accident or mishap.

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

4.13.4. Medical authorities will examine the bodies of those persons killed in a motor vehicle accident to include drivers, passengers, and pedestrians subject to military jurisdiction. They will also examine the bodies of dependents, who are 16 years of age or older, if the sponsors give their consent. Tests for the presence and concentration of alcohol or other drugs in the person's blood, bodily fluids, or tissues will be made as soon as possible and where practical within 8 hours of death. Test results will be included in medical reports.

#### **4.14. Detection, Apprehension, and Testing of Intoxicated Drivers.**

4.14.1. Impaired drivers may be detected by observing unusual or abnormal driving behavior. Stop these drivers and determine the cause of their unusual driving behavior. If it can be reasonably concluded that the individual in control of the vehicle is impaired, perform field sobriety tests. The DD Form 1920 is used in examining, interpreting, and recording results of such tests. Use the standard field sobriety tests outlined in para 4.11.3. Specific procedures for administering them can be found in SFOI 31-101, *Security Forces Operations*, Chapter 16. Also see SFOI 31-101 for procedures and guidance concerning the use of traffic mazes, DWI checkpoints execution.

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

4.15.1. Implied consent policy is explained in paragraph 2.3

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

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

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

4.15.2.3. 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 breath may result in revocation of on-base driving privileges.

4.15.3. The driver will be advised the Installation Commander may revoke driving privileges if they fail to voluntarily submit to or complete a requested chemical test and that they do not have the right to have an attorney present before deciding if they will or will not take the test. Testing will follow policies and procedures listed in this instruction. Advise the driver that the results of chemical tests conducted under the implied consent provisions of this instruction may be used as evidence in courts-martial, non-judicial proceedings under Article 15 of the UCMJ, administrative action, or civil court proceeding.

4.15.4. 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 may be offered a breath or urine test, or both. These procedures must be outlined and the type of medical conditions that qualify for non-punitive refusal in readily available medical guidelines located in emergency rooms or other reasonable areas where blood samples might be drawn from those suspected of drunk driving. Valid refusals must have the concurrence of a medical doctor.

4.15.5. If a person suspected of intoxicated driving refuses to submit to a chemical test, do not administer a test except those specified above.

#### 4.16. Involuntary Extraction of Bodily Fluids in Traffic Cases.

4.16.1. These procedures pertain only to the investigation of military personnel 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 312d, 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.

4.16.2. 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 nonetheless be forced to submit to an involuntary extraction of bodily fluids. Refer to AFMAN 31-201 Vol 3, *Flight Operations* for specific guidance on authority to search and seize property.

4.16.2.1. Law enforcement personnel should relay to individuals that additional tests will be paid at their own expense. The test must be approved by the State or host nation and completed as soon as possible with any delay noted on results.

4.16.3. A search authorization by the military magistrate obtained pursuant to Rule 315, Military Rules of Evidence, is required prior to such nonconsensual extraction.

4.16.4. Conduct warrantless searches only after coordination with the servicing SJA and attempts to gain authorization from an appropriate official fail because of the unavailability of the military magistrate.

4.16.5. If authorization from the military magistrate proves unsuccessful (due to nonavailability), the commander of a medical facility is empowered by Rule 315(d), Military Rules of Evidence, to authorize such extraction from an individual located in the facility at the time an authorization is sought.

4.16.5.1. Before authorizing the involuntary extraction, the commander of the medical facility should, if circumstances permit, coordinate with the servicing SJA.

4.16.5.2. The medical facility commander authorizing an extraction under Rule 315(d) need not be on duty as the attending physician. Any qualified medical person can perform the extraction.

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

4.16.6. 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, such as the provision for nonconsensual medical care pursuant to AFI 44-102, *Medical Care Management*. 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.

4.16.7. 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.

**4.17. Off-installation Traffic Activities.** There is a “No Passing Policy” on Highways B-50, L-39, and L-46. This policy applies to all SAB personnel. It is prohibited to pass any vehicle traveling on the B-50 (between Bitburg and Binsfeld), the L-39 (between Speicher and Herforst), and on L-46 (from A-60 exit to the B-50) except for slow-moving vehicles. A slow-moving vehicle is defined as any vehicle traveling less than 40 km/h, except in areas where the posted speed limit is 40 km/h or slower. When passing slow-moving vehicles, drivers have the responsibility to do so only where passing is safe and authorized by German traffic laws.

