

**BY ORDER OF THE COMMANDER  
WRIGHT-PATTERSON AIR FORCE  
BASE**



**WRIGHT-PATTERSON AIR FORCE  
BASE INSTRUCTION 31-116**

**8 DECEMBER 2015**

**Certified Current On 8 January 2016**

**Security**

**INSTALLATION TRAFFIC  
AND PARKING CODE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense*, AFI 31-218\_IP, *Motor Vehicle Traffic Supervision* and AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*. This instruction also assimilates, as applicable, Ohio Revised Code (ORC) for enforcement on the federal installation known as Wright-Patterson Air Force Base (WPAFB), located within the state of Ohio. All provisions are directive in nature and apply to all organizations and personnel located on or within the jurisdictional limits of WPAFB, OH. When a conflict between the ORC and AFPD 31-1, AFI 31-218\_IP, AFMAN 31-116 or WPAFBI 31-116 exists, the ORC will be subservient to the listed Air Force Publications. Failure to comply with these requirements provides for administrative, judicial, and/or disciplinary action as authorized by federal laws, Uniform Code of Military Justice (UCMJ), Air Force Directives, and the laws of the state of Ohio. This instruction also complies with the guidance set forth in the WPAFB Integrated Defense Plan (IDP). This publication does not apply to the Air National Guard or the Air Force Reserve Center (ANG/AFRC) units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

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Air Force: Powers and duties; delegation by and DODI 6055.07, *Mishap Notification, Investigation, Reporting, and Record Keeping*; DODI 6055.4, *Department of Defense Traffic Safety Program* and AFIs 31-118, *Security Forces Standards and Procedures*, 31-218\_IP, *Motor Vehicle Traffic Supervision*, and AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, DoDI 7730.47, *Defense Incident Based Reporting System (DIBRS)*; AFI 31-120, *Security Forces Systems and Administration*; 18 U.S.C. 922 note, Brady Handgun Violence Prevention Act; 28 U.S.C. 534 note, Uniform Federal Crime Reporting Act; 42 U.S.C. 10601 et seq., Victims Rights and Restitution Act of 1990; and E.O. 9397 (SSN). The following System of Records Notices apply: F031, AF SP L, *Traffic Accident and Violation Reports*; F031 AF SP K, *Vehicle Administration Records*, F031 AF SP B, *Security Forces Management Information System (SFMIS)*.

### **SUMMARY OF CHANGES**

Changed the exception for individuals living on base allowing them to drive to/from their residence while their privileges are suspended/revoked by including personnel living in the dormitories and Area A housing. Added detailed information regarding driving suspensions/revocations and appeals. Eliminated face-to-face appearances at due process hearings and completely rewrote the process to appeal driving suspensions/revocations. Added information regarding use of the DD Form 1408, *Armed Forces Traffic Ticket*, when citing for violations of this instruction. Changed motorcycle protective clothing requirements to align with new guidance in AFI 91-207. Added verbiage to the DD Form 1408 rebuttal process to assist with determining the validity of a citation before starting a rebuttal. Completely rewrote base driving suspension policy for not providing proof of insurance to align it more closely with state policy. Added new driving suspension/revocation information and points assessment values. Removed driving suspensions for use of a cellular telephone without a hands-free device while driving on the installation to ensure fair application of the rule to all personnel. Removed references to the form number of the U.S. District Court Violation Notice. Made various numbering and grammatical changes throughout.

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## Chapter 1

### INTRODUCTION

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

**1.2. Responsibilities.**

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

1.2.2. Acting on behalf of the Installation Commander, the 88th Air Base Wing Vice Commander (88 ABW/CV), the 88th Mission Support Group Commander (88 MSG/CC), the 88th Mission Support Group Deputy Commander (88 MSG/CD), and the 88th Mission Support Group Deputy Director (88 MSG/DD) are delegated the authority to suspend or revoke base driving privileges under the provisions of AFI 31-218\_IP, AFMAN 31-116, and this instruction.

1.2.3. The Installation SJA will conduct a legal review of all driving suspension/revocation packages except for preliminary suspension letters issued at the time of apprehension for DUI. In all other cases, the entire package with all supporting documentation will be coordinated through the Installation SJA prior to the approval and presentation to the offender. The Installation SJA will review the package to ensure the evidence supports administrative suspension/revocation of installation driving privileges.

1.2.4. The 88 MSG/CC, 88 MSG/CD, or 88 MSG/DD may conduct review appeals of driving suspension/revocation and requests for limited driving privileges. Following the review, the 88 MSG/CC, 88 MSG/CD, or 88 MSG/DD will render a decision. That decision may be appealed to the 88 ABW/CV.

1.2.5. The 88 ABW/CV, upon request of the appellant, will review driving suspension or revocation appeal decisions rendered by the 88 MSG. Appeals to the 88 ABW/CV must be made in writing and must be received by 88 SFS/S5R not later than 14 calendar days after the appellant receives the decision of the 88 MSG. 88 SFS/S5R will coordinate the appeal through the SJA before it is submitted to the 88 ABW/CV.

1.2.5.1. The 88 ABW/CV is the final appeal authority for all appeals pertaining to driving suspension and revocation decisions made in accordance with this instruction. There is no further appeal process authorized.

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

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

1.2.8. The 88th Security Forces Squadron Reports and Analysis section (88 SFS/S5R) is the focal point for all matters concerning installation driving privileges, and DD Form 1408, *Armed Forces Traffic Ticket* rebuttals.

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

1.2.9.1. Take corrective action for DD Forms 1408, *Armed Forces Traffic Ticket* issued to individuals under their control.

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

1.2.9.3. Coordinate with the Installation SJA for punitive and non-punitive actions involving civilian employees accused of violations.

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

## Chapter 2

### DRIVING PRIVILEGES

#### 2.1. Driving Privileges Requirements.

2.1.1. Driving a government motor vehicle (GMV) or privately owned vehicle (POV) on WPAFB property and within WPAFB federal jurisdiction is a privilege granted by the 88 ABW/CC. This includes The Prairies and The Woods housing areas and parking lots under federal jurisdiction located in areas where access is not normally controlled. Individuals must comply with federal and state laws and this instruction governing motor vehicle operation and registration on the installation. Failure to comply places installation driving privileges at risk of suspension or revocation.

