

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

**TRAVIS AIR FORCE BASE
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This publication implements Air Force Policy Directive (AFPD) 31-2, *Law Enforcement*, Air Force Instruction (AFI) 31-204, *Air Force Motor Vehicle Traffic Supervision* and AFI 31-218(I), *Joint Motor Vehicle Traffic Supervision*. This instruction also assimilates, as applicable, California Vehicle Code (CVC). It applies to all persons operating vehicles on Travis Air Force Base. When a conflict between the CVC and Air Force publications exist, Air Force publications will take precedence over the CVC. Failure to comply with these requirements provides for administrative, judicial and/or disciplinary action as authorized by federal laws, Uniform Code of Military Justice (UCMJ), Air Force directives, and the laws of the State of California. Authority for maintenance of the system: This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10 U.S.C., Section 8013, *Secretary of the Air Force: powers and duties*; delegation by and DoDI 6055.7, *Accident Investigation, Reporting and Recordkeeping*, DoDI 6055.4, *Department of Defense Traffic Safety Program*, DoDD 7730.47, *Defense Incident Based Reporting System (DIBRS)*, AFI 31-201, *Security Police Standards and Procedures*, AFI 31-203, *Security Forces Management Information System*, AFI 31-204, AFI 31-218(I), Title 18 U.S.C. 922 note, *Brady Handgun Violence Prevention Act*; Title 28 U.S.C. 534 note, *Uniform Federal Crime Reporting Act*, Title 42 U.S.C. 10601 et seq., *Victim Rights and Restitution Act of 1990*; and E.O. 9397 (SSN). The following System of Records Notices apply: F031, AF SP L, Traffic Accidents and Violation Reports; F031 AF SP K, Vehicle Administration Records, F031 AF SP E, Security Forces Management Information System (SFMIS).

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afirms.amc.af.mil/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This interim change increases the points assessed for speeding in Travis Air Force Base housing areas and assesses points for talking on a cell phone while operating a motor vehicle.

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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 Travis Air Force Base.

1.2. Application. This instruction and the California Vehicle Code (CVC) applies to all pedestrians, bicyclists, skateboarders, roller-skaters/bladers and personnel operating a Privately Owned Vehicle (POV), Commercial Vehicle (CV), Government Motor Vehicle (GMV), two and three-wheeled motorcycles, motorized scooters, motorized mopeds and motorized bicycles on the installation, unless otherwise stated in this instruction. Security Forces and DoD Guard personnel may take or direct action in accordance with this instruction and the CVC.

1.3. Responsibilities.

1.3.1. The 60th Air Mobility Wing Commander (60 AMW/CC) establishes and manages the base traffic supervision program and regulates the movement of traffic and personnel on the installation.

1.3.2. The 60 AMW Vice Commander (60 AMW/CV) is delegated full authority to act on behalf of the 60 AMW/CC on all matters concerning motor vehicle traffic supervision on the installation.

1.3.3. The 60th Mission Support Group Commander (60 MSG/CC) and 60 MSG Deputy Commander (60 MSG/CD) are delegated the authority to suspend or revoke base driving privileges under the provisions of AFI 31-204, *Air Force Motor Vehicle Traffic Supervision* and AFI 31-218(I), *Joint Motor Vehicle Traffic Supervision* and/or reinstate full or partial driving privileges.

1.3.3.1. The 60 AMW/CV is the final appeal authority for all appeals pertaining to suspension and revocation decisions per this instruction. No further appeal or request for reconsideration will be accepted.

1.3.3.2. The 60 MSG/CD is the final appeal authority for violations cited on DD Form 1408, *Armed Forces Traffic Ticket*.

1.3.4. The 60 AMW Staff Judge Advocate (SJA) advises the 60 AMW/CC and/or appeal authority on due process appeals and/or hearings for suspension/revocation of base driving privileges. SJA or their deputy/assistants will coordinate on all suspension/revocation packages in accordance with paragraph **2.7.** of this instruction.

1.3.4.1. The 60 MSG/CC or 60 MSG/CD are responsible for conducting administrative due process hearings including towing appeal procedures under this instruction.

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

1.3.5.1. Initiate disciplinary action, when appropriate, for military and civilian personnel as directed by the Uniform Code of Military Justice (UCMJ), Department of Defense instructions, Air Force instructions, federal and state laws.

Chapter 2

DRIVING PRIVILEGES

2.1. Driving Privileges Requirements.

2.1.1. Driving a Government Motor Vehicle (GMV) or Privately Owned Vehicle (POV) on the installation is a privilege granted by the Installation Commander. If a person accepts that privilege, the individual must comply with the laws and instructions governing motor vehicle operation and registration on the installation. Consequently, upon request by the Installation Entry Controller (Security Forces or DoD Guards), everyone operating a motor vehicle on the installation must produce the following:

2.1.1.1. A valid DoD, military or base affiliated identification card.

2.1.1.2. A valid state, provincial, or foreign driver license.

2.1.1.2.1. The State of California does not recognize an International Driving Permit (IDP) as a valid driver license. California does recognize a valid license that is issued by a foreign jurisdiction (country, state, territory) of which the license holder is a resident (CVC 12502 and CVC 12505).

2.1.1.3. If applicable, an AF Form 75, *Visitor/Vehicle Pass* or computer generated pass in addition to a driver license, passport or alien registration card.

2.1.1.4. Proof of current vehicle registration.

2.1.1.5. Proof of current vehicle insurance.

2.2. Driver License Requirements.

2.2.1. All personnel who operate a Government Motor Vehicle (GMV) will comply with the requirements of AFI 24-301, *Vehicle Operation*, regarding operation of general and special purpose GMVs (i.e., 1 ½ ton truck, buses, or any other vehicle over 1 ½ ton); and must be in possession of a valid state driver license and AF IMT 2293, *US Government Motor Vehicle Identification Card*, or computer generated GMV driver license. Individuals requesting issuance of AF IMT 2293 or computer generated GMV driver license will obtain an AF IMT 171, *Request for Driver's Training and Addition to U.S Government Drivers License*, from their squadron Vehicle Control Officer (VCO) or Vehicle Control Non-Commissioned Officer (VCNCO) and provide it to the 60th Logistics Readiness Squadron, Fleet Manager (60 LRS/LGRV).

2.2.2. Active duty personnel who possess an out-of-state driver license and are stationed at this installation, will comply with their respective state's Department of Motor Vehicles (DMV) driver license extension/renewal policy (refer to [Attachment 3](#)).

2.2.3. Civilians, to include family members of military personnel, must obtain a California driver license within ten days of residence or employment in the State of California. An out-of-state driver license is only valid for visitors (CVC 12505).

2.2.4. Within 30 days of employment or PCS arrival to the installation, active duty and DoD civilian employees in possession of a foreign driver license and/or expired California or U.S. driver license must renew their driver license with the issuing state's DMV or obtain a new driver license from a California DMV.

2.2.5. Individuals PCSing from this installation to a different state or overseas assignment who are in possession of a California driver license receive a renewal extension in accordance with Section 12817 of the California Vehicle Code (CVC). Licensees must contact a California DMV to update their driving record, and the DMV will send the licensee a DL 236 card to carry with the expired California driver license. The DL 236 card states the provisions of CVC Section 12817.

2.3. Stopping and Inspecting Personnel or Vehicles.

2.3.1. Title 50 U.S.C., Section 797 grants the Installation Commander the authority to stop, inspect, search and impound motor vehicles at installation gates and Air Force Restricted Areas to ensure the safety and security of all personnel and resources under their control.

2.3.2. Reasons for conducting these activities may include, but are not limited to, increased force protection conditions, installation entry point checks, random anti-terrorism measures, random vehicle inspections and when there is probable cause to search pursuant to alleged criminal activity.

2.3.3. Installation Entry Point Checks (IEPCs) and Random Vehicle Inspections (RVIs).

2.3.3.1. IEPCs and RVIs are a random inspection of vehicles directed by the Installation Commander or designee and are not considered a search. Military and civilian personnel are subject to these inspections. IEPCs and RVIs apply to both vehicles and pedestrians entering or exiting the installation.

2.3.3.2. If an individual refuses to submit to inspection of his or her vehicle, then the following actions will be completed:

2.3.3.2.1. If the operator is a civilian, he/she will be asked for identification and advised he/she will be denied access to the base until the vehicle has been inspected. If the operator still refuses to have the vehicle inspected, the operator/owner will be advised that failing to submit to an IEPC or RVI may result in revocation of base driving privileges and/or barment actions. If the owner/operator still refuses, he/she will be denied authorization to operate the vehicle on-base. Security Forces will conduct a walk around of the vehicle for plain view evidence that may be used as a legal foundation for the authority to search and seize. SJA will be consulted for further guidance.

2.3.3.2.2. Vehicles under the control of military personnel will be handled in the same manner; however, military personnel will be advised the IEPC/RVI is a lawful order by the Installation Commander and failure to submit to an examination will result in their apprehension for the offense of Article 92, Failure to Obey Order or Regulation, Uniform Code of Military Justice (UCMJ). If the individual continues to refuse, he/she will be apprehended and SJA will be consulted for further guidance regarding examining the vehicle.

2.4. Suspension or Revocation of Driving Privileges.

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

2.4.2. The 60 AMW/CC, 60 MSG/CC or 60 MSG/CD may suspend or revoke installation driving privileges and base decal registration for lawful reasons both related and unrelated to traffic violations or safe vehicle operations.

2.4.3. The 60 AMW/CC, 60 MSG/CC or 60 MSG/CD has discretionary authority and may withdraw anyone's authorization to operate a Government Motor Vehicle (GMV), Privately Owned Vehicle (POV) or Commercial Vehicle (CV) on the installation.

2.4.4. Suspension.

2.4.4.1. The 60 AMW/CC, 60 MSG/CC or 60 MSG/CD can suspend driving privileges for serious violations or when lesser measures fail to improve a driver's performance. The 60 MSG/CC or 60 MSG/CD may also suspend or revoke licenses for up to 12 months if a driver continually violates installation parking standards, or habitually violates other standards considered non-moving in nature.

2.4.4.2. Unit commanders may request suspension of base driving privileges of any problem driver(s), whose attitude(s) and actions display evidence of unsafe driving practices. Requests will be sent to 60 MSG/CC through the Chief, Security Forces (60 SFS/CC) and 60th Security Forces Squadron, Reports and Analysis (60 SFS/S5R).

2.4.4.3. The 60 AMW/CC, 60 MSG/CC or 60 MSG/CD will immediately suspend installation Government Motor Vehicle (GMV), Privately Owned Vehicle (POV) or Commercial Vehicle (CV) driving privileges pending resolution of an intoxicated driving incident which involves active duty military personnel, their family members, retired members of the military service, and DoD civilian personnel. This applies regardless of the geographic location, on or off base, of an intoxicated driving incident. Active duty personnel stationed at this installation are required to notify the Security Forces Control Center (SFCC) as soon as possible if arrested off-base at any location in CONUS or overseas for violations of [2.4.4.3.1.](#) and/or [2.4.4.3.2.](#) included herein. After a review of available evidence, driver's privileges will be suspended pending resolution of the intoxicated driving incident under the circumstances outlined below:

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

2.4.4.3.2. Operating a motor vehicle with BAC or BrAC of 0.08 percent by volume or higher.

2.4.4.3.3. Receipt of an arrest report or other official document reasonably showing an intoxicated driving incident occurred.

2.4.5. Revocation.

2.4.5.1. The 60 AMW/CC, 60 MSG/CC or 60 MSG/CD will immediately revoke driving privileges for a period of not less than one year in the following circumstances:

2.4.5.1.1. 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, this instruction, AFI 31-204 or AFI 31-218(I). When revocation action for an implied consent refusal is combined with another revocation, it will run concurrently.

2.4.5.1.2. 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.

2.4.5.1.3. When a serious incident involving a motor vehicle occurs and the installation commander determines immediate revocation of driving privileges is required to preserve public safety or the good order and discipline of military personnel.

2.4.5.2. When temporary suspensions are followed by revocations, compute the revocation period from the original suspension date, exclusive of any period during which full driving privileges were restored pending resolution of charges.

2.4.5.3. The 60 AMW/CC, 60 MSG/CC or 60 MSG/CD may impose multiple suspensions to run consecutively or concurrently.

2.4.6. 60th Security Forces Squadron, Reports and Analysis (60 SFS/S5R) will notify 60 LRS/LGRC of all suspension/revocations. Individuals whose base driving privileges are suspended or revoked will surrender their AF IMT 2293 or computer generated Government Motor Vehicle (GMV) driver license to their squadron VCO or VCNCO. The VCO/VCNCO will notify 60 LRS/LGRV, who will concurrently suspend or revoke the individual's AF IMT 2293 or computer generated GMV driver license for the duration of the base driving privilege suspension or revocation.

2.4.7. When a person has been added to the "Driving Privileges Revocation" roster, 60 SFS/S5R will notify the individual via email and "courtesy copy" the respective First Sergeant and the Chief, Pass & Registration advising the member to turn in their vehicle decals for each vehicle that requires de-registration. Each (previously registered) vehicle must be brought to the Pass and Registration office where a Pass and Registration clerk will physically inspect the vehicle to ensure the decal has been removed. The vehicle will then be de-registered in SFMIS.

2.4.8. Upon deregistration of the individual's vehicles in SFMIS, the Pass and Registration staff will issue a "Driving Revocation Pass". The name on the pass will be the person who received the driving suspension and expires one month after the driving suspension expiration date. During that one month period new decals can be obtained providing the member has applied for driving reinstatement and has been approved by the 60 MSG/CC. To verify the member has been reinstated, contact Reports and Analysis. Do not issue a decal until verifying the reinstatement has been approved.

2.4.9. Individuals are not authorized to park or store their vehicles anywhere on the installation during the suspension or revocation period unless they obtain written authorization from the 60 MSG/CC through the Chief, Security Forces (60 SFS/CC) and 60th Security Forces Squadron, Reports and Analysis (60 SFS/S5R).

2.4.10. Personnel that have their installation driving privileges revoked have seven days to surrender their DD Form 2220 to Pass & Registration and have their vehicle(s) de-registered.

2.5. Reciprocal Procedures.

2.5.1. The 60 AMW/CC will honor revocations issued by other installation commanders, regardless of service component affiliation. Revocations remain in effect during reassignment unless the issuing authority terminates the revocation before reassignment. Anyone with suspended or revoked privileges may petition the 60 AMW/CC, 60 MSG/CC or 60 MSG/CD for partial or limited driving privileges.

2.5.2. Reports and Analysis will review all available inbound history records and cross-reference the names in the Security Forces Management Information System (SFMIS) for suspension, revocation or

barment. Inbound suspension and revocations will be added to the installation Suspension/Revocation/Barment/Warrant (SRBW) listing.

2.5.2.1. Reports and Analysis will forward inbound barment history records to 60 AMW/SJA, 60 MSG/CD, 60 MSG/CC, 60 AMW/CV and 60 AMW/CC for coordination. The 60 AMW/CC will determine if the barment will be honored at this installation. If honored, Reports and Analysis will add the individual to the local SRBW listing.

2.5.3. Upon receipt of written notice of suspension or revocation from the California Department of Motor Vehicles (DMV), an out-of-state DMV or Reports and Analysis section from another installation, Reports and Analysis will take comparable administrative actions (suspension, revocation or point assessment) for the violation. Reports and Analysis will prepare a suspension/revocation package and coordinate through the 60 AMW/JA prior to the package being approved by the 60 MSG/CC and presented to the offender.

2.5.4. Reports and Analysis will notify the licensing authority, and gaining installation if applicable, of the state where the license is issued upon final adjudication by 60 MSG/CC or denied appeal by 60 AMW/CV of suspension or revocation (for a period of 1 year or more only) of an offender's license. The notification will include the basis for the suspension or revocation, such as refusal to submit to a lawful blood or breath alcohol test, and include the Blood Alcohol Content (BAC) or Breath Alcohol Content (BrAC) level if applicable.

2.6. Administrative Due Process for Suspensions and Revocations.

2.6.1. When considering suspending or revoking someone's driving privileges, 60 AMW/CC, 60 MSG/CC or 60 MSG/CD will notify that person in writing and tell them what action is being taking and the reason for it. This notice will be coordinated with 60 AMW/JA.

