

**BY ORDER OF THE COMMANDER  
934TH AIRLIFT WING**

**934TH AIRLIFT WING INSTRUCTION  
31-102**



**16 SEPTEMBER 2024**

**Security Forces**

**MOTOR VEHICLE TRAFFIC  
SUPERVISION**

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This instruction implements AFPD 31-1, *Integrated Defense*. It references AFI 31-218(I), *Motor Vehicle Traffic Supervision and DAFMAN 31-103, volume 1, Law Enforcement Operations*. It assigns responsibilities and establishes procedures for motor vehicle traffic supervision on the Minneapolis-St. Paul Air Reserve Station (MSP ARS). This includes, but is not limited to, granting, suspending, or revoking the privilege to operate a vehicle and administration of driver performance. It establishes a traffic point system and stipulates the posting of collateral or appearances before a United States Magistrate for certain motor vehicle violations. In accordance with the Federal Assimilative Crimes Act (18 U.S.C. § 13) all traffic laws of the State of Minnesota are enforceable unless otherwise stated. This instruction pertains to all personnel operating a vehicle on the MSP ARS and areas under its jurisdictional control. This instruction does not apply to airfield driving, which is covered in AFI 13-213, *Airfield Driving*, and local guidance. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by 50 United States Code 797. Refer changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

***SUMMARY OF CHANGES***

This revision adds clarification for long-term parking. A prohibition added regarding privately owned utility terrain vehicles (UTV). Section on child restraint systems updated in order to be in conformance with state law. Further administrative revisions are made for clarity and currency.

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**1. Responsibilities.**

1.1. Installation Commander (934 AW/CC). Establishes and manages the local installation traffic supervision program. Installation Commander has broad authority to regulate the movement of traffic and personnel and has authority to suspend and revoke driving privileges for personnel working on or needing access to the Minneapolis-St. Paul ARS (MSP ARS).

1.2. Security Forces Commander (934 SFS/CC). The installation commander's principal advisor on issues pertaining to the lawful movement of personnel and traffic. Directs, regulates and enforces installation rules pertaining to traffic control. Assists the Wing Safety Office and Base Civil Engineer by performing traffic control studies to gather information on traffic problems and use patterns. The following personnel are designated as authorized representatives of the 934 SFS/CC.

1.2.1. Military and civilian personnel of the 934th Security Forces Squadron.

1.2.2. Augmentee personnel, from any other branch of the Armed Services, in a duty status and performing those duties under the supervision of the 934 SFS/CC.

1.3. Security Forces Police Services (934 SFS/S5L). Focal point for administrative processing, coordinating and record keeping for traffic citations, reports, suspensions, revocations and debarment actions.

1.4. Base Civil Engineer. Prepares, coordinates and monitors the traffic circulation and parking program. Provides maintenance of streets and sidewalks. Coordinate all traffic control signs with the Traffic Safety Coordination Group (TSCG).

1.5. Unit Commanders. Ensures assigned personnel know the requirements of this instruction and act upon notification of violations of this instruction. Include and promote safe driving practices through the unit safety program.

## 2. Driving Privileges.

2.1. Driving a government owned vehicle (GOV) or Privately Owned Vehicle (POV) on the MSP ARS is a privilege granted by the installation commander. If you accept that privilege, you must comply with the laws and instructions governing motor vehicle operation on the installation. Anyone operating a motor vehicle on the MSP ARS must produce, upon request from Security Forces, the following:

2.1.1. Driver's license. It must be original, current (unexpired), and valid. Note. Valid is defined in MN Statute 171.01 Subd. 49a (1) as not expired, suspended, revoked, or canceled.

2.1.1.1. An International Driving Permit is not a driver's license. It only verifies an individual has a driver's license in their home country.

2.1.1.2. The home country/foreign driver's license, not the International Driving Permit, allows a person to legally drive in Minnesota for 60 days after arrival before they need to obtain a Minnesota driver's license.

2.1.2. Current state vehicle registration displayed.

2.1.3. Proof of current vehicle insurance. Note. The Minnesota No-Fault Automobile Insurance Act requires residents and nonresidents, when driving in the state, to maintain basic economic loss benefits and liability coverage (Personal Injury Protection) on vehicles they own.

