

**BY ORDER OF THE COMMANDER  
36TH WING COMMANDER**

**36TH WING INSTRUCTION 31-218**

**28 OCTOBER 2024**



**Security**

**MOTOR VEHICLE  
TRAFFIC SUPERVISION**

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OPR: 36SFS/S5

Certified by: 36SFS/CC  
(Maj Kevin L. Brady)

Supersedes: 36WGI31-218, 20 January 2022

Pages: 30

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This Andersen AFB instruction implements guidance related to the Interservice publication DAFI 31-218, *Motor Vehicle Traffic Supervision*. It establishes procedures for supervising all aspects of motor vehicle traffic at Andersen AFB. This instruction applies to all personnel operating or owning any motor vehicles, motorcycles, mopeds, bicycles, or skateboards on Andersen AFB. It applies to all personnel and entities on Andersen AFB, including government-owned, contractor-operated vehicles, contractor personnel, U.S. Air Force Reserve, and National Guard personnel operating vehicles on Andersen AFB. The guidance in this instruction and DAFI 31-218 is enforceable on Andersen AFB. Ensure all records created as a result of processes prescribed in this publication are maintained IAW AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*. This publication requires the collecting and maintaining of information protected by the Privacy Act of 1974, authorized by Title 10 United States Code (U.S.C.) Section 9013; Title 5, United States Code (U.S.C.), Section 552a; Title 10 U.S.C. Section 8013; Executive Order 9397 Numbering System for Federal Accounts Relating to Individual Persons, as amended; and AFI 33-332, Air Force Privacy and Civil Liberties Program. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

## ***SUMMARY OF CHANGES***

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## Chapter 1

### PROGRAM OVERVIEW

**1.1. Program Management.** This instruction implements policy, assigns responsibility, and establishes motor vehicle traffic supervision procedures for Andersen Air Force Base (AAFB). In addition, it provides additional Air Force specific guidance to complement guidance found in AFI 31-218 (I) and AFMAN 31-116. The objective of traffic controls programs is the safe and efficient flow of vehicles and pedestrians through the reduction of factors contributing to accidents.

**1.2. Delegation of Authority.**

1.2.1. Authority is delegated from the 36 WG/CC to the 36 MSG/CC for the following duties:

1.2.1.1. Be the Installation Traffic Supervision Program Manager and accomplish duties pertinent to the program of Traffic Management.

1.2.1.2. Determine Random Installation Entry/Exit Point Checks (RIEPC).

1.2.1.3. Suspend or revoke installation driving privileges and the issuance, recession, and modification of driving revocation letters IAW DAFI 31-218(I) and AFMAN 31-116.

**1.3. Unit Commanders are Responsible For:**

1.3.1. Placing this instruction in a location accessible to all personnel in their unit and periodically ensuring all personnel are aware this code governs all vehicles and pedestrians on AAFB.

1.3.2. Ensuring that all personnel departing AAFB due to Permanent Change of Station (PCS), retirement, or separation comply with all applicable instructions prior to out-processing.

**1.4. Installation Defense Force Commander.** Is the Installation Commander's principal advisor on issues pertaining to the lawful movement of personnel and traffic. The DFC exercises staff responsibility for directing, regulating, controlling traffic, and enforcing installation rules related to traffic control. In addition, the DFC assists traffic engineers by performing traffic control studies to gather information on traffic problems and use patterns.

**1.5. Security Forces Operations (S3O) Flight will:**

1.5.1. Enforce all motor vehicle directives applicable to AAFB.

1.5.2. Provide manning and resources necessary to control traffic supervision on the installation.

1.5.3. Order and maintain current traffic instructions and state and federal directives related to traffic enforcement.

1.5.4. Ensure personnel assigned to the unit are properly trained for traffic supervision enforcement.

**1.6. Security Forces Reports and Analysis (S5R) will:**

1.6.1. Administrate all traffic tickets, citations, incident reports, and other violations pertaining to AAFB, or personnel assigned to the base.

1.6.2. Maintain, update, and distribute the base suspension/revocation of driving privileges roster.

**1.7. The 36th Wing Chief of Safety.** Will make recommendations concerning the operation of motor vehicles, review highway construction plans, make safety inputs, and provide advice on remedial measures required to eliminate safety hazards.

## Chapter 2

### DRIVING PRIVILEGES

#### 2.1. Driving Privileges.

2.1.1. Driving a Government Owned Vehicle (GOV) or Privately Owned Vehicle (POV) on AAFB is a privilege granted by the Installation Commander. Failure to comply with the laws and instructions can result in administrative action, fines, and/or punitive action.

2.1.1.1. The operator of a motor vehicle must possess and produce upon request by law enforcement personnel the following:

2.1.1.1.1. A valid state driver's license, lawfully licensed to operate motor vehicles in appropriate classifications, and not be under suspension or revocation in any state.

2.1.1.1.2. Proof of registration. All vehicles operated on AAFB will display license plates in accordance with the requirements of the State/U.S. territory where the vehicle is registered.

2.1.1.1.3. Proof of current insurance consists of an insurance card or other documents issues by the insurance company, that have a policy effective and expiration date. NOTE: Electronic documents can be shown via cellular devices or tablets to show proof of insurance.

2.1.1.1.4. Common Access Card (or other appropriate DOD or non-DOD civilian ID card).

2.1.2. Congruent with Title 16 GCA §1301(c)(1), individuals possessing a valid driver's license issued by the Republic of Palau, the Federated States of Micronesia, the Republic of the Marshall Islands, Japan, the Republic of China (Taiwan), countries of the European Union, Canada, New Zealand, the Republic of Korea, the Republic of the Philippines, or Australia, if authorized base access, may drive a motor vehicle on AAFB for a period not exceeding thirty days (30) from the date the person arrived on Guam.

**2.2. Stopping and Inspecting Personnel or Vehicles.** Security Forces (SF) will conduct Random Installation Entry/Exit Vehicle Checks (IEVC) as directed by the Installation Commander or delegated authority. The intent is to protect the security of the command and government property. IEVCs are not conducted merely to establish probable cause; inspections ensure the security, military fitness, and good order and discipline of the installation and may include an examination to locate and confiscate unlawful weapons and other contraband. Law enforcement personnel will conduct Random Installation Entry Checks (RIEVCs) at AAFB gates as delegated to and directed by the 36 MSG/CC.

2.2.1. Implied Consent to Vehicle Impoundment. As a condition to accepting installation driving privileges, drivers have given their consent for the removal and temporary impoundment of their POV for the conditions listed in [Table 2.1](#). Such persons further agree to reimburse the Air Force for the cost of towing and storage should their motor vehicle be removed or impounded.

**Table 2.1. Conditions for Vehicle Impoundment Under Implied Consent.**

a. Illegally parked for unreasonable periods (greater than 72 hours).	d. Disabled by accident or incident.
b. Interfering with military operations.	e. Left unattended in, or adjacent to, a Restricted, Controlled, or off-limits area.
c. Creating a safety hazard.	f. Abandoned. *

\*The authority to determine the existence of these conditions has been delegated to the 36 SFS/CC.

2.2.2. On-base traffic stops and inspections (other than at entry gates and controlled areas) of POV's are authorized when there is a reasonable basis to believe it is necessary to enforce a traffic regulation or when there is suspicion of criminal activity outlined in this instruction and the GCA.