2.6.2. Suspension/revocation packages initiated for excessive citations, driving without a driver license, driving with insurance, or other reasons except those issued preliminary suspension at the time of apprehension for Driving Under the Influence or Driving While Impaired, with all supporting documentation will be coordinated through the 60 SFS/CC, Reports and Analysis. 60 AMW/JA will review evidence within 3 days from receipt of packages. The package will then be submitted to the 60 MSG/CC for approval and presented to the offender.

2.6.2.1. 60 AMW/CC, 60 MSG/CC or 60 MSG/CD will advise the individual of the following in the preliminary suspension notification for intoxicated driving:

2.6.2.1.1. Suspension can be made a revocation under the authority of paragraph **2.5.3.** of this instruction.

2.6.2.1.2. The right to request restoration of driving privileges pending investigation or resolution of the incident (direct request letters to the installation commander or designee).

2.6.2.1.3. 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 60 AMW/CC will determine the availability of specific (by name) military counsel requests.

2.6.2.1.4. The right of DoD civilian employees to have a personal representative present at the administrative hearing in accordance with applicable laws and instructions.

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

2.6.2.1.6. Direction to sign the acknowledgment of receipt and to return the signed letter to the address shown in the letter.

2.6.3. For active duty military personnel, 60 AMW/CC, 60 MSG/CC or 60 MSG/CD will send a written notice of preliminary suspension for intoxicated driving to the member's commander or reasonable equivalent. For non-installation, non-DoD affiliated civilians, 60 AMW/CC, 60 MSG/CC or 60 MSG/CD will 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, 60 AMW/CC, 60 MSG/CC or 60 MSG/CD will send the notice to their commander or reasonable equivalent.

2.6.4. To contest a preliminary suspension/revocation, the offender must request a due process hearing with the 60 MSG/CC within ten business days from receipt of the suspension/revocation notice.

2.6.4.1. Hearing requests will be submitted via memorandum to 60 SFS/S5R at 540 Airlift Drive, Rm C101, Travis AFB, CA 94535 or may be hand-delivered at 60 SFS/S5R, Bldg 381, Rm C101.

2.6.4.1.1. Memorandum for military personnel must be endorsed by his/her First Sergeant and Commander.

2.6.5. Hearings for intoxicated driving will cover only the pertinent issues of whether:

2.6.5.1. 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.

2.6.5.2. The person was lawfully cited or apprehended for an intoxicated driving offense.

2.6.5.3. 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.

2.6.5.4. 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.

2.6.5.5. The testing methods used were valid and reliable, and the results accurately recorded and evaluated.

2.6.6. The decision of the 60 MSG/CC may be appealed in writing to the 60 AMW/CV through the 60 SFS/CC, Reports and Analysis, and 60 AMW/SJA. The 60 AMW/CV's decision is final and cannot be appealed.

2.6.6.1. For revocation actions under paragraph 2.4.4.1. for intoxicated driving, the revocation is mandatory on conviction or other findings that confirm the charge.

2.6.6.2. The date of conviction or other findings that confirm the charge is the effective date of the revocation.

2.6.6.3. Notice that revocation is automatic 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 were made to notify the individual.

2.6.6.4. 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.

2.7. Restoration of Driving Privileges on Acquittal.

2.7.1. 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, 60 AMW/CC, 60 MSG/CC or 60 MSG/CD will vacate the suspension of driving privileges except when:

2.7.1.1. The preliminary suspension was based on refusal to take a BAC test.

2.7.1.2. The person was driving or in physical control of a motor vehicle while under another preliminary suspension or revocation.

2.7.1.3. The state authorities made an administrative determination to suspend or revoke driving privileges based on local law or pertinent regulations.

2.8. Restricted Driving Privileges.

2.8.1. The 60 AMW/CV, 60 MSG/CC or 60 MSG/CD may grant restricted base driving privileges to individuals whose authority to drive on the installation was suspended or revoked. The individual must have a valid state driver license or be authorized partial or restricted driving privileges by proper civilian authority.

2.8.1.1. A request for restricted driving privileges may be submitted in writing at the due process hearing or at any other time to the 60 MSG/CC. Any restricted driving privileges granted will be specified in writing and provided to the offender.

2.8.1.1.1. Hearing requests will be submitted via memorandum to 60 SFS/S5R at 540 Airlift Drive, Rm C101, Travis AFB, CA 94535 or may be hand-delivered at 60 SFS/S5R, Bldg 381, Rm C101.

2.8.1.1.2. Memorandum for military personnel must be endorsed by his/her First Sergeant and Commander.

2.8.1.2. Provisions outlined in paragraph 2.6.2.1.2.1. through 2.6.2.1.2.3. apply.

2.8.1.3. Restricted driving privileges may be granted for mission requirements, unusual personal or family hardship, or where there is a delay not attributable to the offender of more than 90 days in the disposition of the charge.

2.8.1.4. Permission must be approved in writing by the 60 MSG/CC or 60 MSG/CD prior to the offender driving on the installation. A copy of the restricted driving authorization letter will be maintained on the offender's person when operating a motor vehicle on the installation until driving privileges have been reinstated by the 60 MSG/CC or 60 MSG/CD.

2.8.1.5. Individuals determined to be in violation of the conditions of the restricted driving authorization letter will have their restricted driving privileges revoked and may be subject to an additional driving suspension or revocation.

2.8.1.6. Disapproved requests for restricted driving privileges may be appealed to the 60 AMW/CV. The 60 AMW/CV's decision is final and cannot be appealed.

2.9. Extensions of Suspensions and Revocations.

2.9.1. The offender's driving privileges will remain suspended or revoked indefinitely until the offender shows proof that he/she successfully completed an approved driver training course, drug or alcohol program, or other program deemed necessary by the 60 AMW/CV, 60 MSG/CC, 60 MSG/CD or local authorities based on the offense that led to the suspension or revocation.

2.9.2. Any individual discovered driving on the installation while their state driver license or base driving privileges are suspended or revoked will receive an additional 2 year revocation per AFI 31-204, Table 5.1., Assessment 1. Military personnel may also receive administrative or disciplinary action per the Uniform Code of Military Justice (UCMJ). DoD civilian personnel may also receive administrative or disciplinary action per AFI 36-704, *Discipline and Adverse Actions*. Contractor or non-base connected personnel in violation of suspension or revocation may result in administrative barment under Title 18 U.S.C., Section 1382.

2.9.3. Any individual discovered driving on the installation while on a 2 year revocation will receive an indefinite revocation of installation driving privileges. Military personnel may also receive administrative or disciplinary action per the UCMJ. DoD civilian personnel may also receive administrative or disciplinary action per AFI 36-704. Contractor or non-base connected personnel in violation of suspension or revocation may result in administrative barment under Title 18 U.S.C., Section 1382.

2.10. Reinstatement of Base Driving Privileges.

2.10.1. Reinstatement of base driving privileges is not automatic and must be reinstated by the 60 MSG/CC. One month prior to the expiration date of the suspension, the individual must submit documentation to 60 SFS/S5RR.

2.10.1.1. For reinstatement when the suspension/revocation was due to a DUI incident submit the following documents:

2.10.1.1.1. Reinstatement request letter (if military the letter must be endorsed by the First Sgt or CC).

2.10.1.1.2. Certificate for Driver's Safety Course V (military) or equivalent Drivers Safety Course (civilian).

2.10.1.1.3. Completion letter for an approved alcohol and drug evaluation and rehabilitation program.

2.10.1.1.4. Copy of valid state driver's license.

2.10.1.1.5. Copy of proof of current registration and insurance.

2.10.1.2. For reinstatement when the suspension/revocation was due to excessive traffic points, driving without insurance, driving without a valid driver license, or driving while driver license or installation driving privileges are under suspension or revocation submit the following documentation to 60 SFS/S5RR:

2.10.1.2.1. Reinstatement request letter (if military the letter must be endorsed by First Sgt or CC).

2.10.1.2.2. Copy of valid state driver's license.

2.10.1.2.3. Copy of proof of current registration and insurance.

Chapter 3

MOTOR VEHICLE REGISTRATION

3.1. Base Decal Program. The 60th Security Forces Squadron, Pass and Registration (60 SFS/S5V) section is the office of primary responsibility (OPR) for registering vehicles on the installation. The below base registration requirements apply to registered vehicle owners only.

3.1.1. Within fourteen (14) calendar days of employment or PCS arrival with vehicle at this installation, the below personnel will permanently register their Privately Owned Vehicles (POVs) with their respective Group Orderly Rooms from the 60th Air Mobility Wing (60 AMW), 615th Contingency Response Wing (615 CRW) or 349th Air Mobility Wing (349 AMW). All other personnel will register their POVs with Pass and Registration, located in Bldg 599 adjacent to the Main Gate:

3.1.1.1. All active duty military and their family members as identified by the Defense Enrollment Eligibility Reporting System (DEERS).

3.1.1.1.1. The 60 AMW, 615 CRW and 349 AMW Group Orderly Rooms can grant limited temporary registration in writing for up to forty-five calendar days pending permanent registration, or in other circumstances for a longer period of time (e.g., registrant is awaiting new license plates from Department of Motor Vehicles).

3.1.1.2. All DoD civilian employees issued a DoD identification card.

3.1.1.3. All DoD contractors issued a DoD identification card.

3.1.1.4. All reserve force and national guard personnel (permanently assigned to this installation or attached for training on an active installation or a reserve or national guard base or facility), who are authorized to use base facilities.

3.1.2. Authorized registrants on TAFB who transfer vehicle ownership to another authorized registrant have seven calendar days to either surrender their DD Form 2220 to Pass and Registration to have their vehicle de-registered or to transfer the decal and base registration to the authorized registrant.

3.1.3. The following categories of individuals may permanently register their Privately Owned Vehicles (POVs) with Pass and Registration:

3.1.3.1. All retired military and retired DoD civilian personnel that access the installation for regular use of base facilities and regular recurring activities.

3.1.3.2. All survivors of deceased active duty and retired military members who are authorized to use base facilities.

3.1.4. Step-parents, guardians and former spouses of military personnel, who are not or no longer Defense Enrollment Eligibility Reporting System (DEERS) qualified but have guardianship or share joint or sole custody of DEERS qualified minor children are not granted permanent vehicle registration privileges. These personnel will be granted access to the installation via AF Form 75, Visitor/Vehicle Pass or computer generated pass as long as the minor child is present in the vehicle and possesses one of the following: a valid Common Access Card, DD Form 1173, *U.S. Uniformed Services Identification and Privilege Card*, DD Form 1173-1, *DoD Guard and Reserve Family Identification Card*, or the step-parent or guardian is in possession of an "Agent Letter" issued by the 60th Services

Squadron (60 SVS) at Bldg 380B. Once the letter has been obtained, the individual will proceed to Pass and Registration for issuance of a long term pass. The sponsorship age requirement (eighteen years of age) is waived for DEERS qualified minor children acting as a sponsor for their non-qualifying parent or guardian.

3.1.5. The Installation Commander may extend registration to those individuals deemed appropriate, such as local dignitaries, community leaders, etc.

3.1.6. Failure to register a vehicle or properly place the issued DD Form 2220, *DoD Registered Vehicle Decal*, AF Form 2219, *Registered Vehicle Expiration Sticker* and “Travis AFB” tab on the vehicle may result in the issuance of a DD Form 1408.

3.1.7. DD Forms 2220 issued by other military or DoD organizations will be honored, provided the registered owner is not stationed at this installation. Personnel who are employed or assigned at this installation and possess a DD Form 2220 on their vehicle from another installation will register the vehicle with Pass and Registration within fourteen (14) calendar days of employment or PCS arrival with vehicle at this installation and receive a “Travis AFB” tab.

3.1.8. The “Travis AFB” tab and DD Form 2220 expire on 31 December of the expiration year indicated on the AF Form 2219. Prior to decal expiration, vehicle owners must renew their decal at their respective Group Orderly Room or with Pass and Registration. Failure to renew the registration may result in the vehicle being denied access.

3.1.9. Depending on the member’s status and rank, the registrant will be issued the appropriate color-coded “Travis AFB” tab (red-airman, yellow-NCO, green-civilian, white-contractor, and blue-officer). E-9 and O-6 tabs, and the retired military tab will be issued upon request.

3.1.10. Vehicles that cannot be issued a DD Form 2220 or registered in accordance with paragraphs [3.1.1.](#) or [3.1.3.](#) will be issued a short or long term AF Form 75, *Visitor/Vehicle Pass* or computer generated pass based on the individual’s necessity for daily access to the installation. Short term passes will not exceed fourteen days and will be issued by the Visitor Control Center. Long term passes will be issued by Pass and Registration.

3.2. Use of AF Form 75 or Computer Generated Pass (MAX Security Portal Badging System). The AF Form 75 or computer generated pass is used to control and identify visitors that have access to the installation on a temporary basis for the purposes of conducting business, visiting residents or attending functions or special events. The pass is issued to personnel who do not have DoD or military affiliated credentials required for unescorted access to the installation.

3.2.1. The pass will also be used to register visitor’s vehicles, base employee vehicles that are not authorized issuance of a DD Form 2220, and those vehicles pending permanent registration. At no time will a pass be issued for a period exceeding one year. Policy and procedures for the issuance of passes are maintained by Pass and Registration and documented in TAFBI 31-101, *Installation Security Instruction*.

3.2.2. All short term passes (1 – 14 days) will be issued at the Visitor Control Center (VCC) located in Bldg 605 adjacent to the intersection of Airbase Parkway and Parker Road. The pass will not exceed 14 days and will be issued for a period commensurate with the visitor’s purpose for entering Travis AFB. **Exception:** If a pass is required for a longer period of time (6 months or less), the sponsor must provide a letter, in person, to the VCC requesting a short term pass be issued.

3.2.3. All long term passes (six months – one year) will be issued at Pass and Registration located in Bldg 599 adjacent to the Main Gate. The sponsor must provide a letter, in person, to Pass and Registration requesting a long term pass be issued.

3.2.4. The visitor must present a valid photo identification card to receive a visitor pass. If driving, the visitor must present the following current and valid documents: driver license, vehicle registration and vehicle insurance.

3.2.5. The visitor/vehicle pass will be displayed in the lower left (driver side) corner of the windshield or dashboard.

3.2.6. Visitors should surrender the visitor/vehicle pass to the entry controller upon departure from base. Visitors may discard of the pass, via trash receptacle, after they've departed the installation.

3.2.7. Personnel in possession of a DoD or military identification card do not require a vehicle pass for their rental vehicle. The driver may proceed onto the installation after their identification and rental agreement have been checked by the entry controller.

3.3. Registration and Driver Requirements.

3.3.1. Vehicle operators must have the below listed credentials immediately available upon demand as required by state law or installation directives. Failure to show proof of required documentation upon request by Security Forces or DoD Guards may result in the removal of the DD Form 2220 or denial of base driving privileges.

3.3.1.1. A valid state, provincial or foreign driver license supported by a DoD, military or base identification card.

3.3.1.2. A current registration as required by the state or authority in which the vehicle is registered. A person need not own the vehicle to register it; however, they must have a lease agreement, power of attorney, or notarized letter from the owner granting permission to use the vehicle and specifying the inclusive dates. Vehicles with temporary registration or awaiting a new registration from a transfer of ownership or license plates will be issued a pass pending permanent registration.

3.3.1.2.1. Vehicles registered with DMV in Planned Non-Operation (PNO) status are for storage or maintenance purposes. Only base housing residents, who register their vehicle in PNO status, may keep their vehicle on base provided the registrant maintains vehicle insurance on the vehicle. The PNO vehicle must be stored in the resident's garage or parked in the driveway and is prohibited from being parked on the highway or driven until current registration is obtained from the Department of Motor Vehicles (DMV). Highway, as defined in CVC 360, is a way or place of whatever nature, publicly maintained and open to the use of the public for purposes of vehicular travel, and includes streets.

3.3.1.2.2. Active duty and DoD civilian employees, who have foreign license plates on their privately owned vehicle and have returned from an overseas assignment, will register their vehicle and obtain U.S. license plates from a DMV of their choice within thirty days of employment or PCS arrival with vehicle at this installation.