2.1.1.1. To obtain base driving privileges, persons operating a motor vehicle on WPAFB must provide, upon request, to Security Forces personnel, Department of the Air Force Police Officers, or Security Forces Augmentees the following documents:

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

2.1.1.1.1.1. Individuals whose driving privileges have been suspended, revoked or otherwise restricted or limited in any way must not drive a POV or GMV on WPAFB, including The Prairies at Wright Field and The Woods at Wright Field, without first obtaining written permission from the Installation Commander or their designated representative. This includes persons seeking employment on the installation who currently have their state driving privileges restricted or limited by the state. Additionally, any person who has had their installation driving privileges revoked by an Installation Commander from another installation (and the period of revocation has not ended) must obtain written permission to drive on WPAFB from the Installation Commander or his/her designated representative. To obtain authorization from the Installation Commander to drive on base, personnel must contact 88 SFS/S5R and submit a written request. 88 SFS/S5R will coordinate the request through the Installation SJA and then obtain a decision from the Installation Commander or his/her designated representative. **EXCEPTION:** Suspended or revoked drivers who reside on base in Area A, including the dormitories, may drive to and from the WPAFB Medical Center and other on-base medical facilities (i.e. Bldg 675) for emergency care or scheduled appointments for themselves and their eligible dependents. The route of travel to these facilities must be the most direct route from their base quarters to the place of the appointment and back. For suspended or revoked drivers not living on the installation, the route of travel must be from the nearest open base gate to the place of the appointment and back. Additionally, suspended or revoked base

housing residents, including the dormitories and The Prairies and The Woods at Wright Field housing areas, may drive to and from their base quarters to facilitate access on/off base. The route of travel must be from the nearest open base gate or nearest access point to their quarters and back. The use of these privileges is only available if the driver possesses a valid state driver's license.

2.1.1.1.2. Proof of vehicle ownership or current registration.

2.1.1.1.3. Proof of current vehicle insurance or financial responsibility as required by the State of Ohio.

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

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

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

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

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

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

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

2.3.1.1. Illegally parked:

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

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

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

2.3.1.1.4. In a "tow-away" zone that is marked with proper signs.

2.3.1.2. Interfering with traffic operations.

2.3.1.3. Interfering with military operations.

2.3.1.4. Creating a safety hazard.

2.3.1.5. Disabled by accident or incident.

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

2.3.1.7. Abandoned. Obvious signs of abandonment include but are not limited to: flat tires; registration expired for greater than 6 months; excessive fluids under the vehicle; an accumulation of debris on the vehicle indicating it has not moved for some time, etc..

See **paragraph 3.6** for more information regarding abandoned vehicles.

2.3.2. Drivers agree to reimburse the U.S. Government for the cost of towing and storage, should a need arise to remove or impound their motor vehicle.

## 2.4. Suspensions and Revocations of Installation Driving Privileges

2.4.1. Intoxicated Driving Offenses (Driving Under the Influence (DUI), Operating a Motor Vehicle While Under the Influence (OVI), Being in Actual Physical Control of a Motor Vehicle While Under the Influence):

2.4.1.1. All base connected individuals who have been apprehended by the 88 SFS for an intoxicated driving related offense will have their base driving privileges suspended for one year from the date of their apprehension. 88 SFS patrolmen will issue the driver the preliminary base driving suspension letter pre-signed by the 88 MSG/CC after their apprehension and prior to their release.

2.4.1.2. All base connected individuals who are arrested for an intoxicated driving offense by a civilian law enforcement agency, regardless of the location, may have their base driving privileges suspended for one year. Regardless of status (e.g. active duty, reserve, guard, civil servant, contractor), all personnel must, as soon as possible, notify their chain of command if they are involved in an off-base intoxicated driving incident. Unit commanders and directors must immediately notify 88 SFS/S5R when they become aware of such an incident. 88 SFS/S5R will prepare a package to suspend or revoke (as applicable) the base driving privileges of the person involved and submit it for review to the Installation SJA. Following legal review it will be sent to the 88 MSG for approval and signature. The effective date of the suspension/revocation will be the date the individual receives the suspension/revocation of base driving privileges letter from 88 SFS/S5R. Proof of notification may consist of an email response from the person, an email system generated read receipt, a returned PS Form 3811, *Certified Mail Domestic Return Receipt*, or indorsement by the person on the suspension/revocation letter. If an individual's state driver license is suspended, their base driving privileges are automatically considered for suspension pursuant to **paragraph 2.1.1.1.1.** of this instruction. Reinstatement of state driving privileges by a civilian court does not automatically result in the reinstatement of base driving privileges.

2.4.2. Other, non-intoxicated driving offense suspensions/revocations:

2.4.2.1. All base connected individuals are subject to having their base driving privileges suspended or revoked for incidents/offenses as stipulated in AFMAN 31-116 and Table 4.1 of this instruction. 88 SFS/S5R will prepare a package to suspend or revoke (as applicable) the base driving privileges of the person involved and submit it for review to

the Installation SJA. Following legal review it will be sent to the 88 MSG for approval and signature. The effective date of the suspension/revocation will be not later than 14 calendar days from the date the individual receives notification of the intent to suspend or revoke their privileges.

2.4.2.2. Upon receiving the signed suspension/revocation letter from the 88 MSG, 88 SFS/S5R will send the letter to the offender's commander/director and the offender and will schedule an appointment for the offender to report to 88 SFS/S5R to receive a briefing on the rules applicable to suspended/revoked drivers and their right to appeal. In cases where the person is not employed on base or ascertaining a unit of assignment or affiliation is not possible, 88 SFS/S5R will mail the suspension/revocation letter to them via certified mail.

2.4.2.3. If the offender fails to attend the scheduled briefing, without a valid excuse, 88 SFS/S5R will activate the suspension/revocation by placing the offender's name and information on the Suspensions, Revocations, Barments, and Warrants (SRBW) roster in the Security Forces Management Information System (SFMIS) and the Defense Biometrics Identification System (DBIDS) (as applicable). This will take place on the 15th calendar day after the person receives notification of the intent to suspend/ revoke their privileges.

2.4.2.3.1. If the offender attends the briefing and notifies 88 SFS/S5R of intent to submit an appeal, the written appeal must be received by 88 SFS/S5R within 14 calendar days of the date of the briefing. If no appeal is received, 88 SFS/S5R will activate the suspension/revocation on the 15th calendar day after the briefing.

2.4.2.3.2. If the offender requests to reschedule the briefing for a date exceeding 14 calendar days from receipt of the letter, the suspension/revocation will be activated on the 15th calendar day pending the results of their appeal, if submitted.