2.2.2.1. Law enforcement personnel will conduct Random Sobriety Checkpoints at AAFB as delegated to and directed by the 36 MSG/CC.

2.2.2.2. Law enforcement personnel will inspect 100% of large commercial vehicles (larger than a sedan or pick-up truck) IAW 36 WG IDP 31-101.

**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 AAFB to determine the influence of intoxicants.

**2.4. Suspension or Revocation of Driving Privileges.** The 36 MSG/CC may for cause, or any lawful reason, administratively suspend or revoke driving privileges on the installation.

2.4.1. Driving privileges may be suspended for up to six (6) months when an individual continually violates parking standards as outlined in this instruction.

**Table 2.2. Penalties for Parking Violations (Non-moving).**

<b>VIOLATION</b>	<b>DISPOSITION</b>
Two parking violations within six months	One month suspension of driving privileges.
Four parking violations within 12 months	Two months suspension of driving privileges.
Six or more parking violations with 12 months	Six months suspension of driving privileges.

2.4.1.1. Installation driving privileges will be immediately suspended, IAW DAFI 31-218 (I), pending resolution of the intoxicated driving incident, regardless of the geographic location of the intoxicated driving incident, in the following circumstances: Operating or in actual physical control of a motor vehicle on AAFB while impaired by any substance as described in Article 112a, UCMJ or Title 9 GCA §92101(f).

2.4.2. Driving while impaired (DWI) means any person driving, operating, or in physical control of a motor vehicle under the influence of alcohol or any controlled substance, or the ingestion or administration of any controlled substance, or any combination of these, when as a result, his/her physical or mental abilities are impaired to such a degree that he or she no longer has the ability to drive a motor vehicle with the characteristics of a sober person of ordinary prudence under the same or similar circumstances.

2.4.3. Under the UCMJ "impaired" and "drunk" mean any intoxication sufficient to impair the rational and full exercise of the mental or physical faculties.

2.4.3.1. Refusal to take or complete a lawfully requested chemical test to determine contents of blood for alcohol or other drugs.

2.4.3.2. Operating or in actual physical control of a motor vehicle on AAFB with a blood alcohol content (BAC) or breath alcohol content (BrAC) of 0.08 percent by volume, 0.08 grams per 100 milliliters or grams per 210 liters of breath Title 9 GCA §92101(l), or higher or in violation of Guam Law, Title 9 GCA §92102(b).

2.4.3.3. For individuals under 21 who operate or are in actual physical control of any vehicle on AAFB with a BAC or BrAC of 0.04 percent by volume or higher in violation of Guam Law, Title 9 GCA §92102(c).

2.4.3.4. On an arrest report or other official documentation of the circumstances of an apprehension for intoxicated driving.

2.4.3.5. Driving privileges for individuals who commit a moving violation(s) in a school zone will be revoked for a period of seven days, beginning the day after the violation occurred.

2.4.3.6. Driving privileges for individuals who use a cell phone, wearing any portable headphones, earphones, or other listening devices, unless the vehicle is safely parked or they are using a hand-free device, will be revoked for a period of seven days, beginning the day after the violation occurred IAW 36 SFS/S5R MEMO 13A.

**2.5. Administrative due process for reinstatement of driving privileges.** The 36 MSG/CC may authorize partial or restricted driving privileges to those whose authority to drive on military installations was suspended or revoked by a military service authority, provided their civilian state driver's license is still valid.

2.5.1. For offenses other than intoxicated driving, school zone violations, cellphone use, and listening devices, suspension or revocation of the installation driving privilege will not become effective until the installation commander or designee notifies the affected person and offers that person an administrative hearing. Suspension or revocation will take place 14 calendar days after written notice is received unless the affected person submits a rebuttal package to 36 SFS/S5R within this period. 36 SFS/S5R will then send the rebuttal to 36 MSG/CC who will either approve or disapprove.

2.5.2. Reinstatement of on-base driving privileges for any individual whose civilian driver's license is under suspension or revocation by a state authority will only be granted when necessary. This applies only to the exclusive military jurisdiction portion of AAFB where there are extreme hardships and there are no other workable alternatives.



2.5.2.1. An individual whose base driving privileges have been suspended or revoked may apply, in writing, to the 36 MSG/CC, through his/her unit commander and formatted into paragraphs for a specific limited privilege. The letter must include the reason for the limited privilege and length of period requested. If approved, the 36 MSG/CC will include in the approval letter the route of travel authorized to and from destination/parking area and action to be taken for violation of limited privilege restrictions.

2.5.2.2. Single military personnel assigned to, and residing in government quarters on AAFB may request a modification to the Notice of Revocation of Driving Privileges. This modification is for the sole purpose of allowing the individual to park his/her POV at a secure place on the installation.

2.5.2.3. All requests for modifications to driving revocations will be coordinated through the following agencies: 36 SFS/S5R, 36 SFS/CC, 36 WG/JA, 36 MSG/CD, and approved by 36 MSG/CC.

2.5.2.4. Individuals receiving limited privileges must report to the Visitor Control Center (VCC) to be issued a temporary pass for the period stipulated and identified limited privileges or parking. Temporary passes will not be issued beyond a 1-year period. Revocations for periods greater than 1 year must have the temporary pass reissued upon expiration. Authorizations for limited privileges must be in the possession of the operator when driving.

2.5.2.5. Individuals who have had their on-base privileges revoked/suspended may obtain a Chauffer pass for use by their family members or relatives for the purpose of transporting the revoked/suspended individual to and from the place of employment and other base activities. The temporary pass will not be issued beyond a 1-year period. The temporary pass will be reissued upon expiration, in cases of a revocation/suspension lasting longer than 1 year.

2.5.3. 36 SFS/S5R will add newly arriving personnel to the suspension/revocation list upon receipt of appropriate documentation from the losing installation. 36 SFS/S5R will then send a current suspension/revocation list to VCC/Pass and ID who will then input and/or delete in DBIDS.

2.5.4. Unit commanders may request the 36 MSG/CC suspend or revoke an individual's driving privileges based on a specific offense or the individual's overall driving record. A memorandum of recommendation to suspend/revoke an individual's driving privileges must be sent to 36 SFS/S5R, who will in-turn complete a Suspension/Revocation package for approval/disapproval by the 36 MSG/CC. The memorandum must specify circumstances surrounding the request for suspension/revocation.

2.5.4.1. If approved, the 36 MSG/CC will sign the memorandum and send it over to 36 SFS/S5R who will then mail or email the memorandum to the individual. The individual will acknowledge receipt at which time his/her driving privileges will be suspended or revoked. To appeal a memorandum of revocation/suspension, a personal request must be forwarded to 36 SFS/S5R within five workdays upon receipt of the letter.

2.5.4.2. The individual's unit commander will ensure all requirements are met for reinstatement of driving privileges. (Local Conditions Refresher Course II, Alcohol Abuse Evaluation, and/or Mental Health Evaluation or any other special requirement prescribed by regulation or suspension letter).

2.5.5. Reinstatement of driving privileges. Reinstatement of driving privileges for suspensions or revocations will be automatic on the day after the suspension/revocation ends, provided no other violations occurred during the suspension/revocation period.