3.3.1.3. Proof of meeting the minimum automobile insurance requirements for the State of California.

3.3.1.3.1. Each motor vehicle registrant must have and maintain motor vehicle insurance in the amounts required by California State law. Proof of insurance must be maintained with the vehicle and readily available upon demand.

3.3.1.4. Proof of compliance with federal and state emission requirements.

3.3.1.4.1. Active duty and DoD Civilian personnel employed or assigned to the installation who own and operate an out-of-state registered vehicle on the installation are required to obtain a California Smog Inspection Certification (CSIC). The Vehicle Registration Official (VRO) will verify the owner is in possession of a current CSIC before issuing a base vehicle decal for privately owned out-of-state registered vehicles. Base vehicle decals will not be issued without a valid CSIC, and shall be issued with an expiration date that coincides with the CSIC expiration date. Refer to [Attachment 2](#) for further information.

3.4. Registration Officials. The 60 SFS/CC will develop procedures governing base registration officials. Personnel assigned duties in 60th Security Forces Squadron, Pass and Registration (60 SFS/S5V) are designated as registration officials. In addition, the 60 SFS/CC will approve other unit's personnel as part of the Decentralized Vehicle Registration Program (DVRP). The Chief, Pass and Registration or designee serves as the quality assurance point of contact for this program. This includes a minimum of an annual inspection of each authorized unit's DVRP. Inspection results will be forwarded to the 60 SFS/CC and respective group commander.

3.4.1. Pass and Registration and Vehicle Registration Officials (VROs) will use the Air Force approved Security Forces Management Information System (SFMIS) for all vehicle registration and updates. The web address is: <http://sfmis.csd.disa.mil/SFMIS5//DoD/html>.

3.4.2. Decentralized Vehicle Registration Program (DVRP):

3.4.2.1. The 60 AMW and 615 CRW Wing or Group Commander's Support Staff will request authorization to register and de-register vehicles. This request must be forwarded from the group commander or division chief to the 60 SFS/CC through Pass and Registration for approval. The requesting official will submit a memorandum designating primary and alternate personnel to serve as Vehicle Registration Officials (VRO). All personnel granted authorization to serve as a VRO will be trained on Security Forces Management Information System (SFMIS) by Pass and Registration.

3.4.2.2. Pass and Registration will conduct annual program reviews with the 60 AMW and 615 CRW Group Orderly Room VROs to ensure compliance with applicable laws and instructions. The 60 SFS/CC reserves the right to deny or revoke a VRO appointment when violations of existing policies are observed or reported upon investigation by Pass and Registration or Security Forces personnel.

3.4.2.3. VROs require a User ID and Password to utilize the SFMIS database. VROs can obtain this information from the appropriate SFMIS Administrator. 60 AMW and 615 CRW personnel will contact the 60 SFS SFMIS Administrator and 349 AMW personnel will contact the 349 SFS SFMIS Administrator.

3.4.2.4. Upon appointment, VROs will proceed to Pass and Registration for completion of required SFMIS training. Pass and Registration will issue the VRO all necessary materials and accountable DD Forms 2220, *DoD Registered Vehicle Decal*, AF Forms 2219, *Registered Vehicle Expiration Sticker* and "Travis AFB" tabs needed to manage the DVRP. The primary VRO or des-

ignee will receipt for the items, via AF IMT 213, *Receipt for Accountable Form*, and assume full responsibility of the accountable forms. When the VRO's decal stock is nearly depleted, the VRO will bring the decal log sheets to Pass and Registration for filing and the VRO will be provided with additional decals.

3.4.2.5. Initial Registration:

3.4.2.5.1. Once the vehicle registration and driving requirements identified in paragraph **3.3** are met, the VRO will access the SFMIS database and complete the required fields. In addition to entering data into SFMIS, the VRO and registrant will complete the decal log sheet. By signing the log sheet, the registrant acknowledges their understanding and compliance with implied consent, de-registration, vehicle impoundment and consent to search polices.

3.4.2.6. De-registration:

3.4.2.6.1. The VRO will complete the de-register portion of the SFMIS database and retrieve the remains of the DD Form 2220 from the registrant. The VRO will maintain the de-registered DD Forms 2220 and deliver to Pass and Registration when requesting to be restocked with decals.

3.4.2.6.2. During a PCS or PCA transfer, the registrant may keep the registration decal on their vehicle for re-registration at the gaining installation.

3.4.2.7. Installation Entry Controllers will deny access to vehicles bearing an expired or mutilated DD Form 2220. Operators of such vehicles may obtain an AF Form 75, *Vehicle Pass*, or computer generated pass from the Visitor Control Center (VCC) for a period not to exceed fourteen (14) days. This period will allow sufficient time for the operator to re-register their vehicle.

3.5. Specifications for DD Form 2220.

3.5.1. Travis AFB issued DD Forms 2220, AF Forms 2219 and the "Travis AFB" tabs will be permanently affixed on the outside of the top center or lower corner driver side windshield, on the driver side front bumper or to a owner supplied plate securely fastened to the driver side bumper, bumper mounting bracket, or license plate mounting bracket. The AF Form 2219 will be positioned to the right of the DD Form 2220 and the "Travis AFB" tab will be positioned below the DD Form 2220.

3.5.2. General Officers and all Flag Officers of all Armed Services, Armed Service Secretaries, political appointees, members of congress and the diplomatic corps may present the DD Form 2220 and AF Form 2219 on a 3x5 card or on a device that permits the decal to hang from the rear view mirror but which may be hidden from view. It is permitted by these individuals to interchange the DD Form 2220 and AF Form 2219 between privately owned vehicles when operated on US Air Force Installations.

3.6. Termination or Denial of Registration. Vehicle registration will be denied under the following conditions:

3.6.1. The owner fails to comply with the registration requirements of paragraph **3.3**.

3.6.2. The owner sells or disposes of the registered Privately Owned Vehicle (POV), is released from active duty, is separating from service, or terminates employment with a military service, DoD or contracting agency.

3.6.3. The issuing state or an installation suspends or revokes the owner's driving privilege. Affected persons can re-register their POV after reinstatement of their driving privileges IAW chapter two of this instruction.

3.6.4. Military family members having installation driving privileges may transfer the base vehicle registration into their name. To complete the transfer, the previous and new owner must report to their respective group orderly room or Pass and Registration with a current vehicle registration depicting the transfer of ownership.

3.6.5. For CONUS to overseas PCS transfers, the DD Form 2220, AF Form 2219 and "Travis AFB" tab will be surrendered during normal out-processing. An AF Form 75 will be issued with an expiration date of the day following the individual's final out-processing appointment. If the spouse or other authorized family members will continue to reside on or near the installation, the registrant may transfer the base vehicle registration into their name.

Chapter 4

TRAFFIC PLANNING AND CODES

4.1. Traffic Planning.

4.1.1. Any changes made to the existing traffic circulation design or base parking plan must be coordinated through the Traffic Safety Coordination Group (TSCG).

4.1.2. The TSCG will consist of a representative from the following: 60 AMW Wing Safety, 60 CES Base Civil Engineer, 60 CES Base Traffic Engineer and 60 SFS Operations Branch. The board will be chaired by the 60 MSG Deputy Commander (60 MSG/CD) and will meet on a quarterly basis or as determined.

4.2. Installation Traffic Code – Rules of the Road.

4.2.1. This section of this instruction establishes the uniform rules for governing the supervision and control of traffic on the installation. All provisions are applicable on all land areas under the jurisdiction of the Installation Commander. DoD, USAF directives and instructions, and the United States Code apply to base traffic rules. All relevant portions of the California Vehicle Code (CVC) are applicable on the installation. The web address is: <http://www.dmv.ca.gov/pubs/vctop/vc/vc.htm>. The following additional prohibitions and requirements apply:

4.2.1.1. Security Forces, to include, DoD Security Forces, DoD Guards and personnel appointed by unit commanders as traffic wardens are authorized to issue the DD Form 1408, Armed Forces Traffic Ticket. Security Forces and DoD Security Forces are authorized to issue DD Form 1805, United States District Court Violation Notice.

4.2.1.1.1. All persons will be trained on proper completion IAW AFM 31-201v7. Appointed traffic wardens will be trained by 60 SFS Reports and Analysis.

4.2.1.2. Vehicle operators will not operate radar detection devices to indicate the presence of speed recording instruments or to transmit simulated erroneous speed on the installation as stipulated in DoDI 6055.4, *Department of Defense Traffic Safety Program*. Such devices will be turned off, unplugged and stored out of view while the vehicle is on base.

4.2.1.3. Traffic violations cited on DD Form 1805, *United States District Court Violation Notice*, under the CVC may be referred to the Federal Magistrate's Court for prosecution under the Assimilative Crimes Act, Title 18 U.S.C., Section 13.

4.2.1.4. State license plates and base vehicle decals must be clearly visible at all times while on base. Vehicle operators are required to clear obstructions from the license plates and/or vehicle decals before entering the installation.

4.2.1.5. Highway is defined as a way or place of whatever nature, publicly maintained and open to the use of the public for purposes of vehicular travel, and includes streets (CVC 360).

4.2.1.6. Unsafe/defective vehicles. Operators of unsafe/defective vehicles may continue to drive their vehicle after being cited depending on the severity of the unsafe condition or defect (i.e., inoperative headlight or cracked windshield). Security Forces may give motorists the opportunity to resolve the unsafe condition or defect before the citation is processed by Reports and Analysis by marking the "Warning" box of the DD Form 1408, and indicating in the remarks section that it

is a "Fix-it Ticket." The ticket will be forwarded to the 60th Security Forces Squadron, Police Services (60 SFS/S3SP), which will maintain it on file for three days. Offenders have three days to fix the unsafe condition or repair the defect, and present their copy of the DD Form 1408 (pink violator carbon copy) with evidence of the repairs to the Security Forces Control Center (SFCC). Security Forces will inspect the vehicle to ensure corrective actions were completed, write on the violator's carbon copy of the DD Form 1408 "corrected" and forward it to Police Services. Police Services will void the original ticket and carbon copies. If evidence of the repair is not presented within three days, the DD Form 1408 will be forwarded to Reports and Analysis for processing and point assessment against the operator's base driving record.

4.2.1.7. Tinted windows are required to conform to the criteria established by CVC 26708, Material Obstructing or Reducing Driver's View, and CVC 26708.2, Sun Screening Devices - Requirements.

4.2.1.8. Gang affiliated, obscene or profane language or images may not be attached, affixed to or displayed from a vehicle in any manner.

4.2.1.9. Violations of the provisions of this instruction by motorists will be reported to the squadron commander, first sergeant and/or civilian supervisor exercising disciplinary authority over the offender via DD Form 1408, Copy 1 - Commanding Officer of Violator or Appropriate Civil Agency (white copy).

4.2.2. Towing, Searching, Impounding, and Inventorying Vehicles.

4.2.2.1. Violations of this Base Traffic Code and the assimilated provisions of the California Vehicle Code will result in impoundment only in circumstances permitted by AFI 31-204 and AFI 31-218(I) and this instruction. [Chapter 6](#) contains guidance on vehicle impoundment.

4.2.3. Operation of Motorcycles/Motorized Mopeds/Motorized Scooters/Motorized Bicycles.

4.2.3.1. Drivers of two-wheel vehicles must have the applicable M1 or M2 endorsement for California, or the equivalent out-of-state endorsement or appendage to their standard operating license.

4.2.3.2. All operators of a motorcycle, active duty military and Air Force (AF) civilian employees who operate any two-wheeled vehicle, such as a motorcycle, motorized scooter, motorized moped or motorized bicycle on the installation must complete one of the following motorcycle rider safety courses in paragraph [4.2.3.2.1.](#) or paragraph [4.2.3.2.2.](#), or an equivalent course that is approved by 60 AMW Wing Safety (60 AMW/SE) that includes hands-on training:

4.2.3.2.1. Course IVA, Basic Rider Course (BRC). Motorcycle Safety Foundation (MSF) BRC, MSF Motorcycle Rider Course: Riding and Streets Skills (MRC:RSS).

4.2.3.2.2. Course IVB, Experienced Rider Course (ERC). MSF ERC Suite (ERC-S) and the Experienced Rider Course.

4.2.3.2.3. Base affiliated civilian employees other than AF civilian employees, retirees, DoD and civilian contractors, foreign military personnel assigned to the installation, military family members and visitors who operate any two-wheeled vehicle, such as a motorcycle, motorized scooter or motorized bicycle on the installation are required to receive a visitor/vehicle pass or register the vehicle on base if eligible. These individuals are exempt from the requirement of completing a motorcycle rider safety course; however, the operator must possess a DMV

motorcycle endorsement on their driver license and must wear the appropriate personal protective equipment as outlined in paragraphs 4.2.3.5. – 4.2.3.5.6.5.

4.2.3.3. Active duty personnel and AF civilian employees (in a duty status) who operate a motorcycle, motorized scooter, motorized moped or motorized bicycle on-off duty, on-off an AF Installation are required to attend or have attended an approved motorcycle rider safety course regardless of whether the member intends to operate the vehicle on-base.

4.2.3.4. Operators of motorcycles, motorized scooters, motorized mopeds and motorized bicycles will not ride more than two abreast.

4.2.3.5. Wear of safety equipment is mandatory for all operators and passengers of motorcycles, motorized scooters, motorized mopeds and motorized bicycles per AFI 91-207, *USAF Traffic Safety Program*, and this instruction. In addition to complying with all traffic laws, the below requirements and guidance provide additional clarification for wear of personnel protective equipment by two-wheeled vehicle operators and their passengers. If an operator or their passenger is in violation of these requirements and is cited, the operator will be assessed three (3) points on their base driving record and may be subject to other administrative action. All operators and passengers will wear the following safety equipment as a minimum:

4.2.3.5.1. Protective helmet fastened under the chin. Helmet must meet, at a minimum, Department of Transportation (DoT) standards.

4.2.3.5.2. Eye protection in the form of goggles, impact resistant wrap around glasses, or a full-face shield properly attached to the helmet designed to meet or exceed American National Standards Institute (ANSI) Standard Z87.1. Eye protection must be in place, covering eyes, during operation of the vehicle. Eye protection is still required regardless of whether the vehicle is equipped with a windshield. Dark tinted face shields or glasses will not be used during nighttime.

4.2.3.5.3. Full fingered gloves.

4.2.3.5.4. Foot protection will be sturdy boots or high top athletic shoes. They must have low heels and protect the ankles from burns and abrasions and provide a good grip on the road surface and foot pads. No sandals, sneakers, or open-toed shoes or high heels.

4.2.3.5.5. Full length long trousers, not less than ankle length (shorts, cut-offs, or swim wear will not be worn).

4.2.3.5.6. Long-sleeved shirt or jacket.

4.2.3.5.6.1. Outer upper garment must have reflective capability. Approved colors are as follows: bright red, bright yellow or hunter orange garment, or florescent red, yellow or orange vest or jacket.

4.2.3.5.6.2. A long sleeve shirt or jacket must be worn if the brightly colored outer upper garment is a vest. The reflective material must be clearly visible from all directions.

4.2.3.5.6.3. A reflective belt is not considered a garment and does not meet this standard.

4.2.3.5.6.4. The garment or vest will not be covered by backpacks or other clothing. Wearing a backpack is authorized if it is covered with a brightly colored and reflective outer garment.

4.2.3.5.6.5. The olive drab aircrew flight suit, Battle Dress Uniform (BDU), Desert Camouflage Uniform (DCU) and Airmen Battle Uniform (ABU) are not considered “brightly colored.”

4.2.3.6. Mini-motorcycles or “pocket bikes” are not considered “motorized scooters” as defined in CVC 407.5. Mini-motorcycles are not manufactured with a conforming 17 digit vehicle identification number (VIN) and as a result, aren’t eligible to be registered with DMV as a legal motor vehicle or as an off-highway vehicle. These vehicles are not for use on a highway, as described in CVC 360, and can only be operated on private property (with the owner’s permission) by persons 16 years of age or older with a driver license containing the appropriate motorcycle class/endorsement.