2.4.2.3.3. If the suspension/revocation letter was mailed to the violator and confirmation of receipt has been received, the offender has 14 calendar days from the date of receipt to appeal the action. If the offender does not submit their written appeal to 88 SFS/S5R within 14 calendar days, the right to appeal is forfeited, and the suspension/revocation will be activated on the 15th calendar day after the date the letter was received by the offender.

## **2.5. Appealing the Suspension or Revocation of Installation Driving Privileges.**

### **2.5.1. General Rules for Submitting Appeals of Base Driving Suspensions/Revocations:**

2.5.1.1. The first-level appeal authority is the 88 MSG/CC, 88 MSG/CD, or 88 MSG/DD. Appeals must be submitted in writing to 88 SFS/S5R not later than 14 calendar days after the offender receives notification of the intent to suspend or revoke their base driving privileges.

2.5.1.1.1. Appeals shall not be submitted simply to allow offenders to "have their voice heard," to inform leadership of "parking problems" on base, to contest traffic citations or incident reports that have been finalized and are a matter of record, or to simply avoid the inconvenience of being suspended/revoked. An individual must possess a valid state, provincial or international driver license to have the

suspension/revocation action taken by the installation commander dismissed or to be granted limited driving privileges on base. Being granted limited driving privileges by proper civilian authority does not automatically grant driving privileges on WPAFB. The 88 ABW/CV, 88 MSG/CC, or 88 MSG/CD may dismiss the suspension/revocation action or grant limited driving privileges under the provisions of **paragraph 1.2.2**. Appeals to dismiss the suspension/revocation action or to request limited driving privileges may be submitted under the following circumstances:

2.5.1.1.2. Mission requirements (i.e. appellant must drive on base to complete mission essential tasks/duties). This assertion must be indorsed in writing by the chain-of-command at the division or squadron commander/director level and provided to 88 SFS/S5R as part of the appeal.

2.5.1.1.3. Unusual personal or family hardships (i.e. spouse cannot drive; appellant is a single parent with minor children). This must be explained in detail in writing and submitted to 88 SFS/S5R as part of the appeal.

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

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

2.5.1.1.6. Other legitimate circumstances exist affecting the appellant (i.e. medical issues). The circumstances must be explained in writing and submitted to 88 SFS/S5R as part of the appeal.

2.5.1.2. The 88 MSG decision may be appealed in writing to the 88 ABW/CV. The appeal must be submitted to 88 SFS/S5R within 10 calendar days from the date the 88 MSG decision was received by the offender. 88 SFS/S5R will coordinate the appeal through the Installation SJA. Submitting an appeal to the 88 ABW/CV does not stay the execution of the 88 MSG decision. All actions directed by the 88 MSG will commence while the appeal to the 88 ABW/CV is being considered. The 88 ABW/CV decision is final. Only one appeal may be made to the 88 ABW/CV for a specific suspension or revocation. There is no further appeal process authorized.

2.5.2. Appeals related to Intoxicated Driving Offenses (Driving Under the Influence, Operating a Motor Vehicle While Under the Influence, or Being in Actual Physical Control of a Motor Vehicle While Under the Influence) Suspensions/Revocations:

2.5.2.1. Preliminary Appeal. A preliminary appeal is one that is submitted before the final resolution of intoxicated driving offenses. The appellant must submit their written appeal to 88 SFS/S5R within 14 calendar days of receiving the preliminary suspension letter. 88 SFS/S5R will submit the appeal to the 88 MSG for consideration and decision.

2.5.2.1.1. The 88 MSG may only consider these factors when reviewing the appeal:

2.5.2.1.1.1. Did the law enforcement official (military or civilian) have reasonable grounds to believe the person was driving or in actual physical control

of a motor vehicle while under the influence?

2.5.2.1.1.2. Was the person lawfully cited or apprehended for an intoxicated driving offense?

2.5.2.1.1.3. Was the person lawfully requested to submit blood, breath or urine for chemical testing for drugs or alcohol and was the person informed of the implied consent policy (consequences for refusal)?

2.5.2.1.1.4. Did the person submit to testing or refuse testing?

2.5.2.1.1.5. Were the testing methods valid and reliable and were the results accurately evaluated?

2.5.2.2. Intoxicated Driving Offenses Final Disposition Appeals. To seek reinstatement of driving privileges following the final disposition of intoxicated driving offenses, individuals must submit their appeal in writing to 88 SFS/S5R who will submit the appeal to the 88 MSG for consideration and decision. Final disposition is defined as the final civilian court proceeding, the completed action of the unit commander, or court-martial.

2.5.2.2.1. Installation driving privileges shall be restored if a final disposition indicates a finding of not guilty, charges are dismissed or reduced to an offense not amounting to intoxicated driving (as listed in **para 2.5.2**) or where an equivalent determination is made in a nonjudicial proceeding. The following circumstances are exceptions to this policy, and if present, will result in a continuation of the preliminary suspension or revocation:

2.5.2.2.1.1. The preliminary revocation was based on a refusal to submit to chemical testing of blood, breath or urine for the purpose of determining the presence of alcohol or drugs.

2.5.2.2.1.2. The preliminary suspension resulted from a presumably valid BAC test.

2.5.2.2.1.3. An administrative decision has been made by the state to suspend or revoke driving privileges.

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

2.5.2.2.1.5. The person failed to complete a formally-directed substance abuse or driver's training program.

2.5.3. Appeals of other, non-intoxicated driving, suspensions/revocations:

2.5.3.1. The appellant must submit their written appeal to 88 SFS/S5R within 14 calendar days of receiving the suspension/revocation letter. 88 SFS/S5R will submit the appeal to the 88 MSG for consideration and decision.

2.5.3.2. These items may be considered during the due process review:

2.5.3.2.1. Anything provided by the appellant as long it is not related to a re-consideration of any ticket(s) that resulted in the suspension/revocation and the appellant's base driving history.

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

2.6.1. Any individual discovered driving on WPAFB whose installation driving privileges are suspended/revoked may have the original period of suspension/revocation extended by two years, IAW AFI 31-218\_IP, paragraph 2-12.a., unless limited driving privileges were previously granted by 88 MSG/CC. This action does not preclude commanders, directors, managers or supervisors from taking additional administrative action under the UCMJ or other applicable guidance for the same/underlying offense.

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

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

2.7.1.1. If in possession of a valid state, provincial or international driver's license, base housing residents, to include the dormitories for unaccompanied Airmen and The Prairies and The Woods at Wright Field housing areas, may park their POVs at their quarters.