2.5.6. OR&L office within LRS, will coordinate with 36 SFS Reports and Analysis on members who have suspended/revoked or reinstatement of AF Form 2293 (GMV License) IAW AFI 24- 301, *Ground Transportation*, **Para 5.7.2.**

## Chapter 3

### MOTOR VEHICLE REGISTRATION AND INSURANCE

**3.1. Motor Vehicle Registration and Insurance.** All vehicles being operated on AAFB will have valid registration and insurance. Motorcyclists must comply with the requirements stated in DAFI 91-207, *The US Air Force Traffic Safety Program*.

3.1.1. IAW Title 16 GCA §19104 every motor vehicle operated in Guam shall maintain insurance coverage and must be insured with a minimum of the following limits:

3.1.1.1. \$20K Property Damage Liability.

3.1.1.2. \$25K for each Person/\$50K aggregate for Third Party Bodily Injury Liability.

3.1.2. AAFB does not require periodic safety inspection for vehicles operated routinely on the installation; however, all vehicles must meet the minimum safety requirements for operation set by the Territory of Guam.

3.1.3. No one shall drive a motor vehicle, including motorcycles, mopeds without displaying a current valid license plate.

3.1.4. Motor vehicle registration (CONUS to OCONUS): Military members with a motor vehicle which has valid plates from locations other than Guam (CONUS) must also register the vehicle with the Government of Guam, Department of Revenue & Taxation, Motor Vehicle Section IAW Title 16 GCA §7108 Members applying for initial registration will exhibit their military identification card, their off-island (CONUS) vehicle registration and a Guam vehicle inspection checklist along with vehicle, insurance, and finance institution (if any) information for an exemption of Guam License and Registration Fees.

3.1.4.1. Guam law requires qualified vehicles to be registered within 30 days prior to operation on Guam's roadways. Individuals who fail to register their vehicles prior will be cited/ticketed by Guam Police Department.

3.1.5. Guam license plates will be attached to the front and rear of the vehicle. States that require displaying front and rear license plates are required to properly display both license plates to comply with applicable state laws.

3.1.6. No license plate shall be covered with plastic or other coverings which obstruct the visibility of the license numbers and letters.

3.1.7. No one shall drive or allow operation of a motor vehicle on AAFB if the State/ Territory vehicle registration is expired, canceled, revoked, suspended, or in any way rendered invalid.

3.1.8. Rental vehicles. Drivers of rental vehicles must provide rental agreements and proof of insurance when requested by law enforcement officials.

## Chapter 4

### TRAFFIC SUPERVISION

**4.1. Traffic Code.** AAFB assimilates Guam's Criminal and Motor Vehicle Laws as its traffic code. In circumstances where these directives are in conflict, the more stringent standard will have precedence.

**4.2. Documentation of Violations.** All traffic violators on military installations will be issued a DD Form 1408, *Armed Forces Traffic Ticket*, or a DD Form 1805, *United States District Court*.

**4.3. Operation of Motorcycles and Mopeds.** Per DAFI 91-207, a motorcycle is defined as any motor vehicle with an engine displacing 50cc or greater, having a seat or saddle for the use of its operator and designed to travel on not more than three wheels (includes mopeds and seated motor scooters, but does not include ATVs).

4.3.1. Motorcycles, Mopeds, and Motorized-Bicycles on AAFB must be registered for roadway operation. Two-wheeled vehicles not registered under state law are not authorized on AAFB, except in specific areas set aside by the 36WG/CC.

4.3.1.1. Motorcycle riders will wear Personal Protective Equipment (PPE) IAW DAFI 91-207.

4.3.1.2. All motorcycles are entitled to full use of a traffic lane and no motor vehicle will be driven in such a manner as to deprive any motorcycle the use of a lane.

4.3.1.3. Motorcycle operators will not pass in the same lane occupied by the vehicle being overtaken.

4.3.1.4. Motorcycles will not be operated between lanes of traffic or through columns of stopped vehicles.

4.3.1.5. Motorcycles will be operated in single file.

4.3.1.6. Any person operating a moped upon a roadway will ride as near to the right side of the roadway as practical, exercising due care when passing a standing vehicle or one proceeding in the same direction of travel. When stopping a moped or executing a right or left turn, the operator will execute the following hand signals with the left-hand:

4.3.1.6.1. Stopping: Left arm extended and bent downward.

4.3.1.6.2. Left turn: Left arm extended.

4.3.1.6.3. Right turn: Left arm extended and bent upward.

**4.4. Low-Speed Vehicles (LSV).** LSVs (example is a golf cart) must comply with safety standards outlined in DAFI 91-207 para 2.2.3.

4.4.1. Privately owned LSVs will only be operated by licensed drivers, on roadways (no sidewalks, etc.) in accordance with published traffic laws (speed, maintaining lane, headlights, seatbelts, etc.). They may park only in vehicle or motorcycle parking spaces. All occupants must remain seated in a designated seat during operation.

4.4.2. LSVs will meet all Federal Motor Vehicle Safety Standards and be identified by the manufacturer as an LSV.

4.4.3. Routine use of LSVs will be restricted to low-risk roadways of AAFB with speed limits not exceeding 35 miles per hour.

#### 4.5. Government Vehicle Other (GVO):

4.5.1. Per DAFI 91-207, “the majority of GVO’s are off-highway motorized vehicles such as specialty/special purpose, material handling, construction or tactical vehicles.” John Deere Gators, Club Cars, and Kawasaki Polaris vehicles are examples of GVOs.

4.5.2. Operations of OGMVCs on Andersen AFB will be IAW 36 WGI 91-202, *Andersen AFB Safety Program*.

4.5.3. AAFB does not have a designated area for operation of privately-owned ATVs. For this reason, only GVO’s may be operated on AAFB or any of its property and only for conducting official military business. Operators must successfully complete and possess proof of completion for, a Specialty Vehicle Institute of America (SVIA) safety course IAW DAFI 91-207.

4.5.3.1. The only accepted proof of the course completion is the SVIA Course Certification Card and wear PPE IAW DAFI 91-207.

#### 4.6. Speed limits for AAFB (unless otherwise posted) are listed in Table 4.1.

**Table 4.1. Speed Limits for AAFB.**

AREAS OF BASE	SPEED (MPH)
Housing Areas	15
Living Areas (Dormitory)	15
Parking Lots/Areas	10
Posted School Zones	15
Santa Rosa Blvd	25*
Arc Light Boulevard: Arc Light Gate to O’Malley; O’Malley to East end Arc Light	35
Bonins Boulevard: 254 ANG Compound to O’Malley; O’Malley to Carolines Ave	30
Marianas Blvd from the traffic circle to HSC 25	45
Arc Light Blvd to Carabao Ave	30
Roads without a posted speed limit sign	30
Passing military formations	10

*\*Except in a school zone while children are present the speed limit becomes 15 MPH*

#### 4.7. Speed Restrictions.

4.7.1. Vehicle operators will obey the posted limit.

4.7.2. Speed will be decreased, as necessary, to avoid colliding with a person or vehicle on or entering the street, in compliance with legal requirements and the duty of individuals to use care.

4.7.3. Minimum speed regulation. No person will drive a motor vehicle at a slow speed to impede or block the normal and reasonable movement of traffic, except when reduced speed is necessary for safe operation of the vehicle or in compliance with law.

