Air Force Manual (AFMAN) 31-116, *Air Force Motor Vehicle Traffic Supervision*, is supplemented as follows: This supplement assigns responsibilities and establishes procedures for motor vehicle traffic supervision on the United States Air Force Academy (USAFA). It applies to all USAFA personnel, military, and civilian, to include, Reserves, National Guard, Civil Air Patrol, and contractor personnel. Personnel subject to the Uniform Code of Military Justice (UCMJ) who fail to comply with this instruction are subject to punishment under the UCMJ, as well as to adverse administrative action and other adverse action authorized by applicable United States Code (U.S.C.), including assimilated state law, or the Code of Federal Regulations (CFR). Personnel not subject to the UCMJ who fail to comply with this instruction are subject to adverse administrative action or criminal prosecution as authorized by applicable sections of the U.S.C. or CFR, including disciplinary action according to appropriate civilian personnel regulations. Commanders should seek the advice and counsel of their legal advisor when taking actions pursuant to this paragraph. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. The authorities to collect and/or maintain the records prescribed in this publication are Title 10, *United States Code*, Section 8013 and DoD Directive 7730.47.
The authorities to waive requirements in this publication have not been identified with a Tier ("T-0, T-1, T-2, T-3") number following each compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain-of-command to the appropriate Tier waiver approval authority. The waiver authority for non-tiered requirements in this publication is the 10 ABW/CC. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AF Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS).

This publication requires collecting and maintaining information protected by the *Privacy Act of 1974* authorized by *Title 50 U.S.C. 797*.

**SUMMARY OF CHANGES**

Parent publication Change required supplement paragraph renumbering.

1.2.1. *(Added)* Traffic Safety Committee. The Traffic Safety Committee (TSC) is the designated body by the 10th Air Base Wing Commander (10 ABW/CC) who will prepare and review, as necessary, the USAFA Traffic Circulation Plan (TCP). The TSC will consist of representatives from the following organizations and meet annually, or more frequently as directed or required.

<table>
<thead>
<tr>
<th>Table 1.1. USAFA Traffic Safety Committee Members. <em>(Added)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>10th Civil Engineer Squadron, Maintenance Engineering Flight</td>
</tr>
<tr>
<td>10th Security Forces Squadron, Operations and Training Flight</td>
</tr>
<tr>
<td>American Federation of Government Employees (AFGE) Local 1867</td>
</tr>
<tr>
<td>USAFA, Safety Office</td>
</tr>
<tr>
<td>USAFA, Commandant of Cadets</td>
</tr>
<tr>
<td>USAFA, Dean of Faculty</td>
</tr>
<tr>
<td>USAFA, Athletic Department</td>
</tr>
<tr>
<td>USAFA, Preparatory School</td>
</tr>
</tbody>
</table>

1.2.2. *(Added)* The USAFA parking plan will be reviewed annually by the TSC.

1.3.1. *(Added)* The 10 ABW/CC delegates the authority under this manual to the 10th Mission Support Group Commander (10 MSG/CC), which includes the suspension or revocation of base driving privileges and to grant modifications to suspensions or revocations, as appropriate.

1.4. **General. *(Added)***

1.4.1. *(Added)* This instruction specifically adopts selected portions of the Colorado Revised Statutes (CRS). Although not restated in full in this instruction, provisions of the CRS pertaining to motor vehicle and pedestrian traffic laws, which are not addressed herein, are expressly adopted and made applicable to USAFA.

1.4.2. *(Added)* Criminal violations of the CRS are assimilated by the installation under U.S.C. Title 18, Section 13, and Department of Defense Directive (DoDD) 5525.4, *Enforcement of State*
Traffic Laws on DoD Installations. Violations of CRSs may result in prosecution before the U.S. Magistrate or Federal District Court for both military and civilian offenders.

1.4.3. (Added) Upon entering through any access/entry point on USAFA, drivers automatically imply consent to have their vehicle searched and inspected by Security Forces (SF) upon request.

1.4.4. (Added) All drivers automatically imply consent to submit to a blood or breath alcohol test and/or urinalysis or blood test for drugs, if needed.

1.4.5. (Added) All passengers in the vehicle will be properly restrained with seatbelts or appropriate child-restraint devices.

2.1.1. (Added) Driving on USAFA is a privilege granted by the 10 ABW/CC. Drivers who fail to comply with applicable traffic laws and instructions while driving within the legal boundaries of USAFA may have their driving privileges suspended or revoked.

2.1.2. (Added) The 10 ABW/CC has determined international drivers licenses are recognized and accepted on USAFA, IAW the state laws of Colorado.

2.1.2.1. (Added) Foreign operators must carry their driver’s license from their home country. International driver’s licenses are valid for a maximum period of 1 year. International driver’s licenses may be obtained through the American Automobile Association (AAA).

2.1.2.2. (Added) Military personnel returning from an overseas assignment with an international driver’s license must obtain a valid U.S. driver’s license within 30 days of return.

2.2.3. (Added) The 10th Security Forces Squadron (10 SFS) is responsible for traffic enforcement (i.e., traffic stops, etc.) on USAFA; however, due to USAFA’s concurrent jurisdiction, local law enforcement personnel (i.e., El Paso County Sheriff’s Office (EPSO), Colorado Springs Police Department (CSPD), Colorado State Police (CSP), etc.) are authorized, by law, to assist with traffic enforcement.

2.2.3.1. (Added) The 10 SFS personnel may conduct traffic stops and inspections of any vehicle on USAFA for reasons specified in this instruction and other governing directives, or if they believe the vehicle is unsafe or not properly equipped, as required by law. If a 10 SFS member determines a vehicle is in such condition that further operation would be hazardous, the vehicle will be driven to the nearest garage, place of safety, or immediately removed from USAFA. Should a 10 SFS entry controller detect a serious or hazardous violation, the vehicle will be denied entry to USAFA.

2.4.1. (Added) The Defense Force Commander (DFC) is designated as the impoundment authority. The 10 SFS/S3 has been delegated approval authority to have a towing company contacted for vehicle impoundment on USAFA. The on-duty 10 SFS Flight Chief (S3OA-D) and Investigator (S2I) will contact 10 SFS/S3 to obtain approval to tow vehicles. Refer to AFI 31-115 USAFA Supplement, Security Forces Investigation Program, for further guidance on vehicle impoundment and processing procedures.

2.5.2.3.1. (Added) In cases of multiple suspensions or revocations, the 10 MSG/CC imposes the periods to run consecutively.

2.5.3. (Added) Suspensions and revocations issued by another installation or service component will be honored by USAFA.
2.5.3.1. **(Added)** Upon notification of an inbound or newly arrived individual with suspended or revoked driving privileges, the 10th Security Forces Squadron, Reports and Analysis Section (10 SFS/S5R) will notify the individual’s gaining unit commander, to ensure the individual is aware his/her suspension or revocation is still in effect on USAFA. Individuals will be added to the Suspension/Revocation/Debarment (SRB) Listing through the Security Forces Management Information System (SFMIS).

2.5.3.2. **(Added)** Subsequently, the 10th Force Support Squadron (10 FSS) will include 10 SFS/S5R in the virtual Military Personnel Flight (vMPF) outprocessing checklist. The 10 SFS/S5R will follow procedures identified in AFI 31-120, *Security Forces Systems and Administration* for forwarding suspension/revocation records to gaining units during reassignment.

2.5.4. **(Added)** Administrative Due Process for Suspensions and Revocations.

2.5.4.1. **(Added)** Suspension/Revocation Guidelines. See Table 2.1. below for guidelines.

**NOTE:** These guidelines only provide those provisions established specifically for USAFA outside of the directives listed in AFI 31-218_IP and AFMAN 31-116; therefore, this is not all-inclusive and the 10 MSG/CC reserves the authority to determine suspensions/revocations considering the circumstantial evidence on a case-by-case basis.

### Table 2.1. Suspension/Revocation Guideline. **(Added)**

<table>
<thead>
<tr>
<th>VIOLATION</th>
<th>SUSPENSION/REVOCATION PERIOD</th>
<th>SUBSEQUENT VIOLATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to provide valid proof of insurance covering the time of the traffic stop.</td>
<td>1 year</td>
<td>1 year</td>
</tr>
<tr>
<td>A vehicle receives three valid citations for parking violations in any six-month period.</td>
<td>30 days</td>
<td>6 months</td>
</tr>
<tr>
<td>Failure of the operator or occupants to utilize restraint system devices while the vehicle is in motion.</td>
<td>1st Offense = Point Assessment/Fine</td>
<td>30 days</td>
</tr>
<tr>
<td>Littering from a motor vehicle.</td>
<td>30 days</td>
<td>30 days</td>
</tr>
<tr>
<td>Individuals who accumulate 12 traffic points within 12-consecutive months or 18 points within 24-consecutive months.</td>
<td>6 months</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:**
Table 5.3 addresses points assessed if the violator fails to provide proof of insurance at the time of the violation. If the violator is later able to provide proof of insurance, points will be assessed for driving without proof of insurance. This table covers violators who are unable to provide proof of insurance coverage when the citation was issued.