2.7.1.2. Area A:

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

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

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

**2.8. Notifying State Licensing Offices.** 88 SFS/S5R shall notify state licensing agencies by mail of all intoxicated driving offense cases as well as revocations of base driving privileges or refusal to submit to a blood alcohol test. This applies to all individuals apprehended by the 88 SFS for intoxicated driving offenses in exclusive or concurrent jurisdiction. Additionally, this reporting applies to all base employees and family members whose base driving privileges have been revoked for any reason. Notification will be made to the state of Ohio and to the issuing state of the driver's license.

## Chapter 3

### TRAFFIC PLANNING AND PARKING

#### 3.1. Traffic Planning.

3.1.1. Any substantive change made to the existing traffic pattern must be coordinated through the Traffic Safety Coordination Group (TSCG). The TSCG is chaired by 88 ABW/SE, and consists of, as a minimum, the Base Traffic Engineer, DFC, Ground Safety Manager, Installation SJA, and the 88 MSG/CC or their designated representatives.

#### 3.2. Traffic Law Enforcement Principles.

3.2.1. Speed limits on base:

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

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

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

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

3.2.1.5. Flight line and airfield areas. Speed limit is 15 miles per hour for general purpose vehicles (except emergency vehicles), 10 miles per hour for special purpose vehicles, and 5 miles per hour when within 50 feet of an aircraft. See WRIGHTPATTERSONAFBI 13-213 for further details.

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

3.2.2.1. Flight lines. Moving aircraft, whether towed or piloted, will have the right of way over all other vehicles. Emergency response vehicles will not assume right of way. See WRIGHTPATTERSONAFBI 13-213 for further details.

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

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

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

3.3.1.1. Except by law enforcement personnel on duty, the use of radar or laser detection devices is prohibited on WPAFB. The use of any device(s) capable of transmitting simulated erroneous speed is also prohibited on WPAFB. Such devices will be turned off

or unplugged while the vehicle is on base. Violations of this provision may be cited on a DD Form 1408, *Armed Forces Traffic Ticket* for Operating RADAR Detection Devices on a DoD Installation.

3.3.1.2. Traffic in the Area A military family housing and temporary lodging facility areas is restricted to residents and guests only. Through traffic is prohibited. Violators may be cited with a DD Form 1408, *Armed Forces Traffic Ticket*, for Failure to Obey a Traffic Control Device.

3.3.1.3. License plates must be clearly visible at all times while on base. Vehicle operators are required to clear obstructions from the license plates before entering WPAFB. Violations of this provision may be cited on a DD Form 1408, *Armed Forces Traffic Ticket*, for Failure to Obey General Order: Traffic.

3.3.1.4. The exterior of vehicles traveling on base must be clear of snow, ice, or other debris that could obstruct or impede the view of the operator or fly from the vehicle and obstruct or impede the view of other drivers or cause an unsafe condition for other vehicles traveling on the roadway. Violations of this provision may be cited on a DD Form 1408, *Armed Forces Traffic Ticket*, for Other Moving Violations (involving driver behavior only).

3.3.1.5. The following rules apply to the use of Child Restraint Systems when transporting children in privately owned vehicles on base (including The Prairies and The Woods housing areas):

3.3.1.5.1. Children less than 4 years of age or children weighing less than forty pounds must be properly secured in accordance with manufacturer's instructions in a child restraint system that meets federal motor vehicle safety standards.

3.3.1.5.2. Children less than eight years of age and less than four feet nine inches in height and do not meet the criteria in paragraph 3.3.1.5.1., must be properly secured in accordance with manufacturer's instructions on a booster seat that meets federal motor vehicle safety standards.

3.3.1.5.3. Children who are at least eight years of age but not older than 15 years of age and do not meet the criteria in paragraphs 3.3.1.5.1., and 3.3.1.5.2., must be properly restrained either in accordance with the manufacturer's instructions in a child restraint system that meets federal motor vehicle safety standards or wearing all the elements of a properly adjusted occupant restraining device. Violations of this provision may be cited on a DD Form 1408, *Armed Forces Traffic Ticket*, for military violators or on a *U.S. District Court Violation Notice* for civilian violators.

3.3.1.6. No person will leave any child or children younger than 12 years of age unattended in a vehicle. Violations of this provision may be cited on a DD Form 1408, *Armed Forces Traffic Ticket*, for Child Endangering.

3.3.1.6.1. If children or animals are left in dangerous conditions in a vehicle, (i.e., in hot weather where interior temperatures may reach dangerous levels, keys left accessible to children, or where conditions are deemed hazardous by a reasonable person) a DD Form 1408 will not be issued, rather an AF Form 3545, *Incident Report*, will be completed

#### 3.3.1.7. Driver Distractions:

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

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

3.3.1.7.3. The wearing of any other portable headphones, earphones, or other listening devices while operating a motor vehicle is prohibited. Use of those devices impairs driving and masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, and human speech.

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

3.3.1.7.5. Violation of the hands-free and portable electronic device policy is a primary offense, permitting Security Forces to stop a violator solely to address such conduct. Violations of this provision may be cited on a DD Form 1408, *Armed Forces Traffic Ticket*, for Other Moving Violations (involving driver behavior).

### **3.4. Operation of Motorcycles, Motorized Mopeds, Motorized Scooters, and All-terrain Vehicles (ATV):** NOTE: All personnel, regardless of status, who violate the standards set forth in this section may be cited via DD Form 1408, *Armed Forces Traffic Ticket*, for Other Moving Violations (involving driver behavior only).

3.4.1. Air Force military personnel who operate a motorcycle (whether on or off-duty or on or off a DoD installation) are required to complete an approved motorcycle rider safety course. See AFI 91-207 for more information.

3.4.1.1. Air Force civilian personnel who are required to operate a motorcycle as part of their position description in the performance of official duties are required to complete an approved motorcycle rider safety course. See AFI 91-207 for more information.

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

3.4.2. In addition to complying with all traffic laws, the following requirements and guidance provide additional clarification for wear of personal protective equipment (PPE) by

such vehicle operators/passengers, as prescribed in DoDI 6055.04, *DoD Traffic Safety Program*.

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

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

3.4.2.3. Foot Protection. Any person riding motorcycles or ATVs on Wright-Patterson AFB shall wear foot protection consisting of sturdy over-the-ankle footwear that affords protection for the feet and ankles. In addition, riders of government-owned motorcycles and ATV operators engaged in off-road operations should also wear knee pads, shin guards and padded full-fingered gloves.

