

**BY ORDER OF THE COMMANDER  
341ST MISSILE WING**

**341ST MISSILE WING INSTRUCTION  
31-218**



**16 SEPTEMBER 2025**

**Security**

**MOTOR VEHICLE SUPERVISION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for downloading or ordering

**RELEASABILITY:** There are no releasability restrictions on this publication

---

OPR: 341 SFS/S5X

Certified by: 341SFG/CC

Supersedes: 341MWI31-218, 6 September 2023

Pages: 36

---

This publication supplements inter-service publication AFI 31-218 (I), Motor Vehicle Traffic Supervision and establishes the Malmstrom Air Force Base (MAFB) Traffic Code (TC). It applies to all 341st Missile Wing (341 MW) and subordinate units assigned, attached, or supported by the 341 MW, MAFB. Motor vehicle and traffic regulations not specifically covered by this supplement but covered by the United States Code (USC), AFI 31-218 (I), or the Montana Code Annotated (MCA) are enforceable on the installation and within the missile complex. When the TC and MCA conflict, this TC has precedence. Violations of this supplement, the MCA, or USC will be handled in accordance with AFI 31-218 (I) and are punishable under the Uniform Code of Military Justice (UCMJ). This supplement applies to all personnel on MAFB. Violations by civilian employees may result in administrative and/or disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws. Actions include, but are not limited to, suspending or revoking the privilege to operate a privately owned vehicle (POV), base debarment, and criminal citations. Paragraphs **2.5.3.1 - 2.5.2.7, 3.2.1 - 3.2.1.4, 4.1.1.2 - 4.1.1.2.4, 4.1.6 - 4.1.6.4.2, 4.1.8 - 4.1.8.5, 4.1.10 - 4.1.18.1.3., Table 5.1., Table 5.2, and 6.3.2 - 6.3.2.4** are punitive in nature, and the offender is subject to the UCMJ and/or civilian penalties as appropriate. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by 50 United States Code 797. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 United States Code, Section 8013, and DoD Directive 7730.47, Defense Incident-Based Reporting System (DIBRS). The applicable Privacy Act SORN(s) F031 AF Security Forces B, Air Force Justice Information System (AFJIS), is available at <http://privacy.defense.gov/notices/usaf/>.

***SUMMARY OF CHANGES***

Refer recommended changes and questions about this publication to the Offices of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route the AF Form 847 through the wing publishing office. Ensure all records created as a result of prescribed processes in this publication are maintained in accordance with this publication and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Updated **Attachment 1**, (Glossary or References and Supporting Information), changed **Attachment 2** (Malmstrom AFB Traffic Rules (MTR) Points/Suspension/Revocation Table). Changed Attachments **3, 4 and 5** templates (Preliminary Notice of Driving Suspension Letter (DUI), Notice of Preliminary Suspension of Base Driving Privileges, Installation Driving Privileges Revocation Letter), refined alcohol concentration reactions in **Chapter 2.5**, changes to **Chapter 4.1** Off-road Motorcycle, UTV, ATV and Specialty Vehicle Training, changed Chief Master Sergeants to Senior Enlisted Leaders, replaced Base Traffic Engineer (BTE) with Transportation Network and Airfield Pavement (TNAP) to align with NEXGEN IT.

<b>Chapter 1—ROLES AND RESPONSIBILITIES</b>	<b>4</b>
1.1. Program Management.....	4
1.2. Delegation of Authority.....	4
<b>Chapter 2—DRIVING PRIVILEGES</b>	<b>5</b>
2.1. Requirements for Driving Privileges.....	5
2.2. Stopping and Inspecting Personnel or Vehicles.....	5
2.3. Implied Consent to Blood, Breath or Urine Tests.....	6
2.4. Implied Consent to Vehicle Impoundment.....	6
2.5. Suspension or Revocation of Driving Privileges.....	6
2.6. Alcohol and Drug Abuse Programs.....	7
2.7. Processing Violations.....	7
<b>Chapter 3—PRIVATELY OWNED VEHICLE OPERATION REQUIREMENTS</b>	<b>8</b>
3.1. Operation Requirements.....	8
3.2. Motorcycles, Motor Scooters and Mopeds.....	8
3.3. AF Form 75, Visitor/Vehicle Pass.....	8
<b>Chapter 4—TRAFFIC PLANNING AND CODES</b>	<b>9</b>
4.1. Requirements and Restrictions.....	9
4.2. Traffic Accident Investigations.....	16
4.3. Traffic Accident Investigation Reports.....	17
4.4. Parking Requirements.....	18

4.5. Base Traffic Safety Committee (BTSC). .....	18
<b>Chapter 5—DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM</b>	<b>19</b>
5.1. Driving Records. ....	19
5.2. Point System Procedures. ....	19
5.3. Citation Rebuttal Process. ....	19
5.4. Citations. ....	20
<b>Chapter 6—IMPOUNDING PRIVATELY OWNED VEHICLES</b>	<b>21</b>
6.1. Standards for Impoundment. ....	21
6.2. Procedures for Impoundment. ....	21
6.3. Disposition of Vehicles After Impoundment. ....	21
6.4. MAFB Specific Procedures: .....	21
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>23</b>
<b>Attachment 2—MALMSTROM AFB TRAFFIC RULES (MTR) POINTS/SUSPENSION/REVOCAION TABLE</b>	<b>26</b>
<b>Attachment 3—PRELIMINARY NOTICE OF SUSPENSION OF INSTALLATION DRIVING PRIVILEGES LETTER (DUI)</b>	<b>33</b>
<b>Attachment 4—NOTICE OF PRELIMINARY SUSPENSION OF BASE DRIVING PRIVILEGES (OTHER VIOLATIONS)</b>	<b>34</b>
<b>Attachment 5—INSTALLATION DRIVING PRIVILEGES REVOCATION LETTER</b>	<b>35</b>

## Chapter 1

### ROLES AND RESPONSIBILITIES

**1.1. Program Management.** This supplement implements policy, assigns responsibility and establishes procedures for motor vehicle traffic supervision on Malmstrom Air Force Base. This supplement provides additional Air Force specific guidance to complement guidance found in AFI 31-218 (I) Motor Vehicle Traffic Supervision. The objective of traffic control programs are the safe and efficient flow of vehicles and pedestrians through reduction of factors contributing to accidents.

**1.2. Delegation of Authority.** The 341 MW/CC may delegate their responsibilities under this supplement to the deputy commander, mission support commander or other group commanders as appropriate provided the individual does not occupy a position such as law enforcement which would constitute a conflict of interest. Letters of delegation should be coordinated through the staff judge advocates (SJA).

## Chapter 2

### DRIVING PRIVILEGES

**2.1. Requirements for Driving Privileges.** Driving a government vehicle or POV on Malmstrom AFB is a privilege granted by the 341 MW/CC. Persons who accept the privilege must at a minimum meet the following requirements.

2.1.1. Lawfully be licensed to operate motor vehicles in appropriate classifications and not be under suspension or revocation in any state or territory.

2.1.2. Comply with laws and regulations governing motor vehicle operations on any U.S. military installation.

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

2.1.3.1. Proof of vehicle ownership or state vehicle registration.

2.1.3.2. A valid state/territory issued driver's license, military exempted license, or international driver's license and/or OF 346 (U.S. Government Motor Vehicle Operator's Identification Card), as applicable to the class vehicle to be operated, supported by a DD Form 2 ACT (Armed Forces of the United States Geneva Convention), Common Access Card (CAC), or other appropriate identification for non-Department of Defense (DOD) civilians.

2.1.3.3. Regulatory permits or other pertinent documents relative to shipping and transportation of special cargo.

2.1.3.4. Documents that establish identification and status of cargo or occupants, when appropriate.

2.1.3.5. Proof of valid insurance. Proof of insurance consists of an insurance card, or other documents issued by the insurance company, that has a policy effective date and an expiration date.

2.1.3.6. Operators of government motor vehicles must have proof of authorization to operate the vehicle.

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

2.2.1. DAFI 31-101, Integrated Defense, and AFI 31-118, Security Forces Standards and Procedures require the 341 MW/CC to develop instructions and guidance that detail stops, inspections, searches, and impoundment of motor vehicles at installation entry control points, to include restricted and controlled areas. These procedures are outlined in the 341 MW Base Defense Plan (BDP) 31-1.

**2.3. Implied Consent to Blood, Breath or Urine Tests.** Persons who drive on the installation shall be deemed to have given their consent to evidential tests for alcohol or other drug content of their blood, breath, or urine when lawfully stopped, apprehended, or cited for any offense allegedly committed while driving or in physical control of a motor vehicle on military installations to determine the influence of intoxicants. This requirement will be outlined as part of installation newcomers' briefings and/or in-processing of newly assigned personnel. Refer to AFI 31-218 (I), 2-13., for specific information.

**2.4. Implied Consent to Vehicle Impoundment.** In accordance with AFI31-218(I) para., 2-3.b., any person granted the privilege to operate a motor vehicle on Malmstrom AFB shall be deemed to have given his or her consent for the removal and temporary impoundment of the POV when it is parked illegally, or for unreasonable periods, as determined by the 341 MW/CC or designee, for interfering with military operations, creating a safety hazard, disabled by accident, left unattended in a restricted or controlled area, or abandoned. Such persons further agree to reimburse the United States for the cost of towing and storage should their motor vehicle be removed or impounded. Existence of these conditions will be determined by the 341 MW/CC or designee. Additionally, unit commanders must ensure measures are established to ensure personal vehicles are cleared prior to personnel departing on permanent change-of-station orders.