2.2. Implied Consent to Blood, Breath or Urinalysis Testing. Persons who drive on the MSP ARS shall be deemed to have given consent to evidentiary tests for alcohol or other drug content of their blood, breath or urine. Failure to do so will result in a revocation of driving privileges for a minimum of 12 months. This consent applies when lawfully detained, apprehended, or cited for any impaired driving offense while driving or in physical control of a motor vehicle on the MSP ARS.

2.3. Implied Consent to Impoundment. Persons who drive on the installation shall be deemed to have given consent for the removal and temporary impoundment of their POV when it is parked illegally, or for unreasonable periods, as determined by the Installation Commander or applicable authority, interfering with military operations, creating a safety hazard, disabled by accident, left unattended in a restricted or controlled area, or abandoned. Persons further agree to reimburse any agency or contractor for the cost of towing and storage should their motor vehicle be removed or impounded.

2.4. Suspension of Driving Privileges. The Installation Commander or designee may for cause, or any lawful reason, administratively suspend or revoke driving privileges on the installation. The suspension or revocation of installation driving privileges for lawful reasons unrelated to traffic violations or safe vehicle operation, is not limited or restricted by this instruction. All suspensions/revocations will be administered IAW AFI 31-218(I). If multiple suspensions/revocations are required, they will run consecutively.

2.4.1. Government Driving Privileges. IAW AFI 24-301, *Vehicle Operations*, government driving privileges will be suspended when an individual's authority to drive civilian vehicles on base is suspended. All government driving privilege suspensions will be administered IAW AFI 24-301. Requests to allow operation of a government vehicle,

during a period of suspension or revocation must be justified in writing by the Unit Commander to the Installation Commander through 934 SFS/S5L.

2.4.2. Restricted Driving Privileges. Restricted driving privileges may be granted to individuals who incur substantial hardship as a result of a revocation of driving privileges. Personnel requesting restricted driving privileges must request so in writing, endorsed by their unit commander. Forward requests to the installation commander, or designee, through 934 SFS/S5L.

2.4.3. Appeals. Any appeal for decision in this instruction will be in writing to the installation commander, or designee, through 934 SFS/S5L within 14 calendar days of notification. Driving suspensions/revocations will remain in effect until the appeal process has been completed.

2.4.4. Extensions of Suspensions and Revocations. Driving in violation of a suspension or revocation imposed under this instruction will result in the original period of suspension or revocation being increased by two years.

### **3. Traffic Supervision.**

#### **3.1. Parking.**

3.1.1. General purpose parking. Unless otherwise marked, general purpose parking spaces are those designated by painted hash marks, stripes or on authorized streets. Street parking is authorized daily on the north and south sides of Military Highway, east of Kittyhawk Avenue and on Unit Training Assemblies (UTA) weekends only, east of Earhart Avenue. Parking signs designate these areas. Winter parking rules apply. Parking is prohibited on all other streets. Note. Increases in Force Protection Conditions (FPCON) may require changes to parking policy without prior notification.

3.1.1.1. Use of Other Services Parking Lots. Daily use during duty hours is authorized. Long-term parking is only authorized after coordination with the service responsible for the parking area.

3.1.1.2. Unauthorized vehicles may be cited and towed at the owner's expense.

3.1.2. Winter parking. To facilitate snow and ice removal, street parking is prohibited between 1 November and 15 April to allow snowplows access to clear roads and sidewalks. EXCEPTION: Street parking will be allowed during scheduled UTA weekends, starting the day prior to the UTA. Signs/cones may be used to alert drivers when snow removal operations are occurring, and drivers will not park in those areas until the signs/cones have been removed. For further details regarding snow and ice control operations, refer to the 934 AW Snow and Ice Control Plan.

3.1.3. Overnight Parking. Overnight parking is limited to 934 AW personnel and registered lodging guests.

3.1.3.1. 934 AW personnel are authorized to park overnight in any legal parking space as described in paragraph 3.1.1 and 3.1.2. Vehicles requiring parking longer than overnight will be parked IAW 3.1.8. Long-term Parking.