3.4.2.4. Protective Clothing. Wearing of long sleeved shirt or jacket, long trousers and full-fingered gloves or mittens is required. Gloves or mittens will be made from leather or other abrasion-resistant material. Wearing of a motorcycle jacket and pants constructed of abrasion resistant materials such as leather, Kevlar® and/or Cordura® containing impact absorbing padding is strongly encouraged. Riders should select PPE that incorporates fluorescent colors and retro-reflective material.

#### 3.4.3. Off road vehicle use.

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

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

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

**3.5. Operation of Bicycles: NOTE:** All personnel, regardless of status, who violate the standards set forth in this section may be cited via DD Form 1408, *Armed Forces Traffic Ticket*.

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

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

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

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

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

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

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

3.5.4.4. All persons who ride a bicycle, tricycle, or other human powered vehicle, including motorized bicycles, on WPAFB roadways, to include the flight line will: Wear a highly visible outer garment during the day and an outer garment containing retro-reflective material at night. During periods of inclement weather, day or night, riders must wear retro-reflective high visibility outer garments.

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

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

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

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

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

3.6.3.1. Security Forces will allow the owner three days from the date the POV is tagged to remove the vehicle. Security Forces will have the vehicle towed if it is not moved

within the allotted time. Only approved towing service companies will be used, and DD Form 2505, *Abandoned Vehicle Removal Authorization*, will be completed IAW DODD 5525.4.

### 3.7. Towing POVs:

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

- 3.7.1.1. Meets criteria established in paragraph 2.3. through 2.3.1.7., of this instruction.
- 3.7.1.2. Inhibits street cleaning or snow removal (after all attempts to locate owner fail).
- 3.7.1.3. Inhibits emergency operations (during natural disaster, fire, increased FPCONs, etc).
- 3.7.1.4. Has mechanical defects that create a menace to others.
- 3.7.1.5. Is disabled by an accident.
- 3.7.1.6. Is disabled along the alert aircraft route while alert aircraft are on site.
- 3.7.1.7. Creates a safety hazard.
- 3.7.1.8. Is left unattended in, or adjacent to a restricted, controlled or off-limits area.
- 3.7.1.9. Is disabled along DV1 or DV2 (POTUS or VPOTUS) routes.
- 3.7.1.10. If a driver is detained/apprehended and the location of the vehicle interferes with traffic or road safety, it may be towed if no other driver is available to move it.

3.7.2. Towing and storage.

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

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

3.7.2.3. 88 SFS personnel and the towing company conduct a joint inventory listing personal property. During the inventory, closed containers, such as a suitcase, will not be opened unless necessary to identify the owner or if the contents might present a danger to the public. In most cases, listing the container and sealing it with security tape will suffice. Security Forces will complete a Vehicle Inventory Report and ensure the tow driver signs the form before releasing the vehicle and its contents to the towing company.

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

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

3.7.2.6. The towing company will release vehicles to the registered owners upon payment of towing and storage fees established by state regulations. The towing company will hold vehicles turned over to them from Security Forces for at least 60 days before disposal of vehicles in accordance with Ohio laws. WPAFB will not be liable for any fees (i.e., towing, storage, damage, or disposal) associated with abandoned vehicles impounded by the towing company.

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

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

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

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

### **3.9. Pedestrians.**

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

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

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

3.9.2. Walkers, joggers, runners, and skaters on roadways at night or in inclement weather (e.g., fog, rain, sleet, snow, etc.), will wear clothing containing retro-reflective properties or retro-reflective accessories visible from the front and back. Personnel will use the extreme left-hand side of any roadway and move against the flow of oncoming traffic. Personnel will not step into any roadway without first looking both ways. Violators may be cited on a DD Form 1408.

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

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

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

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

3.10.1. Military members involved in on/off-base vehicle accidents resulting in injury or damage to military property must report the accident to the BDOC (257-6516) within 48 hours of occurrence. These accidents will be recorded in the Security Forces blotter to include the case number from the investigating agency. When possible, 88 SFS/S5R will obtain copies of reports from the investigating agency.

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

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

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

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

### **3.11. Parking.**

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

3.11.2. Parking on base is allowed only where indicated by painted parking stalls, signs, metal plates attached to the curb/building or by proper markings. Parking along curbs is not authorized unless marked as stated above. 88 CEG is the only agency authorized to paint parking stalls and/or install signs.

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

- 3.11.3.1. On, in front of, or blocking private or public driveways, sidewalks, pedestrian crosswalks, or entrances/exit ways, or so near as to interfere with the obstructed use of the above.
- 3.11.3.2. In any way that obstructs the visibility of a traffic control device.
- 3.11.3.3. In fire lanes, whether posted or not (unmarked fire lanes include open areas between buildings and those areas within 20 feet of a building, except when authorized parking is posted). This requirement ensures adequate space is available for mobile fire equipment.
- 3.11.3.4. Within 10 feet of a fire hydrant.
- 3.11.3.5. Within 20 feet of a driveway entrance/exit way to any fire, ambulance, crash or explosive ordnance disposal station, or alert crew vehicle. Note: This does not apply to emergency vehicles.
- 3.11.3.6. Within 25 feet of or in an intersection.
- 3.11.3.7. Adjacent to any red or yellow painted curb/edge line.
- 3.11.3.8. In excess of time specified by time limited parking signs.
- 3.11.3.9. In designated reserved/parking areas.
- 3.11.3.10. On the side of the street facing oncoming traffic. Vehicles parked at an angle within parking areas will not be parked facing the flow of traffic. Exception: Maintenance and emergency vehicles may be temporarily parked in this fashion while performing official duties.
- 3.11.3.11. In two or more parking spaces, when the vehicle is configured to fit in one space. Vehicles parked in marked places shall be within the lines painted, or if directed to park in an unmarked area by a Security Forces member, not to extend beyond that area reasonably necessary for the vehicle.
- 3.11.3.12. With the exception of emergency response vehicles during a response, persons operating or in charge of a motor vehicle will not leave the vehicle unattended while the engine is running.
- 3.11.3.13. In any marked (i.e., diagonal stripes painted on the pavement) or posted prohibited parking area/space.
- 3.11.3.14. On the street side of a vehicle already parked along the curb (double parking).
- 3.11.3.15. Within 30 feet of flashing beacons, stop, or yield signs or traffic control device.
- 3.11.3.16. Inside buildings, unless they are specifically designated as parking areas.
- 3.11.3.17. Within 40 feet of the vehicle service side of a dumpster, or as to obstruct the use of that dumpster, unless parked in a marked designated parking space.
- 3.11.3.18. On any unpaved, seeded, or unimproved area anywhere on WPAFB, unless such areas have been specifically designated and properly marked for parking. Exception: Maintenance and emergency vehicles may be temporarily parked in these areas while performing official duties.