4.2.3.6.1. A gasoline-powered mini-motorcycle is considered a “motor-driven cycle” pursuant to CVC 405. As such, it is subject to all vehicle equipment, registration, driver license (M1 endorsement), and helmet requirements.

4.2.3.6.2. An electric-powered mini-motorcycle is considered a “motorized bicycle” pursuant to CVC 406(a). As such, it is subject to all vehicle equipment, registration, driver license (M2 endorsement), and helmet requirements.

4.2.3.6.3. A motorized scooter is defined in CVC 407.5 as any two-wheeled device that has handlebars, has a floorboard that is designed to be stood upon when riding, and is powered by an electric motor, human propulsion or a source other than electrical power. Motorized scooters are not considered motor vehicles and do not require registration, license plates or insurance.

4.2.3.6.3.1. Individuals over 21 years of age must possess a Class M2 license at minimum (Class C endorsement not required) and wear a Department of Transportation (DoT) approved helmet to operate a motorized scooter. All other individuals must meet the license requirements set forth in the CVC 12509(d)(e).

4.2.3.6.3.2. A motorized scooter may be operated on a bicycle path, trail or bikeway, but not on a sidewalk. If operated on the roadway, it must be operated in the bicycle lane if there is one. On roads without bicycle lanes, motorized scooters may be operated where the speed limit is 25 mph or less, and shall be ridden as close to the right hand curb as possible, except to pass or turn left. The operation of motorized scooters on highways, as defined in CVC 360, with speed limits in excess of 25 miles per hour is prohibited (CVC 21235).

4.2.4. Driver Distractions.

4.2.4.1. Operators of Privately Owned Vehicles (POVs), Commercial Vehicles (CVs) and Government Motor Vehicles (GMVs) will not “use” electronic/voice communication devices unless the vehicle is safely parked or they are using a hands-free device. This includes, but is not limited to, cell phones and personal digital assistants (PDAs). The wearing of any other portable headphones, earphones or other listening devices (except when using for electronic/voice communication) while operating a motor vehicle is prohibited. Use of these devices impairs driving and masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, and human speech.

4.2.4.2. Operators holding an electronic/voice communication device in their hand away from the ear and talking or listening to a message on speaker while driving constitutes “use” and is also prohibited.

4.2.4.3. Violation of this policy is a primary offense, which means Security Forces may conduct a traffic stop on a violator solely based on their observation of the infraction.

4.2.4.4. Driving while talking or using an electronic/voice communication device, without a hands-free device, falls under the “Other Moving Violations (Involving Driver Behavior)” listed in AFI 31-204 and AFI 31-218(I), **Table 5.2.** (point assessment). Motorists cited for violating this policy will be assessed 3 points on their base driving record.

4.2.5. Off Road Vehicle Use.

4.2.5.1. No vehicle will be operated or parked on a dirt, seeded sod, graveled area or unpaved surface unless it is specifically authorized by posted signs or is designated as a parking area, or when entering or leaving a parking area where there is no access to a paved surface. **Exception:** Personnel conducting official duties which require the use of the unpaved roadway.

4.2.6. Child Restraint and Supervision.

4.2.6.1. All children under six years of age or weighing less than 60 pounds must be properly secured in a child passenger restraint system meeting applicable federal motor vehicle safety standards (CVC 27360).

4.2.6.2. Children under 9 years of age may not be left unattended in a parked vehicle on the installation without an adult or caregiver present that has completed the Red Cross baby-sitter course.

4.3. Traffic Law Enforcement Principles.

4.3.1. All vehicles will be operated within existing speed limits on established roadways of the installation. Additional or unique requirements are included in this instruction. During off-base operation, all Government Motor Vehicles (GMVs) will be operated within legal speed limit established for the type of vehicle being operated, or the posted speed limit, whichever is more stringent.

4.3.2. All personnel in a moving motor vehicle on the installation or in a moving GMV off base will use occupant protective devices (restraints, air bags, child safety seats, etc.) required by the Code of Federal Regulation, *Part 571, Federal Motor Vehicle Safety Standards*.

4.3.3. Basic Laws.

4.3.3.1. All drivers of a POV or other conveyance will have a current and valid operator's license in their possession when operating a motor vehicle and will produce their license to Security Forces personnel or others authorized to enforce this instruction and the CVC upon request.

4.3.3.2. Unlawful use of a driver license in accordance with CVC 14610 is prohibited.

4.3.3.3. It is unlawful to operate a vehicle without a valid vehicle permit or state registration (CVC 4000a).

4.3.3.4. It is unlawful to operate a vehicle without proof of required vehicle insurance (CVC 16020a).

4.3.3.5. It is unlawful to operate a motorcycle, motorized scooter, motorized moped or motorized bicycle without the appropriate motorcycle endorsement on a driver license.

4.3.4. Speed Limitations.

4.3.4.1. Speed limits on base generally mirror the CVC. Those speed limits that are lower than the CVC have been established and posted under the state statutory authority of Division 11, "Rules of the Road", CVC 22358 and 22358.3. The basic speed law will be enforced per CVC 22350.

4.3.4.2. The speed limit on the installation is 30 miles per hour (mph) unless otherwise posted, or as stated herein.

4.3.4.3. The designated speed limits are:

4.3.4.3.1. Housing areas, 15 mph.

4.3.4.3.2. Roadways within the Dormitory (1300) area, 15 mph.

4.3.4.3.3. Parking areas, 10 mph, unless stipulated otherwise.

4.3.4.3.4. Troop formation or other pedestrian congested areas, 10 mph.

4.3.4.3.5. Approaching any installation entry control point (IECP), 15 mph. **Note: All inbound drivers must come to a complete stop at the gate unless otherwise directed by the entry controller.**

4.3.5. Moving Violations.

4.3.5.1. Vehicle operators:

4.3.5.1.1. Will not back their vehicle into a traffic lane except when backing from a parking space or driveway. Must have unobstructed vision in all directions.

4.3.5.1.2. Will yield to all emergency vehicles utilizing emergency lights and/or siren per CVC 21806a. It is unlawful for the operator of any motor vehicle to willingly refuse or fail to yield or stop when directed to do so by a DoD Guard or Security Forces member either through hand signals, voice, emergency lights, siren or any combination of these.

4.3.5.1.3. Will not leave their vehicle on the main traveled portion of the roadway or street when experiencing a mechanical failure.

4.3.5.1.4. Will be equipped with operational headlamps and taillamps on all vehicles, to include two and three-wheeled vehicles (CVC 24400).

4.3.5.1.5. Will use headlamps during darkness, or inclement weather, or both. Inclement weather, as defined in CVC 24400b, is a weather condition that either prevents a driver of a motor vehicle from clearly discerning a person or another motor vehicle on the highway from a distance of 1,000 feet or requires the windshield wipers to be in continuous use due to rain, mist, snow, fog, or other precipitation or atmospheric moisture.

4.3.5.1.6. Will not drive their vehicle with only the parking lamps lighted except when the lamps are being used as turn signal lamps (CVC 24800).

4.3.5.1.7. Dim headlamps to parking lamps when approaching within 100 feet of an installation entry control point during nighttime. **Exception:** Vehicles equipped with daytime running lights only.

4.3.5.1.8. Will not back into any slot of an angled parking area, cross park, or back over any lines that divide parking aisles. **Exception:** Emergency Vehicles.

- 4.3.5.1.9. Will not drive through or attempt to use any parking lots as a thoroughfare.
- 4.3.5.1.10. Will use seatbelts while operating a motor vehicle, and will ensure passengers utilize seatbelts (CVC 27315). All motorists entering the installation entry control point and observed not wearing seat belts will be informed of the requirement and directed to comply in lieu of issuing a DD Form 1408.
- 4.3.5.1.11. Will not wear headphones while driving except for motorcycle intercom systems.
- 4.3.5.1.12. Will not execute a U-turn on any street or intersection on the installation except for the areas marked with a sign authorizing the maneuver.
- 4.3.5.1.13. Will not operate, or permit the operation of, any sound amplification system (e.g., car stereo) which can be heard outside the vehicle from 50 feet or more (CVC 27007) when the vehicle is being operated upon a highway as defined in CVC 360. Driving while producing excessive noise from a vehicle falls under the “Other Moving Violations (Involving Driver Behavior)” listed in AFI 31-204 and AFI 31-218(I), [Table 5.2](#). (point assessment). Motorists cited for violating this policy will be assessed three (3) points on their base driving record.
- 4.3.5.1.14. Will not modify the exhaust system of a motor vehicle in a manner which will amplify or increase the noise emitted by the vehicle so that it is not in compliance with the provisions of CVC 27150, or exceeds the motor vehicle and motorcycle noise limits established in CVC 27201 – 27207.
- 4.3.5.1.15. Will not drink an alcoholic beverage (CVC 23220) or possess an open container of alcoholic beverage (CVC 23222) in the vehicle. Container is defined as any bottle, can or other receptacle containing any alcoholic beverage that has been opened, or seal broken, or the contents of which have been partially removed. For the purpose of this instruction, alcoholic beverages are defined as wine, liquor, spirits, beer, malt liquor, or other beverages generally considered as an intoxicant. For the purpose of this instruction, in the vehicle is defined as the area where occupants of the vehicle have easy access i.e. in a car or similar vehicle the front or back seats, floor, glove box etc., in a truck or RV the cab or operating area of the vehicle. If a question arises SJA will make the final determination as to whether or not the open container is “in the vehicle. IAW applicable laws.”
- 4.3.5.1.16. Will not allow passengers to ride in the back of a pick-up truck or a flatbed motor truck (CVC 23116).
- 4.3.5.1.17. May overtake and pass to the right of another vehicle only under the following conditions:
- 4.3.5.1.17.1. When the vehicle overtaken is making or about to make a left turn.
 - 4.3.5.1.17.2. Upon a highway within a business or residential district with unobstructed pavement of sufficient width for two or more lines of moving vehicles in the direction.
 - 4.3.5.1.17.3. Upon any highway outside of a business or residence district with unobstructed pavement of sufficient width and clearly marked for two or more lines of moving traffic in the direction of travel.
 - 4.3.5.1.17.4. On a one-way street.

4.3.5.1.17.5. On a highway divided into two roadways where traffic is restricted to one direction on each roadway.

4.3.5.1.17.6. May overtake and pass a vehicle upon the right only when able to do so safely. In no event shall movement be made by driving off the paved or main traveled portion of the roadway. The provisions of this section shall not relieve the driver of a slow moving vehicle from the duty of driving as closely as practical to the right hand edge of the roadway.

4.3.6. Right-of-Way. In addition to the rules contained in the CVC, the following apply:

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

4.3.6.2. Moving aircraft, whether towed or piloted, have the right-of-way over all vehicles. Emergency response vehicles will not assume the right-of-way. Refer to TAFBI 13-103, *Vehicle Operations on the Flightline*, for further information.

4.4. Pedestrians.

4.4.1. Pedestrians in marked crosswalks have the right-of-way with limitations contained in the applicable CVC. Pedestrians will not walk out in front of oncoming traffic, even in marked crosswalks. Pedestrians will not create a hindrance to traffic or place themselves in danger by walking into the path of a vehicle.

4.4.2. Per AFI 91-207 and AFOSH 91-501, *Air Force Consolidated Occupational Safety Standard*, personnel in performance of assigned duties (i.e., part of construction or maintenance activities) that are exposed to a traffic environment are required to wear a highly visible vest or jacket during the day. During hours of darkness or periods of reduced visibility (such as inclement weather night), personnel exposed to a traffic environment must wear a fluorescent or reflective vest or jacket, or use organizational clothing with sewn-on reflective tape.

4.4.2.1. During hours of darkness, periods of reduced visibility (such as inclement weather night), personnel conducting flightline operations must wear a fluorescent or reflective vest, jacket or belt.

4.4.2.2. On-duty Security Forces and DoD Guards are not required to wear a reflective garment during the hours of darkness/inclement weather while on duty, to include while posted at an installation entry control point or conducting a foot patrol. **Exception:** Security Forces and DoD Guards must wear a fluorescent or reflective vest or jacket when posted at a traffic control point directing traffic during reduced visibility or darkness.

4.4.3. Pedestrians will walk on sidewalks or paths of roadways whenever provided. When necessary to walk on roadways, pedestrians will walk on the left side of the roadway (CVC 21956). Pedestrians may cross the roadway between adjacent intersections controlled by traffic control devices or by DoD Guards or Security Forces; pedestrians shall not cross the roadway at any place except in a crosswalk (CVC 21955).

4.4.4. Joggers will use sidewalks wherever provided, and will give the right-of-way to vehicles when not in crosswalks or sidewalks. During the hours of darkness/inclement weather, reflective clothing or devices (i.e., reflective belt) visible from the front and back must be worn to increase visibility to drivers. Joggers will not exercise in the roadways with high density traffic or during peak traffic periods without road guards or safety spotters for traffic control. These individuals must obey the same

traffic rules as pedestrians when crossing intersections controlled by traffic control devices, and will not create a hindrance to traffic or place themselves in danger by crossing into the path of a vehicle. The wearing of portable headphones, earphones, or other listening devices while jogging on the installation is prohibited except for joggers using the base gym track, fitness course once at the Duck Pond adjacent to the North Gate, and jogging paths that are not on streets or roads traveled by vehicles.

4.5. Speed Measuring Devices.

4.5.1. When used in a manner prescribed by the manufacturer and AFI 31-204 and AFI 31-218(I), the use of radar, electronic or mechanical traffic measurement devices by Security Forces is authorized on all roadways, as applicable by this instruction or CVC. All traffic measuring devices will comply with rules and regulations regarding their use.

4.5.2. Recertification. Certify operators every three years or more frequently when required by the state or governing jurisdiction. The 60 SFS/CC must document and maintain certification and training standards in the unit training section, and forward records to gaining unit commanders when personnel PCS.

4.6. Traffic Accident Investigation.

4.6.1. Security Forces will complete an accident investigation for any major vehicle accident on the installation, complete an AF Form 1315, *Accident Report*, and document the accident summary as an incident report utilizing SFMIS.

4.6.2. 60 SFS/S5R is the office responsible for providing accident data to agencies authorized to receive that data as defined by the CSF.

4.6.3. A major accident is any vehicle accident involving a fatality, injury or property damage (either government or private property) that exceeds \$10,000.00.

4.6.4. A minor accident is any vehicle accident in which there are no injuries or property damage exceeding \$10,000.00.

4.6.5. An injury is defined as any of the following caused or aggravated by a motor vehicle accident:

4.6.5.1. Any condition requiring medical attention.

4.6.5.2. Complaint or report of pain or injury regardless of whether medical attention is sought.

4.6.5.3. Any visible injury. This includes bruises, contusions, cuts, scrapes, compression, or any other visible damage to the body.

4.7. Traffic Accident Investigation Reporting.

4.7.1. Minor Accident. Vehicle operators involved in an on-base minor vehicle accident will report the accident to Security Forces within three (3) days of the accident.

4.7.1.1. Active duty personnel will report off-base accidents to Security Forces immediately if the accident involves severe injuries to military personnel or damage to military property.

4.7.1.2. Vehicle operators involved in an accident resulting in only property damage must locate and notify the owner of the property and furnish all pertinent information (CVC 20002).

4.7.1.3. Drivers operating a Government Motor Vehicle (GMV) who are involved in an accident, regardless of whether it occurred on or off base, must report the accident to their squadron Vehicle Control Officer (VCO) or Vehicle Control Non-Commissioned Officer (VCNCO) and/or the 60th Logistics Readiness Squadron, Vehicle Dispatch (60 LRS/LGRV) within 24 hours. On-base accidents require Security Forces notification immediately.

4.7.1.4. If the parties involved report the incident right after the accident, Security Forces will determine whether a patrol response is warranted based on the severity of the accident and authorize the vehicle(s) to remain in place or be moved by the driver(s). Minor vehicle accidents are not investigated by Security Forces and the parties involved will normally be instructed to drive their vehicles to the SFCC to accomplish a minor vehicle accident worksheet, have the vehicle damage verified and exchange driver information.

4.7.2. Major Accident. Vehicle operators involved in an on-base major vehicle accident will report the accident to Security Forces immediately. Operators will not move their vehicles until authorized by Security Forces, except in a situation where the position of the vehicle(s) may endanger other motorists and/or create a safety hazard.