4.7.4. Prohibition of leaving normal traffic arteries. No motor vehicle will leave the roadway to cross a parking lot, seeded area, alley, or other paved or non-paved surface for the sole purpose of circumventing established traffic-control devices.

4.7.5. Non-motorized traffic is subject to obey traffic regulations. Those in violation are subject to citation via DD Form 1408 or DD Form 1805 and may lose base driving privileges.

**4.8. Operating a bicycle.** Personnel operating a bicycle or similar human-propelled vehicle on a roadway will be granted all the rights and shall be subject to all the duties applicable to the drivers of a motor vehicle imposed by this instruction. Furthermore, they must comply with the rules of the road portion of the state vehicle code, except those provisions that have no application.

4.8.1. All personnel riding bicycles, roller skates, in-line skates, and other similar devices on AAFB will wear an approved Consumer Product Safety Commission (CPSC), American Society for Testing and Materials (ASTM), and Snell helmets.

4.8.2. Low-speed electric and motorized bicycles are not authorized on sidewalks and can only be driven on streets where the posted speed limit does not exceed 20 miles per hour.

4.8.3. It is unlawful for any person to ride bicycle with more people than the bicycle was designed to carry, except for properly installed carriers.

4.8.4. All bicycles will be equipped with brakes that allow a tire to skid on dry, level, and clear pavement.

4.8.5. Bicyclists will have their headlights turned on 1-hour before sunset to 1-hour after sunrise or during periods of reduced visibility or inclement weather. Bicycles will be equipped with a light on the front, which will emit a white light, visible from at least 500 feet to the front and a red reflector and taillight on the rear visible for at least 150 feet to the rear.

4.8.6. A clear reflector will be mounted on the front of the bicycle and visible in front. A red reflector will be mounted on the rear of the bicycle and visible in the rear. A reflector shall be mounted on each pedal seen from both the front and the rear of the bicycle for a distance of 200 feet after dark.

4.8.7. IAW DAFI 91-207, bicycle operators will wear highly visible outer garment containing retro-reflective material during hours of darkness or reduced visibility (e.g. fog, heavy rain). Riders should wear a highly visible outer garment during daylight hours.

4.8.8. Bicycle operators shall not wear headphones while riding.

4.8.9. Bicycles will not be ridden more than two abreast along roads in order to not impede the flow of traffic.

4.8.10. Clinging to vehicles. No person riding on a bicycle, roller skates, sled or toy vehicle shall attach themselves to any motor vehicle on a roadway.

4.8.11. Play wagons, carts, small two-wheel bicycles, tricycles, rollerblades, roller-skates, or skateboards may be used in parking lots and other areas during non-peak traffic hours.

4.8.12. Skaters must skate with the flow of traffic on roadways. Rollerblading, roller-skating and/or skateboarding is prohibited in parking lots or roadways during hours of darkness or limited visibility.

#### **4.9. Authorized emergency vehicles:**

4.9.1. The driver of an authorized emergency vehicle responding to an emergency call or in pursuit of an actual or suspected violator of the law may exceed posted speed limits. The foregoing provisions shall not relieve the driver of an authorized emergency vehicle from duty to operate vehicles at a speed considered safe for existing road conditions, with due regard for the safety of all persons. This provision does not protect the driver from the consequences of reckless disregard for the safety of others.

4.9.2. Authorized emergency vehicles are those vehicles assigned to 36th SFS, Explosive Ordnance Disposal (EOD), Fire Department or 36th MDG responding to emergencies. These vehicles will display rotating or flashing red or blue warning beacons at all times while in response to emergencies. Sirens will be activated when conditions warrant. 36th SFS vehicles are exempt from using rotating or flashing red or blue warning beacons and active sirens when such use would offer a warning to suspects during apprehension for violating traffic or criminal laws, or while responding to facility alarms.

#### **4.10. Miscellaneous driving rules.**

4.10.1. No person shall board or alight from any vehicle while the vehicle is in motion.

4.10.2. No one will ride on any vehicle, portion thereof not designated, or intended for the use of passengers.

4.10.3. Vehicle operators shall not drive between vehicles comprising an authorized procession while they are in motion. A procession of vehicles shall be identified by the display of a pennant on each vehicle, vehicle lights turned on, or the procession shall be led by a vehicle bearing a warning beacon such as a portable emergency light or an emergency light bar, with all following vehicles having lights turned on.

4.10.4. When two vehicles approach or enter an intersection from different roadways at approximately the same time, the driver of the vehicle on the left must yield the right-of-way to the vehicle on the right, to not include traffic circles, or round-a-bouts.

4.10.5. No person driving or in charge of a motor vehicle shall permit it to stand unattended without first stopping the engine, locking the ignition, removing the key from the ignition, and setting the brakes.

4.10.6. When signs are displayed for parade, or ceremonies all vehicle operators will avoid that portion of the street, except drivers specifically authorized.

4.10.7. On streets, parts of streets, and in those alleys designated one-way, vehicular traffic will move only in the indicated direction when signs indicating the direction of traffic are erected and maintained at every intersection where movement in the opposite direction is prohibited.

4.10.8. No one shall fail or refuse to comply with a lawful order or direction of a designated traffic control person who is performing official duties.

4.10.9. No person shall drive a motor vehicle while under the influence of any legitimate medication which renders a person incapable of driving safely.

4.10.10. Signals and directions from a school crossing guard regulating traffic will take precedence over traffic signs or signals.

4.10.11. All vehicle operators will stop for school buses loading or unloading children. This includes vehicles which are on the opposite side of the roadway, unless there is a physical barrier separating the lanes of traffic.

4.10.12. U-Turns are prohibited on any base roadway that is marked with a solid line except for emergency response vehicles responding to an emergency or in the performance of official duties.

4.10.13. Upon approaching a military formation from the front, vehicles may pass the formation at a maximum speed of 5 mph, unless otherwise directed by the person in charge of the formation. Troop formations will run with the flow of traffic and will have two road guards, which will wear a highly visible outer garment during the day and an outer garment containing retro-reflective material at night.

4.10.14. All vehicles will stop during the playing of the National Anthem, reveille, and retreat.

4.10.15. Passing on the right side is only permitted when the vehicle being overtaken is preparing to make a left turn. The operator must do so in a safe manner and remain on the roadway.

4.10.16. Headlights will be turned on during inclement weather (e.g., fog, rain).

4.10.17. Loud mufflers, vehicle stereo, and radio equipment must remain at a low enough volume to ensure the capability of hearing traffic warning signals, horns, alarms, sirens, etc. to aid in the avoidance of motor vehicle accidents, to avoid disturbing the public, or creating sound pollution. Music, vibrations, or other sounds emanating from a vehicle with open or closed windows is too loud and will be considered excessive if the noise/music can be heard 10 feet or more from the vehicle.

4.10.18. Passengers, while on AAFB, are not permitted to ride in the bed of privately-owned or Government owned pickup truck.

4.10.19. Military members are not permitted to ride in the bed of pickups on or off base. The only exception is for vehicles specifically configured with seats designed for troop carrying purposes.

#### **4.11. Bus stops.**

4.11.1. Bus operators shall use bus stops to collect passengers except for emergencies.

4.11.2. No person shall stop, stand, or park a vehicle during school hours near a bus stop, except an authorized carrier.