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

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

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

3.11.5. Housing area parking:

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

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

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

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

3.11.5.5. Oversized POVs including, but not limited to motor homes, utility trailers, and camper trucks, are authorized to be kept on base only in the approved RV lots provided by 88 FSS.

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

3.11.6. Reserved parking.

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

3.11.6.1.1. Minimize reserved parking on the Installation.

3.11.6.1.2. Support mission accomplishment.

3.11.6.1.3. Comply with applicable laws.

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

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

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

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

3.11.6.4.1. Processing reserved parking requests.

3.11.6.4.1.1. Requests for reserved parking are submitted by the facility manager, who will prepare a WPAFB Form 1427 and submit it to the 88 CEG. EXCEPTION: Business facilities that do not operate in conjunction with a designated squadron (i.e., AAFES, Commissary, and Credit Union) will request reserved parking by preparing a package containing a detailed request with adequate maps depicting existing parking configurations and proposed changes.

3.11.6.4.1.2. Once the 88 CEG has approved the WPAFB form 1427, the facility manager must obtain the unit commander's/director's recommendation on the reserved parking request for their facility prior to completion of AF Form 332. The facility manager for each facility is responsible for maintaining a listing and diagram of reserved parking slots. To propose changes to a facility's reserved parking plan, the unit commander/director is responsible for obtaining the coordination and/or concurrence of all units in the affected facility prior to submitting the parking request to 88 CEG.

3.11.6.4.1.3. The facility manager will evaluate each request and complete an AF Form 332, *Base Civil Engineer Work Request*. The request will indicate the type of work requested, justification with a diagram of the target area and a letter of approval from the approving official. This package is forwarded to 88 CES/CEOS to assign a CE work order number. 88 CES/CEOS forwards the AF Form 332 to 88 CES/CEPMP for review. Within 2 weeks, 88 CES/CEPMP will obtain coordination from 88 SFS Police Services (88 SFS/S3P). 88 SFS/S3P will reply with a recommendation of approval/disapproval within 2 weeks. If 88 SFS/S3P recommends disapproval, the work will not be completed until resolution is achieved. Upon review and coordination, the AF Form 332 will be forwarded to 88 CEG for approval/disapproval. Approved work orders will be sent to 88 CES/CEOHS for installation. Disapproved requests will be returned to the originator. The requestor may appeal disapproval of a request by forwarding a letter to the 88 CEG outlining why his/her reserved parking request should be reconsidered. The appeal will be reviewed by 88 MSG/DD, who will render a final decision.

3.11.6.4.1.4. The facility manager is also responsible for completing a biennial review of the original or updated request. This review shall be documented and

kept on file with a legible copy of the current AF Form 332 and the diagram that was approved by 88 CEG. A complete review must be submitted annually (by 31 October) to 88 CEG.

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

3.11.7.1. Assigned spaces for handicapped individuals may be granted on a case-by-case, basis. Should special circumstances warrant the assignment of a space to an individual employee at his or her primary place of employment, a request will be submitted in accordance with **paragraphs 3.11.6.4.**, through **3.11.6.4.1.3**. Handicapped employees requesting an assigned parking space to accommodate their disability shall provide the facility manager with a copy of their state issued handicapped parking permit with the person's name and expiration date on the permit. The facility manager will forward the request with written justification for the designation. Spaces assigned under the provisions of this paragraph shall be marked with signage as "ASSIGNED #" reserved spaces and they shall be re-validated annually. These spaces shall not affect the number of handicapped spaces required at a given facility.

3.11.7.2. During increased FPCON measures when facility stand-off criteria is enforced, the facility manager, with approval of the commander/director of each given facility, will relocate their handicapped parking spaces to the nearest available authorized parking spaces. For the purposes of this procedure, the commander/director is the senior official exercising control over facilities occupied by more than one unit., The commander/director will ensure the temporary handicapped spots are conspicuously marked with temporary signage indicating handicapped parking. There may be cases where parking lots/areas overlap. In such cases, the facility manager for each facility will coordinate with overlapping/adjoining facility managers to ensure this temporary relocation meets the needs of the handicapped workforce and required percentage. As soon as possible, but no later than the next duty day after stand-off restrictions are terminated, the facility manager will remove the temporary signage.

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

3.11.9. General Officer/SES, Colonel/GS/GM-15, and CMSgt Parking. These spaces are not assigned to a particular person or position and are utilized on a first-come, first-served basis.

3.11.10. Commander Parking. Military or civilian equivalent individuals who hold the position of commander for Headquarters, Center, Wing, Group, Squadron, or Detachment are entitled to these reserved spaces. HQ AFMC/CC, AFLCMC/CC, AFRL/CC, AFIT/CC, and 88 ABW/CC may also designate reserved parking for key members of their immediate staff (e.g., executive officers, Command Chief Master Sergeants, and protocol-sponsored distinguished visitors).

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

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

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

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

3.11.15. Special parking placards.

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

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

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

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

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

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

3.11.15.2. AFOSI units at WPAFB may produce their own parking placards for use with AFOSI GOV's for official business only. The placards allow AFOSI government vehicles bearing privately owned vehicle license plates to park in GOV-only parking spaces. These placards will not be used for any other purpose. Use of these placards must be controlled by the issuing unit. When used, placards must be displayed in plain sight to ensure parking wardens and security forces do not mistakenly cite the vehicle for parking in a GOV-only parking space. These placards do not have an expiration date.

3.11.16. Long term parking: To help relieve congestion in base parking areas, a base, long term parking area has been established on Wright Patterson AFB for personnel on deployment, TDY, and Space A travel. The base long term parking area is located at the SE portion (near the installation perimeter fence) of the parking lot located on the North side of Pearson Road near the intersection of Pearson Road and Buckner Road, Area A. All personnel departing for longer than 30 days may park in this parking areas. Residents of government owned or leased housing may park their vehicles in legal, parking spaces near their quarters.