3.1.3.2. Registered guests of the North Country Lodge are authorized to park overnight in all adjacent parking lots and the parking lot west of Bldg. 707.

3.1.4. Private Rental Vehicles/Trailers. Due to force protection concerns “U-Haul” type rental vehicles/trailers will not be parked within 50 feet of a facility. The recommended parking area for these items is the parking lot west of Bldg. 860, utilizing the far west parking spots adjacent to Earhart Ave.

3.1.5. Vehicle and Equipment Storage. 934 AW members are authorized to bring privately owned vehicles and equipment such as personal trailers, watercraft, recreational vehicles, and private rental vehicles/trailers on to the installation on a daily basis. These items will be removed at the end of the day and storage is not authorized.

3.1.6. Individual Reserved Parking. Spaces marked with a numbered reserved parking sign. Personnel assigned reserved parking spaces may park long-term in space without registering with Security Forces. Individuals encouraged to leave a vehicle key with their unit or provide a local point of contact who can move the vehicle if required.

3.1.6.1. The total number of reserved parking spaces will be limited to the number of reserved spaces authorized by the Traffic Safety Coordination Group (TSCG).

3.1.6.2. Requests for reserved parking are made by submitting an AF Form 332, *Base Civil Engineer Work Request*, through the Base Civil Engineer for approval by the TSCG.

3.1.7. Special Event Parking. Units may temporarily block parking spaces, under their control, for unit level special events. Units will coordinate with 934 SFS/S5A prior to the event. Security Forces will not provide cones; units should request traffic cones from CE/Roads & Grounds or Outdoor Recreation. Security Forces will block/reserve parking spaces for wing level events/VIPs.

3.1.8. Long-term Parking. Each branch of service represented on the MSP ARS manages their own long-term parking program, and generally, cross utilization is not authorized, without prior coordination, due to space limitations and Force Protection concerns. Long-term parking is managed as follows:

3.1.8.1. 934 AW. Long-term parking is limited to assigned 934 AW personnel and individuals using “Space-A” travel. Other special events/circumstances requiring long-term parking must be approved by the 934 SFS/CC or S3. All vehicles parked long-term must be registered with Security Forces and parked in a designated long-term parking lot. Unauthorized vehicles may be cited and towed at the owner’s expense. Users of long-term parking do so at their own risk. The 934 AW will not be liable or responsible for theft or damage to vehicles while parked long-term.

3.1.8.1.1. Individuals may register their vehicle by telephoning the BDOC at 612-713-1102 (24-hrs). Individuals are encouraged to leave a vehicle key with their unit or provide a local point of contact who can move the vehicle if required. Currently parking has been authorized on Earhart Avenue between Military Highway and 6<sup>th</sup> Street.

3.1.8.1.2. Large groups or deployments requiring long-term parking will contact Security Forces no later than three duty days prior to the event to coordinate parking needs. The unit First Sergeant, or designee, will obtain a *Long-Term Parking Log* from the BDOC controller. Fully completed and legible logs will be returned to the

BDOC no later than 24-hours prior to the scheduled departure. Incomplete or illegible logs will be returned to the unit for correction.

3.1.8.1.3. Aircrew short-term parking. Aircrew personnel flying missions expected to last less than 72 hours may park in the designated parking area without registering with Security Forces. These spots are on 6<sup>th</sup> Street northwest of Bldg. 870.

3.1.8.2. Army Reserve Center. Long-term parking is limited to Army personnel and must be registered. Army Regulation 140-483, *Army Reserve Land and Facilities Management*, prohibits storage of privately owned property and equipment. Enforcement action is provided by the 934 SFS through Support Agreement at the request of the owner.

3.1.8.3. Navy Reserve Center (NRC). Personnel assigned to the NRC must register their vehicles and park in designated parking spaces. Enforcement action is provided by the 934 SFS through Support Agreement at the request of the owner.

3.1.8.4. 133 AW (MN ANG). All vehicles parked long-term must be registered with the 133 SFS and parked in a designated long-term parking lot. Enforcement action is provided by the 133 SFS.