#### **4.12. Pedestrians.**

4.12.1. Pedestrians crossing a roadway outside of a marked crosswalk will yield the right-of-way to vehicles on the roadway.



4.12.2. No pedestrian shall cross a roadway intersection diagonally, unless authorized by an official or a traffic-control device.

4.12.3. Pedestrians shall obey the instructions of official traffic-control devices and Security Forces personnel.

4.12.4. No pedestrian will suddenly leave a curb or other place of safety and enter the path of a moving vehicle creating an immediate hazard. When using a crosswalk, pedestrians will allow a moving vehicle enough time to slow and yield so a crossing can be safely accomplished.

#### **4.13. Vehicle Equipment and Restrictions.**

4.13.1. All on island motor vehicles, IAW Title 16 GCA § 3601, shall be inspected by an official Director of Revenue and Taxation approved inspection station. Official certificates of safety inspection and approval must be obtained for each vehicle. It is the responsibility of the owner to keep their vehicle in safe condition. Vehicles with current out of state (CONUS) registration must provide their current (CONUS) vehicle registration, Guam vehicle inspection checklist, vehicle insurance, finance institution (if any), and Military ID, to the Government of Guam, Department of Revenue & Taxation, Motor Vehicle Section within 30 days of arriving in Guam.

4.13.2. Serious vehicle defects shall be grounds for removal of the vehicle from a roadway by direction of Security Forces until the specific defect is corrected.

4.13.3. When defects of a minor nature are identified that may contribute to unsafe operation, the operator of the vehicle will be issued a warning and allowed 3 duty days to correct any defect. If after 3 duty days the defect is not repaired, the operator will be issued a citation. Upon proof to 36 SFS personnel that the discrepancy has been corrected, the discrepancy annotation will be removed.

4.13.4. Displaying decals and decorations that are contrary to good order and discipline is prohibited; those of the categories in [Table 4.2](#) will not be allowed on POVs while on AAFB.

**Table 4.2. Prohibited Decals and Decorations.**

1. Disrespectful toward the Commander-in-Chief or meant to embarrass or disparage the Commander-in-Chief. 2. Encourage violation of the Uniform Code of Military Justice. 3. Any flag, besides those authorized by DoD policy (and as listed here): a. Flags of U.S. States and Territories and the District of Columbia. b. Military Service flags. c. Flag or General Officer flags. d. Presidentially appointed, Senate-confirmed civilian flags.	e. Senior Executive Service (SES) and Military Department-specific SES flags. f. The POW/MIA flag. g. Flags of other countries, for which the United States is an ally or partner. h. Flags of organizations in which the United States is a member (e.g., NATO). 4. Contain drug paraphernalia or encourage use of illegal drugs. 5. Are discriminatory based on age, color, race, gender, religion, or national origin. 6. Sexually vulgar. 7. Obscene.
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\*A suspected violation of this policy is not grounds to detain the suspected individual or deny access to the installation. Responding Security Forces members will obtain the vehicle operator's information and detail the violation (to include a photograph when possible). Information will be routed to 36 WG/JA through 36 SFS/CC for final determination on prohibited status. If verified as prohibited, the 36 SFS/S5R will send a notice to the vehicle operator via certified mail specifying the violation of this policy and inform the individual the item is prohibited from being displayed on base.

**4.14. Towing of vehicles.** POVs may be towed on AAFB subject to the following conditions:

- 4.14.1. A tow bar or approved towing apparatus must be utilized when towing another vehicle. If a tow bar is not used, the vehicle being towed must have an operator who can stop the towed vehicle in an emergency.
- 4.14.2. The vehicle being towed must use its emergency flashers. Vehicles will not be towed at speeds exceeding 10 mph, unless the vehicle is being towed by a wrecker service. This does not apply to semi-trailers, personal campers, or boat trailers; however, turn signals are required on trailers.
- 4.14.3. The tow bar or other connection will not exceed 15 feet from one vehicle to another.
- 4.14.4. "Vehicle In Tow" sign must be posted on the rear of the vehicle being towed.
- 4.14.5. If vehicles are being towed during the hours of darkness or low-visibility periods, the towed vehicle must be appropriately lighted.
- 4.14.6. Two or three-wheeled vehicles will not be towed by another vehicle.
- 4.14.7. When towing vehicles, a white or red flag or cloth, not less than 12 inches square, must be attached to the center of the towline.

4.14.8. Dimming of vehicle headlights. Vehicle headlights will be dimmed after dark (placed in low beam configuration) upon entering the installation through base entrance gates. Parking lights will be used when approaching within 50 feet of the gate guard, except for situations where daytime running lights are installed and cannot be overridden.

#### 4.15. Vehicle accidents.

4.15.1. Major vehicle accidents. Major Vehicle Accidents include accidents where government motor vehicle and/or property damage exceeds \$10,000; accidents involving death or injuries; damage to a POV requiring towing; and/or accidents that cannot be immediately explained.

4.15.1.1. 36 SFS will report all accidents on AAFB to the Emergency Communications Center (ECC). All accidents will be included in the 36 SFS blotter. 36 SFS will respond to all major accidents and perform the actions in [Table 4.3](#).

**Table 4.3. SFS Actions for Major Accidents.**

<p>Actions by responding patrols:</p> <ul style="list-style-type: none"> <li>-Render first aid and arrange medical assistance.</li> <li>-Protect personal property.</li> <li>-Normalize traffic.</li> <li>-Complete an AF Form 1315, <i>Accident Report</i> including:               <ul style="list-style-type: none"> <li>--An accident field report</li> <li>--Sketch or diagram</li> <li>--An accident narrative</li> <li>--Identify witnesses and personnel involved in the accident</li> </ul> </li> </ul>	<p>Actions by BDOC Controller:</p> <ul style="list-style-type: none"> <li>-Annotate the incident in the blotter; the blotter entry should include:               <ul style="list-style-type: none"> <li>--Accident type</li> <li>--Date/time</li> <li>--Location</li> <li>--Name(s) of vehicle operator(s)</li> <li>--Unit (or address when civilian not affiliated with military)</li> <li>--Witnesses, if any</li> <li>--Vehicle(s) description</li> <li>--License number(s)/plate</li> <li>--Brief summary of any damage</li> <li>--Circumstances behind or cause of the accident</li> <li>--Identify if traffic citation(s) issued</li> <li>--Identify whether seat restraint devices were utilized</li> <li>--Identify if air bags deployed</li> </ul> </li> </ul>
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4.15.1.2. No driver will depart the scene of a major vehicle accident in which he or she is involved, with the following exceptions:

4.15.1.3. If the driver proceeds directly to a medical facility for treatment and renders a report, if physically capable:

4.15.1.4. If the driver proceeds directly to a place for the purpose of rendering a report to Security Forces, and returns directly to the scene of the accident, when capable.

4.15.2. Minor Vehicle Accidents are all other accidents that do not fall into the Major Vehicle Accident category.

4.15.2.1. Individuals involved in minor vehicle accidents will exchange vehicle, driver, and insurance information. Both drivers are allowed to depart the scene without contacting Security Forces if the aforementioned information is exchanged. Security Forces will respond to minor vehicle accidents only if it appears a conflict is taking place or if personnel refuse to exchange information.