4.17.1. IAW AFMAN 31-116, Commanders/First Sergeants will be notified by BDOC when personnel under their authority are involved in serious off-base incidents (i.e. major accidents, DUI, hit & run, etc.).

**4.18. Compliance With Local and Host Nation Laws.**

4.18.1. The Installation Commander will encourage compliance with local traffic laws for drivers when operating government vehicles off-base through the establishment of policies and procedures.

4.18.2. Commanders coordinate with the proper civil law enforcement agency before moving government vehicles or property that require special handling or exceed legal limits such as weight, length, width, or other standards.

4.18.3. The 52 FW/CC or designated representative acts as a close liaison with host nation law enforcement agencies and encourage the following:

4.18.3.1. When possible, the prompt release of government vehicles and operators involved in accidents or incidents, with the following exceptions:

4.18.3.1.1. The offense warrants detention.

4.18.3.1.2. The person’s condition is such that further operation of a motor vehicle could result in injury to the person or others.

4.18.3.2. Prompt notice to military authorities when military personnel or drivers of government motor vehicles are involved in traffic accidents or detained for serious violations of civil traffic laws.

4.18.3.3. Prompt notice of any host nation action to suspend, revoke, or restrict the driving privileges of personnel assigned to the installation.

## Chapter 5

### DRIVING RECORDS AND TRAFFIC POINT SYSTEM

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

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

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

**5.2. The Traffic Point System.** 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 reasonable exercise of an Installation Commander’s prerogative to issue, suspend, revoke, deny, or reinstate installation driving privileges.

5.2.1. The use of a point system and procedures prescribed herein are mandatory. The point system applies to military personnel operating GOVs and POVs on and off the installation and to dependents, civilian employees, and all other individuals subject to this instruction operating POVs on the installation. Unless an individual submits a rebuttal, assess points according to **Table A2**. Also assess points to individuals found guilty by a military or civilian court, or upon payment of fine or forfeiture of pay and allowances, or posted bond or collateral.

**5.3. The USAREUR Registrar or 52 SFS/S5R:** will notify the Commander and First Sergeant concerned when a subordinate’s point assessments reach a total of either 12 or more points in 1 year or 18 or more points in 2 years.

5.3.1. Points assessed against an individual will remain in effect for 2 years. The 52 SFS/S5R and the USAREUR RMV will maintain driving record entries as required by this instruction.

5.3.2. If a military member or dependant receives a German citation, it will be accessed using the US point system. Commanders who receive warning notices through the mail from Mannheim RMV or any other location are required to forward a copy of the warning notice to 52 SFS/S5R for point assessment.

5.3.3. When requested, military members or dependents are required to give Polizei or any other law enforcement personnel from other countries their sponsor’s units address.

**5.4. Point System Procedures.**

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

5.4.2. On receipt of DD Form 1408 or other military law enforcement report of a moving violation the unit commander or designated supervisor will conduct an inquiry. The commander will take or recommend proper disciplinary or administrative action. Commanders will only administer punishment to civilians for job-related driving infractions. Additionally, supervisors may counsel and discipline civilians for job-related driving infractions.

5.4.3. Distribute citation copies and process point assessments IAW paragraph **4.10**

5.4.4. Installation Commanders may suspend or revoke driving privileges as provided by this instruction regardless of whether the improvement measures identified in joint publication AFI 31-218\_IP/AR 190-5, *Motor Vehicle Traffic Supervision* are accomplished. Squadron commanders will be notified by 52 SFS/S5R for counseling of offenders. Commanders will only counsel civilians regarding job-related driving infractions. Additionally, supervisors may counsel and discipline civilians for job-related driving infractions.

5.4.4.1. Advisory letter through the unit commander and first sergeant to any person who has acquired six traffic points from moving violations within a six month period.

5.4.4.2. Counseling or driver improvement interview by the unit commander of any person who acquires more than six points but less than 12 points within a six month period.

5.4.4.3. 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.