**2.5. Suspension or Revocation of Driving Privileges.** The 341 MW/CC or designee may revoke and suspend driving privileges on MAFB IAW this instruction. 341 SFS Reports and Analysis (341 SFS/S5R) will provide 341st Logistics Readiness Squadron (341 LRS)/LGRDDO with the current suspension and revocation listings.

#### 2.5.1. Suspensions.

2.5.1.1. Suspension and revocation of driving privileges for non-moving violations is determined administratively through points assigned for specific offenses as outlined in **Table 5.2.** Point Assessment for Non-Moving Violations and Paragraph. 5.2.1. of this instruction. Refer to additional guidance in **Paragraph 4.1.12.19** of this instruction and Section 5-4. of AFI 31-218(I).

2.5.1.2. Persons under the age of 21, when in the United States or where legal alcohol consumption age is 21, operating a motor vehicle with a BAC or BrAC level standard of .01 or higher is reason for automatic suspension. Refer to AFI 31-218(I) for additional guidance

2.5.1.3. 341 MW/CC or designee may impose multiple suspensions to run consecutively or concurrently.

2.5.2. The 341 MW/CC or designee may administratively revoke driving privileges of any individual subject to this traffic code for reasons outlined below:

2.5.3. Intoxicated Driving, Impaired Driving, persons under 21 years of age with alcohol concentration of .01 or more, or any alcohol concentration action as described in **paragraph 2.5.2.2** while operating a motor vehicle. Decisions for suspension/revocation in all cases that exhibit less than .080 BrAC or BAC will be based on the totality of the circumstances and not on BrAC or BAC alone. The 341 MW/CC or designee may suspend persons under 21 years of age with an alcohol concentration of .01 or more. This applies to driving offenses only.

2.5.3.1. Alcohol Concentration Recommended Actions.

- 2.5.3.1.1. (.010 to .049) (No automatic revocation) – Unit commander may recommend revocation based on totality of circumstances.
- 2.5.3.1.2. (.050 to .079) - Up to (not limited) 6-month revocation based on the totality of the circumstances and not on BrAC or BAC alone.
- 2.5.3.1.3. (.080 and higher) - Minimum 1 year revocation.
- 2.5.3.2. Refusal to comply with implied consent is minimum 1 year revocation.
- 2.5.3.3. Preliminary Revocation and Suspension of Driving Privileges. Preliminary revocation/suspension of driving privileges letter will be issued to violators apprehended on MAFB for Driving Under the Influence (DUI), Driving While Impaired (DWI), or refusal to comply with implied consent.
- 2.5.3.3.1. Preliminary suspension notices for civilian personnel/dependents arrested by civil authorities will be issued by 341 SFS personnel if the offender is operating a motor vehicle and on base at the time of apprehension or arrest.
- 2.5.3.3.2. Preliminary suspension notices for individuals arrested by civil authorities will be issued by 341 SFS/S5R if the offender is operating a motor vehicle and off base at the time of apprehension or arrest. First Sergeants or designated unit personnel will escort the violator or violators to 341 SFS/S5R within (1) one duty-day after being released from civil custody.
- 2.5.3.4. SF personnel are authorized to issue, on behalf of the 341 MW/CC or designee, a preliminary notice of suspension of installation driving privileges (See [Attachment 3](#)).
- 2.5.3.5. Reinstatement of driving privileges shall be automatic, provided all revocations applicable have expired, proper proof of completion of remedial driving course and/or substance abuse counseling had been provided, and reinstatement requirements of individual's home state and/or state the individual may have been suspended in, have been met.

**2.6. Alcohol and Drug Abuse Programs.** After coordination with the Staff Judge Advocate, unit Commanders will direct drug testing within 24 hours of episodes of aberrant or bizarre behavior, or where there is reasonable suspicion of drug use and the member refuses to provide consent for testing. (T-0) Commanders are also encouraged to ensure that blood alcohol content is taken as soon after a suspected Alcohol-Related Misconduct as possible to determine the level and intensity of alcohol involvement. For additional information refer to AFI 31-218(I).

2.6.1. Reinstatement of driving privileges may be granted upon petition to the 341 MW/CC or designee. See AFI31-218(I), 2-13., for additional information regarding reinstatement requirements. In addition, such petition requires the endorsement of the requestor's unit commander in the form of a MFR provided to 341 SFS/S5R for routing.

**2.7. Processing Violations.** Unit commanders will take appropriate action upon notification of violations of this instruction. The 341 SFS/S5R will administratively process all citations issued by SF IAW AFI31-218(I) Section 5-4. and will notify unit commanders when an assigned member has received 6 points towards their base driving privileges.

## Chapter 3

### PRIVATELY OWNED VEHICLE OPERATION REQUIREMENTS

**3.1. Operation Requirements.** The 341 MW/CC has identified additional requirements to operate a motor vehicle on MAFB in addition to those located in [Chapter 2](#).

3.1.1. State Registration and Driver's License. MCA, Title 61, Chapters [3](#) and [5](#), are adopted as registration and driver's licensing requirements for operating a POV on MAFB.

3.1.2. Operating Government Motor Vehicles (GMV). GMV operators must be registered with the 341 LRS Ground Transportation Element in accordance with AFI 24- 301, Vehicle Operations. Military operators of GMVs must be in possession of an AF Form 2293, U.S. Air Force Motor Vehicle Operator Identification Card, as applicable to the class vehicle to be operated, supported by a United States Geneva Convention Card, Common Access Card (CAC), or other appropriate identification for non-Department of Defense (DoD) civilians.

**3.2. Motorcycles, Motor Scooters and Mopeds.** Refer to AFI 91-207, The US Air Force Traffic Safety Program, for requirements to operate motorcycles, motor scooters and mopeds on AF installations. Refer to AFI 91-207, para 4.4., for motorcycle training requirements.

3.2.1. The 341 MW/CC or designee will suspend driving privileges for personnel who do not adhere to the required Motorcycle Operator Training identified in AFI 91-207, The US Air Force Traffic Safety Program as follows:

3.2.1.1. First violation: 30 days.

3.2.1.2. Second violation: 60 days.

3.2.1.3. Third violation: 120 days.

3.2.1.4. The 341 MW/CC or designee will determine suspensions for additional violations.

3.2.2. Motorcycle-type vehicles will not be ridden more than two abreast in the same traffic lane.

3.2.3. Operators will have at least one hand on the handlebars while motorcycle-type vehicles are in motion.

3.2.4. Personnel operating a motorcycle-type vehicle will sit facing forward with one leg on each side of the motorcycle on an approved seat. Passengers will ride behind the driver facing forward with one leg on each side of the motorcycle, (if the motorcycle has sufficient seating) or in an attached side car only.

3.2.5. A side rearview mirror will be attached to each side of motorcycles and mopeds, either on the handlebars, the fairing, or another suitable location that provides adequate rear visibility.

3.2.6. Lane Filtering for motorcycles is not authorized on the installation.

**3.3. AF Form 75, Visitor/Vehicle Pass.** The Air Force Justice Information System (AFJIS), the Defense Biometric Identification System (DBIDS) generated vehicle/visitor passes or the AF Form 75 as methods to control and identify personnel and vehicles on a temporary basis. Specific procedures can be found in AFI 31-118 Security Forces Standards and Procedures and AFMAN 31-101 V3, Installation Perimeter Access Control, when implemented.

## Chapter 4

### TRAFFIC PLANNING AND CODES

**4.1. Requirements and Restrictions.** The 341MW/CC has identified the following requirements and restriction for the operation of Privately Owned Vehicle (POV) and Government Motor Vehicles (GMV) on MAFB.

4.1.1. Restraint Systems. Restraint systems (seat belts) will be worn by all operators and passengers of U.S. Government vehicles on or off the installation. Restraint systems will be worn by all civilian personnel (family members, guests, and visitors) driving or riding in a POV on the installation. Restraint systems will be worn by all military service members and reserve component members on active federal service driving or riding in a POV whether on or off the installation. Restraint systems are required only in vehicles manufactured after model year 1966.

4.1.1.1. If a child under 6 years of age and weighing less than 60 pounds is a passenger in a motor vehicle, that motor vehicle must be equipped with one child safety restraint for each child in the vehicle and each child must be properly restrained. The child safety restraint must be appropriate for the height and weight of the child as indicated by manufacturer standards.

4.1.1.2. The 341 MW/CC or designee will suspend driving privileges for restraint system violations as follows:

4.1.1.2.1. First violation: warning issued.

4.1.1.2.2. Second violation: suspension for 30 days.

4.1.1.2.3. Third violation: suspension for 60 days.

4.1.1.2.4. The 341 MW/CC or designee will determine suspensions for additional violations.

4.1.2. Radar Detection Devices. The use and/or display of radar or laser detection devices are prohibited while on MAFB.

4.1.3. Off-road Motorcycle, UTV, ATV and Specialty Vehicle Training

4.1.3.1. Off-road style privately owned open 2-wheel, and 4-wheel vehicles properly licensed in accordance with the state of Montana requirements for on-road use, may be operated as private use on-road vehicles on MAFB. All vehicles operated on MAFB must be insured and the operator must have proof of valid insurance.