3.1.9. Unattended Running Vehicles/Anti-Idling. Under certain circumstances, a vehicle may be allowed to remain running while the vehicle is unattended.

3.1.9.1. A motor vehicle will not be allowed to idle for more than three (3) consecutive minutes in a one-hour period. Buses, truck and other diesel-powered vehicles may idle no more than five (5) minutes in a one-hour period.

3.1.9.2. Exemptions are authorized under the following conditions:

3.1.9.2.1. The ambient outside air temperature is less than zero (0) degrees or more than ninety (90) degrees Fahrenheit, in which case no person shall allow a motor vehicle to idle for more than fifteen (15) consecutive minutes in a one-hour period.

3.1.9.2.2. Security Forces and other government vehicles idling to maintain accessories necessary to accomplish its mission or during snowremoval operations.

3.1.10. Children under the age of twelve and animals will not be left unattended in a vehicle when there is a risk of endangerment from excessive heat, cold, or other hazard/danger as determined at the SFS member/officer's discretion. At no time will children be left alone in a running vehicle.

3.1.10.1. National Highway Transportation Safety Administration research indicates heat related injuries can occur rapidly. When outside temperatures are 80 degrees (F), even on cloudy days, temperatures inside a vehicle can reach 100 degrees (F) within 10 minutes.

3.1.10.2. Individuals are encouraged to contact Security Forces if they feel a child or animal is deemed at risk.

3.1.10.3. Security Forces personnel are authorized to use the required force necessary to enter a vehicle when it is determined there is an immediate risk of serious injury or

death to occupants, including pets, and all other options have been exhausted. The 934 AW and 934 SFS are not liable for damage caused to property.

3.1.11. Government vehicles that do not have an ignition key will be parked in a secure area to be kept under observation at all times.

3.1.12. When parked on an incline, turn the front wheels to the curb or side of the roadway.

3.1.13. Vehicle Immobilization. The “Denver Boot” device will be used by Security Forces as an additional technique to assist in the enforcement of parking violations when other less restrictive means of enforcement have failed.

3.1.13.1. The device may be used under the following conditions:

3.1.13.1.1. Unsafe vehicles or when the registered owner is unknown.

3.1.13.1.2. Vehicles involved in criminal activity.

3.1.13.1.3. Repeat offenders of parking violations outlined in this instruction. (Three or more parking violations within 6 months)

3.1.13.1.4. At the discretion of the on-duty SF Shift Supervisor, on a case-by-case basis, when the severity of the infraction indicates moving the vehicle presents an unacceptable risk.

3.1.13.2. Immobilized vehicles will have an “Immobilization Notice” placed on the windshield and/or driver’s door window. The notice will contain information on how to have the device properly removed. **DO NOT ATTEMPT TO MOVE AN IMMOBILIZED VEHICLE.**

3.1.14. Vehicle Maintenance and Leaking Vehicles. Due to environmental concerns, maintenance, including washing, of privately owned vehicles is not allowed on base. Bldg. 837 is the only authorized location for washing government owned vehicles. Vehicles excessively leaking POL products or deemed a hazard will be removed from the base until the problem is corrected.

## 3.2. Speed Limits.

3.2.1. Speed limits on base are RADAR/LIDAR enforced. Unless otherwise posted by sign, the speed limits for this installation are:

3.2.1.1. Roadways - 25 mph

3.2.1.2. Flight line - 10 mph

3.2.1.3. Parking Lots - 10 mph.

3.2.1.4. Passing troop formations or individuals conducting physical training - 10 mph

3.2.2. The use of time-distance speed checks is authorized anywhere on base. All security force vehicles used for speed checks have their speedometers calibrated. RADAR/LIDAR devices are calibrated and have an authorized frequency.

3.2.3. Excessive Speed Violation Notification. A violator’s Commander will be notified of speed violations in excess of 20 mph of the posted speed limit. The Group Commander and Installation Commander will be notified of violations in excess of 25 mph of the posted speed limit.

3.2.4. The use and display of radar or laser detection devices is prohibited on the installation. Detection devices must be removed and stored out of view prior to entering the MSP ARS and its properties.