2.5.4.1.1. **(Added)** Each case will be reviewed by the USAFA Staff Judge Advocate (HQ USAFA/JA) and the 10 MSG/CC to make a final determination. Immediate suspension letters
are routed and approved by HQ USAFA/JA and signed by 10 MSG/CC and do not require individual case reviews or approval.

2.5.4.2. (Added) The 10 SFS will issue a written notice of suspension or revocation from 10 MSG/CC. The issued written notice specifies when the suspension/revocation becomes effective, which is 10 days after notification except for alcohol/drug related offenses, the period of time the suspension/revocation is effective for, and the administrative hearing and appeal process.

2.5.4.2.1. (Added) In the event an individual’s driving privileges have been suspended or revoked by 10 MSG/CC, active duty, including cadets and civilian-affiliated personnel, must report with their supervisor to 10 SFS/S5R to sign acknowledgement of the suspension/revocation.

2.5.4.2.1.1. (Added) Civilian-nonaffiliated personnel (retirees, dependents, etc.) will be contacted in person or by certified mail. If after three documented attempts, contact has not been made with the individual, the suspension/revocation is immediate and considered a “refusal to sign.”

2.5.4.3. (Added) Unit commanders may request the suspension or revocation of driving privileges of personnel under their command by forwarding a digitally signed e-mail memorandum with supporting evidence/documents through 10 SFS/S5R (333-2006) addressed to the 10 MSG/CC for approval and signature.

2.5.4.3.1. (Added) If the request is approved, the individual will be directed to report to 10 SFS/S5R to sign/acknowledge receipt by endorsing the 10 MSG/CC signed memorandum.

2.5.4.4. (Added) Suspensions and revocations will take place 10 days after written notice is received, unless an application for the hearing is made by the affected person within the period, except in alcohol-related cases of suspension or revocation.

2.5.4.4.1. (Added) Administrative Appeal/Hearing Requests. For individuals not involved in an alcohol or drug related driving incident, a request for administrative appeal/hearing can be requested by submitting a USAFA Form 28, Appeal Request for Traffic-Related Offense. Instructions for completing the form are included on the form. The suspension or revocation will not go into effect until a final determination is made by 10 MSG/CC.

2.5.4.4.1.1. (Added) Requests for administrative appeals/hearing are conducted by submitting a USAFA Form 28 to 10 SFS/S5R. The 10 SFS/S5R will forward requests to the 10th Mission Support Group, Executive Assistant (10 MSG/CCE), who will notify the individual of the hearing date.

2.5.4.4.1.2. (Added) At this hearing, individuals may present evidence, witnesses, and be represented by counsel. Military personnel can be represented by civilian counsel (at their own expense) or assigned military counsel. Civilian employees are entitled to have a personal representative present at the administrative hearing in accordance with applicable laws and instructions.

2.5.4.4.1.3. (Added) Failure to appear for the scheduled hearing without notification and approval from 10 MSG/CCE may result in forfeiture of the privilege to an administrative hearing.
2.5.4.2. \textbf{(Added)} Submission of a request for a hearing will stay the pending suspension or revocation.

2.5.4.3. \textbf{(Added)} If a hearing is not held within a 10-day period, the suspension or revocation will not take place until the person is granted a hearing before the 10 MSG/CC.

2.5.4.4. \textbf{(Added)} If the affected person requests the hearing be continued to a date beyond the 10-day period, the suspension or revocation shall normally become effective immediately upon receipt of the written notification.

2.5.4.5. \textbf{(Added)} Restoration Requests. Members whose driving privileges have been suspended may request restoration of driving privileges pending investigation or resolution of the incident or have a dismissal of court case before the closing period by submitting a USAFA Form 28 for an appeal to 10 SFS/S5R. The 10 SFS/S5R will forward the USAFA Form 28 to HQ USAFA/JA for review and to 10 MSG/CC for final determination. The USAFA Form 28 must be received by 10 SFS/S5R no later than 10-calendar days following the date of receipt of the suspension or revocation letter.

2.5.4.6. \textbf{(Added)} A notice to suspend an individual's driving privileges for off-base suspensions/revocations will be administered by 10 SFS/S5R immediately following receipt of the off-base adjudication.

2.5.4.7. \textbf{(Added)} Reinstatement of Driving Privileges. Unit commanders who wish to reinstate driving privileges for personnel under their command must submit a USAFA Form 28 to 10 SFS/S5R who will forward to the 10 MSG/CC for consideration/approval.

2.5.4.7.1. \textbf{(Added)} The USAFA Form 28 must contain justification for reinstatement. Once action is taken by 10 MSG/CC, the USAFA Form 28 is forwarded to 10 SFS/S5R for required action and filing. Once a month, 10 SFS/S5R notifies Safety (HQ USAFA/SE) of any changes in the driving privileges of personnel concerned. Refer to AFI 91-207 USAFA Supplement, \textit{The US Air Force Traffic Safety Program}, for more information on safety’s role.

2.5.4.8. \textbf{(Added)} Any military member, DoD civilian, Nonappropriated Fund (NAF) civilian, privatized housing resident, or military family member whose base privileges are revoked as a result of a driving offense, other than alcohol-related driving offenses, may request limited driving privileges IAW Paragraph 2.5.4.1 of this supplement. Submit requests for limited driving privileges through 10 SFS/S5R addressed to 10 MSG/CC. \textbf{NOTE: Limited driving privileges CANNOT be granted to individuals whose license has been revoked or suspended by state issuing authorities.} HQ USAFA/JA will review the requests and provide a recommendation to 10 MSG/CC.

2.6.1. \textbf{(Added)} Standardized Field Sobriety Tests (SFST). A SFST will only be conducted when the person consents voluntarily. The 10 SFS will make every attempt to administer the SFSTs at the scene. In accordance with National Highway Traffic Safety Administration, the Horizontal Gaze and Nystagmus (HGN)/Vertical Gaze and Nystagmus (VGN), Walk-And-Turn (WAT) and One-Leg-Stand (OLS), are the only authorized SFSTs. The results of the SFST will be documented on a DD Form 1920, \textit{Alcohol Incident Report}.

2.6.1.1. \textbf{(Added)} If inclement weather or unsafe conditions exist which would invalidate the SFST result, the person may be transported to Building 8024 for completion. \textbf{NOTE: SFSTs should be terminated if the individual is so intoxicated they cannot complete the maneuvers}
without risk of injury. The patrolman should ensure sufficient probable cause exists prior to transferring to Building 8024.

2.6.1.1. (Added) If a person fails or refuses the SFST they will be informed of Federal Implied Consent to a Breath Alcohol Content (BrAC) before being transported to Building 8024 for processing. Military personnel will be requested to provide either breath or blood for any alcohol/drug driving related offense. Military members are subject to search and seizure for their breath or blood.

2.6.1.1.2. (Added) If the subject consents to a BrAC, a Colorado State certified operator or instructor will conduct the breath test utilizing the Intoxilyzer 9000®. The Intoxilyzer 9000® is the preferred method of determining a subject’s alcohol level on USAFA for both military and civilian personnel. If the Intoxilyzer is inoperative, the subject may be transported to another law enforcement agency to utilize their state certified instrument. Military members will be required to submit a blood sample if the Intoxilyzer is inoperative.

2.6.1.1.2.1. (Added) Personnel operating the Intoxilyzer 9000® will administer the test IAW Colorado State rules and regulations. All personnel authorized to operate the Intoxilyzer must attend the Colorado State Certification Course. Operators must maintain their certification to be authorized to operate the Intoxilyzer 9000®.

2.6.1.2. (Added) Vehicle operators and detained subjects who refuse or fail a SFST will be detained and transported by 10 SFS to Building 8024 for processing.

2.6.2. (Added) DUI Processing. Vehicle operators will be cited for DUI when their BrAC on the Intoxilyzer 9000®, or blood alcohol content registers a 0.08 or higher.

2.6.2.1. (Added) The 10 SFS will request identification from all vehicle occupants. Underage personnel will be charged and processed IAW the CRS or UCMJ.

2.6.2.2. (Added) Military members and cadets under the age of 21 years who appear to be intoxicated will also be processed for underage drinking.

2.6.2.3. (Added) The 10 SFS may request suspects submit to a BrAC or blood alcohol content test. "If drugs are suspected (e.g., odor of marijuana, zero results on BrAC after failing SFSTs, etc.), request assistance of a certified Drug Recognition Expert (DRE), who will conduct further tests and have blood drawn and tested, if appropriate. If no DRE is available, have blood drawn and tested.

2.6.2.4. (Added) Release military subjects to their commander, first sergeant, or designated representative using DD Form 2708, Receipt for Inmate or Detained Person.

2.6.2.5. (Added) Civilians may be released to an adult family member, relative, or friend. The Base Defense Operations Center (BDOC) will consult with HQ USAFA/JA prior to releasing any civilians on their own recognizance.