4.1.3.1.1. The following requirements, in addition to any MCA requirements, apply to all privately operated off-road motorcycles, UTVs, ATVs and specialty vehicles on MAFB: headlights will be on at all times while in operation, a rearview mirror will be attached to each side of the vehicle, such as on the handlebars (if equipped), fairing, or another suitable location that provides adequate rear visibility and such vehicles not equipped with restraint systems (seatbelts) will require operators and passengers, if applicable, to wear motorcycle PPE IAW DoDI 6055.04, DoD Motor Vehicle and Traffic Safety, [paragraph 3.3](#) and Title 61 Chapter 8 of MCA.

- 4.1.3.1.2. Operators of privately-owned off-road vehicles and off-road vehicles controlled by DAF Services, will successfully complete appropriate off-road performance-based safety training for on-installation operation. Personnel who operate privately-owned UTVs, ATVs or off-road motorcycles off-installation are encouraged to complete appropriate off-road safety training.
- 4.1.3.1.3. Operators and occupants of UTVs, ATVs and Specialty Vehicles without full windscreens are required to wear PPE. Local training requirements can be found in 341MWI 91-210, [paragraph 4.2](#).
- 4.1.3.1.4. Operators of government-owned off-road motorcycles shall successfully complete the Motorcycle Safety Foundation's Dirt Bike School, Air Force Special Operations Command (AFSOC) Special Tactics Advanced Skills Training Course, or DoD Component Defined Training.
- 4.1.3.1.5. Contractor use of off-road style vehicles and PPE will be IAW the contractor's safety plan and applicable contract requirements.
- 4.1.3.1.6. **Paragraph 3.2.1.** will apply for suspension of driving privileges for personnel not in compliance with this guidance.
- 4.1.4. Vehicle operators on MAFB and operators of GMVs will not use cell phones unless the vehicle is safely parked or unless they are using a hands-free device. The wearing of any other portable headphones, earphones, or other listening devices (except for hands-free cellular phones) 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.
- 4.1.4.1. The 341 MW/CC or designee will suspend driving privileges for distracted driving violations as follows:
- 4.1.4.1.1. First violation: suspension for 10 days.
  - 4.1.4.1.2. Second violation: suspension for 30 days.
  - 4.1.4.1.3. Third violation: suspension for 60 days.
  - 4.1.4.1.4. The 341 MW/CC or designee will determine suspensions for additional violations.
- 4.1.5. Intoxilyzer operators must maintain proficiency through refresher training every 18 months or as required by the Montana Forensic Science Division.
- 4.1.6. Standards and Procedures for Processing Drunk Drivers.
- 4.1.6.1. Testing for Alcohol. The principal means of determining alcohol concentration is breath testing.
  - 4.1.6.2. Breath tests will be conducted by breath test specialists certified by the Montana Department of Justice, Forensic Science Division, in accordance with state administrative rules.
  - 4.1.6.3. Breath tests will be accomplished by using only approved and certified Portable Breath Test (PBT) and the Intoxilyzer.

- 4.1.6.3.1. In the absence of an approved, operational breath test instrument on the installation, SF may request to utilize a state-approved breath test instrument located at the Cascade County Sheriff's Office (CCSO) or other police agencies in the immediate Great Falls area.
- 4.1.6.3.2. When a breath test instrument is unavailable, alcohol concentration will be determined through secondary means, such as the taking of blood, after authorization to search and seize has been granted by the competent authority as determined by 341 MW/JA, and reviewed and found legally sufficient by 341 MW/JA.
- 4.1.6.3.2.1. Blood tests will be conducted by appropriate medical personnel, as outlined in MCA 61-8-405.
- 4.1.6.3.2.2. Medical authorities will also examine the bodies of dependents, who are 16 years of age or older, if the sponsors give their consent.
- 4.1.6.4. Sobriety Checkpoints. The 341 MW/CC or designee is authorized to publish a monthly letter directing SF to conduct sobriety checkpoints at targeted dates and times.
- 4.1.6.4.1. SF will conduct the sobriety checkpoint, stopping every vehicle passing through the checkpoint. Personal contact will be made with each driver and a determination made as to their suitability to operate a motor vehicle.
- 4.1.6.4.2. On-duty Flight Commanders/Flight Chiefs may cancel sobriety checkpoints due to safety considerations.
- 4.1.7. Vehicle Equipment.
- 4.1.7.1. Vehicle equipment, such as, turn signals, headlights, taillights, brakes/brake lights, rearview mirrors, and seat belts etc. will be maintained in operational condition.
- 4.1.7.2. The use of parking lights in lieu of headlamps during hours when headlamps are required is prohibited except when passing through MAFB entry gates.
- 4.1.7.3. GMVs operated off the installation must have their headlamps on at all times.
- 4.1.7.4. A person may not operate a vehicle with a lamp or device displaying a red light visible from in front of the center of the vehicle.
- 4.1.7.5. License plate decorative lighting that is not original manufacturer's equipment or undercarriage decorative lighting that rotates flashes or oscillates, or that displays a color used by police vehicles and authorized emergency vehicles may not be illuminated on a POV.
- 4.1.7.6. License plates shall not be covered, made reflective, or altered in any way that could violate Montana State Law MCA 61-3-301.
- 4.1.7.7. All issued License plates will be mounted and displayed on motor vehicles IAW the issued state's laws (i.e., two plates mounted and displayed on vehicle, mounted on front of vehicle at least 12 inches from ground, etc).
- 4.1.8. Defective Vehicles. Anyone operating a vehicle which does not comply with this instruction or MCA Title 61, **Chapter 9**, may be cited via DD Form 1408, Armed Forces Traffic Ticket for operating a defective vehicle. Civilian vehicle operators may be cited via U.S. District Court Violation Notice in concurrent jurisdiction only.

4.1.8.1. SF patrols will use discretion when issuing a U.S. District Court Violation Notice on defective vehicles. If the defect can be fixed in a short amount of time, and is not a hazard to the road, then issue a "Proof of Compliance" via DD Form 1408.

4.1.8.2. Vehicle owner/operators will receive a "Proof of Compliance" citation providing up to 10 days to correct the defect. SF may prescribe no less than 72 hours, and no more than 10 days, for a violation to be corrected. If the defect is such that it causes a serious hazard to traffic, the SF patrol will direct the operator to park and not operate the vehicle until the defect is corrected.

4.1.8.3. Violators may provide "Proof of Compliance" to on-duty SF or 341 SFS/S5R within the allotted time. If the defect is corrected within the time limit, the citation will be voided by the on-duty SF (notify 341 SFS/S5R) or the 341 SFS/S5R.

4.1.8.4. If the defect is not corrected within the time limit, the DD Form 1408 will be forwarded to the violator's unit of assignment for action.

4.1.8.5. For violators other than active-duty personnel, a U.S. District Court Violation Notice will be completed and mailed, (certified mail) to the vehicle owner if they are not present.

4.1.9. Vehicle Repairs. The repair of privately owned motor vehicles on the installation is authorized as indicated:

4.1.9.1. The only authorized place for vehicle owners to perform major repairs on privately owned vehicles is the Auto Hobby Shop. Major repairs are any repairs involving painting (excluding minor touch-up) or removal of a major part such as a transmission, differential gears, engine heads, or other large parts for engine repair or other repairs that cannot be completed within 1 day.

4.1.9.2. Minor repairs may be done at any place on the base where the repair can be accomplished with no created safety hazard. Minor repairs are any repairs that can be completed within a matter of a few hours such as changing a tire or wheel, carburetor adjustment, and so forth. Additional maintenance will follow the Balfour Beatty Military Family Housing guidance.

4.1.9.3. Persons repairing vehicles will make sure all trash, fluids, and parts are properly and environmentally disposed of when repairs are completed.

4.1.9.4. Authorized patrons can dispose of all fluids and lubricants at the Auto Hobby Shop.

4.1.10. Speed Limits. The speed limits specified in this paragraph shall be the maximum allowable speeds, except for emergency vehicles responding to an emergency or when hazards dictate lower speeds. Vehicle operators are subject to speed checks by radar or other approved speed measuring devices. In addition to traffic rules outlined in Title 61, MCA, the following speed limits are enforceable:

4.1.10.1. Thirty (30) miles per hour (MPH) on MAFB unless otherwise posted.

4.1.10.2. Thirty-five (35) MPH on the Perimeter Road unless otherwise posted.

4.1.10.3. Fifteen (15) MPH on streets within MAFB housing areas.

- 4.1.10.4. Fifteen (15) MPH on all taxiways and the flight line road.
- 4.1.10.5. Five (5) MPH within 50 feet of a parked aircraft.
- 4.1.10.6. Twenty (20) MPH when a vehicle is towed with a tow bar or tow chain passed through a pipe.
- 4.1.10.7. Ten (10) MPH over installation and WSA entry/exit barriers.
- 4.1.10.8. Speed limits for off-base GMV operation are:
  - 4.1.10.8.1. Twenty-five (25) MPH on unpaved, snowcapped/ice covered roads.
  - 4.1.10.8.2. On all paved roads GMV will travel fifty-five (55) MPH when no speed limit is posted. If a posted speed limit is higher or lower than fifty-five (55) MPH, maintain the posted speed limit but do not exceed the recommended speed limit located in the vehicle manual guide. Vehicles greater than 2 ½ tons and to include all armored vehicles: Will travel no faster than fifty-five (55) MPH but will follow lesser posted speed limits
  - 4.1.10.8.3. On the interstate GMVs will not exceed sixty-five (65) MPH when no speed limit is posted. If a posted speed limit is higher or lower than sixty-five (65) MPH, maintain the posted speed limit but do not exceed the recommended speed limit located in vehicle manual guide.
  - 4.1.10.8.4. Twenty (20) MPH when equipped with tire chains.
  - 4.1.10.8.5. Do not exceed manufacturer's recommendation and never drive faster than the established 341 MW speed limits for road surface and weather conditions stated above.
- 4.1.10.9. Obedience to Responding Emergency Vehicles. Vehicles will move as far to the right as possible, stop, and remain stopped while emergency vehicles are responding with emergency lights and sirens operational.
- 4.1.11. Overtaking and Passing:
  - 4.1.11.1. Passing moving vehicles marked "EXPLOSIVES" or a convoy transporting explosives is prohibited.
  - 4.1.11.2. Passing a moving vehicle within a parking lot is prohibited.
  - 4.1.11.3. Passing of troop movements is prohibited, unless directed by the troop leader. If passing is authorized speed limit will not exceed ten (10) MPH
  - 4.1.11.4. Passing another vehicle on the right is prohibited.
  - 4.1.11.5. Passing within 100 feet of an intersection is prohibited.
  - 4.1.11.6. Passing a stopped school bus loading or unloading passengers is prohibited.
- 4.1.12. Rules for Stopping, Standing, or Parking. In addition to those rules listed in MCA Title 61, **Chapter 8, Part 3**, parking is prohibited:
  - 4.1.12.1. Within 15 feet of a dumpster.
  - 4.1.12.2. Within 15 feet of a fire hydrant.

- 4.1.12.3. Within 25 feet of an intersection.
- 4.1.12.4. In such a manner so any portion of the vehicle extends onto or blocks a roadway or walkway so as to hinder pedestrians or vehicular traffic.
- 4.1.12.5. In lined (marked) parking areas in a manner so that any portion of the vehicle extends onto or blocks an adjacent parking slot, or in other than a lined parking slot within a parking area.
- 4.1.12.6. In a fire lane, or in a manner to reduce the size of the fire lane of 20 feet wide and 14 feet high. Vehicles may be parked directly in front of a resident's assigned garage if free and safe movement of traffic is not restricted, and other residents are not blocked from safely accessing their garages.
- 4.1.12.7. On the southeast side of Hickory Street.
  - 4.1.12.7.1. On the north side of Oak and Plum Street.
- 4.1.12.8. On the northeast side of 70th Street N. between 4th Ave N. and Perimeter Road.
- 4.1.12.9. On the south side of Maple Street.
- 4.1.12.10. Within 5 feet of driveways or entrances and exits to any parking area.
- 4.1.12.11. Against the flow of traffic in parking lots, streets or roadways.
- 4.1.12.12. In a space designated for handicapped parking, if no handicap placards are present.
- 4.1.12.13. In an authorized reserved parking space not assigned to the operator.
- 4.1.12.14. In any position blocking or obstructing mass parking apron access roads or gates.
- 4.1.12.15. On any curve of a roadway in such a manner that the parked vehicle obstructs the view of the oncoming lane of traffic, or which causes a vehicle operator to leave his or her lane of traffic.
- 4.1.12.16. Vehicles will not be operated or parked on grass, dirt, or seeded areas, unless specifically required for job performance.
- 4.1.12.17. Long Term Parking and Short-Term Parking.
  - 4.1.12.17.1. Personnel who are deployed for 30 days or more will park their vehicles in the Long-Term Parking Area located behind Building 300 on the mass parking apron.
  - 4.1.12.17.2. Personnel deploying and using this parking area should notify their squadron as to who will be caring for their vehicle in the event a mishap occurs to the vehicle or it needs to be moved.
  - 4.1.12.17.3. In the event the individual does not provide a caretaker for their vehicle, the individual's Squadron Commander or First Sergeant will decide what actions to take when needed.

- 4.1.12.17.4. Parking boats, trailers, recreational vehicles (RV), pop-up campers, camper shells, and utility trailers are prohibited in Balfour Beatty Military Family Housing. This prohibition includes: All roadways and parking areas within the housing community, parking lots next to the community center and softball fields, and along the roads west of Peacekeeper Park (Plum St, Kapok St, Maple St and Locust St). Exception: Personnel may park aforementioned vehicles adjacent to their homes immediately before and/or after use if they are actively loading, unloading, or cleaning. In such cases, owners are responsible to ensure the vehicles do not block neighboring driveways or fire hydrants, do not impede traffic flow, and do not cause a hazard to vehicle and pedestrian traffic in the housing area. Limited vehicle storage is available to active-duty military member's on-base and is managed by the Installation's Outdoor Recreation Office. If space in on-base parking areas is not available, vehicle owners are required to procure appropriate parking and storage for their vehicles off-base. Failure to comply with the above guidance may result in the issuance of a DD Form 1408, Armed Forces Traffic Ticket, and if the violation is not corrected, may also result in the towing and impoundment of the offending vehicle.
- 4.1.12.18. The 341 MW/CC or designee will suspend driving privileges for excessive parking violations as follows:
- 4.1.12.18.1. Four or more violations within a 60-day period: suspension for 30 days.
- 4.1.13. Traffic during Reveille, Retreat or Taps. All personnel driving a vehicle shall immediately pull to the right of the roadway or traffic lane and stop when Reveille, Retreat or Taps is sounded. The vehicle will not be placed in motion until the last note is sounded or when directed by SF.
- 4.1.14. Towing of Vehicles. Towing vehicles shall be limited to the use of a wrecker, trailer, tow bar, tow dolly, or a tow chain, which is passed through a pipe to prevent towed vehicles from colliding with the towing vehicle. These apparatuses may not be used if the towed vehicle does not have operational brakes and has a person inside to control movement and braking.
- 4.1.14.1. Vehicles being towed will have emergency flashers operating.
- 4.1.14.2. Wrecked or unsightly vehicles may be towed to the rear parking lot of the Auto Skills Center.
- 4.1.14.3. Wrecked or unsightly vehicles will not be parked on the streets or in parking lots. For the purpose of this paragraph, unsightly is what a reasonable person would consider to be unsightly.
- 4.1.15. Open Containers. No person shall consume alcoholic beverages in any motor vehicle. It is unlawful to keep bottles, cans, or other receptacles containing an alcoholic beverage which have been opened, or with a broken seal, in a vehicle operated or parked on base unless such container is kept in the vehicle's trunk, locked glove compartment or storage compartment, truck bed, behind the last upright seat of a motor vehicle that is not equipped with a trunk, cargo compartment, and not in the immediate possession of a passenger.
- 4.1.16. Miscellaneous Rules.
- 4.1.16.1. No child under 6 years of age will be left unattended at any time in a parked vehicle.

4.1.16.2. POVs will not be operated in the active helicopter movement area without prior coordination with the 40<sup>th</sup> Helicopter Squadron. GMVs will not enter the area without permission from Helicopter Operations at 731-3250. The active helicopter movement area is located on the south end of the flight line adjacent to buildings 1440, 1441, and 1455. Contact the airfield manager for further information.

4.1.16.3. Pedestrian Traffic. Individuals may not jog, run, skate, skateboard, or walk on roadways where sidewalks are provided; where sidewalks are not provided, these activities are prohibited during peak traffic periods or where there is high traffic density as outlined in [paragraph 4.1.16.4](#) below.

4.1.16.4. Individuals may not jog, run, skate, skateboard, or walk on the roadway surface of Goddard Drive or 72nd Street North between 0630–0800 hours and 1600–1700 hours, Monday through Friday.

#### 4.1.17. Unsafe and Distracting Vehicles.

4.1.17.1. Vehicle-mounted radio and stereo equipment, or stereo equipment carried in a vehicle, must be played at a volume which cannot be heard more than 50 feet from the vehicle to ensure the capability of hearing traffic warning signals, horns, alarms, sirens, etc., to aid in the avoidance of motor vehicle accidents, and to avoid disturbing the general public.

4.1.17.2. Vehicles are prohibited from displaying indecent or obscene bumper stickers, graphics, decals, ornaments, or other material representing or depicting lewd, sexual, racial, genital, or excretory functions, or that simulate behavior that endangers public morals, or otherwise outrages public decency.

4.1.17.3. The 341 MW/CC or designee will suspend driving privileges for personnel who do not adhere to the required personal protective equipment as follows:

4.1.17.3.1. First violation: 30 days.

4.1.17.3.2. Second violation: 60 days.

4.1.17.3.3. Third violation: 120 days.

4.1.18. Only administrative actions (reprimand, assessment of points, loss of on-base driving privileges, or other actions) will be initiated against members for off-base violations of the installation traffic code.

## 4.2. Traffic Accident Investigations.

4.2.1. Certified Traffic Investigators who, in the regular course of duty, investigate motor vehicle accidents in which any person is killed or injured, in which damage to the property of any person or the government exceeds \$10,000, in which accident circumstances are difficult to explain, in which the vehicle is disabled or in which the vehicle cannot be safely operated on a roadway will have 72 hours to complete the report. Any traffic accident resulting in a fatality will first be offered to the Montana Highway Patrol (MHP) for investigation.

4.2.2. SF may respond within the missile complex to government vehicle accidents, if directed to do so by 341 SFS/CC, as part of the mishap investigation team. SF who responds will investigate accidents if no other law enforcement agency has investigated the accident. If another law enforcement agency investigates the accident, the SF patrol will obtain a copy of their accident report.