4.7.2.1. Security Forces responding to on-base vehicle accidents will accomplish the following:

4.7.2.1.1. Render first aid and arrange for medical assistance, as needed.

4.7.2.1.2. Protect personal property.

4.7.2.1.3. Normalize traffic.

4.7.2.1.4. Identify witnesses and personnel involved.

4.7.2.1.5. Conduct a formal investigation, if required.

4.7.3. Operators involved in any vehicle accident resulting in injury to any person shall immediately stop the vehicle at the scene of the accident, render first aid and provide the other driver with all pertinent information (CVC 20001 and CVC 20003).

4.8. Parking.

4.8.1. Parking on base is authorized only where indicated by painted parking spaces, signs, metal plates attached to the curb or building or by proper markings. Parking along curbs is not authorized unless marked as stated above. The 60th Civil Engineering Squadron is the only authorized agency to paint parking spaces and/or install signs.

4.8.2. Non-Moving Violations.

4.8.2.1. General Rules for Stopping, Standing or Parking.

4.8.2.1.1. No person shall stop, stand or park in any of the following areas, except when in compliance with the law or directions from Security Forces or an official traffic control device:

4.8.2.1.1.1. In areas where parking is dangerous to those using the highway or road, or where the parking of vehicles would unduly interfere with the free movement of traffic thereon.

4.8.2.1.1.2. In excess of the restricted or limited parking time, as indicated by signs or markings.

- 4.8.2.1.1.3. In areas designated by white markings as non-parking areas.
 - 4.8.2.1.1.4. At red-painted curbs (CVC 21458a). A vehicle may stop at a yellow curb only to load or unload (CVC 21458a2).
 - 4.8.2.1.1.5. On streets or roads without curbs unless specifically designated as a parking area.
 - 4.8.2.1.1.6. In spaces legally and officially designated as reserved parking unless the parking sign or markings are applicable to the operator.
 - 4.8.2.1.1.7. Within 25 feet of an intersection or exit/entrance to a parking lot (automobiles).
 - 4.8.2.1.1.8. Within 100 feet of an intersection or exit/entrance to a parking lot (vans, campers, trailers).
 - 4.8.2.1.1.9. Within 15 feet of a fire hydrant (CVC 22514). Within 15 feet of the driveway entrance to any fire station (CVC 22500d).
 - 4.8.2.1.1.10. In posted or marked fire lanes, or next to buildings in a manner which would delay or hinder fire-fighting apparatus.
 - 4.8.2.1.1.11. In or near a crosswalk or adjacent to a traffic control device in such a manner that would obstruct a driver or pedestrian's view, and/or creates a safety hazard to pedestrians or vehicular traffic.
 - 4.8.2.1.1.12. Straddle across designated parking spaces, or take up two or more spaces to park a single vehicle. Vehicles shall be parked between the painted lines of spaces marked by a painted white delineation line, or parked so as not to extend beyond that area necessary for the vehicle size.
 - 4.8.2.1.1.13. On, in front of, or blocking private or public driveways, sidewalks, pedestrian crosswalks, or entrances/exit ways, or so near as to interfere or obstruct the view of other motorists.
 - 4.8.2.1.1.14. On the side of the street facing oncoming traffic. Where parallel parking is authorized, vehicles will be parked in the same direction as the flow of traffic.
 - 4.8.2.1.1.15. In any marked (i.e., diagonal or crosshatched strips painted on the pavement) or posted prohibited parking area.
 - 4.8.2.1.1.16. Off paved areas or any seeded or unimproved area anywhere on the installation, unless such areas have been specifically designated and properly marked for parking. **Exception:** Maintenance and emergency vehicles may be temporarily parked in these areas while performing official duties.
 - 4.8.2.1.1.17. On perimeter road with any vehicle unless performing official duties. Personnel may drive, jog and ride bicycles on perimeter road providing they do not stop for any length of time.
- 4.8.2.1.2. No disabled vehicle will be parked or left unattended for more than eight (8) hours.
- 4.8.2.1.3. Vehicles parked overnight in parking spaces and lots reserved for base residents or used by patrons and/or employees of any establishment on base are considered illegally parked

unless the driver received permission from any of the following personnel as they apply to the respective parking location: 60th Civil Engineer Squadron, Housing Office (60 CES/CEH), base housing resident, Dorm Manager, Building Custodian, or the establishment's organizational leadership (i.e., Commander or First Sergeant).

4.8.2.1.4. Privately-owned boats, campers/shells, and recreation/utility/camping trailers will not be parked in any of the housing areas, dormitory areas, lodging areas, and parking lots nor will they be parked on streets. These vehicles may be parked in the secure parking lot near Building 901, controlled by 60th Services Squadron, Outdoor Recreation (60 SVS/SVRO), located in Bldg 863. **Exceptions:** Base Exchange (BX) vendors may park their trailers in the parking lot on the southwest side of Bldg #648 adjacent to Ragsdale St. or any other location approved by the 60 MSG/CC. AAFES will issue a permit or placard to the vendor, who will display it on the vehicle while it is parked on base. Integrated campers/trucks, that are no larger than one ton, from which the shell cannot be removed and which are an individual's only form of transportation and do not have a parking spot, may be parked in the housing areas. Guests who are registered at billeting and staying in the Temporary Lodging Facility (TLF) may park U-hauls, boats, campers/shells, and recreation/utility/camping vehicles and trailers at designated lodging parking lots as long as they are staying at lodging. The Westwind Inn staff will issue a permit or placard to the guest, who will display it on the vehicle while it is parked on base. Parking in the excess parking slots designated for the Travis Conference Center is prohibited.

4.8.2.1.5. "For Sale" vehicles must be parked in the Privately Owned Vehicle Resale Lot on Hickam Avenue. Permits are issued at the Auto Skills Center. **Exception:** When used for daily commute and parked at the owner's work place or their residence.

4.8.2.1.6. Commercial buses will only park and operate from bus stops designated by the Installation Commander.

4.8.3. Reserved Parking.

4.8.3.1. Reserve parking spaces will be approved for no more than twenty (20) percent of all available spaces for a particular facility or parking area except for handicap parking, which must comply with uniform federal and state accessibility standards.

4.8.3.2. Temporary signs, cones or stanchions may be used to reserve parking slots for visiting dignitaries or a special function. This equipment may be put in place the night prior to the visit to ensure the space is empty. They will be allowed to remain in place for the duration of the visit and must be removed immediately following the departure of the visiting dignitaries or completion of the function. Personnel requesting to use or reserve another organization's parking spaces must coordinate with the respective Building Custodian or senior leadership for authorization.

4.8.3.3. Group commanders can request an exception to the below limitations for their buildings based on mission impact. Submit a request to the 60 MSG/CC. If approved, 60 MSG/CC will forward request to 60 CES, who will install the signs.

4.8.3.4. The squadron commander of the requesting organization will determine the number of Visitor and Government Owned Vehicle (GOV)/Government Motor Vehicle (GMV) parking spaces required.

4.8.3.5. Permanent Distinguished Visitor or VIP spaces are not authorized anywhere on base. Organizations may sign out portable signs from the 60 AMW Protocol Office.

4.8.3.6. The David Grant Medial Center is authorized two (2) Chaplain parking spaces.

4.8.3.7. Emergency response vehicles are authorized to park in Decal 1 parking spaces. Two (2) such spots will be designated at the BX, Commissary and Fitness Center for this purpose.

4.8.3.8. Reserved parking spaces are limited to GOV/GMV, handicapped, visitors, general officers, MAJCOM, Wing and Vice commanders, Group and Deputy commanders, two-letter designees, commanders, first sergeants and motorcycles. Limited spaces for Colonel, GS/GM-15, and Chief, Master Sergeants may be made in larger parking lots. Special parking slots (i.e. Base Exchange, Commissary, etc) for installation recognition award winners will be reviewed and approved/disapproved by the Traffic Safety Coordination Group (TSCG).

4.8.3.9. Occupants of multiple-unit housing are assigned a parking space by building and apartment number for their exclusive use (example: 124-1).

4.8.3.10. Short-term storage facility: Very limited short-term parking is available for official and space-available travelers. This is a paid storage facility, monitored and managed by the 60th Services Squadron, Outdoor Recreation (60 SVS/SVRO) located at Bldg 863. All personnel requesting this service must process with 60 SVS, where they will be assigned a slot and required to pay a storage fee.

4.8.3.11. The below guidelines outline who and/or what type of vehicle may park in the following reserved parking spaces, and are set forth in approving, disapproving and prioritizing reserve parking requests:

4.8.3.11.1. Government Owned Vehicle (GOV)/Government Motor Vehicle (GMV) Parking. These parking spaces are for official government vehicles used during duty and non-duty hours in direct support of the wing mission. An official government vehicle is defined as a vehicle owned or leased by the US Government that bears a military or federal government issued license plate for the purpose of conducting official business. GOV/GMV spaces are not assigned to a particular person or position.

4.8.3.11.1.1. Government vehicles assigned to the Air Force Office of Special Investigations (AFOSI), Security Forces Office of Investigations (S2I), law enforcement agencies and protective services operations may bear other than military or federal government issued license plates for official purposes, and are authorized to park in a GOV/GMV space.

4.8.3.11.2. Handicap Parking. The only vehicles authorized to park in these areas are those displaying official handicapped parking permits, plates or decals. Handicapped person(s) must be operating such vehicles or be in the company of the driver at the time he/she parks in the handicapped space. Handicapped parking spaces are not assigned to any particular person or position. Personnel in need of a handicap decal (CVC 22511.55) or handicap specialized plate (CVC 5007) will report to DMV with a doctor's prescription and complete DMV Reg 195, Application for Disabled Person Parking Placard or Plates. Pass and Registration honors state issued handicapped decals, placards, signs, etc.

4.8.3.11.3. Visitor Parking. These spaces are for public service facilities and will be located as close to the building entrance/exit as possible. Employees will not park their vehicles in desig-

nated visitor parking. The definition of visitors is those personnel who are not assigned or attached to that organization. Visitor parking may have imposed time restrictions (e.g., 15 minutes, 1 hour) and it is assumed that any space marked with a time limit is a visitor parking spot.

4.8.3.11.4. General Officer Parking. Spaces reserved for any general officer or their spouse, and are not assigned to any particular person or position.

4.8.3.11.5. Commander Parking. Spaces reserved for military or civilian equivalent individuals who hold the position of wing or task force commander. These individuals consist of the following: 15th Expeditionary Mobility Task Force Commander (15 EMTF/CC), 60th Air Mobility Wing Commander (60 AMW/CC), 615th Contingency Response Wing Commander (615 CRW/CC) and 349th Air Mobility Wing Commander (349 AMW/CC). The spouses of these individuals are authorized to park in their respective sponsor's parking spaces. The wing or task force commander may designate reserve parking spaces for key members of their immediate staff (e.g., executive officers, Command Chief Master Sergeants, protocol sponsored distinguished visitors).

4.8.3.11.6. Two-Letter Designation Parking. Spaces assigned to those military or civilian equivalent individuals who hold the position of unit commander, who possess a duty symbol consisting of no more than two letters.

4.8.3.11.7. Colonel, GS/GM-15, and CMSgt Parking. A designated parking area for active duty, reservist and guard personnel, to include their spouses, within these pay grades. These spaces may be established in large parking lots and must be kept to a minimum; and are not assigned to a particular person or position or based on personnel strength. The vehicle should display the appropriate vehicle decal to park in these spaces, which are first come first served.

4.8.3.11.8. Group/squadron/detachment commanders isolated from other units on base with separate and adequate parking spaces around their building may designate slots to their immediate staff (e.g. executive officer, manager, and first sergeant). These slots are assigned to a position, not a particular person.

4.8.3.11.9. First Sergeant Parking. Parking for designated unit first sergeants.

4.8.3.11.10. Decal 1 Parking. Parking for alert aircrew and first responder (e.g., Security Forces, Fire Department, ambulance) GOVs/GMV's only.

4.8.3.11.11. Motorcycle Parking. Public service buildings should provide a zone where several motorcycles can be parked. Public parking areas should also provide this type of parking availability. Motorcycles are not permitted to park in diagonal or crosshatched strip areas. Reserve signs for motorcycle parking will only be installed for a demonstrated need or if the space in question will accommodate motorcycles but not full sized vehicles.

4.8.3.12. Processing reserved parking requests.

4.8.3.12.1. Requests for reserved parking are coordinated through the Building Custodian for approval/recommendation by the commander. For the purposes of this procedure, the commander is the unit commander or for facilities occupied by more than one unit, the senior officer exercising control over the facility.

4.8.3.12.2. Unit commanders may approve or disapprove all reserved parking requests for their facility in accordance with paragraph [4.8.3.1](#). The Building Custodian for each facility is

responsible for maintaining a listing of reserved parking slots. Any proposed changes to a facility's reserved parking plan must be agreed upon by all unit commanders who occupy the facility and incorporated into the consolidated parking plan for that facility.

4.8.3.12.3. Business facilities that do not operate in conjunction with a designated squadron (i.e., AAFES, Commissary, Armed Forces Bank and Travis Credit Union) will coordinate all reserved parking requests through the Traffic Safety Coordination Group (TSCG) for approval under the provisions of paragraph 4.8.3.1. for requesting reserved parking.

4.8.3.12.4. The Building Custodian will evaluate each request and complete an AF IMT 332, *Base Civilian Engineer Work Request*, if the request is approved by the unit commander. The request will indicate the type of work requested, justification with a diagram of the target area and a letter of approval from the approving official. This package is forwarded to 60 CES to assign a work order number, and forwarded to the TSCG for approval. The TSCG will meet quarterly, or as needed, to review all traffic, parking, roadway construction or landscaping related AF IMT 332s. The board will approve or disapprove the work orders and will prioritize the approved AF IMT 332s. Approved work orders will be sent back to 60 CES for installation according to the priority set by the board. Disapproved requests (i.e. exceeds the 20 percent limit, creates a traffic hazard etc.) will be returned to the originator by 60 CES. The requestor may appeal the board decision by forwarding a letter to the 60 MSG Commander (60 MSG/CC) outlining why their reserved parking request should be reconsidered. The appeal will be reviewed by the 60 MSG/CC, who will render a final decision.

4.9. Parking Warden Program.

4.9.1. Reports and Analysis manages the parking warden program. Unit commanders may designate First Sergeants and Building Custodians to issue DD Forms 1408, *Armed Forces Traffic Ticket*, for parking violations. This designation will be in letter form and maintained by Reports and Analysis. Additionally, personnel must attend a training course conducted by Reports and Analysis prior to issuing any citations.

4.9.2. DD Forms 1408 will be used only to cite parking violations around respective unit buildings. Completed DD Forms 1408 will be sent to Reports and Analysis for appropriate action.

4.10. Traffic Violation Reports.

4.10.1. Anyone operating a motor vehicle or bicycle on a public street or highway that violates a provision of this regulation regarding the operation of a motor vehicle or any provision of the California Vehicle Code (CVC) has committed a moving violation. Except as otherwise set forth herein, DD Form 1408, *Armed Forces Traffic Ticket*, DD Form 1805, *United States District Court Violation Notice*, Security Forces Management Information System (SFMIS) incident report, AF IMT 3545, *Incident Report*, or AF Form 1315, *Accident Report*, are authorized methods of documenting an/or enforcing the requirements of this instruction based on the jurisdictional location of the offense and discretion of the patrolmen. Personnel from other installations will be identified and their infraction forwarded to the appropriate agency for action. Reports and Analysis is responsible for distribution of information concerning infractions.

4.10.2. A DD Form 1408 will be completed, as appropriate, on all active duty personnel, cadets/mid-shipmen of the military academies to include the Coast Guard academy, reservist on active duty

orders or performing inactive duty training including commuting to and from training and guardsmen in federal service under Title 10 of the United States Code. Title 10 status is reflected on the guardsmen's orders. Issue a DD Form 1408 for civilian personnel operating a Government Motor Vehicle (GMV) and juvenile traffic offenders. The applicable forms will be forwarded to the appropriate commander or supervisor for action. Juvenile offenders will be processed through the 60th Air Mobility Wing, Staff Judge Advocate (60 AMW/SJA) for referral to civilian juvenile court. Reports and Analysis will determine, thru coordination with SJA, on whether the juvenile's infraction warrants a hearing in accordance with TAFBI 31-106, *Travis Disciplinary Action Program*.