2.6.2.5.1. (Added) If the civilian is intoxicated to the point of being a danger to themselves or others, EPSO will be contacted and requested to respond, take custody of the subject, and transport to Criminal Justice Center or detoxification center.

3.7. (Added) Cadet Vehicle Registration Requirements. USAFA/CWTM may develop local vehicle passes for cadet vehicles authorized to park within the cadet area or designated cadet parking lots.
3.7.1. **(Added)** Cadets should register their vehicle within 5-duty days through the USAFA/CWTM, Cadet Vehicle Registration Area referenced in Cadet Wing Instructions.

3.7.2. **(Added)** Cadets are required to update the Air Force Academy Cadet Wing, *Request to Own/Maintain a Motor Vehicle*, with their Air Officer Commanding (AOC) and/or Academy Military Trainer (AMT), and USAFA/CWTM, within 72 hours of receiving permanent state vehicle registration.

4.1.5. **(Added)** USAFA Motor Vehicle Traffic Code (USAFAMVTC). Refer to Attachment 2 for the USAFAMVTC.

4.1.6. **(Added)** Law Enforcement/SF Traffic Stops. When signaled, by either SF emergency equipment or hand and arm signals, the driver will pull to the shoulder or median, to completely clear the right-of-way.

4.1.6.1. **(Added)** All occupants of the vehicle will stay in the vehicle until directed otherwise by SF.

4.1.6.2. **(Added)** The driver of the vehicle must be prepared to provide a valid driver's license, vehicle registration, proof of insurance, installation access credential, and any other appropriate documentation requested.

4.1.7. **(Added)** Traffic Control Devices. All traffic control devices and signs will conform to the Manual of Uniform Traffic Control Devices (MUTCD).

4.1.7.1. **(Added)** All USAFA agencies will coordinate with the TSC before changing or altering traffic control devices and signs.

4.1.7.2. **(Added)** The DFC is not required to give prior public notice before erecting barricades to close certain roadways or redirect traffic when prior notice is not possible.

4.1.8. **(Added)** Speed Measuring Devices. Only 10 SFS patrols will utilize Radar and Laser based speed-measuring devices on USAFA; no other personnel are authorized to use these devices on base. **NOTE:** As mentioned previously, local law enforcement personnel may assist with traffic enforcement and may utilize their agency devices to detect violators.

4.1.8.1. **(Added)** SF members authorized to utilize speed-measuring devices must be trained by a certified instructor. The 10th Security Forces Squadron Training Section (10 SFS/S3T) is responsible for ensuring a certified instructor is available to provide the training. The 10 SFS/S3T will maintain records of certification and training conducted.

4.1.8.1.1. **(Added)** Training is recommended to be conducted by a state certified instructor; however, the use of the manufacturer’s training references and materials are authorized if taught by 10 SFS/S3T instructors who possess a “T” prefix and utilize lesson plans approved by the DFC.

4.1.9. **(Added)** Private Resale Lot (Lemon Lot). The private resale lot located directly south of Building 4560, USAFA Woodcraft Skills Shop, commonly referred to as the "Lemon Lot," is intended to provide a consolidated location for USAFA personnel or other members of the community to sell their POVs to private individuals.

4.1.9.1. **(Added)** Prior to using this lot, the owner of the vehicle must obtain a permit from the USAFA Auto Hobby Shop (Building 4562) at 333-4752.
4.1.9.2. (Added) Vehicles parked in the private resale lot without displaying the proper permit are subject to towing at the owner's expense, without prior notification.

4.2.1.1. (Added) USAFA Accident Classification. The classification of motor vehicle accidents is made according to injuries or property damage sustained.

4.2.1.1.1. (Added) Severity of injury. Any injuries sustained or suspected by emergency personnel, to include 10 SFS, during a motor vehicle accident constitutes a major vehicle accident.

4.2.1.1.1. (Added) Fatal accident. A motor vehicle accident that results in fatal injuries to one or more personnel. A fatal injury is one that results in death within 12 months of the accident causing the injury.

4.2.1.1.2. (Added) Incapacitating injury. An injury, other than fatal, that prevents the injured person from walking, driving, or normally continuing the activities that he or she was capable of performing before the accident. Examples are severe lacerations, broken or distorted limb, skull fracture, crushed chest, internal injury, unconsciousness when taken from the accident scene, or inability to leave the accident scene without help.

4.2.1.1.3. (Added) Non-incapacitating evident injury. An injury, other than fatal and incapacitating, that is evident to any person at the scene of the accident. Examples are lump on head, abrasions, or minor lacerations.

4.2.1.1.4. (Added) Possible injury. An injury reported or claimed that is not a fatal, incapacitating, or non-incapacitating evident injury. Examples are momentary unconsciousness, claim of injuries that are not evident, limping, or complaint of pain, nausea, or hysteria.

4.2.1.2. (Added) Severity of vehicle damage.

4.2.1.2.1. (Added) Disabling damage. Any damage to a vehicle such that it cannot be driven (or towed in the case of trailers) from the scene of the accident in the usual manner by daylight after simple repairs, and without further damage or hazard to itself, other traffic elements, or the roadway. Any disabling damage caused by a motor vehicle accident that prevents the vehicle from being safely driven constitutes a major vehicle accident.

4.2.1.2.2. (Added) Functional damage. Any non-disabling damage to a vehicle that affects operation of the vehicle or its parts. Examples are doors, windows, hood, and trunk lids that will not operate properly; broken glass that obscures vision; or any damage that could prevent the motor vehicle from passing an official motor vehicle inspection.

4.2.1.2.3. (Added) Other motor vehicle damage. Any damage to a vehicle that is not disabling will be classified as a minor vehicle accident. Such damage usually affects only the load on the vehicle or the appearance of the motor vehicle. Examples are damage to hubcaps, trim, or grill; glass cracks that do not interfere with vision; dents; scratches; body punctures; or damage to load.

4.3.4.1. (Added) Traffic Accident Investigation Reports. The 10 SFS is primarily responsible to conduct vehicle traffic accident investigations on USAFA proper.

4.3.4.1.1. (Added) All traffic accidents will be reported to BDOC, at 333-2000, as soon as possible but no later than 24 hours after the accident. Exception: Cold reporting per local authorities.
4.3.4.1.2. **(Added)** Minor traffic accident investigations will be recorded on a USAFA Form 625, *Minor Accident Worksheet*, and a copy will be provided to the drivers upon completion of the report. Fault may also be determined and a citation may be issued by SF.

4.3.4.1.3. **(Added)** Requests for information can be obtained from 10 SFS/S5RT and will be released according to the Privacy Act and the Freedom of Information Act.

4.3.5.1. **(Added)** Traffic Accident Investigation. SF is the primary response agency for all accidents on USAFA.

4.3.5.1.1. **(Added)** SF personnel must make detailed investigations of accidents involving:

4.3.5.1.1.1. **(Added)** Government vehicles or property.

4.3.5.1.1.2. **(Added)** Fatality or personal injury.

4.3.5.1.1.3. **(Added)** Disabled vehicle (cannot be safely driven) or estimated property/vehicle damage in excess of $10,000.

4.3.5.1.2. **(Added)** Investigations of off-installation accidents involving government vehicles will be conducted in cooperation with the civilian law enforcement agency. Typically, statements will be accomplished by driver(s), witness(s), and victim(s), if applicable. A Standard Form 91, *Motor Vehicle Accident Report*, and a Standard Form 94, *Statement of Witness*, will also be accomplished. These forms will be coordinated through unit Vehicle Control Officers/NCOs and forwarded to the 10th Logistics Readiness Squadron, Vehicle Operations (10 LRS/LGRDDO) (333-2230/2231).

4.3.6. **(Added)** Accident Reporting. The driver of a vehicle involved in or witness to an accident will stop immediately, as close to the scene as possible without obstructing traffic and render first aid as necessary.

4.3.6.1. **(Added)** Individuals are only required to render first aid measures for which they are properly trained; however, at a minimum, they will immediately seek medical assistance as needed.

4.3.6.2. **(Added)** Report the accident to the BDOC at 333-2000; personnel will provide name, address, location of the accident, and if military also provide rank, SSN, and organization.

4.3.6.2.1. **(Added)** For major vehicle accidents, any accident involving injuries, or any accident involving damage to government property, remain at the scene until released by the incident scene commander or senior official.

4.3.6.2.2. **(Added)** For minor vehicle accidents, where no injuries or damage to government property are involved, report to the BDOC, located in Building 8024, to complete the USAFA Form 625. Any accident not reported or USAFA Forms 625 not received within 72 hours of the accident will not be processed and will not be available for insurance companies. **NOTE:** As indicated above, the initial report is completed via telephone immediately, not to exceed 24 hours following the accident, to BDOC.