4.2.3. On-Base Traffic Accident Reporting. The driver of a vehicle involved in an accident resulting in injury or death of any person, or damage to property, will immediately give notice of such accident to the Base Defense Operation Center (BDOC).

4.2.4. Missile Complex Accident Reporting. Any GMV operator involved in an accident within the missile complex that results in injury or death of any person, or damage to property will give notice of such accident to their respective control center, who in-turn must notify the Missile Field Control Center (MFCC), BDOC, Malmstrom Wing Command Post (WCP), and the MHP.

### **4.3. Traffic Accident Investigation Reports.**

4.3.1. Military members will report information to SF if they are on/off base resulting in accidents involving injuries or damage to military property. Local guidance captures procedures to accomplish these notifications and the timeframes to report. SF will make notifications IAW notifications matrixes. The 341 SFS/CC has developed a local notification matrix and procedures to ensure proper notification of appropriate base and civilian agencies are conducted.

4.3.2. SF will act as the focal point for gathering off-base accident information of military affiliated personnel. Record the information in the SF blotter, along with the associated case number from the investigating police agency. When possible, 341 SFS/S5R will obtain copies of major accident reports prepared by investigating civilian police agencies to accompany off-base accident reporting information.

4.3.3. SF respond to all on-base vehicle accidents (unless local conditions or policies prohibit) to accomplish the following:

4.3.3.1. Render first aid and arrange for medical assistance.

4.3.3.2. Protect personal property.

4.3.3.3. Normalize traffic.

4.3.3.4. Identify witnesses and personnel involved.

4.3.3.5. Conduct a formal investigation.

4.3.4. Record accident information in the SF blotter. This information should include the accident type, time and date, location, name(s) of vehicle operator(s), unit (or address when civilian not affiliated with military), vehicle description and license number(s)/plate. Also, include a brief summary of any damage and circumstances behind or causing the accident, as well as any traffic citations issued.

4.3.5. Investigation conducted by SF and/or AFOSI of any traffic accident takes precedence over any other types of investigations relating to the accident. Example: Any safety related investigation and/or any other investigation that may hamper accident investigation practices by SF and/or AFOSI.

#### **4.4. Parking Requirements.**

4.4.1. Reserved parking will be minimized, with emphasis on parking on a “first- come, first-served” basis.

4.4.2. GMV parking will be consistent with mission requirements. NOTE: Mission- essential GMVs have first priority for parking spaces with engine block heater outlets.

4.4.3. The 341 MW/CC, 341 MW/CD, Group Commanders and their Deputies, Squadron Commanders, Deputy Squadron Commanders, First Sergeants, and Senior Enlisted Leaders are authorized reserved parking at their primary place of duty.

4.4.4. Adequate customer parking, amounting to at least 10 percent of available parking at an individual facility, should be available and located adjacent to main entrances.

4.4.5. All requests for reserved parking will be submitted to the 341 CES by the appropriate facility manager via the NEXGEN IT system. The Transportation Network and Airfield Pavement (TNAP) will review, provide a recommendation, and forward the request to members of the BTSC.

4.4.5.1. Members of the BTSC will review and comment on the NEXGEN IT request and forward the request to the 341 MSG/CC for approval.

4.4.5.2. Approved requests will be returned to 341 CES for action. 341 CES will not complete any reserved parking sign request(s) without an approval of the 341 MSG/CC.

4.4.5.3. The TNAP will maintain copies of the reserved parking plan.

4.4.5.4. Only signs with approved requests and signs that are constructed by 341 CES are authorized.

4.4.5.5. Unauthorized reserved parking signs may be removed without notice.

#### **4.5. Base Traffic Safety Committee (BTSC).**

4.5.1. MAFB will have a BTSC responsible for making recommendations to the 341 MW/CC, through the TNAP and 341 MSG/CC in reference to traffic issues. This committee will be chaired by the 341 CES/TNAP.

4.5.2. The primary purpose of the BTSC is to review traffic flow, parking, enforcement, engineering, and traffic education.

4.5.3. The BTSC will be made up of personnel from the 341 SFS, Wing Safety, TNAP, and fire prevention. The installation Staff Judge Advocate (SJA) will be invited and attend meetings when required by the TNAP.

4.5.4. The BTSC will meet quarterly, or as needed, with meeting minutes published.

4.5.5. The BTSC will brief the 341 MW/CC and senior staff on installation traffic issues as needed.

## Chapter 5

### DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM

**5.1. Driving Records.** Use AFJIS to record vehicle traffic accidents, moving and parking violations, suspension or revocation actions and traffic point assessments involving military and DoD civilian personnel, their family members and other personnel operating motor vehicles on a military installation.

5.1.1. List individual who is culpable for a motor vehicle accident under the Person tab in AFJIS as traffic role “Driver” and driver number “1”. All others with the traffic role “driver”, but who are not responsible for the accident will sequentially be listed as driver number “2, 3, etc.” In the case of a multiple vehicle accident, list the drivers in order of collision (i.e. SMITH, J. collided with GREEN, S. who was then struck by BROWN, T.). When completing the narrative portion of the AFJIS report refer to the subjects/victims by last name in all capital letters (i.e. SMITH, J. collided with GREEN, S.). Refer to the Resources Tab at <https://intelshare.intelink.gov/sites/afjis/SitePages/Home.aspx> for additional report writing instructions.

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

### 5.2. Point System Procedures.

5.2.1. Persons whose driving privileges are suspended or revoked (for one violation or an accumulation of 12 traffic points within 12 consecutive months, or 18 traffic points within 24 consecutive months) will be notified by the 341 SFS/S5R through official channels in writing. Except for the mandatory minimum/maximum suspension or revocation periods prescribed by AFI31- 218(I), table 5–1, any revocation based on traffic points will be a 6-months suspension. A longer period may be imposed on the basis of a person’s overall driving record considering the frequency, flagrancy, severity of moving violations, and the response to previous driver improvement measures. In all cases, military members must successfully complete a prescribed course in remedial driver training before driving privileges are reinstated.

5.2.2. 341 MW/CC or designee may suspend or revoke driving privileges as provided by this instruction regardless of whether the improvement measures identified in AFI 31-218(I) are accomplished.

### 5.3. Citation Rebuttal Process.

5.3.1. Individuals contesting traffic citations issued on a DD Form 1408 must report to 341 SFS/S5R, Bldg. 295, within 5 duty days. If 341 SFS/S5R is not notified of rebuttal request within 5 duty days, the citation cannot be rebutted.

5.3.2. The violator must submit a rebuttal letter articulating his/her position to the 341 SFS/CC through 341 SFS/S5R within 14 duty days of receipt of the ticket. The letter must be endorsed by his/her commander. The purpose of this endorsement is to ensure commander-level involvement. The commander must add comments supporting the violator’s guilt or innocence.

5.3.3. The SF patrol who issued the citation will provide 341 SFS/S5R a Memorandum for Record for inclusion in the rebuttal package.

5.3.4. The completed package will be forwarded to the 341 SFS/CC for their annotation/recommendation and subsequently to the rebuttal authority 341 MW/CC or designee for final decision.

5.3.5. Once the rebuttal authority has made a decision, 341 SFS/S5R will notify the violator of the final outcome of his/her ticket rebuttal in writing.

#### **5.4. Citations.**

5.4.1. Central Violations Bureau (CVB) U.S. District Court Violation Notice will be issued to civilian contractor personnel (not operating GMVs), civilians, family members of active duty, retired military personnel, and their family members, National Guard, and military reserve personnel not on active duty. The U.S. District Court Violation Notice will not be issued in the areas of proprietary jurisdiction.

##### **5.4.1.1. Voiding U.S. District Court Violation Notices.**

5.4.1.1.1. If the violation notice has not been placed on the vehicle, handed to, or mailed to the violator, the violation notice may be voided by the issuing SF patrol.

5.4.1.1.2. If the violation notice has entered the district court system, it must be voided in accordance with the Central Violations Bureau Agency Manual. The 341 MW/JA, Magistrate's Court Program will be given a copy of the voided violation notice. If the violation requires a mandatory appearance, it must be voided by 341 MW/JA, Magistrate's Court Program, through a motion to dismiss. Inform the 341 MW/JA, Magistrate's Court Program if you wish to void a mandatory notice violation.

5.4.2. DD Form 1408, Armed Forces Traffic Ticket. The DD Form 1408 will be issued to active-duty military personnel, Air National Guard, and Air Force Reserve personnel on orders reflecting active-duty status, and civilians operating GMVs. Civilians and family members of active-duty members will be issued the DD Form 1408 when a traffic violation occurs within proprietary jurisdiction.

5.4.2.1. Multiple offenses may not be listed on a single DD Form 1408. Separate DD Form 1408's must be used for each offense if more than one violation occurs.

5.4.2.2. Citations may be voided by the issuing SF patrol or 341 SFS/CC.

## Chapter 6

### IMPOUNDING PRIVATELY OWNED VEHICLES

**6.1. Standards for Impoundment.** The on-duty SF Flight Chief, or above, will determine when the vehicle is driven or moved without owner's consent if the owner cannot be contacted or the owner refuses and conditions in AFI 31-218(I) are present.