4.10.3. Military/civilian supervisor action. On receipt of the DD Form 1408, Copy 1 - Commanding Officer of Violator or Appropriate Civil Agency (white copy), the civilian supervisor, first sergeant or commander exercising disciplinary authority over the violator will conduct an inquiry into the incident and take appropriate action. The action taken will be annotated on the reverse side of the white copy and returned to Reports and Analysis. The action taken will be updated in SFMIS and disposed of in accordance with AFI 33-364, *Records Disposition--Procedures and Responsibilities*, and the Air Force Records Information Management System (AFRIMS) Record Disposition Schedule (RDS).

4.10.4. Reports and Analysis will not assess any points against an individual's base driving record if they are acquitted or have their citation dismissed by the court.

4.10.5. Federal Magistrate's Court Procedures.

4.10.5.1. A DD Form 1805 will only be issued in exclusive jurisdiction for minor traffic violations on all offenders not subject to the UCMJ and the following: civilian personnel not operating a Government Motor Vehicle (GMV), retirees and reservist not on active duty orders or performing inactive duty training including commuting to and from training and guardsmen not in federal service under Title 10 of the USC, adult family members of military personnel, and non-base connected personnel. Violators cited with a DD Form 1805, who are required to appear in Magistrate's Court, will be notified by mail as to the specific date.

4.10.5.2. A separate DD Form 1805 will be issued for each offense committed or an AF Form 3545 will be accomplished in lieu of multiple DD Forms 1805. If an individual has not been given a mandatory appearance, but has been assessed a fine on the DD Form 1805, and the individual wishes to plead guilty to the charge rather than appear in court, the individual may mail a check or money order to: Central Violations Bureau, Post Office Box 740026, Atlanta, GA 30374-0026. All such offenses referred to the Federal Magistrate Court will be handled in that system for any criminal penalties. Referral to the Federal Magistrate Court neither precludes nor requires further administrative action based on the traffic offense involved.

4.10.5.3. Motorists receiving a DD Form 1805 are given the option of forfeiting collateral by paying a fine for minor traffic violations or attending court for rebuttal. More serious traffic violations require court appearance. All operators have the option to appear and contest any citation.

4.10.5.4. If an individual is notified to appear before the Magistrate and fails to appear, the Magistrate orders a bench warrant to be issued for the defendant's arrest after a finding of probable cause exists that the offense occurred. The warrant is forwarded to the United States Marshal for service upon the defendant. Once the case has been referred to the Magistrate it is out of military jurisdiction.

4.10.6. Violation Appeal Procedures. Any individual receiving a DD Form 1408 who believes they have been unfairly or unlawfully cited may contest the validity of the citation.

4.10.6.1. The individual who received the ticket may contest the validity of the citation within ten (10) days from the time his/her supervisor, first sergeant or commander notifies him/her that they have received the white (action) copy of the DD Form 1408.

4.10.6.2. The individual must submit a written rebuttal letter to 60 MSG/CD, through 60 SFS/CC, Attention: 60 SFS/S5R, Bldg 381, 540 Airlift Drive, Suite C-101, Travis AFB 94535-2451. Prior to submitting the letter, the individual must coordinate it through their first sergeant or unit commander outlining the nature of protest, facts and circumstances surrounding issuance of the traffic ticket in question. A letter of protest should indicate date and time of offense and ticket number. The unit first sergeant or commander must endorse the protest letter.

4.10.6.3. The 60 MSG/CD will conduct an inquiry and take appropriate action.

4.10.6.4. When requested, Reports and Analysis will provide 60 MSG/CC with any information recorded on the suspense copy of DD Form 1408 (or supporting statements of the issuing DoD Guard or Security Forces member that may be pertinent to the commander's decision).

4.10.6.5. The 60 MSG/CD will return the ticket with his/her annotated decision to Reports and Analysis. If the protest is upheld, the ticket may be voided at the 60 MSG/CD level.

4.11. Operation of Bicycles.

4.11.1. Bicyclist operating a bicycle during the hours of darkness and/or inclement weather will wear a bright upper outer garment or a fluorescent or reflective vest or jacket that is visible from the front and back to increase visibility to drivers.

4.11.2. Bicycles must be equipped with a lamp emitting a white light that is visible from the front and to the sides from a distance of 300 feet, and a rear red reflector or light visible from a distance of 500 feet (CVC 21201d).

4.11.3. No bicycle will be used to carry more persons than designed for. **Exception:** Bicycles with baby seats attached (CVC 21204).

4.11.4. No person operating a bicycle shall carry any package, bundle, or article which prevents the operator from keeping at least one hand upon the handlebars (CVC 21200).

4.11.5. Changes in bicycle design which may render the bicycle unsafe for operation are prohibited (CVC 21201a, b, c).

4.11.6. Persons riding a bicycle on a roadway or any paved surface shall have all the rights and be subject to all the provisions, applicable to the drivers of a motor vehicle by regulation (CVC 21200).

4.11.7. Military members residing on base and owning bicycles must register them per Fairfield City Ordinance Chapter 4, section 4.4, *Registration and licensing-Required for bicycles; fee; term; nonresidents*, since base housing is within Fairfield city limits. This can be accomplished at the Fairfield Fire Station #1, 633 Union Street, Fairfield.

4.12. Wear of Bicycle Helmets.

4.12.1. Anyone operating a skateboard, roller-skates/blades, kick-scooters, two-wheeled or three-wheeled bicycle on the installation, to include passengers, must wear a properly fastened and approved [e.g., Consumer Product Safety Commission (CPSC), American National Standards Institute (ANSI) or Snell Memorial Foundation] bicycle helmet. Workers operating bicycles in areas that

require the use of ANSI approved hard hats for protection from falling and flying objects are authorized to use hard hats instead of approved bicycle helmets provided the hat is properly fastened with a chin strap.

4.13. Operation of Skateboards, Roller-Skates/Blades/Kick-Scooters.

4.13.1. Operators will comply with pedestrian related traffic laws, obey traffic control signs and signals, and use the sidewalk when available. The operation of skateboards, roller-skates/blades and kick-scooters in the following areas are prohibited: sidewalks or walkways in the vicinity of schools, public and business areas, and parking lots, and any roadway (except for incidental access associated with pedestrians). When using the roadway, use the extreme left-hand edge of the roadway *traveling toward oncoming traffic* (CVC 21956). Operators may use sidewalks in the housing area.

4.13.2. Skateboarding ramps or jumps are not allowed on the sidewalks or streets. The Travis Skate Park is only authorized location for ramps and jumps. Patrons must wear a helmet, knee, and elbow pads at all times while using the park.

4.14. Portable Devices.

4.14.1. The wearing of portable headphones, earphones, or other listening devices while operating a motor vehicle (except when using a hands-free device or hands-free operating mode), jogging, walking, bicycling or skating on roads, streets and sidewalks on the installation is prohibited.

4.15. Vehicle Maintenance.

4.15.1. Any major repairs to POVs, or any repairs requiring work under the vehicle, to include engine removal/replacement and any type of lubricant change, is prohibited from being conducted anywhere on base except for the Auto Skills Center or at an authorized service station.

4.16. Littering, Throwing, Depositing or Dumping Matter.

4.16.1. No person shall throw or deposit, nor shall the registered owner or the driver, if such owner is not then present in the vehicle, aid or abet in the throwing or depositing upon any highway (CVC 23112), as described in CVC 360, or any area, public or private (CVC 38320), any bottle, can, garbage, glass, nail offal, paper, wire, any substance likely to injure or damage traffic using the highway, or any nauseous or offensive matter of any kind.

4.16.2. Except in areas designated by the 60 MSG/CC and/or 60 CES, no person shall place, deposit or dump, or cause to be placed, deposited or dumped, any rocks, refuse, garbage, or dirt in or upon any highway (CVC 23112), as described in CVC 360, or area, public or private (CVC 38320), including any portion of the right-of-way thereof, without consent of 60 CES and the state or local agency having jurisdiction over the highway, or the property owner or public agency having jurisdiction over the area.

4.17. Traffic Complaint Procedures.

4.17.1. Security Forces will not cite drivers who receive a traffic complaint involving a moving violation unless the traffic offense is committed in the presence of an on-duty SF member or DoD Guard. The complaint will be recorded in the SF Blotter and the complainant and driver's first sergeant or DoD civilian supervisor will be notified of the complaint. Security Forces may cite drivers who

receive a traffic complaint involving a parking violation if the vehicle is still illegally parked when the patrolman arrives on-scene.

4.17.2. Personnel requesting to make a traffic complaint regarding a moving violation should attempt to identify the vehicle license plate number and issuing state, and the driver's physical characteristics. The complainant should contact Security Forces with this information first, and then proceed to the SFCC to complete a written statement. A traffic complaint will not be processed without a written statement. This statement serves as the legal basis to lawfully pursue the registered owner and vehicle information through the California Law Enforcement Telecommunications System (CLETS). The complainant will not be provided with the registered owner's information, as this is a violation of California Penal Codes 11142 and 13303. Traffic complaints involving parking violations, where the driver is still illegally parked when the patrolman arrives on-scene, do not require a statement from the complainant.

4.17.3. Once the registered owner is identified by CLETS and cross-referenced against the base civilian and military alpha rosters and/or the Security Forces Management Information System (SFMIS), Security Forces will attempt to locate the registered owner and verify if he/she was operating the vehicle at the time of the complaint. If the suspected traffic offender is identified, SF will request the driver provide a written statement as to whether they committed the traffic offense; and forward the complainant and driver's information and statements to the respective first sergeant or DoD civilian supervisor for action.

Chapter 5

DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM

5.1. Driving Records. The Security Forces Management Information System (SFMIS) will be used to record vehicle traffic accidents, moving and non-moving violations, and suspension or revocation actions for drivers on the installation.

5.1.1. Principal individuals involved in motor vehicle accidents will be identified as “S” subject or “V” victim.

5.1.2. Accidents will be identified appropriately as: “MVA” minor vehicle accident; “NLD” no liability determined; “PD” property damage; “PI” personal injury; “G” government; “P” private; “V” vehicle; and “FO” fixed object.

Table 5.1. Suspension/Revocation of Driving Privileges (See Notes 1 and 2).

<p>Assessment: 1. Two-year revocation is mandatory on determination of facts by installation commander.</p> <p>Violation: Driving while driver’s license or installation driving privileges are under suspension or revocation.</p>
<p>Assessment: 2. One-year revocation is mandatory on determination of facts by installation commander.</p> <p>Violation: Refusal to submit to or failure to complete chemical tests (implied consent).</p>
<p>Assessment: 3. One-year revocation is mandatory on conviction.</p> <p>Violation:</p> <ol style="list-style-type: none"> 1. Manslaughter (or negligent homicide by vehicle) resulting from the operation of a motor vehicle. 2. Convicted of driving or in physical control of a motor vehicle while under the influence of intoxicating liquor where the Breath Alcohol Content (BrAC) or Blood Alcohol Content (BAC) is 0.08 percent by volume or higher. 3. Driving a motor vehicle while under the influence of any narcotic or while under the influence of any other drug (including alcohol) to the degree rendered incapable of safe vehicle operation. 4. Use of a motor vehicle in the commission of a felony. 5. Fleeing the scene of an accident involving death or personal injury (hit and run). 6. Perjury or making a false statement or affidavit under oath to responsible officials relating to the ownership or operation of motor vehicles. 7. Unauthorized use of a motor vehicle belonging to another, when the act does not amount to a felony. 8. Operating a vehicle without a valid driver license. 9. Operating a vehicle without current motor vehicle insurance. 10. Using a motor vehicle to transport stolen government or stolen privately owned property. 11. Accumulation of 18 points within 24 months.

Assessment: 4. Suspension for a period of six months or less or revocation for a period not to exceed one year is discretionary.

Violation:

1. Mental or physical impairment (not including alcohol or other drug use) to the degree rendered incompetent to drive.
2. Commission of an offense in another state which, if committed on the installation, would establish grounds for suspension or revocation.
3. Permitting an unlawful or fraudulent use of an official driver's license.
4. Conviction of fleeing or attempting to elude a police officer.
5. Conviction of racing on the highway.
6. Excessive parking and other non-moving violations as covered under [Chapter 4](#).
7. Fleeing the scene of an accident involving damage to government or private property.
8. Convicted of Driving While Impaired (DWI) where the Breath Alcohol Content (BrAC) or Blood Alcohol Content (BAC) is at least 0.05 percent and less than 0.08 percent by volume.
9. Notification of second Failure to Appear in court for violation(s) written on Travis AFB.
10. Accumulation of 12 points within 12 months.

Assessment: 5. Suspension for a period of 60 days or less or otherwise stated.

Violation:

1. Accumulation of more than 9 points but less than 12 points within 12 months.

Nonmoving violations acquired within a 12 month period will result in the suspension of on-base driving privileges for 60 days in accordance with the following criteria: (For this assessment, non-moving violations are limited to parking offenses, operating a motor vehicle with expired registration, no proof of insurance, and operating an unsafe vehicle.)

2. Exceeding the speed limit in base housing or school zones by 11 MPH or more:

First Offense: Suspension of on-base driving privileges for a period of 14 days.

Second Offense: Suspension of on-base driving privileges for a period of 60 days.

Third Offense: Suspension of on-base driving privileges for a period of 6 months.

3. Parking in a handicapped parking zone:

First Offense: Suspension of on-base driving privileges for a period of 14 days.

Second Offense: Suspension of on-base driving privileges for a period of 60 days.

Third Offense: Suspension of on-base driving privileges for a period of 6 months.

NOTES:

1. When imposing a suspension or revocation 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 state or host nation driving privileges. This effective date can be retroactive.

2. 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, nonjudicial 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 may run consecutively (total of 24 months) or concurrently (total of 12 months). Apply the installation commander’s policy systematically and not on a case-by-case basis.

5.2. Point System Application. The DD Form 1408, DD Form 1805 and police reports serves as a basis for determining point assessment. The 60 SFS/CC has delegated personnel assigned to Reports and Analysis the authority to assess traffic points on all personnel. The number of points assessed will be recorded on the operator’s installation driving record along with suspensions or revocations.

5.2.1. In addition to those offenses outlined in AFI 31-204 and AFI 31-218(I), Tables 5.1. and 5.2., the offenses specified in **Table 5.2.** below will result in point assessments against the violator’s base driving record and suspension of base driving privileges when appropriate. Points will be doubled for speeding related offenses in housing areas.

Table 5.2. Point Assessment for Moving Violations.

Violation	Points
Driving with defective equipment (headlights, mirrors, etc) for a motorcycle, motorized scooter, motorized moped or motorized bicycle	03
Driving without appropriate personal protective equipment (helmet, eye protection, etc.) for a motorcycle, motorized scooter, motorized moped or motorized bicycle	03
Failure to use seatbelt	02
Wearing headphones while driving	03
Operating vehicle while physically impaired	06
Fleeing/attempting to elude police	06
Reckless operation of a vehicle (as described in Article 111, UCMJ)	06
Fleeing the scene (property damage)	06
Speed contest	06
Speed contest (Housing Areas)	12
Speed too fast for conditions	02
Speed too fast for conditions (Housing Areas)	04
Speed too slow/impeding traffic	02
Speed 1-10 over limit	03
Speed 1-10 over limit (Housing Areas)	06
Speed 11-15 over limit	04
Speed 11-15 over limit (Housing Areas)	08

Violation	Points
Speed 16-20 over limit	05
Speed 16-20 over limit (Housing Areas)	10
Speed over 20 over limit	06
Speed over 20 over limit (Housing Areas)	12
Following too close	04
Failure to yield to emergency vehicle	04
Failure to stop for school bus	04
Failure to stop for school sign	04
Failure to obey traffic signs/signals	04
Failure to obey Security Forces	04
Improper passing	04
Failure to yield (no sign)	03
Improper turning	03
Improper over taking	03
Operating unsafe motor vehicle or motor vehicle with defective equipment	02
Talking on cell-phone operating a motor vehicle	03
Driver responsible for accident (as determined by a major vehicle accident investigation)	01
Operating radar detection device to indicate the presence of speed recording instruments or to transmit simulated erroneous speed	03
Other Moving Violations Involving Driving Behavior – (not inclusive;	03
Inattentive driving-causing accident, driving while talking or using an electronic/voice communication device, excessive noise emitting from vehicle, drinking from or in possession of an open container of alcohol, etc)	

Chapter 6

IMPOUNDING PRIVATELY OWNED VEHICLES

6.1. General Considerations.

6.1.1. Implied Consent to Vehicle Impoundment.

6.1.1.1. As a condition to accepting installation driving privileges, drivers give their consent for the removal and temporary impoundment of their Privately Owned Vehicle (POV) or the vehicle they are operating if any of the conditions listed in paragraph 6.1.2. are met.