4.3.6.3. **(Added)** The driver of any vehicle involved in an accident will give his/her name, address, vehicle license plate number, insurance company with policy number, and provide his/her driver's license upon request to:

4.3.6.3.1. **(Added)** Any person injured.
4.3.6.3.2. **(Added)** Any occupant of the vehicle collided with.

4.3.6.3.3. **(Added)** Any person acting for such persons.

4.3.6.4. **(Added)** The driver of a vehicle who has damaged an unattended vehicle shall:

4.3.6.4.1. **(Added)** Stop immediately in a conspicuous place, and leave in or on the other vehicle, a written notice containing your name, address, and a statement of circumstances of the incident.

4.3.6.4.2. **(Added)** Report the accident to SF immediately, not to exceed 24 hours following the accident.

4.3.6.4.3. **(Added)** If the accident involves personnel on duty or results in damage to government property, the scene must be secured by the first person on the scene pending arrival of SF.

4.3.6.5. **(Added)** Operators of POVs involved in traffic accidents will, if safe to do so, remove the vehicle from obstructing traffic flow.

4.3.6.5.1. **(Added)** When vehicles are rendered inoperable, BDOC will arrange to have the vehicle removed from the roadway, or the vehicle owner may obtain a tow company of their choice.

4.3.6.5.2. **(Added)** POVs involved in traffic accidents that result in serious injuries or fatalities shall be towed by a tow company to the impound lot, if requested by the on-the-scene traffic accident investigator. The vehicle may be needed for further investigation or as evidence.

4.3.6.5.3. **(Added)** Inoperable military/government vehicles involved in traffic accidents will be removed from the scene by a military/government tow company or approved contracted tow company coordinated through 10 LRS/LGRDDO.

4.4.1.1. **(Added)** Reserved parking slots are monitored, coordinated, and approved IAW 10 ABW/CC reserved parking space policy. All requests for reserved parking slots should be formally requested using the AF Form 332, *Base Civil Engineer Work Request*. The request is then forwarded to the appropriate building manager for approval or disapproval, based on the standards set by 10 ABW/CC. Upon approval by the building manager, the request will be signed by the unit commander and forwarded to the 10th Civil Engineer Squadron, Production Control (10 CES/CEOP) who will in turn submit the request to the TSC for final approval. Once the reserved parking slots are approved, it will be the responsibility of the unit’s parking wardens to monitor these parking slots.

4.4.3.3. **(Added)** USAFA will utilize the parking warden program to monitor and cite parking violators on USAFA. 10 SFS parking enforcement will be limited to situations where a safety or security hazard is created or apparent.

4.4.3.4. **(Added)** USAFA Parking Warden Program. Units may use parking wardens (unit personnel) or facility managers to monitor and cite parking violators, especially within off-street parking facilities. Parking wardens will be provided books of DD Forms 1408, *Armed Forces Traffic Tickets*, and will be trained by 10 SFS/S5R on the correct procedures to complete the tickets. Parking wardens will only issue citations for parking (non-moving) violations.

4.4.3.3.1. **(Added)** Individual unit commanders will delegate parking wardens, in writing, for participation in the Parking Warden Program. The 10 SFS/S5R will obtain a letter with the
current parking wardens and maintain the letter on file. The letter will specify minimum of one primary and alternate.

4.4.3.3.2. (Added) All parking wardens will issue parking tickets on the DD Form 1408. SF are the only personnel authorized to issue Central Violation Bureau (CVB) Form 1805, Violation Notice, United States District Court.

4.4.3.3.3. (Added) Parking wardens must include special instructions on the back of the pink copy directing the violator to contact the parking warden who issued the ticket. The parking warden must include how and where they can be reached by the violators so they can provide the parking warden with the necessary information to complete the citation.

4.4.3.3.4. (Added) Cadet Area. Cadets may be designated as parking wardens for the cadet area.

4.4.3.3.4.1. (Added) The Commandant of Cadets parking wardens issue a DD Form 1408 for parking violations. The Commandant of Cadets will issue Report of Conduct, for all cadet parking violations. Cadet parking violations should be processed and administrative action taken as referenced in Cadet Standards.

4.4.3.3.4.2. (Added) All other active duty, civil service, contractor, and visitor parking violations will be cited via DD Form 1408 and forwarded to 10 SFS/S5R after completion by the parking warden as directed in AFI 31-120.

4.4.4. (Added) Refer to Attachment 3 for the USAFA Parking Plan.

4.5.1. (Added) The DFC has established Memorandum of Agreement (MOA)/Memorandum of Understandings (MOUs) with local law enforcement agencies to ensure the prompt exchange of information.

4.5.1.1. (Added) All military personnel who are cited or apprehended by civil law enforcement authorities are required, as soon as possible or after release from the hospital, jail, etc., to notify their commanders, AOCs, or first sergeant, who, in turn, notify BDOC. The BDOC will complete a detailed blotter entry with pertinent information for serious cases only (cases involving the subject being charged with an offense, excluding minor traffic infractions). The 10 SFS/S5R will follow the case through the civilian courts and accomplish supplemental reports until the case is closed. Once the case is closed, 10 SFS/S5R will complete a final report and forward to the applicable commander or AOC for appropriate action.

Table 5.3. Point Assessment for Non-Moving Violations. (Added)

<table>
<thead>
<tr>
<th>Violation</th>
<th>Points Assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driving Without a Driver’s License.</td>
<td></td>
</tr>
<tr>
<td>Driving Without Insurance.</td>
<td>2</td>
</tr>
</tbody>
</table>

NOTES:

3. Violations to the USAFA Parking Plan will be assessed points IAW this table.

5. Table 2.1. addresses violators who are unable to provide proof of insurance covering the period of the citation. If the violator is able to provide proof of insurance, then points are assessed for driving without proof of insurance.
5.3. (Added) Traffic Citations. When issued any traffic citation, military, civil service, and NAF personnel operating vehicles on USAFA will report it to the appropriate commander or supervisor within 24 hours or the next duty day.

5.3.1. (Added) Family members of military sponsors receiving a citation on USAFA should immediately inform their sponsors who, in turn, will report it to their commander or supervisor within 24 hours or the next duty day.

5.3.2. (Added) Civilians who do not fall under a military commander (i.e., contractors) will follow the procedures set forth by their company’s owner, president, or foreman. All civilians, regardless of age, will be issued a CVB 1805 for traffic violations.

5.4. (Added) Traffic Complaint System. Personnel operating motor vehicles on USAFA may feel the need to make a complaint about a fellow driver (i.e., unsafe actions, following too closely, speed, unsafe lane changes, etc.).

5.4.1. (Added) Drivers witnessing “unsafe behaviors” while operating a motor vehicle on USAFA are urged to pull over to the side of the road or wait until they are at their destination to call BDOC at 719-333-2000. A patrol will be dispatched to attempt to locate the unsafe subject driver to preserve safety and law and order.

5.4.2. (Added) Complainants will provide the following information to BDOC: make, model, license plate number/state, color of vehicle, description of driver (i.e., white male, juvenile, blond hair) location/direction of travel, and a description of violation observed.

5.4.3. (Added) The BDOC will obtain all pertinent information (above) from the complainant and determine if the complainant would like to file an official complaint by completing an AF Form 1168, Statement of Witness, Suspect, or Complainant. NOTE: Without an official complaint, no further action will be taken.

5.4.4. (Added) If an official complaint is desired, BDOC will instruct the complainant to report to BDOC, Building 8024, to complete an AF Form 1168. Upon receipt of an official complaint, if manpower permits, BDOC will dispatch a patrol to make contact with subject vehicle and temporarily detain.

5.4.5. (Added) If the patrolman witnesses the violation, then the patrolman can issue a citation to the subject driver; however, if the patrolman does not witness the violation, the subject driver will receive a “warning” DD Form 1408 from the patrolman with the same instructions for reporting as any DD Form 1408. The subject driver should be provided the opportunity to complete an AF Form 1168.

5.4.6. (Added) If no rebuttal is received, the driver is entered into SFMIS and points are assessed; however, no points are assessed for warning citations. This entry serves as an official record of driving history.

5.4.7. (Added) If the vehicle is unable to be stopped, a check through the Colorado Crime Information System (CCIS) may reveal the name/address of the registered owner. The DD Form 1408 and Memorandum for Record (MFR) completed by the patrolman will be sent certified mail to the address and the ticket will be for the name of the primary registered owner as it appears on the CCIS transmission.
5.4.7.1. **(Added)** It should be understood, drivers other than the vehicle owner could have been driving the vehicle at the time of the infraction. Ensure the MFR includes the following statement, “These allegations can be rebutted, to the 10 SFS/S5R offices within 5 duty days of receipt.”

5.5. **(Added)** USAFA-Specific Procedures.

5.5.1. **(Added)** The 10 SFS/S5R will process violations on visiting military or DoD civilians and forward the DD Form 1408 or AF Form 3545, *Incident Report*, to the law enforcement authority at the individual’s base of assignment.