5.4.4.4. Attendance at the DIRC to improve driving skill, awareness, or attitude.

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

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

5.4.6. Notify in writing anyone whose driving privileges are suspended or revoked (for one violation or an accumulation of 12 traffic points within 12 consecutive months, or 18 traffic points within 24 consecutive months). Installation Commanders determine suspension and revocation periods for offenses not covered in **Table A3**; however, any revocation must be for a period of 6 months or more. The Installation Commander may impose a longer suspension or revocation period (to include offenses in **Table A3**) based on the person's overall driving record. Consider the frequency, flagrancy, and severity of moving violations, and the response to previous driver improvements measures. In all cases, military members must successfully complete DIRC before reinstatement of driving privileges.

5.4.7. Points assessed against a person remain in effect for point accumulation purposes for 24 consecutive months. Routinely review driver records to delete traffic points during records update while recording new offenses and forwarding records to new duty stations.

Completion of a revocation-based on points requires removal from the driving record of all points assessed before the revocation.

5.4.8. Removal of points does not authorize removal of driving record entries for moving violations, chargeable accidents, suspensions, or revocations. Recorded entries will remain posted on individuals driving records.

5.4.9. When two or more violations are committed on a single occasion, points may be assessed only for the violation with the highest corresponding point value.

**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 when records on civilian personnel who are terminating on-base employment or on-base registration.

5.5.1. If persons transferred to another Air Force installation have valid points or other entries on their driving records, the DFC through the 52 SFS/S5R office must forward the records to the DFC of the gaining installation. The gaining DFC should coordinate with applicable commanders and continue and Air Force suspension or revocation-based on intoxicated driving or accumulation of points as specified in paragraph [5.4.7](#)

5.5.2. Forward driving records of military family members containing point assessments or other entries to the sponsor's gaining installation and review in the same manner as for service members. Do not delete points accumulated or entries on the driver record regarding suspensions, revocations, moving violations, or chargeable accidents from the driver records except per paragraph [5.4.7](#) and [5.4.8](#)

DAVID J. JULAZADEH, Colonel, USAF  
Commander

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

AFI 10-245, Antiterrorism, *21 September 2012*  
AFI 24-301, Vehicle Operations, *17 August 2012*  
AFI 31-101, Integrated Defense, *8 October 2009*  
AFI 31-101\_USAFESUP, Integrated Defense, *4 November 2010*  
AFI 31-113\_USAFESUP, Installation Perimeter Access Control, *29 July 2012*  
AFI 31-218\_IP/AR 190-1, Motor Vehicle Traffic Supervision, *15 July 2011*  
AFI 33-364, Records Disposition-Procedures and Responsibilities, *22 December 2006*  
AFI 44-102, Medical Care Management, *20 January 2012*  
AFI 91-207\_USAFESUP, Air Force Traffic Safety Program, *28 September 2012*  
AFMAN 31-116, Air Force Motor Vehicle Traffic Supervision, *9 May 2012*  
AFMAN 31-201 Volume 3, Flight Operations, *24 August 2009*  
AFMAN 31-201 Volume 7, Security Forces Reports and Analysis, *28 August 2009*  
AFR 75-88, Highways for National Defense, *15 December 1982*  
DoDI 6055.04, DoD Traffic Safety Program, *23 January 2013*  
SFOI 31-101, Security Forces Operations, *11 January 2012*  
USAFE Instruction 31-202/AE 190-1, Driver and Vehicle Requirements and the Installation Traffic Code for the U.S. Forces in Germany, *1 August 2012*

***Prescribed Forms***

*Spangdahlem Form 8, Minor Accident Worksheet*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*  
AF Form 1313, *Driver Record*  
AF Form 1315, *Accident Report*  
AF Form 2293, *US Air Force Motor Vehicle Operator's Identification Card*  
AF Form 75, *Visitor/ Vehicle Pass*  
AF IMT 1168, *Witness/Victim Statement*  
DD Form 1408, *Armed Forces Traffic Ticket*  
DD Form 2, *US Armed Forces Identification Card*  
DD Form 2504, *Abandoned Vehicle Notice*