**6.2. Procedures for Impoundment.** At times, civilian law enforcement or civilian government agencies may request the Air Force impound an on-base vehicle for reasons not related to military issues. Staff such requests through the SJA and 341 SFS/CC. When appropriate, comply and support such requests and impound the vehicle for a reasonable period. Release the vehicle if civil authorities do not take custody of the vehicle within a reasonable period as determined by 341MW/CC.

6.2.1. The procedures outlined in AFI 31-218 (I), **Chapter 6**, will be utilized for impounding privately owned vehicles.

6.2.2. A reasonable period is defined as 72 hours.

6.2.3. An abandoned vehicle is any vehicle in a state of general disrepair, the owner cannot be located/identified, or if combinations of the following factors are present:

**6.3. Disposition of Vehicles After Impoundment.** Impoundment and disposition of privately owned vehicles is a high-risk process. It is imperative an installation have a detailed plan to: Ensure wide publicity of base impoundment rules; have a process to provide reasonable notice of impoundment and an opportunity to reclaim a vehicle; conduct a review of proposed disposal by appropriate base offices, to include the SJA, prior to taking action; and a process to obtain retail records of these actions in the event of litigation or high-level inquiry. Further information on impoundment can be found in AFI 31-218(I).

6.3.1. Parked in the same location for more than 30 days other than designated long term parking areas.

6.3.2. Absence of major body parts: ex. no door(s), no quarter panel(s), no engine block, no tire(s), no hood.

6.3.3. One or more flat tires.

6.3.4. Expired state registration.

6.3.5. Accumulation of mechanical parts or debris under or around the vehicle.

#### **6.4. MAFB Specific Procedures:**

6.4.1. If the vehicle owner can be located, he or she will be given 72 hours to correct the deficiencies or have the vehicle removed from the installation. Failure to comply with the instruction will result in the vehicle being impounded and disposed of by the Security Forces Investigations Section when directed by 341 SFS/CC.

6.4.2. In cases where the vehicle owner cannot be located, cite the vehicle via the DD Form 1408 for "Suspected Abandoned Vehicle". On the reverse of the violator's copy of the DD Form 1408, specific instruction will be given to the vehicle owner indicating that the vehicle must be removed within 7 days, or the vehicle will be impounded. The 341 SFS/CC will make the final determination to remove the vehicle.

6.4.3. A government owned or civilian tow truck will be used to remove all abandoned vehicles.

6.4.4. Owners of vehicles that have been impounded are responsible for paying all costs associated with the removal of the vehicle and its storage. Failure to pay all costs could result in the towing company selling the vehicle in order to reimburse the costs incurred during the impoundment.

DANIEL J. VOORHIES, Colonel, USAF  
Commander

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

Title 10, U.S.C. § 2575, *Disposition of Unclaimed Property*, 01 January 2024

DoDD 5525.04, *Enforcement of State Traffic Laws on DoD Installations*, 02 November 1981, GM, 30 September 2020

DoDI 7730.47, *Defense Incident Based Reporting System (DIBRS)*, 23 January 2014, GM, 09 July 2020

DoDM 4140.01\_V4, *DoD Supply Chain Materiel Management Procedures: Make and Maintain Materiel*, 07 November 2023

Title 10 U.S.C. § 8013, *Secretary of the Air Force*, 07 January 2011

Title 50 U.S.C. § 797, *Penalty for Violation of Security Regulations and Orders*, 06 January 2006

DoDM 4160.21\_Vol 1-4, *Defense Material Disposition Manual*, 22 October 2015

AFPD 31-1, *Integrated Defense*, 20 June 2018

AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*, 17 July 2018, GM 27 February 2025

AFI 44-102, *Medical Care Management*, 21 April 2020

AFI 31-118, *Security Forces Standards and Procedures*, 17 August 2020, GM, 09 January 2025

DAFI 31-101, *Integrated Defense*, 09 September 2024

AFI 31-218(I), *Motor Vehicle Traffic Supervision*, 13 July 2017, GM, 09 December 2021

AFMAN, 32-1017, *DoD Transportation Engineering Program*, 17 November 2003

AFMAN 31-101\_V1, *Base Defense Operations*, 09 September 2024

DoDM5100.76\_DAFMAN31-101V2, *Physical Security of Sensitive Conventional Arms, Ammunition, & Explosives (AA&E)*, 19 February 2020

DoDM5200.08V3\_AFMAN31-101V3, *Installation Perimeter Access Control*, 26 February 2020

AFI 51-905, *Use of Magistrate Judges for Trial of Misdemeanors Committed by Civilians*, 31 August 2018

AFI 91-207, *USAF Traffic Safety Program*, 08 January 2024

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 75, *Visitor/Vehicle Pass*

AF Form 3545, *Incident Report*

AF Form 1315, *Accident Report*

CVB Form, *United States District Court Violation Notice*

DD Form 1920, *Alcohol Incident Report*

DD Form 2507, *Notice of Vehicle Impoundment*

DD Form 1408, *Armed Forces Traffic Ticket*

### ***Abbreviations and Acronyms***

**ATV**— All Terrain Vehicle

**BAC**—Blood Alcohol Concentration

**BDOC**—Base Defense Operation Center

**BrAC**—Breath Alcohol Concentration

**BTSC**—Base Traffic Safety Committee (BTSC)

**CCSO**—Cascade County Sheriff's Office

**CES**—Civil Engineer Squadron

**CVB**—Central Violations Bureau

**DBIDS**—Defense Biometric Identification System

**DoD**—Department of Defense

**DoDD**—Department of Defense Directive

**DUI**—Driving Under the Influence

**DWI**—Driving While Impaired

**FO**—Fixed Object

### **G—Government**

**GMV**—Government Motor Vehicle

**MCA**—Montana Code Annotated

**MFCC**—Missile Field Control Center

**MHP**—Montana Highway Patrol

**MJVA**—Major Vehicle Accident

**MVA**—Motor Vehicle Accident

**NLD**—No Liability Determined

### **P—Private**

**PBT**---Portable Breath Test

**PD**—Property Damage

**PI**—Personal Injury

**POV**—Privately Owned Vehicle

**AFJIS**—Air Force Justice Information System

**SJA**—Staff Judge Advocate

**TNAP**—Transportation Network and Airfield Pavement

**UTV**—Utility Terrian Vehicle

**341 SFS/S5R**—Reports and Analysis Section

## Attachment 2

**MALMSTROM AFB TRAFFIC RULES (MTR) POINTS/SUSPENSION/REVOCAION  
TABLE**

Table A2.1. Malmstrom AFB Traffic Rules (MTR)/Points/Suspension/Revocation Table.

<b>PARKING (See Note #1)</b>			
<b>MTR #</b>	<b>VIOLATION</b>	<b>POINTS</b>	<b>NOTES</b>
MTR-0001	Parking against the flow of traffic, or on a main thoroughfare, or double parked and presenting an interference to the orderly flow of traffic.	2	
MTR-0002	Parking on any unpaved or dirt surface, a sidewalk, seeded area or lawn, within an intersection, on a crosswalk, blocking a driveway or "loading zone" or in any open area not specifically designated as a parking area.	2	
MTR-0003	Parking within 15 feet of a fire hydrant or dumpster. Impeding on a designated fire lane or in a manner that may impede firefighting operations. Fire/Ambulatory/Emergency/Alert crew services that presents a physical obstacle or hazard to possible emergency operations.	2	
MTR-0005	Parking in a reserved parking area specifically designated as reserved for someone else.	2	
MTR-0007	Unauthorized parking in designated handicapped parking areas.	2	See Note #2
MTR-0008	Misuse of handicap decal.	3	See Note #4
MTR-0009	Illegally parked in designated handicap area (no decal, license or placard displayed).	3	
MTR-0010	Parking in a manner that takes more than 1 parking space.	2	
MTR-0011	Vehicle parked in violation of regulations constituting a public nuisance or hazard.	2	See Note #1
MTR-0012	Vehicle left unattended in a controlled or restricted area presenting a hazard or adverse impact to mission activities.	2	GOVs
MTR-0013	Unattended children under 6 years of age left in vehicle. Animals are included if a danger exists to the animal.	6	See Note #3
MTR-0014	Abandoned vehicle.	3	Refer to Para 6.2.3.
<b>REGISTRATION/INSURANCE/PLATES</b>			
<b>MTR #</b>	<b>VIOLATION</b>	<b>POINTS</b>	<b>NOTES</b>