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

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

3.11.17. WPAFB units may create, within their own parking lot(s), a long-term parking section for use by deploying personnel assigned to their unit. Requesting units must follow the guidance in paragraphs 3.11.6.4.1., through 3.11.6.4.1.3., to establish such an area. Additionally, units exercising this option must establish procedures to track the vehicles parked in the area and workable procedures allow the expeditious movement of parked vehicles to accommodate any work that needs to be done in the parking lot or to comply with security and force protection measures. Failure to establish such procedures may result in the towing of vehicles to facilitate work and security requirements. In these cases, all towing and/or storage expenses will be borne by the owner/operator IAW AFI 31-218\_IP. The long-term parking area should be identified with signage and located away from building entrances. Individuals assigned reserved parking spots will not use those spots for long-term parking in the event of deployment or TDY. All parking wardens who have jurisdiction over the parking lot encompassing this area must be made aware of it and who is authorized to park there. Parking in designated long-term parking areas by other personnel is not authorized and individuals doing so may be cited on a DD Form 1408, *Armed Forces Traffic Ticket*.

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

**3.13. The Parking Warden Program.**

3.13.1. 88 SFS/S5R will manage the installation Parking Warden Program and is responsible for training parking wardens on their specific duties.

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

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

3.13.1.3. Parking wardens may only write tickets for parking violations and will enforce compliance with this instruction by writing parking tickets and/or calling Security Forces to report abandoned vehicles or other vehicles requiring towing, according to this instruction. Tickets will be received into 88 SFS/S5R within 5 duty days of the date of issue.

3.13.1.4. If before the ticket is sent to 88 SFS/S5R for processing, the parking warden determines the ticket should not have been issued, s/he can void the ticket him or herself. The parking warden must obtain the pink copy from the violator and destroy all three copies of the ticket.

3.13.1.5. Ticketed persons are prohibited from subjecting parking wardens to any pressure to void a ticket because of the rank, status, or position of the offender.

3.13.1.6. 88 SFS/S5R will closely monitor the conduct of parking wardens and has the authority to direct remedial training of parking wardens and to remove a parking warden from the program.

3.13.1.7. Parking wardens will maintain a roster of reserved parking spaces assigned to their building/facility and the people authorized to use those slots. Handicapped and

GMV parking spots are considered reserved parking, but are not typically assigned to any one specific person or vehicle.

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

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

3.14.1.1. *U.S. District Court Violation Notice*: This form is used to cite traffic violations under the ORC and the form may be referred to the Federal Magistrate's Court for prosecution under the Assimilative Crimes Act, 18 U.S.C., Sections 7 and 13. Security Forces uses this form to cite moving violations by civilians (federal civil servants, Non-Appropriated Fund employees, contractors, dependents and non-base connected individuals, and inactive reservists and guardsmen). All *U.S. District Court Violation Notices* will be forwarded to the 88 SFS/S5R for appropriate processing actions.

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

3.14.1.1.2. Persons receiving a *U.S. District Court Violation Notice* may be given the option of forfeiting collateral for minor traffic violations. More serious charges require court appearance. All individuals have the option to appear in Magistrate's Court to contest any citation.

3.14.1.1.3. 88 SFS/S5R will not assess any points against an individual's base driving record if they are acquitted or have their citation dismissed in the Magistrate's Court.

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

3.14.1.2.1. Active duty military.

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

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

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

3.14.1.2.5. Juvenile offenders.

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

- 3.14.1.2.7. All violators, regardless of status, cited for violation of installation parking rules.
- 3.14.1.2.8. All operators of GMVs, regardless of status, cited for violation of base traffic and parking rules.
- 3.14.1.3. All DD Form 1408s will be forwarded to 88 SFS/S5R for appropriate processing actions. Upon completion of processing, the DD Form 1408 will be forwarded to the appropriate commander or supervisor for action.
- 3.14.1.4. Violation appeal procedures. Any individual receiving a DD Form 1408 who believes s/he has been unfairly or unlawfully cited may contest the validity of the citation. A valid citation is one that is an obvious violation of the standards, no extraneous circumstances are present, and there is no legitimate evidence of unfair or unlawful conduct by the issuing authority (For Example: Parking in a marked, handicapped spot without possessing any type of handicapped placard, plates or decals constitutes a clear violation and a rebuttal would create an unnecessary administrative burden for the affected commander/director, as well as the rebuttal authority). Filing a rebuttal for the sole purpose of avoiding the consequences of a violation is not in keeping with the spirit and intent of USAF policy and is not authorized.
- 3.14.1.4.1. The individual who received the DD Form 1408 must initiate a rebuttal within 5 duty days of receiving the ticket by contacting 88 SFS/S5R and indicating intent to rebut. Failure to do so will result in the ticket being processed and sent for unit action as appropriate. If the individual contacts 88 SFS/S5R and initiates rebuttal action within 5 duty days 88 SFS/S5R will provide instructions on how to submit the rebuttal. A complete rebuttal package includes the individuals comments, the mandatory comments and indorsement of the individual's commander or civilian equivalent, a statement from the patrolman or parking warden who issued the ticket and indorsements by 88 SFS/S5R, and the 88 SFS/CC. The final decision rests with the decision-making authority, as stipulated in paragraphs 1.2.6 and 1.2.7. The entire package must reach the 88 SFS/CC within 14 calendar days of the date the ticket was written. After the decision-making authority renders his/her decision, 88 SFS/S5R will notify the violator of the results. If the rebuttal authority determines the ticket stands as issued, 88 SFS/S5R will process the ticket and send it for unit action as appropriate. If the rebuttal authority decides to dismiss the ticket, 88 SFS/S5R ensure the ticket is rendered void in SFMIS.

## Chapter 4

### DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM

#### 4.1. Point System Application.

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

**Table 4.1. Base Driving Suspensions, Revocations, and Points Assessments.**

VIOLATION	SUSPENSION/REVOICATION
Abuse of specialized decals (see paragraph 3.11.15)	30-days (Suspension)
Illegal parking resulting in towing of the vehicle (second offense within one year)	60-days (Suspension)
Failure of base connected personnel to provide proof to security forces of current vehicle insurance or financial responsibility while operating a motor vehicle on base or in areas under the exclusive or concurrent jurisdiction of WPAFB. See Notes #1 and #2.	<p>First offense: Privileges will be suspended until valid insurance is obtained and provided to 88 SFS/S5R. See Note #3.</p> <p>If a second violation occurs within 2 years from the date of the first violation, a second suspension will be imposed and privileges will be suspended for 1 year, effective from the date of the second violation.</p> <p>If a third violation occurs within 5 years from the effective date of the first violation and the violator's privileges have been previously suspended at least twice, a third suspension will be imposed and privileges will be suspended for 2 years, effective from the date of the third violation.</p>
Accumulation of 2 parking tickets in any 6 consecutive months.	30-days (Suspension)
Accumulation of 3 parking tickets in any 12 consecutive months.	Additional 30-days (Suspension)
Accumulation of 4 parking tickets in any 12 consecutive months.	Additional 60-days (Suspension)