### 3.3. Motor Vehicle Accidents.

3.3.1. Security Forces will be notified of all on-base vehicle accidents. Personnel involved in an accident must remain at the scene and should not move their vehicle unless told to do so by Security Forces or the vehicle presents a hazard to traffic.

3.3.2. Major accident. Any accident involving a fatality, injury, POV inoperable as result of an accident; or property damage exceeding \$3,000 for a GOV and \$10,000 for a POV.

3.3.2.1. Injury is defined as any one of the following caused or aggravated by a motor vehicle accident:

3.3.2.1.1. Any condition requiring medical attention.

3.3.2.1.2. Complaint or report of pain or injury, whether medical attention is sought or not.

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

3.3.3. Minor accident. A POV accident with less than \$10,000 in vehicle damage where the vehicle can be safely driven from the scene, under its own power and no personal injury is reported.

3.3.4. Government Owned Vehicle accidents. All accidents, on or off-base, involving government owned vehicles, including commercial rental/lease and GSA vehicles will be reported to Security Forces. The operator will initiate a Standard Form (SF) 91, *Motor Vehicle Accident Report*, for both on and off base accidents. A DD Form 518, *Accident Identification Card*, will be completed when the accident involves a privately owned vehicle.

3.3.4.1. SF 91 is completed by the vehicle operator and the operator's supervisor and forwarded to Security Forces for completion of sections XI thru XIII. The completed form is forwarded to vehicle maintenance with the vehicle.

3.3.4.2. An operator surrenders their AF Form 2293, *U.S. Air Force Motor Vehicle Operator Identification Card* with the SF 91 to the Vehicle Control Officer/Vehicle Control Noncommissioned Officer (VCO/VCNCO) after the accident. Unit commanders may reinstate license at their discretion.

3.3.5. Other Government Motor Vehicle Conveyances (OGMVC). Self-propelled assets providing a basic transportation capability (e.g., golf carts, all-terrain vehicles (ATV), quad-runners, etc.) are considered equipment and not reportable as vehicle accidents. Equipment items are reportable as Damage to Government Property.

### 3.4. Specialty/Off-Road Vehicles.

3.4.1. Motorcycles, Motor Scooters and Mopeds. See AFI 91-207, *The US Air Force Traffic Safety Program*, for motorcycle training requirements and operation of motorcycles, motor scooters and mopeds on the installation.

3.4.1.1. Approved protective helmets, eye protection, hard-soled shoes, long sleeved shirt or jacket, full-fingered gloves or mittens and long trousers will be worn by operators and passengers when in operation.

3.4.1.2. Wearing of a motorcycle jacket and pants constructed of abrasion resistant materials such as leather, Kevlar® and/or Cordura® containing impact absorbing padding is strongly encouraged. Riders should select PPE that incorporates fluorescent colors and retro-reflective material.

3.4.2. Government owned ATVs are authorized to be driven on installation property, including roads, for the purpose of military training and operations. Riders must have completed the ATV rider-course and wear required safety equipment. Except where prohibited during military mission, headlights will be on at all times.

3.4.3. Privately owned snowmobiles and Utility Terrain Vehicles (UTVs). Operation of snowmobiles and UTVs on base are prohibited.

### 3.5. Pedestrians and Bicycles.

3.5.1. Pedestrians. When available pedestrians will use paths or sidewalks along roadways or walk facing oncoming traffic when paths or sidewalks are not available. Individuals are encouraged to wear reflective outer garments during periods of darkness or reduced visibility. Every pedestrian crossing a roadway at any point other than within a marked crosswalk or at an intersection with no marked crosswalk shall yield the right-of-way to vehicles. Use of non-powered scooters, skateboards, roller skates, in-line skates, and other similar equipment is prohibited.

3.5.2. Bicycles. All persons who ride a bicycle, tricycle, or other human powered vehicle, including motorized bicycles, shall wear a properly fastened and approved (e.g., Consumer Product Safety Commission, ANSI, Snell Memorial Foundation) bicycle helmet. Bicycles will be equipped with front-facing, pedal, side and a rear-facing reflectors. During hours of darkness riders will wear retro-reflective vest/jacket or outer garment containing retro-reflective material. In addition, bicycles will be equipped with lamps that are visible from a distance of at least 500 feet from both the front and rear.