5.5.2. **(Added)** Commanders and AOCs will establish procedures to ensure medical evaluation referrals when members of their unit, based on reasonable belief, appear to have mental or physical limits that had, or may have, an adverse effect on driving ability.

5.6. **(Added)** Traffic Violation Reports.

5.6.1. **(Added)** The 10 SFS/S5R will forward traffic citations, accident reports, and incident or complaint reports involving traffic and parking offenses to the appropriate military or civilian commander for corrective action.

5.6.2. **(Added)** The 10 SFS/S5R will transmit copies of tickets and incidents electronically to the commander for action. The SFMIS Reports will be digitally signed and returned by the commander to complete and close the file. If a unit commander or AOC cannot complete the action within the established suspense, they must request an extension in writing via e-mail to 10SFS.S5R@US.AF.MIL.

5.6.3. **(Added)** For moving violations which involve a formal appeal by the violator (USAFA Form 28), the unit commander or AOC will maintain the electronic copy of the citation or report until final reports of action of the appeal have been forwarded.

SHAWN W. CAMPBELL, Col, USAF
Commander, 10 Air Base Wing
ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References
AFI 31-115_USAFASUP, *Security Forces Investigation Program*, 6 Aug 15
AFI 31-120, *Security Forces Systems and Administration*, 1 Apr 15
DoDI 6055.04, *Traffic Safety Program*, 20 Apr 09
Colorado Revised Statues
49 CFR 571.500, Standard No. 500; *Low-Speed Vehicles*

Prescribed Forms
USAFA Form 28, *Appeal Request for Traffic-Related Offense*
USAFA Form 625, *Minor Accident Worksheet*

Adopted Forms
AF Form 332, *Base Civil Engineer Work Request*
AF Form 847, *Recommendation for Change of Publication*
AF Form 1168, *Statement of Suspect/Witness/Complainant*
DD Form 2708, *Receipt for Inmate or Detained Person*
SF 91, *Motor Vehicle Accident Report*
SF 94, *Statement of Witness*

Abbreviations and Acronyms
10 ABW/CC - 10th Air Base Wing, Commander
10 CES/CEO - 10th Civil Engineer Squadron, Maintenance Engineering Flight
10 CES/CEOP - 10th Civil Engineer Squadron, Production Control
10 CONS/LGC - 10th Contracting Squadron, Contracting Division
10 FSS - 10th Force Support Squadron
10 LRS/LGRDDO - 10th Logistics Readiness Squadron, Vehicle Operations
10 MSG/CC - 10th Mission Support Group, Commander
10 MSG/CCE - 10th Mission Support Group, Executive Assistant
10 SFS/S3 - 10th Security Forces Squadron, Operations and Training Flight
10 SFS/S3T - 10th Security Forces Squadron, Training Section
10 SFS/SSB - 10th Security Forces Squadron, Pass and Registration Center
10 SFS/SSR - 10th Security Forces Squadron, Reports and Analysis Section
AMT - Academy Military Trainer
AOC - Air Officer Commanding
BDOC - Base Defense Operations Center
CCIC - Colorado Crime Information System
CFR - Code of Federal Regulations
CRS - Colorado Revised Statutes
CSP - Colorado State Police
CSPD - Colorado Springs Police Department
CVB - Central Violation Bureau
DUI - Driving under the Influence
EPSO - El Paso County Sheriff’s Office
FHWA - Federal Highway Administration
HQ USAFA/JA - USAFA Staff Judge Advocate
HQ USAFA/SE - USAFA Safety
I-25 - Interstate-25
MFR - Memorandum for Record
MOA - Memorandum of Agreement
MOU - Memorandum of Understanding
mph - miles per hour
MUTC - Military Uniform Traffic Code
MUTCD - Manual of Uniform Traffic Control Devices
ODR - Outdoor Recreation
PRC - Pass and Registration Center
SFST - Standardized Field Sobriety Tests
SRB - Suspension/Revocation/Debarment
TCP - Traffic Circulation Plan
TSC - Traffic Safety Committee
VGN - Vertical Gaze and Nystagmus
vMPF - virtual Military Personnel Flight
USAFA - United States Air Force Academy
USAFA/AD - USAFA, Athletic Department
USAFA/CWTM - USAFA Commandant of Cadets Support Division
USAFA/DF - USAFA, Dean of Faculty
USAFA/SE - USAFA Safety Office
USAFAAMVTC - USAFA Motor Vehicle Traffic Code

Terms

**Abandoned** — According to Colorado Revised Statute (CRS) 18-4-512, means to leave a thing with the intention not to retain possession of, or assert ownership over it. The intent need not coincide with the act of leaving. It is further defined as any vehicle found on an installation whose owner: has departed from the military, has a Permanent Change of Station (PCS), separates, or similar situations. Additionally, personnel who do not respond to traffic tickets or abandoned vehicle notices placed on the vehicle, or when SF have reasonable grounds to believe a vehicle has been abandoned, i.e., flat tires, expired registration, missing parts, etc., will be considered abandoned.
Bicycles — Only those devices propelled by human power, having not more than three wheels, and upon which a person may ride having two tandem wheels either of which is more than 14 inches in diameter.

Container — Any object used to hold or carry a beverage; includes but is not limited to bottles, cans, jars, flasks, pitchers, thermos, jugs, canteens, or any other formidable object used to hold a liquid substance.

Cycles — Any vehicle propelled by other than human power, including motorcycles, motor scooters, and motor-driven bicycles having a seat or saddle for use by the operator. Cycles are so constructed to use not more than three wheels, regardless of diameter, excluding a tractor, in contact with the surface traveled upon.

Emergency Vehicles — Vehicles of the USAFA Fire Department and American Medical Response (AMR) EMTs ambulances, SF vehicles, engineer equipment, to include tow-trucks/wreckers, and such other emergency vehicles. Refer to CRS 42-4-108 and CRS 42-4-213 for detailed emergency vehicle operational requirements.

Government Off Road Vehicle — Any government owned motorized vehicle designed for or capable of travel on or immediately over land, water, sand, snow, ice, marsh, swampland, or natural terrain, that does not meet the FMVSS for operation on public roadways.

Government Owned Recreational Motor Vehicle (GORMV) — A motorized device, meeting the definition of RMV in this standard, that is owned, leased, or rented by a DoD component on an Air Force installation or property. This includes vehicles classified as OGMVC, but does not include Low-Speed Vehicles meeting the design standards of 49 CFR, Part 571, Federal Motor Vehicle Safety Standards No. 500.

License to Operate Motor Vehicles — Any official permit, license, or other document issued under the laws of any state, the District of Columbia, any territory of the United States, or by any agency of the United States Government, evidencing by possession thereof, that the bearer has qualified as an operator of a specific type vehicle within the category of motor vehicle.

Motorcycle — A motorcycle is defined as any motor vehicle having a seat or saddle for the use of its operator and designed to travel on not more than three wheels in contact with the ground. This definition includes but is not limited to motor scooters (gas and electric), mopeds, and other motorized bicycles.

Motor Vehicle Accident — An unintended event causing injury or damage, and involving one or more motor vehicles on a highway, road, or street that is publicly maintained and open for public vehicular travel.

Nonmoving Violation — A violation of any traffic law, ordinance, or regulation not defined as a moving violation. Examples are violations of base registration or parking laws.

Non—Standard Motorized, Non-Motorized Vehicles, Off Highways Vehicles (OHV) — Cover but are not limited to scooters, motorized scooters, sometimes known as go-peds or Mopeds, in line skates, roller blades, skateboards, Segway human transports, gators, utility vehicles, etc.

Open Container — Any alcoholic beverage, which does not have the factory or tax seal intact, or has been opened and is within the immediate reach (passenger compartment) of any occupant of the vehicle.
Other Government Motor Vehicle Conveyances (OGMVC) — Self-propelled assets providing a basic transportation capability (i.e. golf carts, all-terrain vehicles, quad-runners, etc.) not meeting specifications of 49 CFR 571.500 FMVSS are categorized as OGMVC.

Recreational Motor Vehicles (RMVs) — These vehicles typically are not registered as road use motor vehicles. This group includes vehicles manufactured solely as off-road motorized vehicles or transportation devices. The design may be for paved, unpaved, or unimproved surfaces but they do not typically comply with vehicle safety standards required for vehicle registration or roadway use in the state, territory, or host nation. These vehicles do not fall in the general categories of agricultural, construction, or industrial use vehicles. They include, but are not limited to, all the following privately owned battery or fossil fuel powered motorized vehicle and devices; non-street legal race cars, racing carts, off-road motorcycles, go-carts, motorized skateboards, snowmobiles, personal golf carts, Gators, utility carts, mini-motorcycles, dune buggies, pocket bikes, and self balancing or similar standing human transportation devices. This includes all off-road vehicles categorized by DoDI 6055.04, Traffic Safety Program, as Other Specialty Vehicles (OSV). Not included in this category are motorized devices that allow people with disabilities to move as pedestrians, such as wheelchairs. Also not included are motorcycles, mopeds, seated motor scooters, and motor assisted bicycles authorized by applicable traffic codes to be used in traffic.