Accumulation of 5 parking tickets in any 12 consecutive months.	Additional 60-days (Suspension)
Habitual Offenders. Persons whose driving privileges have been suspended 3 or more times in any 12 consecutive months for parking violations may be designated as a Habitual Offender and have their driving privileges suspended. See Note #4.	60-days to 6 months (Suspension)
Accumulation of 12 traffic points within 12 months.	6 months (Suspension)
Accumulation of 18 traffic points within 24 months.	Additional 6 months (Suspension)
Upon arrest or apprehension for an intoxicated driving offense, regardless of the location of the offense.	1 year (Suspension)
<b>Drivers under age 21:</b> Driving with a BAC or BrAC of .01 or higher but not above the threshold for DUI	1 year (Suspension)
Operating an unregistered motor vehicle or a vehicle for which the driver cannot prove ownership, on base or in areas under the exclusive jurisdiction of WPAFB.	6 months (Suspension)
Operating a motor vehicle with an expired registration (expired for more than 6 months)	90 days (Suspension)
Operating a motor vehicle with an expired registration (expired for at least 1 month but less than 6 months)	30 days (Suspension)
Operating a motor vehicle or motorcycle while in possession of a driver's license that has been expired less than 6 months.	30-days (Suspension)
Operating a motor vehicle or motorcycle while in possession of driver's license that has been expired for greater than 6 months.	6 months (Suspension)
Operating a motor vehicle or motorcycle without a valid license, meaning the person has not been issued a license or does not have a motorcycle indorsement.	1 year (Revocation)
Multiple suspensions and/or revocations imposed under this instruction or AF-level guidance will run consecutively. For example, if a revocation for implied consent is combined with another revocation, such as 1 year for intoxicated driving or 2 years for driving while suspended or revoked, the revocations will run consecutively.	No maximum length established
Failure to ensure license plates are clearly visible at all times.	1 point
Failure to clear snow, ice, or other debris from the exterior of	1 point

vehicles.	
Violation of the rules for Bicycle and ATV operations on base.	2 points
Leaving a child or children younger than 12 years of age unattended in a motor vehicle.	6 points (Case will be considered for possible 1-year Revocation)
Violation of the hands-free device/portable electronic device policy while operating a motor vehicle on the installation (includes The Prairies and The Woods housing areas).	3 points
Violation of the Residents and Guests Only rule in Area A housing.	4 points
Two or more violations occurring on a single occasion. Example: Speeding 1 to 10 MPH over posted limit; assess 3 points. Violation of hands-free device policy; assess 3 points. Total assessment equals 6 points.	Assess points for each individual violation
<b>NOTES:</b>	
<p>1. Driving privileges will not be suspended if the violator provides proof of insurance or financial responsibility that was in affect at the time of being cited to 88 SFS Reports and Analysis section (88 SFS/S5R) within 5 duty days. Individuals may use fax, email, or personal appearance to provide the proof to 88 SFS/S5R. A duty day is defined as Monday through Friday between the hours of 0730 and 1630 and excluding federal holidays, declared family days, and base closure days due to weather or other unforeseen circumstances.</p> <p>2. "Base connected" is defined as being permanently assigned to or employed (including contract employees) on WPAFB or residing in any base housing area, including The Prairies at Wright Field or The Woods at Wright Field.</p> <p>3. The violator must provide proof, in person, of current insurance to 88 SFS/S5R who will terminate the suspension at that time.</p> <p>4. The 88 MSG/CC will determine the exact length of the suspension.</p>	

JOHN M. DEVILLIER. Colonel, USAF  
Commander

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

- AFI 24-301, *Vehicle Operations*, 1 November 2008
- AFI 31-118, *Security Forces Standards and Procedures*, 5 March 2014
- AFI 31-120, *Security Forces Systems and Administration*, 1 April 2015
- AFI 31-218\_IP, *Motor Vehicle Traffic Supervision*, 22 May 2006
- AFI 91-207, *The US Air Force Traffic Safety Program*, 12 September 2013
- AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, 9 May 2012
- AFMAN 33-363, *Management of Records*, 1 March 2008
- AFPD 31-1, *Integrated Defense*, 28 October 2011
- DODD 5525.4, *Enforcement of State Traffic Laws on DoD Installations*, 2 November 1981
- DODI 5200.08, *Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB)*, 10 December 2005
- DODI 6055.04, *DoD Traffic Safety Program*, 20 April 2009
- DODI 6055.07, *Mishap Notification, Investigation, Reporting, and Record Keeping*, 6 June 2011
- DODI 7730.47, *Defense Incident-Based Reporting System (DIBRS)*, 23 January 2014
- WRIGHTPATTERSONAFBI 13-213, *Airfield Driving*, 15 August 2013
- WRIGHTPATTERSONAFBI 32-1001, *Sign Management*, 16 September 2013
- ANSI/ASSE Standard Z87.1-2003, *Occupational and Educational Personal Eye and Face Protection Devices*, August 2003
- British Standard Institute Standard 6658:1985, *Specification for Protective Helmets for Vehicle Users*, November 1985
- Federal Highway Administration Manual, *Manual on Uniform Traffic Control Devices for Street and Highways*, December 2009
- Snell Memorial Foundation Standard M2005, *2005 Standard for Protective Headgear for Use with Motorcycle and Other Motorized Vehicles*, 2005
- United Nations Economic Commission for Europe Standard 22.05, *Uniform Provisions Concerning the Approval of Protective Helmets and Their Visors for Drivers and Passengers of Motorcycles and Mopeds*, 24 September 2002

***Prescribed Forms***

- WRIGHTPATTERSONAFB Form 1441, *Long Term Parking Area*
- WRIGHTPATTERSONAFB Form 1427, *Sign Request*

*Adopted Forms*

AF Form 1315, *Accident Report*

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

AF Form 332, *Base Civil Engineer Work Request*

AF Form 3545, *Incident Report*

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

AF Form 847, *Recommendation for Change of Publication*

*United States District Court Violation Notice*

DD Form 1408, *Armed Forces Traffic Ticket*

DD Form 2504, *Abandoned Vehicle Notice*

DD Form 2505, *Abandoned Vehicle Removal Authorization*

DD Form 2506, *Vehicle Impoundment Report*

DD Form 2507, *Notice of Vehicle Impoundment*

PS Form 3811, *Certified Mail Domestic Return Receipt*