3.5.2.1. Unit-owned bicycles/tricycles may be used in the aircraft parking area for assigned duties. The operator will have an airfield driving AF Form 483, *Certificate of Competency*.

3.5.2.2. Night operation requires an operational headlamp and reflectors that are visible in all directions.

3.5.3. Listening Devices. Use of portable headphones, earphones, cellular phones or other listening and entertainment devices (other than hearing aids) while walking, jogging, running and bicycling on roadways is prohibited. Exception: Headphones and earphones are authorized on the designated running track.

### 3.6. Distracted Driving.

3.6.1. The use of any portable headphones, earphones, or other listening devices other than hearing aids, single ear-piece hands-free phone devices, and motorcycle driver/passenger intercom devices while operating a motor vehicle is prohibited. It impairs driving and masks or prevents the recognition of emergency signals, alarms, announcements, the

approach of vehicles, human speech, and outside noises in general. The potential of a mishap occurring is increased when a driver is distracted by activities such as hand-held and hands-free cell phones, eating, drinking, and operating entertainment systems and global positional systems.

3.6.2. DoD personnel operating a GOV on or off installations or anyone operating a POV on the installation will not use a wireless communications device to talk, compose, read, or send an electronic message, when the vehicle is in motion or a part of traffic unless they are using a hands-free device.

3.6.2.1. An electronic message includes, but is not limited to, e-mail, a text message, an instant message, a command or request to access a World Wide Web page.

3.6.2.2. Drivers are encouraged to safely park vehicles prior to completing tasks that distract attention from safely operating a motor vehicle.

3.6.3. Mounted accessories will not interfere with the driver's line of sight.

3.6.4. Exceptions. This section does not apply if a wireless communications device is used to obtaining emergency assistance or is used by an authorized emergency vehicle while in the performance of official duties.

### 3.7. Restraint Systems.

3.7.1. All personnel operating or riding in any motor vehicle on base will wear seat belts. The senior ranking occupant shall ensure enforcement. For civilian employees, if the senior occupant cannot be ascertained, the driver is responsible for enforcement.

3.7.2. Infants birth to at least 2 years old, must be in a rear-facing in an infant or convertible child safety seat. Children at least 2 years old AND has outgrown the rear-facing seat with internal harness by height or weight will be in a forward-facing with an internal harness. Children 4 years old AND has outgrown the forward-facing seat with internal harness by height or weight will ride restrained in a belt-positioning booster seat using the lap belt and shoulder belt. Children 9 years old or have outgrown the booster seat AND the child can pass the five-step test that demonstrates how the seat belt fits correctly will ride restrained with a lap belt and shoulder belt secured correctly on the vehicle seat. Additionally, children under 13 years old must sit in the back seat if possible. A "child passenger restraint system" means any device that meets the standards of the US Department of Transportation; is designed to restrain, seat, or position children; and includes a booster seat.

## 4. Traffic Ticket Processing.

4.1. There are two types of tickets issued on the MSP ARS. The DD Form 1408, *Armed Forces Traffic Ticket* and US District Court Violation Notice (USDCVN).

4.1.1. DoD Personnel and Vehicles. Individuals with a valid DoD issued identification card may be issued a DD Form 1408. DoD personnel may be issued a USDCVN based on the severity of the violation or status of the individual, however, prior approval by the 934 SFS/CC or 934 MSG/CC is required.

4.1.2. Non-DoD Personnel and Vehicles. Individuals without a military affiliation or when affiliation cannot be determined may be issued a USDCVN.

4.2. When a DD Form 1408 is issued and the violator is not present, blocks 1-7 are intentionally left blank to protect the violators Personally Identifiable Information (PII). Immediately upon receipt, the violator must report to the BDOC in Bldg. 709 to complete the ticket. USDCVN are not issued when violators are not present.

4.3. Processing Procedures. All tickets/notices are processed IAW AFI 31-218, *Motor Vehicle Traffic Supervision* and DAFMAN 31-103, Volume 1, *Law Enforcement Operations*.