6.1.2. The basic decision to be made for each potential impoundment is whether impoundment is necessary and lawful per AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, AFI 31-218(I), *Joint Motor Vehicle Traffic Supervision*, and the assimilated provisions of the California Vehicle Code (CVC). A POV should not be impounded unless it interferes with traffic, threatens public safety or convenience, is involved in criminal activity, contains evidence of criminal activity, or is stolen or abandoned. The impoundment of vehicles is inappropriate if other reasonable alternatives exist. When possible, attempt to locate the owner of the POV and have the vehicle removed. If reasonably feasible, allow another responsible person to drive or tow the POV, if they first have permission from the owner, operator, or person empowered to control the vehicle. However in such cases, Security Forces is not responsible for safeguarding the vehicle.

6.1.3. The impounding of a POV is authorized at the direction of 60 AMW/CC, 60 AMW/CV, 60 MSG/CC, 60 MSG/CD or 60 SFS/CC, or justified when any of the following conditions exist:

6.1.3.1. The vehicle is illegally parked:

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

6.1.3.1.2. On a sidewalk, within an intersection, on a crosswalk, on a railroad track, in a fire lane, or is blocking a driveway so that the vehicle interferes with operations or creates a safety hazard to other roadway users or the general public.

6.1.3.1.3. In a restricted, controlled or off-limits area to include but not limited to areas cordoned off to implement 25 meter stand-off during increased FPCONS.

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

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

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

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

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

6.1.3.2.3. The vehicle was used in a crime or contains evidence of criminal activity.

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

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

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

6.1.3.2.7. The POV displays an expired registration of more than 6 months.

6.1.3.2.8. The POV threatens public safety or convenience.

6.1.3.2.9. The POV is stolen or abandoned.

6.1.4. Vehicles will be impounded using an authorized civilian towing company or the 60th Logistics Readiness Squadron, Vehicle Management Flight (60 LRS/LGRV). The decision to place a vehicle into a towing company's storage lot is at the sole discretion of the 60th Security Forces Squadron, Security Forces Office of Investigations (60 SFS/S2I); however, all attempts should be made to place a military member's vehicle into the SF Impoundment Lot. Prior to impounding a vehicle, SF will conduct an inventory of the vehicle contents.

6.1.5. Per AFI 31-206 (AMC Sup 1), *Security Forces Investigations Program*, and the Travis AFB Tow Service Memorandum of Understanding (MOU), abandoned vehicles will be removed from the installation at no cost to the Air Force by towing companies. Abandoned vehicles and unclaimed property will be disposed of by SF Investigations and/or towing companies per Title 10 U.S.C., Section 2575, *Disposition of Unclaimed Property*, and DoD Manual 4160.21-M, *Defense Material Disposition Manual*, AFI 31-204, AFI 31-218(I), TAFBI 31-104, *Lost, Abandoned, or Acquired Property*, Tow Service MOU, California Vehicle Code and state law.

6.1.6. S2I and towing companies will conform to the federally mandated unclaimed vehicle and unclaimed property retention period of forty-five days. If the required retention period has been met, and the owner/lien holder has not made arrangements or fails to reclaim their vehicle or personal property contained in it, S2I or the towing company (depending on who maintained storage and accountability of the vehicle and personal property) will dispose of the vehicle. Additionally, the owner/lien holder will be solely responsible for remittance of all tow, storage, and disposal fees they incur.

6.1.7. The Air Force is not liable for any vehicle damages incurred as the result of being impounded by 60 SFS and towed by 60 LRS or a civilian towing company.

6.2. Vehicle Abatement.

6.2.1. S2I, located in Bldg 380A, has the overall primary responsibility of managing the vehicle abatement program and implementing impoundment procedures.

6.2.2. Security Forces direct the removal of abandoned vehicles and are responsible for contacting the towing company. The civilian towing company will recover all costs of towing and storage directly from the vehicle owner or other designated representative.

6.2.3. Impounded vehicles will be transported to the Security Forces Impound Lot, except under the following circumstances: the vehicle belongs to a civilian or retiree, there is no space available in the Impound Lot, or the vehicle is not registered on base and is being removed pursuant to law enforcement action. Vehicles not impounded on base will be towed by a civilian wrecker to an authorized tow company storage area. To become authorized to tow and store vehicles, a tow company must conform with the security measures and other requirements outlined in AFI 31-204, accept the terms in the tow company Memorandum of Understanding and agree to indemnify the Air Force in the event a vehicle is disposed of prior to the expiration of the mandated retention period.

6.2.4. Towing and storage fees are at the owner's expense, and is determined by California law and the civilian tow company. There is no storage fee for vehicles stored in the Security Forces Impound Lot; however the owner will pay the civilian tow company fee before the vehicle is released from impoundment.

6.2.5. The impoundment of a vehicle not involved in criminal activity or stolen is inappropriate when other alternatives exist such as the issuance of a warning or citation, or the removal of the vehicle by the owner unless deemed necessary for security or mission accomplishment by 60 AMW/CC, 60 AMW/CV, 60 MSG/CC, 60 MSG/CV or 60 SFS/CC.

6.2.6. Vehicle operators involved in a traffic stop, who are in violation of this Base Traffic Code and/or the assimilated provisions of the California Vehicle Code, should not have their vehicle towed for minor vehicle infractions. Security Forces should use reasonable alternatives based on the violation such as issue a warning or citation, order the driver not to operate the vehicle, or have an authorized driver remove the vehicle from base.

6.2.7. If necessary and lawful, Security Forces will decide whether immediate towing or immobilizing the vehicle with a "boot" is warranted.

6.3. Procedures for Impoundment.

6.3.1. GM Towing and Roadrunner Towing have signed an MOU with the 60th Security Forces Squadron and are the only authorized civilian towing companies eligible to tow vehicles from the installation for law enforcement related reasons. These two towing companies will be used on a rotational basis. The 60 LRS/LGRV may also be contacted to tow vehicles that present traffic, safety or fire fighting obstacles.

6.3.2. Security Forces should make reasonable efforts to identify and contact the owner of the vehicle prior to requesting tow authorization from S2I. Reasonable efforts may include conducting a California Law Enforcement Telecommunications System (CLETS) check, attempting to ascertain the location of the owner through Pass and Registration, cross-referencing the military/civilian alpha roster, Security Forces Management Information System (SFMIS) or Defense Enrollment Eligibility Reporting System (DEERS), going to the residence or contacting the duty section of the vehicle owner.

6.3.3. If the vehicle owner is determined to be active duty military, cadets/mid-shipmen of the military academies to include the Coast Guard academy, reservist on active duty orders or performing inactive duty training including commuting to and from training and guardsmen in federal service under Title 10 of the United States Code, Security Forces should contact the unit first sergeant regarding vehicles determined to be abandoned, illegally parked, or possessing a registration that has been expired for more than six (6) months. First sergeants should be afforded the opportunity to locate and ascertain the status of the vehicle owner (e.g., leave, deployed), and make arrangements to have the vehicle properly parked, registered, or moved off of the installation. If the first sergeant is unable to contact the owner within a reasonable amount of time, Security Forces personnel will contact S2I or 60 SFS Operations (60 SFS/S3) for authorization to have the vehicle impounded. The status of the vehicle owner will determine the location the vehicle will be impounded.

6.3.4. S2I or 60 SFS/S3 authorizes the towing of a vehicle after determining whether impoundment is necessary and lawful. Authorized tow companies will be utilized on a rotational basis. SF Controllers and S2I will utilize the Tow Company Log book located on the Security Forces Control Center

(SFCC) to determine which towing company's turn it is. S2I will determine whether the vehicle will be stored in the SF Impound Lot or towing company's storage lot.

6.3.5. Privately owned vehicles belonging to active duty members will be stored in the SF Impound Lot if space permits. All others will be stored in the towing company's storage lot.

6.3.5.1. Vehicles will remain secured in the vehicle impound lot and the keys to the lot will be maintained by S2I and the SFCC. Security Forces patrols will conduct random checks of the exterior fence of the impound lot to detect signs of unauthorized entry.

6.3.6. Prior to towing, a Security Forces member and driver of the tow truck will inventory and account for valuable items found in the vehicle. The CHP Form 180 (Rev 2-99) OPI 061, *Vehicle Report*, will be utilized in lieu of DD Form 2505, *Abandoned Vehicle Removal Authorization* and the DD Form 2506, *Vehicle Impoundment Report*. Annotate the contents on the CHP Form 180. As a general rule, the ignition key and personal property found in the vehicle will remain with the towing company. If the ignition key or any property is retained, receipt and document reason on an AF Form 52, *Evidence Tag*.

6.3.6.1. If the vehicle is towed to the SF Impound Lot, Security Forces will inventory and account for valuable items found in the vehicle at the time of impoundment. These items will be recorded on an AF Form 52, secured in the Evidence and Found Property Room, and disposed of per Title 10 U.S.C., Section 2575, DoD Manual 4160.21-M and TRAVISAFBI 31-104.

6.3.7. If the vehicle will be towed off base, Security Forces will remove the DD Form 2220 prior to releasing the vehicle to the towing company. Ensure the vehicle decal number is recorded in the SF blotter.

6.3.8. Once the CHP Form 180 has been accomplished and the vehicle has been towed, the SF Controller or S2I will enter the vehicle into CLETS. If the vehicle was towed for a traffic infraction, it will be entered as "stored/towed." If the vehicle was towed because it was involved in criminal activity, contains evidence of criminal activity, or is stolen, it will be entered as "impounded." A copy of the blotter entry and CLETS printout will be forwarded to S2I, and the impoundment will be recorded on the AF IMT 1597, *Air Force Law Enforcement Terminal System (AFLETS) Documentation*, or an electronic database version of the AF IMT 1597.

6.4. Abandoned Vehicles.

6.4.1. Vehicles that appear to be abandoned will be issued a DD Form 2504, *Abandoned Vehicle Notice*.

6.4.2. Vehicles are considered abandoned when the following conditions exist:

6.4.2.1. The vehicle has been parked in the same spot for at least three consecutive days.

6.4.2.2. There are no signs the vehicle has been moved for an extensive period of time.

6.4.2.3. The vehicle appears to not be roadworthy. Examples of non-moving or non-road worthy vehicles include, but are not limited to:

6.4.2.3.1. Flat tires.

6.4.2.3.2. Uncovered broken windows.

6.4.2.3.3. Excessive accumulation of dirt.

6.4.2.3.4. Mechanical or restoration work in progress.

6.4.3. Once a suspected abandoned vehicle has been identified, the issuing authority (S2I or patrolman) will place a DD Form 2504 on the vehicle with instructions for the owner to contact the SFCC. The SF Controller will document the issuance of a DD Form 2504 in the SF Blotter and notify S2I. The issuing authority will attempt to identify the registered owner of the vehicle by conducting a CLETS check on the vehicle, and cross-referencing the military/civilian alpha rosters, SFMIS and DEERS. All appropriate print outs will be stapled to the DD Form 2504 and forwarded to the S2I.

6.4.3.1. The issuing authority will annotate the reason the vehicle is suspected to be abandoned in the "location" block of the DD Form 2504. The issuing authority will conduct a CLETS check of the vehicle registration and attach the printout to the DD Form 2504. The second carbon copy of the DD Form 2504 will be left on the vehicle, and the original and third carbon copy will be forwarded to S2I.

6.4.4. The vehicle may be towed within three days of notice if the owner does not remove the vehicle or does not resolve the issues that led to the issuance of a DD Form 2504.

6.5. Expired Registration.

6.5.1. Any vehicle with a registration expired over six months may be towed immediately.

6.5.2. Vehicles with expired registration less than six months may be cited and subsequently evaluated for signs of abandonment.

6.6. Illegally Parked Vehicles.

6.6.1. Before towing an illegally parked vehicle, Security Forces will make reasonable attempts to contact the owner to have the vehicle removed.

6.6.2. If the owner cannot be located within a reasonable amount of time or is unable to remove the vehicle in a reasonable amount of time, the vehicle may be towed if it is:

6.6.2.1. Parked on a sidewalk, within an intersection, on a crosswalk, in a fire lane, or blocking a driveway where any of these conditions create a hazard to other traffic or public safety.

6.6.2.2. Parked blocking an emergency exit at a public place (e.g., base theater, Delta Breeze, DGMC) while patrons are occupying the area.

6.6.2.3. Parked on the roadway interfering with traffic flow.

6.6.2.4. Left unattended in an off-limits, controlled or restricted area and presents a safety or security hazard or adversely hinders mission requirements.

6.6.2.5. Parked in a construction area, provided the construction company gave advance notice prohibiting parking.

6.6.2.6. Illegally parked for three (3) consecutive days (requires a written statement by complainant or firsthand knowledge by Security Forces).

6.6.2.7. Disabled by accident and the owner is unavailable, unwilling, or physically unable to make arrangements for towing the vehicle. Disabled vehicles, as a result of an accident, will be towed commercially at the driver's expense. The CHP Form 180 will only be accomplished if the towing service requests the form be accomplished.

6.7. Evidence. Vehicles towed for evidentiary purposes will be taken to the SF Impound Lot after coordination with S2I and entered into CLETS as “impounded.”

6.8. Apprehension/Arrest of Driver. Should it become necessary to impound a vehicle because the driver was placed under apprehension, prepare a CHP Form 180 and have the vehicle towed to the towing company’s storage lot if the driver is civilian or retired military, and SF Impound Lot if the driver is active duty and space permits. Civilian police agencies are responsible for the vehicle’s disposition, arranging towing and accomplishment of the CHP Form 180 when they arrest civilian offenders on base.

6.9. S2I Responsibilities for Vehicle Impoundment.

6.9.1. Establish a vehicle case file on the impounded vehicle and update the Impound Vehicle Log. Within three days of the impoundment, complete a tow letter and DD Form 2507, *Notice of Vehicle Impoundment*, and mail the registered owner and/or lien holder the letter and notice via certified mail. Document the notification in the Impound Vehicle Log and maintain the PS Form 3811, *Domestic Return Receipt*, in the case file.

6.9.1.1. All vehicles maintained in the SF Impound Lot, except ones maintained for evidential purposes, will be held for a minimum of forty-five (45) days. If the owner or lien holder has not made arrangements or fails to reclaim their vehicle or personal property contained in it, and the retention period has been met, the vehicle will be released to the original towing company and the personal property will be disposed of by S2I through the Abandoned Property Disposal Board (APDB) in accordance with Title 10 U.S.C., Section 2575, DoD Manual 4160.21-M and TAFBI 31-104. The towing company will dispose of the vehicle in accordance with the California Vehicle Code and state laws.

6.9.1.2. All vehicles maintained in a towing company storage lot, except ones maintained for evidential purposes, will be held for a minimum of forty-five days. If the owner or lien holder has not made arrangements or fails to reclaim their vehicle or personal property contained in it, and the retention period has been met, the vehicle and personal property are automatically released to the towing company for disposition per Title 10 U.S.C., Section 2575, DoD Manual 4160.21-M, California Vehicle Code and state laws.

6.9.2. If the owner contacts S2I within forty-five days and requests to reclaim their vehicle, the owner must pay the required towing and storage fees.

6.9.3. The owner must also show proof of a valid driver license, current registration, and motor vehicle insurance before the vehicle will be released.