Roadway — That portion, exclusive of the berms, curbs, or shoulders of every street, road, and highway, intended and constructed for vehicular travel (NOTE: Parking Lots are not considered roadways).

Unreasonable Periods — Any motor vehicle left for more than 3 days unattended or unmoved without prior arrangements with, or notification to, the SF.

Vehicle Operator — Any person while engaged in driving, operating, steering, or otherwise exercising physical control over the vehicle, whether propelled by human power or by other means. This includes persons controlling a vehicle while it is being pushed or towed, regardless of where such control is exercised.
Attachment 2 (Added)

USAFA MOTOR TRAFFIC CODES

A2.1. USAFA Motor Vehicle Traffic Codes. The Colorado Motor Vehicle Laws are hereby adopted for use on USAFA in conjunction with the USAFA Motor Vehicle Traffic Code (USAFAMVTC). In cases where the Colorado Motor Vehicle Laws conflict with the USAFAMVTC or applicable Air Force Instructions (AFIs), the applicable AFI will apply. In cases not covered by the USAFAMVTC or AFIs, the Colorado Motor Vehicle Laws will apply.

A2.1.1. USAFAMVTC. This code constitutes a realistic traffic control program aimed at providing maximum safety for all residents, employees, and visitors of this installation. The realization of this aim requires strict observance and enforcement of this code. Careless, indifferent, or irresponsible operation of motor vehicles will not be tolerated. Drivers who demonstrate by their own actions that they constitute a menace to themselves and others must be denied the privilege of operating motor vehicles on the USAFA. It is mandatory that action be taken by commanders, AOCs, and civilian employee supervisors against any individual breaking these laws.

A2.1.2. Additional Cadet Guidance. In addition to this instruction, Cadet Standards provides guidance for cadets owning, maintaining, renting, or operating motor vehicles on USAFA.

A2.1.2.1. Except for emergency and mission requirements, motor vehicles will not be operated on the terrazzo (the area bounded by the Cadet Chapel, Sijan, Arnold, Mitchell, Vandenberg, and Fairchild Halls, including the Cadet Chapel and across the "Core Values" ramp). Exceptions to this rule must be approved by USAFA/CWTM.

A2.1.2.2. Persons who operate vehicles on the terrazzo will comply with the following rules:
A2.1.2.2.1. Headlights must be on at all times.
A2.1.2.2.2. Yield right-of-way to pedestrians and maintain a safe distance from troop formations.
A2.1.2.2.3. Maintain clear visibility.
A2.1.2.2.4. Stop before proceeding past stairwell exits, doorways, or blind curves.

A2.1.2.2.5. Coordinate with USAFA/CWTM prior to any unusual vehicle activity (such as construction, major maintenance, etc.). The 10th Contracting Squadron, Contracting Division (10 CONS/LGC) will ensure contractors comply.

A2.1.3. Operation of Motor Vehicles. Any resident or nonresident whose driver's license or whose right or privilege to operate a motor vehicle in any state has been suspended or revoked, will not operate a motor vehicle on USAFA. This includes a license, permit, or registration certificate issued by any other jurisdiction and during such suspension or after such revocation operates a motor vehicle, until a new license is obtained as permitted by Colorado Law. Persons whose state license have been suspended, revoked, cancelled/denied, or restrained are required to inform their commander, first sergeant, or AOC, who in turn must notify 10 SFS/S5R as soon as possible, but no later than the next duty day.

A2.1.3.1. Operating Vehicles off Roadways or in Prohibited Areas. POVs will not be operated on USAFA trails or other areas marked "off limits" to POVs.
A2.1.3.1.1. Privately owned vehicles will not be operated off established USAFA roadways or in any other area where prohibited.

A2.1.3.1.2. Government motor vehicles will not be operated off USAFA roadways except under mission-essential requirements. When such operation is required, care will be taken to prevent environmental and vehicle damage.

A2.1.3.2. All motorists will comply with lane usage signs and arrows on pavement.

A2.1.3.3. In accordance with CRS 18-8-104(a)(b), no person shall obstruct, by violence, physical, physical obstacle, impair, hinder, the enforcement of penal law or the preservation of the peace by a peace officer, acting under the color of his/her official authority.

A2.1.3.3.1. This also pertains to other designated traffic control personnel directing, controlling, or regulating traffic (i.e., Augmentees, military personnel directing traffic during scheduled physical training, and other special events).

A2.1.3.4. Restraint Systems will be utilized IAW Colorado State Law.

A2.1.3.5. The driver of a motor vehicle will not follow another vehicle closer than one vehicle length for every 10 mph of speed.

A2.1.3.6. Drivers of vehicles shall use headlights between the hours of sunset and sunrise. This also applies at any other time when persons and vehicles are not clearly discernible at a distance of 1,000 feet (i.e., periods of fog, rain, snow, etc.).

A2.1.3.7. Vehicles will not drive over an unprotected fire hose, unless directed by a Fire Department official.

A2.1.3.8. When approaching a manned entry control point, headlights will be turned off and parking lights will be used (Exception: When a vehicle is equipped with Daytime-Running-Lights). During hours of darkness or reduced visibility (i.e., conditions of fog, snow, and rainfall, etc.) headlights must be turned on.

A2.1.3.9. Motorcycles.

A2.1.3.9.1. All military motorcycle operators (regardless of nationality, duty status, or operating location) must attend an approved Motorcycle Safety Foundation Course. Military operators will carry proof of training on their person when operating a motorcycle on USAFA.

A2.1.3.9.2. All Air Force civilian personnel who are required to operate a motorcycle IAW position description while on duty (regardless of operating location) must attend an approved Motorcycle Safety Foundation Course.

A2.1.3.9.3. Those military and civilian personnel who wish to ride and have not attended an approved operator safety course must contact HQ USAFA/SE for course registration information.

A2.1.3.9.4. USAFA-Personal Protective Equipment. The following personal protective equipment is mandatory for all persons operating or riding as a passenger on a motorcycle, motorized scooter, or motorized bicycle on USAFA:

22.05, British Standard 6658, or Snell Standard M2005 or higher, shall be worn and properly fastened under the chin.

A2.1.3.9.4.2. Goggles or Face Shields. Impact or shatter resistant goggles or glasses, or full-face shield properly attached to helmet, which meets or exceeds American National Standards Institute (ANSI) Standard Z87.1. A windshield, sunglasses, or eyeglasses alone are not proper eye protection.

A2.1.3.9.4.3. Clothing. Long-sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens designed for use on a motorcycle.

A2.1.3.9.4.4. Footwear. Riders will wear sturdy over-the-ankle footwear that affords protection for the feet and ankles. Durable athletic shoes that cover the ankle may be worn. Sandals, low quarter sneakers, and similar footwear are not authorized.

A2.1.3.10. Commercial or recreational off-road vehicles are not authorized to be operated on USAFA. Government Off Road Vehicles (this includes Government Owned Recreational Motor Vehicles (GORMV) and Other Government Motor Vehicle Conveyances (OGMVC) are authorized to operate on USAFA. Areas of operation may include operation in traffic, industrial, or pedestrian environments when deemed mission-essential and only for official purposes. In all cases, owning/operating units must also ensure they comply with requirements identified in AFI 91-207.

A2.1.3.11. Drivers of all government owned vehicles will not back up unless it can be done safely and without interfering with other traffic. A vehicle spotter will be used during backing operations. If a spotter is not available, the driver will check behind the vehicle for adequate clearance before backing.

A2.1.3.12. Bicycles. Bicyclists must ride with the flow of traffic. Under assimilation of the Colorado Bicycle Safety Act of 2009 (CRS §42-4-1002 et seq.), bicycle riders are permitted to ride two abreast while riding on the shoulder of South Gate and Stadium Boulevards as traffic volume and safety permit (Exception: riders will move to single-file over all bridges due to the lack of an adequate shoulder). While riding on all other roads on USAFA, cyclists must ride single-file. Single-file does not apply when traveling on the Santa Fe Trail. Refer to AFI 91-207, USAFA Supplement, for more information on bicycle safety.

A2.1.3.12.1. Bicycles will not be ridden on sidewalks. The exceptions are bicycles with training wheels or bicycles ridden by children 10 years of age or younger.

A2.1.3.12.2. Bicycle operators, during the period of 1 hour before sunset to 1 hour after sunrise, or during periods of reduced visibility, will wear outer garments with highly reflective tape front and back, a reflective vest, or a reflective belt. Bicycles must be equipped with a suitable headlight and taillight and red reflector if operated during hours of darkness.

A2.1.3.12.3. Anyone operating a bicycle, roller blades, roller skates, skateboard, foot scooter, go-cart, etc., on USAFA must wear a helmet IAW AFI 91-207, paragraph 3.5.4. and 3.5.5..

A2.1.3.12.4. Bicycles will not be parked in a manner that obstructs pedestrian or vehicle traffic.