*Abbreviations and Acronyms*

**AF**—Air Force  
**AFI**—Air Force Instruction  
**AF IMT**—Air Force Information Management Tool  
**AFMAN**—Air Force Manual  
**AFPD**—Air Force Policy Directive  
**AFR**—Air Force Regulation  
**ATV**—All Terrain Vehicles  
**BAC**—Blood Alcohol Content  
**BDOC**—Base defense operations center  
**BRAC**—Breath Alcohol Content  
**BRC**—Beginner Rider’s Course  
**CAC**—Common Access Card  
**CC**—Commander  
**CD**—Deputy Commander  
**CES**—Civil Engineer Squadron  
**CFR**—Code of Federal Regulation  
**DD**—Department of Defense  
**DFC**—Deputy Force Commander  
**DoD**—Department of Defense  
**DoDI**—Department of Defense Instruction  
**DIRC**—Driver Improvement and Rehabilitation Course  
**DUI**—Driving Under the Influence  
**ERC**—Experienced Rider’s Course  
**FSS**—Force Support Squadron  
**FW**—Fighter Wing  
**GOV**—Government Owned Vehicle  
**IAW**—in accordance with  
**KPH**—kilometers per hour  
**LRS**—Logistics Readiness Squadron  
**MDG**—Medical Group  
**MOU**—Memorandum of Understanding

**MPH**—miles per hour  
**MSF**—Motorcycle Safety Foundation  
**MSG**—Mission Support Group  
**MTMCTEA**—Military Traffic Management Command Transportation Engineering Agency  
**NHSPS**—National Highway Safety Program Standards  
**NHTSA**—National Highway Traffic Safety Administration  
**OCONUS**—Outside the continental United States  
**OPR**—Office of Primary Responsibility  
**POV**—Privately owned vehicle  
**RDS**—Records Disposition Schedule  
**RIEVC**—Random Installation Entry/Exit Vehicle Checks  
**RMV**—Registry of Motor Vehicle  
**SAB**—Spangdahlem Air Base  
**SF**—Security Forces  
**SFMIS**—Security Forces Management Information System  
**SFOI**—Security Forces Operating Instruction  
**SFS**—Security Forces Squadron  
**SIDP**—Spangdahlem Integrated Defense Plan  
**SJA**—Staff Judge Advocate  
**SOFA**—Status of Forces Agreement  
**TDY**—Temporary Duty  
**UCMJ**—Uniform Code of Military Justice  
**USAFE**—United States Air Forces in Europe  
**USAREUR**—United States Army in Europe

## Attachment 2

## POINT ASSESSMENT FOR VIOLATIONS

Table A2.1. Point Assessment for Violations

<b>Owner/Operator Violation</b>	<b>Points Assessed</b>
Reckless Driving (willful and wanton disregard for the safety of persons or property). Any speeding violation in excess of 30 kph of the posted speed limit.	6
Owner knowingly and willfully permitting a person to operate the owner's motor vehicle when unlicensed or mentally or physically impaired (i.e. intoxicated).	6
Fleeing or leaving the scene of an accident after causing property damage.	6
Driving vehicle while impaired by alcohol consumption (BAC 0.05 or higher)	6
Taking part in a speed contest.	6
Unattended Child under 7 years of age left in vehicle. Animals are included if a danger exists to the animal. See Note #1	6
Exceeding posted/stated speed limits:	
a. 1 to 10 miles per hour (mph) (1 to 16 kilometers per hour (kph)) over the posted speed limit.	3
b. 11 to 15 mph (17 to 25 kph) over the posted speed limit.	4
c. 16 to 20 mph (26 to 32 kph) over the posted speed limit.	5
d. 20 or higher mph (33 or higher kph) over 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
Improper Registration (fraudulent tags).	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
Failure to yield (no official sign involved).	4
Passing Improperly.	4
Improper turning movements (no official sign involved).	3
Wearing headphones/earphones or using a cell phone (other than with hands-free device) 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-wheeled vehicle powered by a motorcycle-	3