MTR-0015	Improper registration (fraudulent tags).	4	
MTR-0016	Improper registration (expired or unregistered).	2	See Note #2
MTR-0017	Failure to display current year tabs.	2	See Note #5
MTR-0018	Failure to carry registration.	2	See Note #5
MTR-0019	Failure to provide current registration.	2	See Note #5
MTR-0020	Improper display of license plate or License plate not clearly visible.	2	See Note #5
MTR-0021	Failure to display license plate.	2	
MTR-0022	Operating a motor vehicle without minimum liability insurance.	4	See Note #2
MTR-0023	Failure to have possession of insurance.	2	See Note #5
MTR-0024	Operating a motor vehicle without a valid license.	4	See Note #2
MTR-0025	Failure to have possession of license.	2	
MTR-0026	Driving with suspended driver's license, or installation driving privileges are suspended/revoked.		2 Year Revocation IAW AFI 31-218
MTR-0027	Permitting unlawful or fraudulent use of an official driver's license.		See Note #2 Exception: Suspension of 6 months or less or revocation not to exceed 1 year is discretionary IAW DAFI 31-218
RESTRAINT SYSTEMS			
MTR #	VIOLATION	POINTS	NOTES
MTR-0028	Child not using proper restraint system in car, or Child restraint system used/installed improperly.	2	(Reference paragraph 4.1.1.1. See note 1.) See Note #6 & 7
MTR-0029	Operating a vehicle with more passengers than designed for transport.	2	
MTR-0030	Seatbelts - Failure of operator or occupants to use available restraint system devices while moving.	4	Operator assessed points for occupants under 18 years old
ALCOHOL-RELATED			
MTR #	VIOLATION	POINTS	NOTES
MTR-0031	Refusal to submit to or failure to complete chemical tests (implied consent).		Min 1 Year Revocation IAW DAFI 31-218
MTR-0032	DUI-Driving under the influence (BAC = 0.08% or greater) or driving while under the influence of any narcotic or any other drug to the degree where the driver is rendered incapable of safe vehicle operation.		1 Year Revocation IAW DAFI 31-218
MTR-0033	DUI-Driving under the influence (BAC or BrAC of .01% or above while under the age of 21).		1 Year Revocation IAW DAFI 31-218
MTR-0034	DWI-Driving while impaired (BAC >0.05% but < 0.08%).	6	

MTR-0035	Open alcohol container in passenger cabin of vehicle and/or readily accessible to the driver or passengers while in their seats.	4	
MTR-0036	Permitting another to operate a motor vehicle while intoxicated.	6	
MTR-0037	Sobriety Check Point: Circumventing or avoiding.	4	
<b>SPEEDING</b>			
<b>MTR #</b>	<b>VIOLATION</b>	<b>POINTS</b>	<b>NOTES</b>
MTR-0038	Speed Contests: Participating in a speed contest or race.	6	
MTR-0039	Speed too fast for conditions.	2	
MTR-0040	Speed is too slow for traffic conditions, and/or impeding the flow of traffic, causing potential safety hazard.	2	
MTR-0041	Speeding 1 to 10 MPH above posted speed limit.	3	
MTR-0042	Speeding over 10 but not more than 15 MPH above the posted speed limit.	4	
MTR-0043	Speeding over 15 but not more than 20 MPH above the posted speed limit.	5	
MTR-0044	Speeding over 20 MPH above posted speed limit.	6	
MTR-0045	Speeding 15 MPH or more over the posted speed limit in MAFB housing.	6	2nd Offense— See Note #2
MTR-0046	Careless or reckless driving. (willful and wanton disregard for the safety of persons or property).	6	See Note #2
<b>MOVING</b>			
<b>MTR #</b>	<b>VIOLATION</b>	<b>POINTS</b>	<b>NOTES</b>
MTR-0051	Passing, overtaking, or failure to stop for a school bus with flashing red lights or mounted stop sign employed.	4	
MTR-0052	Improper passing.	4	
MTR-0053	Improper turning movements.	3	No official sign involved
MTR-0054	Improper overtaking.	3	
MTR-0055	Other moving violations.	3	Involving driver behavior only
MTR-0056	The driver involved in the accident is deemed responsible.	1	Only added to points assessed for specific offenses
MTR-0057	Driving on the wrong side of the road.	2	
MTR-0058	Conviction of fleeing, or attempting to elude, a police officer. (341 SFS/S5R starts suspension package)		See Note #2 Exception: Suspension of 6 months or less or revocation not to exceed 1 year is discretionary IAW AFI 31-218
MTR-0059	Mental or physical impairment (not including		See Note #2

	alcohol or other drug use) to the degree rendered incompetent to drive.		Exception: Suspension of 6 months or less or revocation not to exceed 1 year is discretionary IAW AFI 31-218
MTR-0060	Prohibited U-turn.	3	
MTR-0061	Breaking traction/Exhibition of speed.	4	
MTR-0062	Improper backing.	2	
MTR-0063	Failure to use vehicle spotter.	2	For GOV only
MTR-0064	Failure to operate/dim headlights or high beams.	1	
MTR-0065	Failure to signal/Turning.	2	
MTR-0066	Driving on a seeded area or lawns.	2	
MTR-0067	Improper/unsafe towing of trailer or vehicle. (Equipment is not in good working order, includes not using safety chains, correct towing equipment, not hooking up the trailer lights, etc.).	2	
MTR-0068	Following too close.	4	
MTR-0069	Failure to yield to pedestrians in designated walkway/crosswalk.	3	
MTR-0070	Failure to obey traffic signals/instructions given by a Security Forces Member; or any official regulatory traffic sign/device requiring a full stop or yield of right of way; denying entry; or requiring direction of traffic.	4	
MTR-0071	Knowingly permitting unauthorized/physically impaired person to drive.	6	
MTR-0072	Use of cellular phones or portable electronic devices while operating a motor vehicle (these devices must be hands free).	4	2nd Offense—See Note #2
MTR-0073	Stopping within an intersection.	3	
MTR-0074	Failure to yield (no official sign involved).	4	
MTR-0075	Failure to yield right of way to emergency vehicle.	4	
MTR-0076	Wearing headphones/earphones while driving a motor vehicle.	3	Bluetooth devices for hands-free cell phone usage are exempt.
MTR-0077	Operating a RADAR detection device on the installation.	3	
MTR-0078	Failure to Use Due Care and Caution (distracted driving other than electronic device)	2	
MTR-0079	Crossing Fire Department Hoses	3	
MTR-0080	Avoidance of traffic control device – ex. cutting through parking lot.	4	
<b>NON-MOVING</b>			
<b>MTR #</b>	<b>VIOLATION</b>	<b>POINTS</b>	<b>NOTES</b>
MTR-0081	Failure to report or fleeing the scene of an accident.	6	See Note #2

	(hit and run)–property damage only.		
MTR-0082	Defective vehicle.	2	See Note #5
MTR-0083	Major vehicle maintenance: Conducted in military family housing or the dormitory parking lots.	2	
MTR-0084	Vehicle Exhaust: Emitting excessive exhaust or smoke or noise.	2	See Note #5
MTR-0085	Vehicle lighting/turn signals/horns: Nonoperational or not working as intended.	2	See Note #5
MTR-0086	Vehicle windows/windshields: Failure to maintain as operational/free of defects and obstructions.	2	See Note #5
MTR-0087	Vehicle Standards: Vehicle not operated in compliance with the manufacturer’s operating standards; lighting, braking, steering, or safety systems non-operational or not meeting all the manufacturer’s standards.	2	See Note #5
MTR-0088	Windshields are obstructed or not equipped with windshield wipers.	2	
MTR-0089	Vehicle body parts, to include bumpers, not permanently affixed.	2	See Note #5
MTR-0090	Tires: Failure to comply with manufacturer’s recommendation.	2	See Note #5
MTR-0091	Vehicles are deemed unsafe or improperly equipped by Security Forces.	2	See Note #5
MTR-0092	Excessive Stereo Music Noise - Noise heard outside the vehicle deemed by the complainant as nuisance or offending public decency and not witnessed by SF will be documented in the blotter and titled “Public Nuisance Complaint.” Incidents witnessed by SF may be cited on a DD Form 1408 as “Public Nuisance.” SF may enforce the “Public Nuisance” law without a complaint being filed.	3	
MTR-0093	Offensive or obscene materials: Any motor vehicle that displays writing or decals, fitting the definition of indecent, will be denied entrance onto Malmstrom AFB.	2	See Note #5
MTR-0094	Littering or failure to secure vehicle loads (Throwing of objects from vehicle included). Vehicle loads will be securely fastened to prevent the load from becoming a hazard.	2	
<b>MOTORCYCLE/MOPEDS/SNOWMOBILE/BIKES</b>			
<b>MTR #</b>	<b>VIOLATION</b>	<b>POINTS</b>	<b>NOTES</b>
MTR-0095	Operating snowmobile in an undesignated area.	3	
MTR-0096	Clinging to a vehicle (Including motorcycles).	4	
MTR-0097	Improperly riding on a motorcycle.	2	
MTR-0098	Overtaking or passing a vehicle in the same lane with more than two abreast.	2	
MTR-0099	Riding with more passengers than designed for.	2	
MTR-0100	Unlawful carrying of passengers.	2	
MTR-0101	Unlawful carrying of packages.	2	

MTR-0102	Failure to wear approved bicycle helmet while riding.	2	Meets DOT, UNECE, BS or Snell Standard
MTR-0103	Failure to use/have safety equipment during nighttime on a bicycle.	2	
MTR-0104	Failure to utilize headlights while operating or riding on a motorcycle, MOPED, or a three-wheel vehicle and ATV.	2	
MTR-0105	Failure to have proper equipment on a two-wheel vehicle (i.e. two rear-view mirrors, headlight, taillight).	2	
MTR-0106	Failure to wear an approved helmet, proper PPE.	3	See Note #8
MTR-0107	Operating an unregistered or non-street legal motorized scooter or operating an authorized scooter without a valid driver's license or permit.	3	
MTR-0108	Motorcycle: No person may operate a motorcycle while carrying any package, bundle or other article, which prevents him/her from keeping both hands on the handlebars.	2	
<b>MISCELLANEOUS</b>			
<b>MTR #</b>	<b>VIOLATION</b>	<b>POINTS</b>	<b>NOTES</b>
MTR-0109	Receiving 4 non-moving violations within a 4-month period.		See Note #2
MTR-0110	Receiving a total of 5 citations, moving or non-moving, within 6 months.		See Note #2
MTR-0111	Accumulating 12 points in 12 months on base driving record.		See Note #2 Exception: Suspension/revocation must be no less than 6 months IAW AFI 31-218.
MTR-0112	Accumulating 18 points in 24 months on base driving record.		See Note #2 Exception: Suspension/revocation must be no less than 6 months IAW AFI 31-218.
<b>NOTES</b>			
<ol style="list-style-type: none"> <li>Emergency response vehicles are exempt from parking violations when responding to an incident.</li> <li>Offense may result in suspension or revocation of installation driving privileges. In coordination with the DFC, the 341 MW/CC will determine issuance of suspension/ revocation (and length if issued). Any minimum/maximum mandatory requirements per DAFI 31-218 will be listed as an "exception".</li> <li>When an AF Form 3545 is also accomplished. Revocation of driving privileges for one year is considered by the commander. Children or animals were left in dangerous conditions in vehicle, i.e., in hot weather where interior temperatures may reach dangerous levels, keys left accessible to children or where conditions are deemed hazardous by a reasonable person. No person will leave a pet unattended in a motor vehicle for a period of 30 minutes or more. When pets are unattended, given appropriate</li> </ol>			

weather conditions, the window will be positioned to allow sufficient air flow (in summer months) for the pets.