A2.1.3.12.5. Bicycles will not be operated on USAFA roadways while snow removal operations are in progress.
A2.1.3.12.6. Persons using rollerblades and skateboards will follow the directives established in AFI 91-207, USAFA Supplement.

A2.1.3.12.7. Persons riding on motorcycles, mopeds, bicycles, skateboards, scooter, or any like vehicle shall not attach themselves to another vehicle on any roadway.

A2.1.3.12.8. Rollerblades and skateboards will not be operated on USAFA roadways.

A2.1.3.12.9. During home football games, cadet graduation, and other special events which create hazardous safety conditions, or as determined by the DFC, bicycles will not be operated on North and South Gate Blvds from entry points to Stadium Boulevard, Academy Drive between Stadium Boulevard and the Falcon Club, nor on Stadium Boulevard. See AFI 91-207, USAFA Supplement for further restrictions on non-motorized activities.

A2.1.3.13. Snow and Ice Emergencies. Drivers will yield the right-of-way to snow removal vehicles engaged in snow removal operations. During periods of snow and ice emergencies, the 10 MSG/CC may declare "priority" road conditions. Drivers who violate a traffic control device or enter roadways which have been closed due to inclement weather and unsafe conditions are subject to a suspension of their base driving privileges.

A2.1.3.13.1. After determination that the USAFA road conditions are "priority" and roads are closed, it shall be unlawful for any driver to obstruct the flow of traffic due to lack of adequate traction equipment. For the purpose of this provision, snow tires, chains, or 4-wheel drive will be considered adequate equipment.

A2.1.3.13.2. Vehicles left abandoned during such periods may be towed by USAFA-contracted civilian tow companies at the owner's expense. In such cases, SF personnel are not required to tag vehicles or give advance notification. SF will attempt to notify the owner of this action and where the vehicle is located.

A2.1.3.14. Operation of Emergency Vehicles. The driver of an authorized emergency vehicle, when responding to an emergency call, or when in pursuit of an actual or suspected violator of the law, or when responding to but not upon returning from a fire alarm, may exercise the privileges IAW CRS 42-4-108, Public Officers to Obey Provisions – Exceptions for Emergency Vehicles, but subject to the conditions stated in this article. Refer to AFMAN 31-201V3, Flight Operations, Paragraph 5.7., Use of Emergency Equipment, and Paragraph 5.8., Rules for Pursuit Driving, for further guidance.

A2.1.3.14.1. The driver of an authorized emergency vehicle may:

A2.1.3.14.1.1. Obey established speed regulations.

A2.1.3.14.1.2. Obey all other traffic regulations, except when an emergency exists. In an emergency, they may:

A2.1.3.14.1.2.1. Park in any location.

A2.1.3.14.1.2.2. Disobey stop signs and make unauthorized turns, provided the vehicle is under control and does not endanger life, property, or other vehicles.

A2.1.3.14.1.2.3. Exceed the established speed regulations by a maximum of 15 mph when in pursuit of law violators or when responding to an alarm or extreme emergency; however, safety and extreme caution are paramount. Drive in a prudent manner and at speeds compatible with road, traffic, weather, and visibility conditions.
A2.1.3.14.1.2.4. Provide proper coordination via radio control centers and/or ID when entering Cadet Area entry control points.

A2.1.3.15. Speed Limits. Regardless of posted speed limits or the speed limits specified in this instruction, no person will operate a motor vehicle on USAFA at a speed in excess of what is reasonable and safe for surface, weather, visibility, and existing traffic conditions. Vehicle operators will reduce speed and proceed with extreme caution while driving through congested areas, when passing troops, or when approaching children at play.

A2.1.3.15.1. 10 mph in all parking areas.

A2.1.3.15.2. 10 mph whenever passing any troop formation. Drivers will yield the right-of-way to marching troop formations, slow their vehicle to 5 mph when approaching from any direction, and when passing the formation, use extreme caution. The driver will comply with the troop formation road guard instructions and not overtake a troop formation marching in the same direction until instructed by the troop commander to pass.

A2.1.3.15.3. 15 mph when approaching or exiting a gate entry.

A2.1.3.15.4. Four-lane paved roads: 45 mph.
A2.1.3.15.5. Two-lane paved roads: 40 mph.
A2.1.3.15.6. Paved service roads: 30 mph.
A2.1.3.15.7. Paved housing loop roads and school zones: 20 mph.
A2.1.3.15.8. All other housing roadways, unless otherwise posted: 25 mph.
A2.1.3.15.9. Terrazzo: 5 mph (except snow removal equipment).
A2.1.3.15.10. Housing clusters: 10 mph.
A2.1.3.15.11. Unpaved roads: 25 mph.
A2.1.3.15.12. Cadet Area: 15 mph.

A2.1.3.16. Rollerblade and skateboard operation will be limited as identified in AFI 91-207, USAFA Supplement.

A2.1.3.17. Cell phones and Headphone Equipment. Personnel will not utilize cell phones without hands-free devices or a single-bud earpiece. Personnel will not wear portable headphones, earphones, or other listening devices when using USAFA roadways. This is to include, but not limited to, personnel operating any motor vehicle equipment, walking, jogging, riding a bicycle, rollerblading, skateboarding, etc. Whenever possible, use these devices only when the vehicle is safely stopped (Exception: when required to perform official duties, i.e., personnel on fire response vehicles).

A2.1.3.18. Drivers should alert approaching vehicles to the presence of deer and elk by flashing their headlights from low to high beams several times.

A2.1.3.19. The use of radar or laser detection devices to indicate the presence of speed-recording instruments or to transmit simulated erroneous speeds is prohibited. Violators will be assessed 3 points against their individual on-base driver's record.

A2.1.3.20. Pedestrians, Joggers, and Marching Troops.
A2.1.3.20.1. When jogging or running on roadways at night (1 hour before sunset to 1 hour after sunrise) or in inclement weather (i.e., fog, rain, sleet, snow, etc.), personnel will wear retro-reflective clothing or devices visible from the front and back.

A2.1.3.20.2. Joggers and walkers must travel single file facing oncoming traffic and will not jog or walk on roadway pavement, except to cross intersections or on designated bicycle lanes when no other options exist. Joggers and walkers must obey off-limit areas.

A2.1.3.20.4. Foot traffic on snow routes is not authorized while snow removal operations are in progress.

A2.1.3.20.5. No person shall solicit a ride on any USAFA roadway except at a designated pickup or drop-off point or in an emergency.

A2.1.3.20.6. Pedestrians will use sidewalks when available. Where no sidewalk exists, pedestrians will walk single file facing oncoming traffic and will not walk on roadway pavement (except to cross intersections) unless no other option exists.

A2.1.3.20.7. Troops in Formation will march on the right side of the roadway with the direction of traffic. Personnel in front and rear ranks will use fluorescent or reflective personal protective equipment or organizational clothing with sewn-on reflective tape. Road guards will be provided for safety at intersections.

A2.1.3.21. Major vehicle maintenance on any POV may not be performed anywhere on USAFA with the exception of the Auto Hobby Shop (Building 4562), due to environmental spill hazards.

A2.1.3.22. Owners of vehicles identified or cited for not meeting the safety standards will correct the discrepancy and present evidence of correction to SF within 10 days of the citation. If the defect is satisfactorily repaired or corrected, the previously issued citation will be voided and no points will be assessed against the individual’s on-base driver’s record. However, if the vehicle operator or owner fails to correct the discrepancy within 10 days, he or she will remove the vehicle from USAFA until the discrepancy is corrected. The only exception to this requirement is for vehicles taken to the Auto Hobby Shop or other facility for repairs. Evidence of such disposition of vehicles will be presented to SF within 10 days of citation and again when the discrepancy has been corrected. When an extension is needed, the owner of the vehicle must contact 10 SFS/S5R; extensions will be granted on a case-by-case situation.
USAFA PARKING PLAN

A3.1. General. The registered owner is responsible for any parking violation committed with his or her vehicle. Parking violations will be assessed against the registered owner, regardless of who parked the vehicle. It is the owner's responsibility to brief a borrower of his or her vehicle as to where the vehicle may or may not be parked. The owner is also responsible for knowing where the vehicle is parked when the keys are returned.

A3.1.1. Authorized parking is designated only to assigned slots or parking lots. Vehicles must display the appropriate parking pass when parked in reserved or assigned parking slots. Parking outside the established lot boundary is prohibited. Violators identified will be ticketed and may be towed.

A3.2. Cadet Area. Reserved parking slots under Fairchild Hall and/or Annex will be controlled by USAFA/DF. All other cadet area parking lots will be managed by those personnel identified in Table A3.1. below. Any requests for reserve parking must be approved by the TSC. Emphasis will be on a first-come, first-served basis IAW CFR 643.31.

A3.2.1. Personnel with a valid ID and a close-in parking pass may park next to their facility only while in the process of actively loading and unloading their vehicle. Vehicle hazard lights should be placed in the “on” flashing position.