like engine. (operator assessed points).	
Unattended vehicle (while running with keys in vehicle).	3
Illegally parked in designated handicap area (no decal, license or placard displayed).	3
Other moving violations (i.e. failing to maintain control, inattentive driving, improper backing).	3
Abandoned vehicle.	3
Misuse of a handicap decal. See Note #2	3
Failure to yield to pedestrians in designated walkway/crosswalk. See note #3	3
Operating a radar detection device to indicate the presence of speed recording instruments or to transmit simulated erroneous speed (prohibited on DoD installations). See Note #3	3
Operating a vehicle that does not meet non-mechanical standards (AE 190-1 Appendix C) (for example, window tinting, exhaust noise level, chasses or frame alteration, damaged glass, wheel spinners).	3
Failing to report involvement in an accident.	3
Improper Overtaking	3
Open container in passenger compartment of vehicle on-base (driver issued citation/points assessed)	3
Failure of operator or occupants to use available restraint system devices while moving. Failure to have enough restraint systems in a vehicle for all occupants. (operator assessed points)	2
Speed too fast for conditions.	2
Speed too slow causing potential safety hazard.	2
Failure to properly restrain children in a child restraint system while moving. See Note #4	2
Improper parking. See Note #5	2
Improper registration (expired or unregistered).	2
Operating an unsafe vehicle. See Note #6	2
Making excessive noise while operating a POV/GOV (i.e., radio or stereo heard more than 50 feet from POV/GOV with the windows up)	2
Improper use of fog lights	1
Operating a vehicle without corrective lenses when the individuals USAREUR license requires wear of lenses.	1
Failing to have USAREUR license and identification card in possession when operating a POV.	1

Driver involved in accident is deemed responsible (only added to points assessed for specific violations).	1
<b>NOTE:</b> When two or more violations are committed on a single occasion, points may be assessed only for the violation with the highest corresponding point value.	
Note #1. When an AF Form 3545 is also accomplished, revocation of driving privileges for one year will be considered by the commander. Example: If child or animals were left in dangerous conditions in vehicle, i.e., hot weather where interior conditions are deemed hazardous by a reasonable person.	
Note #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.	
Note #3. When violation occurs within an active school zone, add 1 point to point assessment.	
Note #4. Applies to not using or when child restraint system is improperly installed, i.e., car seat, infant carrier, booster seat, belt/strap modification (when required by manufacturer), etc. Assess four points when no restraint system of any kind is used. Refer to AFMAN 31-116, para 4.1.1.1. for child age & size specifics	
Note #5. 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).	
Note #6. 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 warning ticket).	

## Attachment 3

## TRAFFIC-POINT &amp; SUSPENSION/REVOICATION TIMES

Table A3.1. Traffic Point Table and Suspension/Revocation Times

<b>30 Day Suspension for:</b>
If the percentage of the alcohol in the person's blood is greater than .03, but NOT greater than .049 and is involved in a vehicle accident; the individuals driver's license will be suspended for 30 days.
<b>60 Day Suspension for:</b>
Failing to pass the written examination for a USAREUR POV license after 3 attempts. Any failure thereafter will result in additional 60-day ineligibility.
Failure to attend Driver Improvement and Rehabilitation Course, after acquiring 6 or more traffic points for moving violations within a 6 month period. Completion of Driver Improvement and Rehabilitation Course at anytime during the suspension period or prior to the suspension period will satisfy the requirement for reinstatement.
<b>90 Day Suspension for:</b>
Operating a class of vehicle not licensed to operate.
Vehicle operators who are found guilty of 3 parking violations in 1 year period.
Committing a traffic offense outside Germany that would require suspension or revocation under this regulation if committed in Germany.
<b>180 Day Suspension for:</b>
Mental or physical impairment (not including alcohol or other drug use) to the degree rendered incompetent to drive. See Note #1
Commission of an offense in another state/country which, if committed on the installation, would establish grounds for suspension or revocation. See Note #2
Permitting unlawful or fraudulent use of an official driver's license.
Conviction of racing on the highway.
Receiving 5 or more non-moving violations within a six month period.
Accumulating 12 or more traffic points in a 1 year period or 18 or more traffic points in a 2 year period.
Having two citations for reckless driving and being found guilty of reckless driving or twice receiving non-judicial punishment for reckless driving in a 1 year period.
Disposing of a POV in a manner not authorized by this regulation (This does not apply to re-registration of a POV within 30 days after the expiration).
If an individual is operating a vehicle and is found to have a minimum blood (0.05g/100ml) or breath (0.05g/210L) alcohol content ranging to a maximum blood (0.10g/100ml) or breath