4.3.1. When a USDCVN is issued, the yellow copy will be given to the violator, the white and pink copies will be sent to 934 SFS/S5L for processing. Violators are required to either post collateral to the US Clerk of District Court in the amount indicated for the offense or appear before a US Magistrate.

4.3.2. When a DD Form 1408 is issued, the pink copy will be given to the violator, the white and yellow copies will be sent to 934 SFS/S5L for processing. The violator is instructed to report to their commander (civilian equivalent) within 24-hours or the next duty day.

4.3.2.1. Rebuttals. Violators may rebut a citation by reporting to 934 SFS/S5L within 5 duty days. If the violator does not submit a rebuttal request, it will be assumed they do not wish to rebut the citation. In all cases the violator will notify their commander (civilian equivalent) or First Sergeant of the offense within 24 hours or the next duty day.

4.3.2.1.1. If the violator requests a rebuttal, the violator must submit a rebuttal letter articulating their position to the 934 SFS/CC through 934 SFS/S5L within 14-days of receipt of the ticket.

4.3.2.1.2. The letter must be endorsed by their commander. The purpose of this endorsement is to ensure commander-level involvement. The commander must add comments supporting the violator's guilt or innocence.

4.3.2.2. After five (5) duty days the patrolman will enter the ticket into AFJIS and assign it a case number. 934 SFS/S5L will forward the ticket to the appropriate commander with a suspense date for action.

4.3.2.2.1. The individual's Unit Commander determines if the individual is guilty or not guilty of the offense and completes the back of the ticket ensuring the appropriate blocks are checked and signed.

4.3.2.2.2. The back of the ticket is a report of command action and must be returned to 934 SFS/S5L for processing.

4.3.2.3. Fix-It-Tickets. Each violation must be written on a separate DD Form 1408. Violators have 72 hours to fix the infraction and bring proof of the fix and the pink copy of the citation to the BDOC. Security Forces will verify the fix and void the ticket.

4.3.2.3.1. Administrative corrections (i.e. proof of insurance) may be emailed or mailed to the 934 SFS/S5L if the individual resides outside the local area. If the infraction cannot be corrected within 72 hours the operator will coordinate with 934 SFS/S5L.

4.3.2.3.2. If the individual fails to show proof that the infraction was fixed, the

citation will be forwarded to 934 SFS/S5L for processing.

4.4. Traffic violators may be issued a DD Form 1408 as a warning citation. A record of the warning citation will be maintained in AFJIS.

4.5. AFJIS is used 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. Records are available at any AF installation with AFJIS capability.

4.6. Retirees. A Memorandum for Record will be sent to the individual from the 934 SFS/CC through 934 SFS/S5L explaining the traffic point system and points assessed.

SAMUEL J. KRAEMER, Colonel, USAF  
Commander

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

934 AW *Snow and Ice Plan*

AR 140-483, *Army Reserve Land and Facilities Management*

AFI 24-301, *Vehicle Operations*

AFI 24-302, *Vehicle Management*

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

AFI 91-207, *Air Force Traffic Safety Program*

AFMAN 33-363, *Management of Records*

DAFMAN 31-103, volume 1, *Law Enforcement Operations*

***Adopted Forms***

AF Form 332, *Base Civil Engineer Work Request*

AF Form 483, *Certificate of Competency*

AF Form 847, *Recommendation for Change of Publication*

AF Form 2293, *U.S. Air Force Motor Vehicle Operator Identification Card*

AF Form 3545, *Incident Report*

DD Form 518, *Accident Identification Card*

DD Form 1408, *Armed Forces Traffic Ticket*

Standard Form 91, *Motor Vehicle Accident Report*

United States District Court Violation Notice

***Abbreviations and Acronyms***

**AFGE**—American Federation of Government Employees

**AFJIS**—Air Force Justice Information System

**AFRIMS**—Air Force Records Information Management System

**ANSI**—American Nation's Standards Institute

**ATV**—All Terrain Vehicle

**BDOC**—Base Defense Operations Center

**GOV**—Government Owned Vehicle

**ID**—Identification

**LIDAR**—Light Detection and Ranging

**POV**—Privately Owned Vehicle

**RADAR**—Radio Detection and Ranging

**RDS**—Records Disposition Schedule

**TSCG**—Traffic Safety Coordination Group

**UTA**—Unit Training Assembly

**UTV**—Utility Terrain Vehicles

**VCNO**—Vehicle Control Noncommissioned Officer

**VCO**—Vehicle Control Officer

## Attachment 2

## DRIVING VIOLATIONS - REVOCATIONS/SUSPENSIONS

Table A2.1. Driving Violations - Revocations/Suspensions.