6.9.4. The owner will sign the CHP Form 180 and be provided with a copy of the form to retrieve the vehicle from the towing company’s storage lot. S2I will sign the release authorization on the CHP Form 180 which informs the towing company the owner has met all requirements to retrieve their vehicle. If the vehicle is stored in the SF Impound Lot the owner must provide a receipt from the tow company for the tow fee before the vehicle can be released. Towing and storage fees are the sole responsibility of the owner. The towing and storage rates are the private right of the towing company and are not dictated or controlled by the Air Force.

6.9.5. Once the vehicle has been released to the owner, lien holder, or towing company if unclaimed, S2I will forward the vehicle case file to Reports and Analysis. The vehicle case file should include the following:

- 6.9.5.1. DD FM 2504 if issued.
- 6.9.5.2. CLETS printout.
- 6.9.5.3. CLETS printout for vehicle “stored/towed”.
- 6.9.5.4. CHP 180 if the vehicle was towed.
- 6.9.5.5. Receipt for tow fee if stored in SF Impound Lot.
- 6.9.5.6. Copies of valid drivers license, current registration, and automobile insurance.
- 6.9.5.7. SF Blotter entry explaining the reason for tow.

Chapter 7

7.1. Adopted Forms. AF Form 52, *Evidence Tag*, AF Form 75, *Visitor/Vehicle Pass*, AF Form 354, *Civilian Identification Card*, AF Form 1315, *Accident Report*, AF Form 2219, *Registered Vehicle Expiration Sticker*, AF Form 3545, *Incident Report*, AF IMT 171, *Request for Driver's Training and Addition to U.S Government Drivers License*, AF IMT 213, *Receipt for Accountable Form*, AF IMT 332, *Base Civil Engineer Work Request*, AF IMT 1597, *Air Force Law Enforcement Terminal System (AFLETS) Documentation*, DD Form 2, *Armed Forces of the United States-Geneva Conventions Identification Card*, DD Form 1173, *Uniformed Services Identification and Privilege Card*, DD Form 1173-1, *DoD Guard and Reserve Family Identification Card*, DD Form 1408, *Armed Forces Traffic Ticket*, DD Form 1805, *United States District Court Violation Notice*, DD Form 2220, *Department of Defense Registered Vehicle*, DD Form 2504, *Abandoned Vehicle Notice*, DD Form 2506, *Vehicle Impoundment Report*, DD Form 2507, *Notice of Vehicle Impoundment*, PS Form 3811, *Domestic Return Receipt*, CHP Form 180 (Rev 2-99) OPI 061, *Vehicle Report*

GIOVANNI K. TUCK, Colonel, USAF
Vice, Commander, 60th Air Mobility Wing (AMC)

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

AFPD 31-2, *Law Enforcement*

AFI 24-301, *Vehicle Operation*

AFI 31-101, *Air Force Installation Security Program*

AFI31-101_AMCSUP_TRAVISAFBSUP, *Air Force Installation Security Program*

AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*

AFI 31-204, *TAFB Sup 1, Motor Vehicle Traffic Supervision*

AFI 31-206, *Security Forces Investigations Program*

AFI 31-206 AMC Sup 1, *Security Forces Investigations Program*

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

AFI 36-704, *Discipline and Adverse Actions*

AFI 36-2903, *Dress and Appearance of AF Personnel*

AFI 91-207, *USAF Traffic Safety Program*

AFOOSH 91-501, *Air Force Consolidated Occupational Safety Standard*

TAFB Sup 1 to AFI 31-101, *AF Installation Security Program*

TRAVISAFBI13-103, *Vehicle Operations on the Flightline*

TRAVISAFBI31-104, *Lost, Abandoned, or Acquired Property*

TRAVISAFBI31-106, *Travis Disciplinary Action Program*

TRAVISAFBI91-101, *Motorcycle/Moped Safety Program*

DoD 4160.21-M, *Defense Reutilization Marketing Manual*

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

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

DoDI 6055.4, *DOD Traffic Safety Program*

DoDI 6055.7, *Accident Investigation, Reporting and Recordkeeping*

California Vehicle Code, 2007 edition

Code of Federal Regulation, *Part 571, Federal Motor Vehicle Safety Standards,*

Fairfield City Ordinance Chapter 4, section 4.4.

Abbreviations and Acronyms

15 EMTF/CC—15th Expeditionary Mobility Task Force Commander

349 AMW—349th Air Mobility Wing

60 AMW—60th Air Mobility Wing

60 AMW/CC—60th Air Mobility Wing Commander

60 AMW/CV—60th Air Mobility Wing Vice Commander

60 AMW/SE—60th Air Mobility Wing Safety

60 AMW/SJA—60th Air Mobility Wing Staff Judge Advocate

60 CES—60th Civil Engineering Squadron

60 CES/CEH—60th Civil Engineering Squadron, Housing Office

60 CES/CEV—60th Civil Engineering Squadron, Environmental Flight

60 LRS/LGRV—60th Logistics Readiness Squadron, Fleet Manager

60 LRS/LGRV—60th Logistics Readiness Squadron, Vehicle Dispatch

60 LRS/LGRV—60th Logistics Readiness Squadron, Vehicle Management Flight

60 MSG/CC—60th Mission Support Group Commander

60 MSG/CD—60th Mission Support Group Deputy Commander

60 SFS/CC—60th Chief of Security Forces

60 SFS/S2I—60th Security Forces Squadron, Office of Investigations

60 SFS/S3SP—60th Security Forces Police Services

60 SFS/S5R—60th Security Forces

60 SFS/S5V—60th SFS, Pass and Registration

60 SVS/SVRO—60th Services Squadron, Outdoor Recreation

60 SVS—60th Services Squadron

615 CRW—615th Contingency Response Wing

AAFES—Army and Air Force Exchange Service

ABU—Airmen Battle Uniform

AF—Air Force

AFB—Air Force Base

AFLETS—Air Force Law Enforcement Terminal System

AFMAN—Air Force Manual

AFOSH—Air Force Office of Safety and Health

AFOSI—Air Force Office of Special Investigations

AFPD—Air Force Instruction

AFRIMS—Air Force Records Information Management System

ANSI—American National Standards Institute
ANSI—American National Standards Institute
BAC—Blood Alcohol Content
BDU—Battle Dress Uniform
BrAC—Breath Alcohol Content
BRC—Basic Rider Course
BX—Base Exchange
CHP—California Highway Patrol
CLETS—California Law Enforcement Telecommunications System
CPSC—Consumer Product Safety Commission
CSIC—California Smog Inspection Certification
CVC—California Vehicle Code
CV—Commercial Vehicle
DCU—Desert Camouflage Uniform
DEERS—Defense Enrollment Eligibility Reporting System
DIBRS—Defense Incident Based Reporting System
DL—Drivers license
DMV—Department of Motor Vehicles
DoDD—Department of Defense Directive
DoD—Department of Defense
DoDI—Department of Defense Issuance
DoT—Department of Transportation
DUI—Driving Under the Influence
DVRP—Decentralized Vehicle Registration
DWI—Driving While Intoxicated
ERC—Experienced Rider Course
FO—Fixed Object
G—Government
GMV—Government Motor Vehicle
GOV—Government Owned Vehicle
IDP—International Driving Permit
IEPC—Installation Entry Point Checks

MOU—Memorandum of Understanding
MPH—Miles per Hour
MSC: RSS—Motorcycle Rider Course: Riding and Streets Skills
MSF—Motorcycle Safety Foundation
MVA—Minor Vehicle Accident
NLD—No-Liability Determined
OPR—Office of Primary Responsibility
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
PDA—Personal Digital Assistant
PD—Property Damage
PNO—Planned Non-Operations
POV—Privately Owned Vehicle
P—Private
RDS—Record Disposition Schedule
RVI—Random Vehicle Inspections
SFCC—Security Forces Control Center
SFMIS—Security Forces Management Information System
SRBW—Suspension/Revocation/Barment/Warrant
SSN—Social Security Number
S—Subject
S2I—Security Forces Office of Investigations (S2I)
TLF—Temporary Lodging Facility
TRAVISAFBI—Travis Air Force Base Instruction
TSCG—Traffic Safety Coordination Group
UCMJ—Uniform Code of Military Justice
VCNCO—Vehicle Control Non-Commissioned Officer
VCO—Vehicle Control Officer
VIN—Vehicle Identification Number
VIP—Permanent Distinguish Visitor
VRO—Vehicle Registration Officer
V—Vehicle

Attachment 2**COMPLIANCE OF OUT-OF-STATE REGISTERED VEHICLES WITH CALIFORNIA
SMOG INSPECTION/MAINTENANCE PROGRAM****Reference,:**

A2.1. Title 42 USC, 7418(d)(1990 CAA, 188d) *Vehicles Operated on Federal Installations*

A2.2. California Health and Safety Code Section 44011

A2.3. Purpose: To establish policy to ensure compliance with requirements contained in references **A2.1.** and **A2.2.** relating to employee operation of out-of-state registered vehicles on Travis Air Force Base.

A2.4. Scope: This supplement applies to all employees including civilian, military, and their dependents operating privately-owned out-of-state registered vehicles on the installation.

A2.5. Exemptions.

A2.5.1. None of these provisions will apply to employees or visiting agencies stationed at this installation, so long as such visits do not exceed 60 calendar days per year.

A2.5.2. None of these provisions will apply to employee privately-owned out-of-state registered vehicles not operated on this installation.

A2.5.3. None of these provisions will apply to vehicles exempted by the Bureau of Automotive repair, such as: Vehicles with diesel engines, vehicles with two-cycle engines, vehicles with engines smaller than 50 cubic inches of displacement, electric wheels and motorcycles.

A2.5.4. None of these provisions will apply to any motor vehicle prior to the 1976 model year.

A2.5.5. None of these provisions will apply to any motor vehicle six or less model years old. For example in calendar year 2006, this exemption would include year-models 2006, 2005, 2004, 2003, 2002 and 2001.

A2.6. Action Responsibilities.

A2.6.1. Group commanders, commanding officers, officers in charge of tenant commands, and office department heads will ensure that all employees understand and comply with this requirement. Non-complying employees will have base decals denied and/or revoked.

A2.6.2. Employees operating privately-owned out-of-state registered vehicles on the installation will be required to show:

A2.6.2.1. Proof of vehicle currently passed the enhanced California Smog inspection when applying for a new or renewal base decal. The California Smog inspection is valid for two years from date of inspection and will be renewed by employees upon expiration.

A2.6.3. Decal issuing personnel will be required to verify that a privately owned out-of-state registered vehicle has passed the California smog check inspection prior to issuing decals. Base decals will be issued with an expiration date that coincides with the enhanced California smog inspection expiration date.

A2.6.4. Base decals will not be issued to privately-owned out-of-state registered vehicles without proof of a current passing the enhanced California smog check inspection.

A2.7. 60th Civil Engineer Squadron, Environmental Flight (60 CES/CEV) serves as a focal point of contact and coordinates with regulatory agencies, for the purpose of complying with references [A2.1.](#) and [A2.2.](#)

A2.7.1. 60th Security Forces Squadron (60 SFS) serves as a focal point training decal-issuing personnel and enforcing the requirements.

A2.7.2. Decal issuing personnel are required to complete a log of decals issued for out-of-state registered vehicles at this installation. Each entry in the log must be maintained for two years from the date the decal was issued and be readily available for inspection upon request by 60 CES/CEV and regulatory agencies for the purpose of complying with references [A2.1.](#) and [A2.2.](#)

Attachment 3

EXTENSION/RENEWAL OF STATE DRIVER LICENSE FOR ACTIVE DUTY PERSONNEL ONLY

STATE	AUTOMATIC EXTENSION	NOTES
Alabama	No	May renew by mail
Alaska	Yes	License valid until 90 days after discharge or return to Alaska; may renew by mail
Arizona	Yes	License valid until 6 months after discharge; may renew by mail or online
Arkansas	No	May extend by application for no longer than the earlier of 30 days after first tour of duty or return to state. Must have been licensed by state at time of entry to service; may renew by mail
California	No	License valid until 30 days after discharge; may renew by mail, must obtain a DL 236 with expired DL
Colorado	Yes	License valid until three years past expiration date or 90 days after return to state, whichever occurs first; may renew by mail
Connecticut	No	May renew by mail, must have a photo on file
Delaware	No	May renew by mail
District of Columbia	No	May extend by application for up to 6 years; must renew every 4 years; may renew by mail but limited to one renewal by mail
Florida	No	Must request extension by mail or phone. Extension is valid until of 90 days after discharge or return to state
Georgia	Yes	6 month grace period after discharge or return to state
Hawaii	No	May renew by mail (limited to two consecutive renewals by mail)
Idaho	No	May extend by application; extension valid for no longer than four years or 60 days after discharge, whichever occurs first; may renew by mail. Multiple extensions may be granted not to exceed active duty status period

STATE	AUTOMATIC EXTENSION	NOTES
Illinois	No	May extend by application; extension valid no longer than 45 days after discharge or return to state; may renew by mail. Must carry a Military Deferral Certificate with DL
Indiana	Yes	License valid until 90 days after discharge; may renew by mail
Iowa	Yes	License valid until 6 months after initial tour of duty. Must have had Iowa License at time of entry into military; may renew by mail.
Kansas	No	Renewable, w/o exam, for six months after discharge or 90 days after return to state. If stationed overseas, may renew by mail.
Kentucky	No	May renew by mail
Louisiana	Yes	License valid until 60 days after discharge; may renew by mail.
Maine	Yes	License valid until 30 days after discharge
Maryland	Yes	License valid until 30 days after discharge or return to state; may renew by mail
Massachusetts	Yes	License valid until 60 days after discharge
Michigan	Yes	License valid 30 days from first leave of absence following expiration or discharge; may renew by mail
Minnesota	Yes	License valid until 90 days after discharge; may renew by mail; must provide proof of military status
Mississippi	Yes	License valid until 90 days after discharge or return to state, whichever occurs first; may renew by mail
Missouri	No	May renew w/o exam, until 60 days after discharge; may renew by mail
Montana	Yes	License valid until 30 days after honorable discharge; may renew by mail
Nebraska	No	License valid until 60 days after discharge; may be renewed by mail. Must obtain Form 07-08 to carry with expired DL
Nevada	No	May extend by application; may renew by mail or online
New Hampshire	No	May renew by mail
New Jersey	Yes	May renew by mail

STATE	AUTOMATIC EXTENSION	NOTES
New Mexico	Yes	30 day grace period upon return to state
New York	No	License valid until 6 months after discharge; however must file a MV-75 form to maintain record at DMV prior to expiration; may renew by mail
North Carolina	No	May renew by mail
North Dakota	Yes	License valid until 30 days after discharge; may renew by mail
Ohio	Yes	License valid until 6 months after discharge; may renew by mail
Oklahoma	Yes/No	If serving overseas, expired license valid until 60 days after return to CONUS; may renew by mail
Oregon	No	May renew by mail or online
Pennsylvania	Yes	License valid until 45 days after discharge or return to state
Rhode Island	No	Members may apply for a special license that is good until 30 days after discharge; may renew by mail
South Carolina	No	May renew by mail or online
South Dakota	No	May renew by mail
Tennessee	No	License valid until 60 days after separation date on the DD Form 214 or reassignment to state; may renew by mail, must have code 30 placed on DL
Texas	Yes	License valid until 90 days of honorable discharge or return to state; may renew by mail
Utah	Yes	License valid until 90 days after discharge; may renew by mail
Vermont	No	License valid until 30 days after discharge, but no longer than 4 years past expiration date; may renew by mail. Must print extension letter and carry it with DL
Virginia	No	May request an extension by mail. Must carry an extension card with DL and renew within 60 days of returning to the state
Washington	Yes	License valid until 90 days after honorable discharge; may renew by mail

STATE	AUTOMATIC EXTENSION	NOTES
Washington DC	No	Qualify for absentee DL renewal by mail; renewal valid for 5 years, must update permanent address information within 72 hrs of return.
West Virginia	Yes	License valid until 6 months after discharge under honorable conditions; may renew of mail
Wisconsin	Yes	License valid until 30 days after return to state or 90 days after discharge, whichever occurs first; may renew by mail
Wyoming	No	May extend by application; may renew by mail

WEBSITE FOR ALL 50 STATES' DMVs: http://www.dmvnv.com/50_state_dmv_list.html