(0.10g/210L) alcohol content.
Fleeing the scene of a traffic accident.
Causing a vehicle accident as a result of improper passing.
A driver involved in three accidents within a 12 month period where they are deemed responsible.
Displaying a lack of good judgment about safe and prudent operation of a POV/GOV. This is intended for individuals who cause a major accident through displaying a lack of good judgment about safe and prudent operation of a POV/GOV and other moving violations where the driver exhibited a lack of good judgment about safe and prudent operation of a POV/GOV. See Note #3
<b>1 Year Suspension for:</b>
Using or allowing someone else to use a USAREUR POV driver's license in an unlawful or fraudulent manner.
Fleeing, or attempting to flee from a police officer in relation to a traffic violation or failing to obey directions from a police officer, or circumventing or attempting to circumvent a police checkpoint. (On or off-base)
Unauthorized assistance during a USAREUR licensing examination.
Driver fails to remove or cover indecent or obscene material on a POV or failure to move the POV displaying indecent or obscene material from the installation after being ordered to do so.
If an individual is operating a vehicle and is found to have a minimum blood (0.101g/100ml) or breath (0.101g/210L) alcohol content ranging to a maximum blood (0.149g/100ml) or breath (0.149g/210L) alcohol content.
<b>1 Year Revocation for:</b>
Testing positive for any substance listed in the UCMJ under Article 112a as a result of a chemical test administered according to implied consent on or off-base.
Manslaughter (or negligent homicide by vehicle) resulting from the operation of a motor vehicle. 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. Use of a motor vehicle in the commission of a felony. Fleeing the scene of an accident involving death or personal injury (hit and run). Perjury or making a false statement or affidavit under oath to responsible officials relating to the ownership or operation of motor vehicles. Unauthorized use of a motor vehicle belonging to another, when the act does not amount to a felony. Revocation mandatory on conviction.
Refusal to submit to or failure to complete chemical blood or breath test on or off-base. See Note #4
Being convicted by a military or civilian court or receiving non-judicial punishment for: Any offense in which a motor vehicle is used, if the same or a closely related

<p>offense carries a maximum punishment of confinement for 1 year or more, or a punitive discharge under the UCMJ.</p> <p>Committing perjury or making a false affidavit and/or statement to responsible official about owning or operating motor vehicles.</p> <p>Obtaining a USAREUR POV driver's license, or assisting another person to obtain a USAREUR POV driver's license, through unauthorized means or by using false pretenses to avoid licensing requirements.</p>			
<b>1.5 Year Suspension for:</b>			
Operating or in physical control of a POV/GOV with a BAC of 0.15g/100ml to 0.199g/100ml or a BRAC of 0.15g/210L to 0.199g/210L.			
<b>2 Year Revocation/Suspension for:</b>			
<b>Revocation:</b> Driving or in physical control of a POV/GOV while driver's license or installation driving privileges are under suspension, revocation or being declared ineligible. This shall include suspensions issued by individual's commander.			
<b>Suspension:</b> Operating or in physical control of a POV/GOV with a BAC of 0.20g/100ml or higher or a BRAC of 0.20g/210L or higher.			
<b>5 Year Revocation for:</b>			
Committing for the second time within the last 5 years, the offense of:			
<ul style="list-style-type: none"> <li>• Operating or in physical control of a POV/GOV with a BAC of 0.5g/100ml or higher or a BRAC of 0.5g/210L or higher.</li> <li>• Refusal to submit to or failure to complete chemical blood or breath test on or off-base. See Note #4</li> </ul>			
<b>Other violations shall carry a suspension period of:</b>			
<b>Offenders Actions:</b>	<b>First Offense:</b>	<b>Second Offense:</b>	<b>Third Offense:</b>
Failure to report involvement in a traffic accident.	30 Day Suspension	90 Day Suspension	180 Day Suspension
Having an open container (of an alcoholic beverage) within the passenger area of any motor vehicle, including unlocked glove compartments and any other areas of the vehicle that are readily accessible to the driver or passengers while in their seats. Driver receives citation	30 Day Suspension	60 Day Suspension	90 Day Suspension
Operating a vehicle (POV/GOV, etc.) while wearing headphones or manually using a cell phone without a hands free device.	7 Day Suspension	30 Day Suspension	60 Day Suspension
Failure to provide a valid driver's license while	7 Day	14 Day	30 Day