4.15.2.2. When ownership of another vehicle or property is involved in a minor vehicle accident and the owner cannot be located or identified, the driver of the vehicle reporting the accident shall place a written note on the vehicle or property with contact info for the driver.

4.15.2.3. Suspension and penalty for failure to report an accident. If an accident has occurred and an individual leaves the scene of a minor vehicle accident without exchanging information or leaving written notice, the driver's on-base driving privileges may be suspended.

4.15.2.4. The operator of any Government motor vehicle involved in an accident off the installation must immediately notify the local civilian law enforcement agency having jurisdiction, as well as law enforcement personnel of the nearest military installation.

#### **4.16. Parking Standards.**

4.16.1. Parking is not to obstruct traffic. No person will park or stand where they restrict the safe flow of traffic. No person will park within 25 feet of any yield sign, stop sign, or traffic-control signal at the side of a roadway.

4.16.2. Vehicles will not be parked in any manner that would limit or obstruct access by emergency response vehicles to all sides of a building.

4.16.3. Parking is prohibited in fire lanes and within a 15 ft. diameter circle from the centerline of a fire hydrant (except for designated residential parking spaces), Fire Department sprinkler system connections, or post indicators.

4.16.4. On-street loading. No person will park or stand on any roadway for the purpose of loading or unloading if it restricts the safe flow of traffic, blocks a fire hydrant, intersection, or a driveway without the expressed approval of the resident.

4.16.5. Unimproved surfaces. No person will park or stop any vehicle, except for those vehicles designed for off-road operation, on any surface not approved for vehicle operation.

4.16.6. Parking in alleys. No person will park a vehicle in an alley to leave available less than 10 feet of the width of the roadway for the free movement of vehicular traffic or block the driveway entrance to any abutting property.

4.16.7. Exceptions for blocking safe flow of traffic for emergencies. Notify Security Forces while attempting to make a location safe via flares or emergency flashers. Under no circumstances shall vehicles be parked for more than 2 hours due to an emergency. It is the owner or driver's responsibility to ensure prompt removal of the vehicle.

4.16.8. Major repairs to POVs are prohibited while on any roadway, parking lot or other locations not designated as a vehicle maintenance area. A major repair is identified as maintenance, other than tire change, minor mechanical adjustments to engine, safety equipment adjustment, or replacement, minor repair to exterior and interior of body.

4.16.9. Parking, stopping, or standing on the left side of the roadway is prohibited. No person will park, stop, or position a vehicle on the left side of the roadway so that the vehicle faces oncoming traffic. Exceptions are provided on one-way streets, if not otherwise restricted, and for commercial or military vehicles when the loading or unloading of cargo cannot otherwise be accomplished.

4.16.10. Housing residents and guest are to utilize their assigned driveway and garage. Street parking in the new military family housing area is restricted to bump outs only. Parking in military family housing is restricted to the side of the street opposite of fire hydrants or as marked on Marianas and Polynesian except Ulithi Blvd and Plumeria Blvd which are wide enough to allow parking on both sides. Parked vehicles must face the direction of traffic flow.

4.16.11. Parking at the Visitor Control Center (VCC). The VCC parking lot is only intended to be used by those personnel who have official business to conduct at the VCC. Parking time limit is one hour. Vehicles that exceed this time limit will be cited and towed at the owner's expense.

4.16.11.1. Any vehicle which is left in the VCC and/or Pass and ID parking lot while the occupants are not conducting official business inside the VCC or Pass and ID (e.g., the vehicle was not allowed on the installation and the occupants were picked up at the VCC or Pass and ID) after one duty day or overnight is subject to towing at the owner's expense.

4.16.12. Displaying a vehicle for sale. Vehicles advertised for sale may be parked in the parking area designated for sale of vehicles (Lemon Lot), located off Carolina Avenue adjacent to Building 26051, provided the owner has registered with the Auto Skills Center, phone: 366-2745, and complied with all the registration requirements. Vehicles that are not properly registered and fail to comply with established procedures are subject to towing at the owner's expense and the vehicle's owner may be issued a citation.

#### **4.17. Authority to Designate Reserve Parking.**

4.17.1. When a determination has been made by a person or unit that a need exists for reserved parking, the unit's facility manager shall submit an AF Form 332 to 36 CES Customer Service. Submission must also include written justification to include why reserved parking is needed, a sketch of the area showing requested spaces and all previously authorized reserved spaces, a summary of the justification for the current authorizations, and a certificate of compliance that the request is IAW the criteria contained in this instruction for reserved parking. Reserved parking approval is routed through 36 SFS, 36 WG Safety and final approval by 36 MSG.

4.17.2. Designation and restriction to park. The 36 CES/CC has designated specific locations as reserved and the base traffic engineer has placed markings where no person will stand, stop, park or block entrance to the location with a vehicle, unless specifically authorized by the individual or unit for which the reserved parking is designated. Exception: Emergency vehicles on emergency response.

4.17.3. Requests for marking and maintenance. A facility manager will acquire and submit the proper forms from 36 CES Customer Support, 366-2916. When approved by the 36 CES/CC, the person or unit for whom the reserved parking is approved will initiate appropriate requests to the base traffic engineer for marking the reserved locations and they will request ongoing maintenance to ensure that the specific locations are adequately maintained to provide warning of restriction to motorists.

**4.18. Processing Persons Suspected of DUI.** If a 36 SFS member reasonably concludes, by observing unusual or abnormal driving behavior, that an individual driving or in control of a motor vehicle is impaired the following actions should be accomplished:

4.18.1. A certified 36 SFS member will conduct Standard Field Sobriety Tests (SFSTs) that includes the one-leg stand, walk and turn, horizontal gaze nystagmus test (if certified) and screening breath-testing devices (if available). The SFSTs will be recorded on a DD Form 1920, *Alcohol Incident Report*.

4.18.2. If the individual fails the field sobriety test, he or she will be transported to 36 SFS for processing.

4.18.3. The 36 SFS member will ask for consent to test the person's breath for evidence of alcohol. The 36 SFS member will also inform the person that failure to submit to a test could result in suspension of base driving privileges. Refer to [paragraph 4.19](#) of this instruction for persons who refuse to submit to a breath or bodily fluid test. The voluntary breath or bodily fluid test can be administered to determine the presence of alcohol in the breath or bodily fluid of minors suspected of underage consumption.

**4.19. Processing DUI Cases.**

4.19.1. Only certified Security Forces personnel are allowed to operate the Intoximeter machine and conduct breath analysis test on AAFB, this will only be conducted for individuals suspected of DWI and is not to be used by organizations as a sobriety test unless they were operating a vehicle while on duty.

4.19.2. Observe the person to be tested for at least 20 minutes before collecting the breath specimen. During this time, the person must not drink alcoholic beverages or other fluids, eat, smoke, chew tobacco or ingest any substance.

4.19.2.1. If the conditions in the subparagraphs of 2.4.1. are met, the person is considered to have been driving under the influence of alcohol. Base driving privileges will be suspended immediately according to [paragraph 2.4.1](#) of this instruction.