4. Misuse occurs when a vehicle has a handicap decal displayed, but the occupant is not the decal or placard registrant and is not dropping off or picking up the handicapped registrant. Also includes parking in an area designated for “Van” access only, and handicap registrant has parked another vehicle class instead.
5. Defective vehicle violations will be corrected within 72 hours after being cited. The vehicle operator will report to Bldg #300 Police Services or Bldg #295 Reports & Analysis for verification of the correction within the 72-hour period.
6. Assess 4 points when no restraint system of any kind is used.
7. Each motor vehicle passenger who is under 6 years of age and weighs less than 60 pounds must be transported and properly restrained in a child safety restraint. The child safety restraint must be appropriate for the height and weight of the child as indicated by manufacturer standards. Applies to not using or when child restraint system is improperly installed, e.g., car seat, infant carrier, booster seat, belt/strap modification (when required by manufacturer), etc. Assess four points when no restraint system of any kind is used.
8. Motorcycle PPE: Impact Resistant Goggles - Meets ANSI, UNECE or BS approved. The windshield does not constitute eye protection; Protective Clothing - Long sleeved shirt or jacket, long trousers, full fingered gloves, Foot Protection - Over the ankle hard-soled footwear that affords protection for feet and ankles. Riders should select PPE that incorporates fluorescent colors and retro-reflective material.

**Attachment 3**

**PRELIMINARY NOTICE OF SUSPENSION OF INSTALLATION DRIVING PRIVILEGES LETTER (DUI)**

**Table A3.1. Preliminary Notice of Suspension of Installation Driving Privileges Letter (DUI).**

MEMORANDUM FOR	DATE
FROM: 341 SFS/S5R	
SUBJECT: Preliminary Notice of Driving Suspension Letter (DUI)	
<p>1. Driving on the installation is a privilege afforded by the 341st Missile Wing Commander. Due to the nature of the alleged offense(s) for which you are being investigated, _____, your installation driving privileges are (what member is being suspected of doing) temporarily suspended until a final determination has been made by the 341 MSG/CC, regarding your case in accordance with 341st Missile Wing Instruction 31-218, <i>Motor Vehicle Traffic Supervision</i>.</p> <p>2. If the findings of your alleged offense are substantiated, you will receive an additional memorandum outlining the duration of your suspension and any actions required for driving privilege reinstatement, from the 341st Security Forces Squadron, Reports and Analysis section (341 SFS/S5R).</p> <p>3. If these allegations are unfounded, or otherwise dismissed, submit a written rebuttal with supporting documentation to the 341 SFS/S5R office, who will route your package to the 341 MSG/CC.</p> <p>4. For questions or concerns pertaining to this matter, contact the 341 SFS/S5R section at 731-4243.</p>	
<p>FIRST MI. LAST, RANK, USAF Reports &amp; Analysis</p>	
<p>1st Ind, RANK FIRST MI. LAST/UNIT</p>	
MEMORANDUM FOR 341 SFS/S5R	DATE
<p>I acknowledge receipt of this Preliminary Driving Suspension Letter on _____.</p>	
<p>FIRST MI. LAST, RANK, USAF UNIT</p>	

## Attachment 4

**NOTICE OF PRELIMINARY SUSPENSION OF BASE DRIVING PRIVILEGES  
(OTHER VIOLATIONS)**

**Table A4.1. Notice of Preliminary Suspension of Base Driving Privileges (Other Violations).**

MEMORANDUM FOR NAME of OFFENDER	DATE
FROM: 341 SFS/S5R	
SUBJECT: Notice of Preliminary Suspension of Base Driving Privileges	
<p>1. IAW 341st Missile Wing Instruction 31-218, the 341st Mission Support Group Commander is suspending your driving privileges on Malmstrom AFB. This suspension will be reported to other installations by the Reports and Analysis Section. It will be at the discretion of each individual installation commander to determine if this suspension will remain in effect on their installation. If this suspension becomes a revocation, it will be honored by other installation commanders, regardless of service component affiliation, and will remain in effect upon reassignment unless terminated by the issuing authority prior to reassignment. The basis for this driving suspension is as follows (mark all that apply):</p>	
<p>a. <input type="checkbox"/> On (date) _____, you accumulated 12 traffic points within 12 consecutive months. Your driving privileges are suspended for 6 months.</p>	
<p>b. <input type="checkbox"/> On (date) _____, you accumulated 18 traffic points within 24 consecutive months. Your driving privileges are suspended for 6 months.</p>	
<p>c. <input type="checkbox"/> On (date) _____, you were operating a motor vehicle while utilizing a cellphone, without the use of a hands-free device. Your driving privileges are suspended for: <input type="checkbox"/> 1<sup>st</sup> Violation: 10 days <input type="checkbox"/> 2<sup>nd</sup> Violation: 30 days <input type="checkbox"/> 3<sup>rd</sup> Violation: 60 days</p>	
<p>d. <input type="checkbox"/> On (date) _____, you accumulated 4 or more parking violations within a 60-day period. Your driving privileges are suspended for 60 days.</p>	
<p>e. <input type="checkbox"/> On (date) _____, you were operating a motor vehicle without being lawfully licensed with a state-issued driver's license. Your driving privileges are suspended for 1 year.</p>	
<p>2. Reinstatement of driving privileges shall be automatic, provided all suspensions/revocations applicable have expired, proper proof of completion of a remedial driving course have been provided, and reinstatement requirements of an individual's home state and/or state the individual may have been suspended in, have been met.</p>	
<p align="right">FIRST MI. LAST, RANK, USAF 341 SFS, Reports and Analysis</p>	

## Attachment 5

## INSTALLATION DRIVING PRIVILEGES REVOCATION LETTER

Table A5.1. Installation Driving Privileges Revocation Letter.

MEMORANDUM FOR	DATE
FROM: 341 MSG/CC	
SUBJECT: Installation Driving Privileges Revocation Letter	
References: (a) 341st Missile Wing Instruction 31-218, <i>Motor Vehicle Traffic Supervision</i> .	
<p>1. Driving on the installation is a privilege afforded by the 341st Missile Wing Commander. Due to the nature of the offense(s), _____, for which you were suspected, a preliminary investigation was opened. The findings of that investigation were determined to be substantiated.</p> <p>2. In accordance with 341st Missile Wing Instruction 31-218, <i>Motor Vehicle Traffic Supervision</i>, your installation driving privileges have been suspended for a period of _____, effective _____. As such, you are not authorized to operate any type of motor vehicle within the jurisdictional confines of Malmstrom AFB (or any DoD installation). Additionally, you may not operate any Government Owned Vehicles on or off the installation. If you are found in violation of this order, you will lose your privileges for an additional 2-year period.</p> <p>3. You may submit a written rebuttal to the 341 MSG/CC through the 341st Security Forces Squadron, Reports and Analysis section (341 SFS/S5R) within 5 calendar days of your receipt of this notice. If you were issued a United States District Court Violation Notice (USDCVN), you may still be required to make a scheduled court appearance.</p> <p>4. You may request restricted driving privileges from the 341 MSG/CC in writing at any time during your suspension period. You must route your request, and all requested documentation, through the 341 SFS/S5R office. If granted, you will be provided written instructions outlining the specifics of the restricted privileges afforded.</p> <p>5. Reinstatement of driving privileges shall be automatic, provided all suspensions/revocations applicable have expired, proper proof of completion of a remedial driving course have been provided, and reinstatement requirements of an individual's home state and/or state the individual may have been suspended in, have been met.</p> <p>6. Refer any questions or concerns to 341 SFS/S5R at 731-4243.</p>	
<p>FIRST MI. LAST, RANK, USAF MSG Commander</p>	

1st Ind, RANK FIRST MI. LAST/UNIT, DATE, Installation Driving Privileges Suspended or Revoked

MEMORANDUM FOR 341 SFS/S5R

DATE

I acknowledge receipt and understanding of this Suspension/Revocation Memorandum on (dd/mmm/year), with my signature below. IAW this letter, the suspension period is for a total of \_\_\_\_\_ and the dates of suspension are (dd/mmm/year) through (dd/mmm/year).

FIRST MI. LAST, RANK, USAF  
UNIT