A3.2.2. Parking is prohibited on the Terrazzo and “Core Values Ramp” or immediately at the top and bottom of the ramp.

A3.2.3. Parking is prohibited beneath any portion of Vandenberg and Sijan Halls.

A3.2.4. All parking directives established in this instruction for USAFA also apply to the cadet area.

Table A3.1. Parking Lot and Parking Lot Manager Table.

<table>
<thead>
<tr>
<th>FACILITY</th>
<th>PARKING LOT MANAGER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harmon Hall</td>
<td>Facility Manager</td>
</tr>
<tr>
<td>Underground Fairchild Hall</td>
<td>USAFA/DF</td>
</tr>
<tr>
<td>Underground Fairchild Hall Annex</td>
<td>USAFA/DF</td>
</tr>
<tr>
<td>Observatory</td>
<td>USAFA/DF</td>
</tr>
<tr>
<td>Aero Laboratory</td>
<td>USAFA/DF</td>
</tr>
<tr>
<td>Cadet Chapel</td>
<td>Facility Manager</td>
</tr>
<tr>
<td>North Arnold Hall</td>
<td>USAFA/CWTM</td>
</tr>
<tr>
<td>North West Vandenberg Hall</td>
<td>USAFA/CWTM</td>
</tr>
<tr>
<td>East Vandenberg Hall</td>
<td>USAFA/CWTM</td>
</tr>
<tr>
<td>Battle Ramp</td>
<td>USAFA/CWTM</td>
</tr>
<tr>
<td>Cadet Parking lots, South of Cadet Drive</td>
<td>USAFA/CWTM</td>
</tr>
<tr>
<td>Lower Sijan</td>
<td>USAFA/CWTM</td>
</tr>
<tr>
<td>Cadet Field House Lot</td>
<td>Facility Manager</td>
</tr>
<tr>
<td>Cadet Field House Upper East Lot</td>
<td>Facility Manager</td>
</tr>
<tr>
<td>Cadet Field House Lower East Lot</td>
<td>Facility Manager</td>
</tr>
</tbody>
</table>
North West Staff Lot | Facility Manager
---|---
Cadet Gymnasium West Lot | Facility Manager
Varsity Soccer Lot | Facility Manager
Cadet Athletic Fields | Facility Manager
Visitor Center Parking Lot | USAFA/PA

**NOTE:** Cadets are not authorized to park in any of the identified lots above without a valid parking pass. Cadets may park in the Cadet Field House Lower East Lot. For intercollegiate events, USAFA/AD and USAFA/CW will develop and approve a parking plan at the beginning of the intercollegiate season designating approved parking areas for intercollegiate fans and auxiliary parking for cadet vehicles. In order to accommodate parking for events held at the Cadet Field House, USAFA/AD will require special assistance from USAFA/CW. USAFA/CW will help ensure all cadet and staff vehicles parked in the Cadet Field House Lot, Cadet Field House Upper East and Lower East Lots, Upper Firstie and the Reservoir parking lots are moved no later than 3 hours prior to the event start time. Vehicles removed from these lots will be allowed to park in the Varsity Soccer Lot and around the Cadet Athletic Fields as available. USAFA/AD will provide USAFA/CW with a schedule and updates of Cadet Field House events that will require implementation of this instruction.

A3.2.5. Parking is very limited in the cadet area. POVs with an AOC/AMT parking sticker will park in their reserved slots throughout the cadet area. Reserved handicap parking slots will be for those individuals who have a handicap state-issued license plate or placard visibly displayed. Vehicles parking within 25 meters of facilities for mission reasons will have a close-in pass visibly displayed on the driver’s side dashboard. The USAFA senior leader vehicles are exempt from this requirement.

A3.2.6. Parking Under Fairchild Hall/Annex: Because of the limited parking in the cadet area, vehicle parking under Fairchild Hall/Annex is a necessity to accomplish the USAFA mission. Based on the additional risk of parking under buildings, vehicles authorized to park under Fairchild Hall/Annex will display a parking pass from their rear view mirror issued by USAFA/DF. Personnel authorized to park in these locations are authorized to have their proximity card coded for entry through the proximity gates leading into the underground parking. USAFA/DF will maintain a strict accountability of all passes issued and notify BDOC of any passes by pass number discovered missing or lost so it may be confiscated at the cadet ECPs.

A3.2.7. During non-duty hours, parking under Fairchild Hall/Annex between 1800 and 0600 is authorized without the additional pass.

A3.2.8. Motorcycle parking is authorized in designated motorcycle parking areas or parking slots based on the procedures identified in paragraphs above. If parking slots are used, personnel riding motorcycles should share the slot as much as possible because of the limited parking. Members authorized to park under Fairchild Hall/Annex who ride motorcycles are not required to display the additional USAFA/DF pass. This is based on the increased possibility of the pass being lost or stolen.

A3.2.8. USAFA personnel/contractors who require access to the under Fairchild Hall/Annex areas to drop off/pick up equipment or complete their mission may have their proximity cards...
coded for access. Because of the limited parking, they are not authorized to park in a parking slot without USAFA/DF approval.

A3.3. Boats, Trailers, and Recreational Vehicles. Boats, trailers, and recreational vehicles must be registered with Outdoor Recreation (ODR) before the vehicle can be authorized for storage on USAFA. Authorized storage of these types of vehicles is restricted to the ODR storage facility within the fenced area located on the northwest and southwest corner of Park and Security Drive.

A3.3.1. Parking is prohibited for boats, boat trailers, horse trailers and utility trailers, recreation vehicles designated for sleeping, within cluster areas when they create a safety hazard, when they interfere with other cluster residents' parking spaces, or when the vehicle is not properly registered. Vehicles may be parked in housing areas for a period of 24 hours to load, unload, or clean only. For privatized housing RV parking policy, please refer to the Community Handbook located at http://www.airforceacademyhousing.com/document/community-handbook.

A3.3.2. Parking anywhere on USAFA for the purpose of camping is prohibited outside of approved camping areas.

A3.4. No Parking Areas. When vehicles are found in a no parking area and appear to be abandoned, BDOC is notified. An authorized towing agency is contacted and the vehicle is placed in an impoundment area at the owner’s expense. No parking areas are as follows:

A3.4.1. On any seeded or grassed area not specifically designated for parking.

A3.4.2. Within loading docks, to include bus-loading docks except during specified loading and unloading operations.

A3.4.3. Within 75 feet of an accident or fire equipment, which is stopped in response to an alarm.

A3.4.4. In any area where the vehicle exceeds the allotted parking time.

A3.5. Dormitories. Parking at the airmen dormitories (Intrepid, Atlantis, and Challenger Halls) on the sidewalk adjacent to entry points is permissible only for short-term unloading of vehicles. Vehicles will not be parked for longer than 20 minutes for loading and unloading. Vehicle parking is not authorized for non-Airmen dormitory residents in the west parking lot of Intrepid Hall (Parking lot to the south of the Community Center Gymnasium).
Attachment 4 (Added)

ADMINISTRATION OF APPEALS FOR CITATIONS

This section sets procedures for administrative appeal of moving and nonmoving traffic citations.

A4.1. **Military.** The person receiving a traffic citation may appeal the citation to his or her commander. The request for appeal must be communicated to 10 SFS/S5R within 5-duty days of the date of the offense. Appeals are completed on the USAFA Form 28 and must be endorsed by the unit commander/director or AOC and forwarded to 10 SFS/S5R within 14 calendar days of the offense for processing.

A4.1.1. A commander's determination of guilty is final and is not reviewable. The commander will return the citation, with his or her findings of guilt to 10 SFS/S5R for awarding of the appropriate points as soon as possible after receipt.

A4.1.2. A commander's determination of not guilty for a particular citation must be documented on a USAFA Form 28 and forwarded to 10 SFS/S5R for processing. HQ USAFA/JA will review all requests and provide justification for 10 MSG/CC consideration and final determination.

A4.2. **Traffic Citations.** Traffic citations that are not appealed within 5-duty days of the offense are final and not reviewable at any subsequent suspension or revocation of driving privileges proceedings. Traffic citations for which the appeal was denied are also final and not reviewable in subsequent proceedings.

A4.3. **Appeals.** Appeals of traffic citations received later than 5-duty days after the offense are permitted only if the violator shows that he or she did not receive notice of the citation. However, the appeal must be initiated within 5-duty days after the violator actually receives notice.

A4.4. **Nonaffiliated Civilians.** Nonaffiliated civilians will appeal violations reflected on a CVB Form 1805 through the United States Magistrate Court System.

A4.4.1. Optional violation notices are identified by a monetary amount in the lower left-hand corner of the CVB Form 1805. These violations can be handled in the following two ways:

A4.4.1.1. The violator can pay the fine.

A4.4.1.2. The violator can appeal the violation in magistrate court by appearing in person on the date specified by the CVB.

A4.4.2. Mandatory violations are issued court dates through the mail by CVB. The violator must appear in court on the date specified or a federal warrant will be issued on the violator.