4.19.3. When an individual is apprehended on base and charged with DUI, a preliminary letter will be served to the individual before his or her release from security forces' control. Off-base incidents involving military members, the unit first sergeant, or designated representative, will immediately transport the offender to 36 SFS BDOC where the preliminary revocation letter will be issued by an on-duty patrolmen. Upon notification of an off-base incident involving a DoD civilian, the 36 SFS/S5R will provide the unit commander or designee the preliminary revocation letter within 5 duty days.

4.19.4. A preliminary suspension letter will be issued to all personnel apprehended, detained or charged with DUI or who refuses to submit, or complete a test for alcohol content by a certified 36 SFS patrolmen. The fact that the revocation is automatic will be placed in the preliminary suspension letter. 36SFS/S5R shall compel the apprehended personnel to turn over their driver's license.

4.19.5. 36 SFS/S5R will prepare a revocation/suspension driving privileges package to be reviewed by 36 SFS/CC and 36 WG/JA prior to being forwarded to 36 MSG/CC for approval or disapproval. This package must be reviewed and approved or disapproved within 10 duty days after the incident occurs. 36 MSG/CC will notify the appropriate commander and S5R of the results of the review. 36SFS/S5R shall conduct a review of driver's driving record to determine whether a revocation or suspension has previously been issued.

4.19.5.1. Rebuttals or requested for modifications to driving suspensions or requests for a personal appearance must occur within 5 duty days of the request. If an individual desires to rebut or make a personal appearance in response to a suspension or revocation action, they will submit a request in writing to the 36 MSG/CC. This request must include a copy of all documents relevant to the incident. The request letter must be coordinated through the individual's commander and 36SFS/S5R.

4.19.5.2. Driving revocation/suspension package shall include:

4.19.5.2.1. Photocopy of the driver's license

4.19.5.2.2. Copy of GPD police report. 4.19.6. All military members will be referred for a mandatory alcohol brief counseling (ABC) IAW DAFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*. Initial assessment and referral services for civilian employees will be provided at no cost to the civilian employee by the EAP, the ADAPT clinic (if EAP is unavailable), or equivalent, IAW AFMAN 44-198, *Air Force Civilian Drug Demand Reduction Program*, **Para 2.17.4**.

**4.20. Off-Installation Traffic Activities.** In areas not under military control, civil authorities enforce traffic laws. Security Forces only investigate traffic accidents on base. 36 SFS personnel may respond to activities beyond the confines of AAFB after coordination with the Guam Police Department and only when the situation involves life-saving measures, to prevent human suffering, or mitigate great property damage. Immediate response authority does not permit actions that would subject civilians to the use of military power that is regulatory, prescriptive, proscriptive, or compulsory.

## Chapter 5

### DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM

**5.1. Driving Records.** The AF Form 1315, *Accident Report*, will be used to record vehicle traffic accidents, moving or parking violations, suspension, or revocation actions, traffic-point assessments involving military and civilian personnel, their family members, and other personnel operating motor vehicles on AAFB. All reports will be maintained with the 36SFS/S5R.

5.1.1. The driving privileges of any individual operating a vehicle on the installation may be suspended or revoked due to point accumulation or driver behavior. When the driving privileges of an individual are to be revoked, 36 SFS/S5R will prepare suspension or revocation packages as outlined in DAFI 31-218 (I), *Motor Vehicle Traffic Supervision* and this supplement. 36 SFS/S5R will then forward the suspension or revocation letter to the 36 MSG/CC for final determination and approval. The suspension will remain effective for the entire period of the suspension unless the installation commander or his/her designee approves an appeal.

**5.2. Moving and Non-Moving Violations.**

5.2.1. Military Members. Security Forces will issue a DD Form 1408 to any U.S. military personnel for moving or non-moving traffic violations. The issuance of a DD Form 1408 is not mandatory and is left to officer discretion. Violation points will be assessed IAW DAFI 31-218 (I), *Table 5-2*.

5.2.2. Dependents. Security Forces will issue a DD Form 1805 for military dependents within DAFI 31-218 (I), *Table 5-2* and fines implemented per the U.S. District Court for the Territory of Guam's Schedule of Fines and Collateral Forfeiture. The issuance of a DD Form 1805 is not mandatory and is left to officer discretion.

5.2.3. Non-appropriated funds (NAF), DoD civilian personnel, DoDEA personnel, and nonmilitary affiliated personnel. Security Forces will issue a DD Form 1805 for non-appropriated funds (NAF), DoD civilian personnel, and non-military affiliated personnel within the confines of Andersen AFB for moving traffic violations and non-moving violations. The issuance of a DD Form 1805 is not mandatory and is left to officer discretion.

5.2.4. Traffic violation points will be assessed IAW DAFI 31-218, *Table 5-2*. Fines for all violations will be implemented per the U.S. District Court for the Territory of Guam's Schedule of Fines and Collateral Forfeiture. The DD Form 1805 will be processed with the Central Violations Bureau (CVB). Violators should refer to the DD Form 1805 for payment or court appearances.

5.2.5. DD Form 1408. Once a DD Form 1408 has been issued, the violator will report with the pink portion of the ticket to their sponsor, first sergeant, or commander within 24 hours, or one duty day. The white and yellow copies of the DD Form 1408 will be forwarded through 36 SFS/S3O to 36 SFS/S5R.

5.2.6. 36 SFS/S5R will load information from citations into the current automated system and assign a case number to the citation.



5.2.7. The citation will be forwarded to the appropriate commander or staff agency for action who will have 10 working-days to reply to 36 SFS/S5R. Commanders or staff agencies unable to meet the established suspense must request an extension through 36SFS/S5R.

5.2.8. 36 SFS/S5R will review all citation actions and forward inappropriate actions to the Chief, Security Forces Administration (36 SFS/S5A). If the 36 SFS/S5A finds the action taken appropriate, the citation will be filed. If the 36 SFS/S5A finds the action inappropriate, the citation will be forwarded to the 36 SFS/CC. If the 36 SFS/CC finds the action taken appropriate, the citation will be filed. If the 36 SFS/CC finds the action inappropriate, the citation will be forwarded to the 36 MSG/CC for review and action.

5.2.9. Persons desiring to appeal DD Form 1408 traffic citations must do so within 5 duty days following receipt of the traffic citation. Military members and their dependents must submit a written appeal with his or her commander's endorsement. The written appeal, along with the endorsement, will then be forwarded through the 36 SFS/CC to the 36 MSG/CC. Any documentation or statements from witnesses should be attached to the written appeal.

5.2.10. Upon receipt of a written appeal, the 36 SFS/CC will evaluate the circumstances surrounding the alleged violation, endorse the appeal with findings and forward to the 36 MSG/CC within 5 duty days.

5.2.11. The 36 MSG/CC will be the final authority on traffic citation appeals. The 36 MSG/CC will forward the result of findings to 36 SFS/SFAR for appropriate action and disposition.

**5.3. Incident Reports.** All incident reports: AF Form 3545, *Incident Report*, will be prepared by the on duty security controller or responding patrol, reviewed by the flight chief, and then sent to 36 SFS/S3O section. 36 SFS/S5L will ensure all police service paperwork is complete. All appropriate paperwork will be forwarded to 36 SFS/S5R and annotated for further distribution.