operating a vehicle (including POV/GOV/International etc.).	Suspension	Suspension	Suspension
Failing to properly wear a seat belt or to require passengers to properly wear a seat belt or restraining device while riding or operating in a POV/GOV (to include child seats). Driver as well as the passenger will receive a citation.	7 Day Suspension	30 Day Suspension	180 Day Suspension
Owner fails to obtain or maintain proper insurance for a POV.	90 Day Suspension	180 Day Suspension	1 Year Suspension
Owner fails to register or re-register a POV 30 days or more after the expiration date.	30 Day Suspension	60 Day Suspension	180 Day Suspension
Not paying the license fee within the time specified after notification that the initial check was returned for insufficient funds.	30 Day Suspension	60 Day Suspension	180 Day Suspension
Operating a vehicle (POV/GOV etc.) without corrective lenses when the U.S. Forces certificate of license requires wear of lenses.	7 Day Suspension	14 Day Suspension	30 Day Suspension
Operator of a motorcycle failing to wear or require a passenger to wear required safety devices (i.e. eye protective device, proper helmet, proper protective clothing) on or off-base.	30 Day Suspension	60 Day Suspension	180 Day Suspension
Making a false statement in an attempt to obtain a USAREUR POV driver's license.	90 Day Suspension	120 Day Suspension	180 Day Suspension
Parking in handicapped parking spaces without proper decals or misuse of handicapped parking decals.	7 Day Suspension	30 Day Suspension	60 Day Suspension

**NOTES:**

Note #1 Evaluate a driver's physical or mental ability after a physician has submitted a statement that the person is capable of safely operating a POV. The suspension will end and the USAREUR license will be returned only when a physician provides a statement that the person can safely operate a vehicle.

Note #2 When imposing a suspension because of an off installation offense, the effective date is the same as the date of civil conviction or the suspension or revocation date of the state or host nation driving privileges. This effective date can be retroactive.

Note #3 Investigate motor vehicle related incidents involving the driver. The driving privileges of persons involved in motor vehicle related incidents may be suspended until the investigation is completed. In alcohol related incidents, the driver's USAREUR POV license must be suspended immediately, pending the outcome of the investigation. Also misconduct reflecting the licensee's qualifications as a driver. Examples are: Abuse of alcohol, controlled substances and

habitual acts of violence.
Note #4 No points are assessed solely for revocation or suspension actions. Except for implied consent violations, base revocations on a conviction by a civilian court, military courts-martial, non-judicial punishment under Article 15 of the UCMJ, or a separate hearing as otherwise addressed in this instruction. If revocation for implied consent is combined with another revocation such as one year for intoxicated driving, revocations will run consecutively.
Revoking authorities will declare a person ineligible for a USAREUR POV driver's license for the same applicable period of suspension or revocation.
Blood alcohol concentration is expressed in percent weight by volume (%w/v) based upon grams of alcohol per 100 cubic centimeters of blood or per 210 liters of breath. A BAC of 0.10% w/v means 0.10 grams of alcohol per 100 cubic centimeters of blood (0.01g/100cc) or 0.10 grams of alcohol per 210 liters of breath. The conversion factor of 210 is a commonly used value recognized by the Committee on Alcohol and Other Drugs of the National Safety Council; that is 210 liters of deep lung air at 34 degrees centigrade contains exactly the same quantity (mass) of ethanol (alcohol) as 100cc of pulmonary blood.
If a USAREUR licensed individual commits multiple offenses which carry suspension or revocation time, those suspension or revocation offenses shall run consecutively.
If privileges have been suspended by a German court, requests for restricted driving privileges will not be granted until the German suspension has expired.
Some violations may require the attendance of the DIRC, to be determined by the suspension/revocation authority.
Individuals who have a record of three alcohol related offenses over any time period will be prohibited from ever receiving a USAREUR POV driver's license.