## Chapter 6

### IMPOUNDING PRIVATELY OWNED VEHICLES (POV)

**6.1. Abandoned Vehicles.** A POV is considered abandoned when left unattended for three days. Unit commanders will establish procedures to ensure personnel moving on permanent change-of-station orders do not leave an abandoned vehicle. The process should be incorporated into the PCS out-processing checklist and briefed annually for unit awareness. Note: A vehicle in the long-term parking lot (Lemon Lot) with official paperwork displayed in the windshield is not considered abandoned until 10 or more duty days after the owner was supposed to have returned and the owner has not requested an extension. The Lemon Lot is located off Carolina Avenue adjacent to Building 26051, provided the owner has registered with the Auto Skills Center, telephone phone number (671) 366-2745, and complied with all the registration requirements. Vehicles that are not properly registered and fail to comply with established procedures are subject to towing at the owner's expense and the vehicle's owner may be issued a citation. Registered vehicle owners who abandon their vehicle may be held financially liable to reimburse the government for any costs for the towing or storage IAW DAFI 31-218(I), paragraph 2-3b. of their abandoned vehicles.

6.1.1. Dormitory management will establish vehicle registration procedures for dorm residents during in and out-processing.

6.1.2. Registered vehicle owners who abandon their vehicle may be held financially liable to reimburse the government for any costs for the towing or storage IAW DAFI 31-218(I), paragraph 2-3b. of their abandoned vehicles.

6.1.3. A DD Form 1408 will be issued for all identified abandoned vehicles. The pink copy will be conspicuously placed on POVs. After 72 hours, if the vehicle has not moved or the owner, operator has not contacted law enforcement, 36 SFS/S2I will follow DAFI 31-218 (I), Para 6- 4.a.(1)-(2) procedures.

6.1.4. An additional 72 hours will be given to the owner/operator to remove the vehicle or correct the violation. After the additional 72 hours and the owner/operator has not removed the vehicle or corrected the violation, S2I will contact the contracted towing company to have the vehicle removed.

**6.2. Removal.** 36 SFS Investigations will accomplish a DD Form 2505, *Abandoned Vehicle Removal Authorization*. After the vehicle has been removed, the installation Law Enforcement officer or the contractor will complete DD Form 2506 (*Vehicle Impoundment Report*) as a record of the actions taken. An inventory listing personal property will be done to protect the owner, law enforcement personnel, the contractor, and the commander. 36 SFS Investigations will ensure photos of the vehicle are taken and filed for a period of 3 years from the date the vehicle is towed.

6.2.1. Vehicles will be towed by the contracted towing company and stored in their secured facility storage. The tow company will be responsible for sending an email or certified mail to last known owner within 7 days of receiving the vehicle. If the vehicle is unclaimed after 120 days from the date notification was mailed, the vehicle will be disposed of with appropriate approval by the government.

6.2.2. The DD Form 2507, *Notice of Vehicle Impoundment*, will be forwarded 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 pertaining to the disposition of the vehicle. The 36 SFS Investigations will ensure all DAFI 36-218 requirements, documentation, and timelines are met when utilizing a contracted towing company.

6.2.3. If the owner has been identified after towing, that owner will be responsible for the necessary expenditures to the tow company in order to retrieve the vehicle.

6.2.4. POVs that hinder safety, mission requirements or are parked in a tow-away zone must be relocated without delay. SFS will make all feasible attempts to locate the owner or operator of the vehicle. The vehicle owner may be cited for non-moving violations. The 36 SFS Investigations will contact 36 LRS/Ground Transportation if vehicles must be moved immediately and/or if a contracted towing company is not available.

6.2.5. Abandoned vehicles will stay in their current location until coordinating with a tow company is established for pick up as long as it does not impede traffic. 36 SFS/S2I serves as the custodian of the lot and coordinates disposition of vehicles in accordance with *DAFI 31-218 (I)*, *DAFMAN 31-103V2*, *Investigations Program*, and DoD Directive 4160.21-M, *Defense Reutilization and Marketing Manual*.

THOMAS B. PALENSKE  
Brigadier General, USAF  
Commander

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

**AFI24-301**, *Vehicle Operations*, 22 Oct 2019

**Andersen AFB 31-101**, *Integrated Defense/Antiterrorism Plan*

**DAFI31-101**, *Integrated Defense*, 10 September 2024

**DAFI31-218 (I)**, *Motor Vehicle Traffic Supervision*, 22 May 2006

**DAFMAN31-103V2**, *Investigations Program*, 12 September 2024

**DAFI91-207**, *The US Air Force Traffic Safety Program*, 26 July 2019

**DoDD5525.4**, *Enforcement of State Traffic Laws on Installations*

**DoDD4160.21-M**, *Defense Reutilization and Marketing Manual*

*Title 9 Guam Code Annotated*

*Title 16 Guam Code Annotated*

*Title 49 Code of Federal Regulations (CFR) 571.205*

***Prescribed Forms***

None

***Adopted Forms***

**AF Forms 75**, *Visitor/Vehicle Pass*

**AF Form 1315**, *Accident Report*

**AF Form 1176**, *Authority to Search and Seize*

**AF Form 1364**, *Consent for Search and Seizure*

**AF Form 3545**, *Incident Report*

**DD Form 1408**, *Traffic Ticket, Armed Forces*

**DD Form 1805**, *United States District Court Violation Notice*

**DD Form 1920**, *Alcohol Incident Report*

**DD Form 2504**, *Abandoned Vehicle Notice*

**DD Form 2505**, *Abandoned Vehicle Removal Authorization*

**DD Form 2506**, *Vehicle Impoundment Report*

***Abbreviations and Acronyms***

**AAFES**—Army, Air Force Exchange Service

**AFI**—Air Force Instruction

**BAC**—Blood Alcohol Content  
**BCE**—Base Civil Engineer  
**BrAC**—Breath Alcohol Content  
**CES**—Civil Engineer Squadron  
**CC**—Commander  
**DAFI**—Department of the Air Force  
**DOD**—Department of Defense  
**DOT**—Department of Transportation  
**DUI**—Driving Under the Influence  
**ECC**—Emergency Communications Center  
**FOUO**—For Official Use Only  
**FSS**—Force Support Squadron  
**GCA**—Guam Code Annotated  
**GMV**—Government Motor Vehicle  
**GPD**—Guam Police Department  
**GPS**—Global Positioning Satellite  
**IDP**—Integrated Defense Plan  
**JA**—Judge Advocate  
**LSV**—Low speed vehicles  
**MDG**—Medical Group  
**MPH**—Miles Per Hour  
**MSF**—Motorcycle Safety Foundation  
**MSG**—Mission Support Group  
**NAF**—Non-Appropriated Funds  
**NBG**—Naval Base Guam  
**NCOIC**—Non-Commissioned Officer in Charged  
**OPR**—Office of Primary Responsibility  
**PA**—Public Affairs  
**PACAF**—Pacific Air Force  
**POV**—Privately Owned Vehicle  
**RV**—Recreational Vehicle  
**SFS**—Security Forces Squadron

**UCMJ**—Uniform Code of Military Justice

**USC**—United States Code

**VCC**—Vehicle Control Center

***Terms***

**Accountable Forms**—Forms that the Air Force stringently controls, and which cannot be released to unauthorized personnel, since their misuse could jeopardize DoD security or result in fraudulent financial gain or claims against the government.