VIOLATION	PENALTY
Driving while driver's license or installation driving privileges are under suspension or revocation.	2-year revocation mandatory on determination of facts by installation commander.
Refusal to submit to or failure to complete chemical tests (implied consent).	1-year revocation mandatory on determination of facts by installation commander.
Manslaughter (or negligent homicide by vehicle) resulting from the operation of a MV.	1-year revocation mandatory on conviction.
Driving or being in actual physical control of a MV while under the influence of intoxicating liquor (0.08% or greater on DOD installations; violation of civil law off post).	1-year revocation mandatory on conviction.
Driving a MV while under the influence of any narcotic, or while under the influence of any other drug (including alcohol) to the degree rendered incapable of safe vehicle operation.	1-year revocation mandatory on conviction.
Use of a MV in the commission of a felony.	1-year revocation mandatory on conviction.
Fleeing the scene of an accident involving death or personal injury (hit and run).	1-year revocation mandatory on conviction.
Perjury or making a false statement or affidavit under oath to responsible officials relating to the ownership or operation of MV.	1-year revocation mandatory on conviction.
Unauthorized use of a MV belonging to another, when the act does not amount to a felony.	1-year revocation mandatory on conviction.
Mental or physical impairment (not including alcohol or other drug use) to the degree rendered incompetent to drive.	Suspension of 6 months or less or revocation not to exceed 1 year is discretionary.
Commission of an offense in another State which, if committed on the installation, would be grounds for suspension or revocation.	Suspension of 6 months or less or revocation not to exceed 1 year is discretionary.
Permitting an unlawful or fraudulent use of an official driver's license.	Suspension of 6 months or less or revocation not to exceed 1 year is discretionary.
Conviction of fleeing, or attempting to elude, a police officer.	Suspension of 6 months or less or revocation not to exceed 1 year is discretionary.
Conviction of racing on the highway	Suspension of 6 months or less or revocation not to exceed 1 year is discretionary.

Receiving a second 1-year suspension or revocation of driving privileges within 5 years.	Loss of Government Operators License for minimum of 6 months is discretionary.
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### Attachment 3

#### DRIVING RECORDS, TRAFFIC POINT SYSTEM AND FINE SCHEDULE

**A3.1. Traffic Point System.** The traffic point system provides a uniform administrative device to impartially judge driving performance. This system is not a disciplinary measure or a substitute for punitive action. Furthermore, this system is not intended to interfere with the Installation Commander or designees' ability to administratively suspend or revoke driving privileges on the installation.

**A3.2. Point System Application.** The use of the point system and procedures prescribed herein are mandatory. The point system applies to U.S. civilian personnel operating government vehicles on and off the installation and to their POVs driven on-base. It applies to U.S. military personnel operating GOVs and POVs on or off the installation and to dependents, U.S. civilian employees, and all other individuals subject to this instruction operating POVs on the installation. Unless an individual submits a rebuttal, points are assessed according to the table below.

**A3.3. The traffic point system is used to provide the commanders and supervisors with an impartial device in evaluating driver's performance.** The assessment of points is not to be construed as a disciplinary action. Points will be assessed and recorded in the AFJIS, upon receipt of the action taken by the Unit Commander or civilian supervisor.

**A3.4. Any person who has accumulated 6 points will be counseled by their commander or supervisor.**

**A3.5. When an individual accumulates 12 traffic points within 12 consecutive months or 18 traffic points within 24 consecutive months, their commander or supervisor will be advised by the Installation Commander that action is being taken to revoke or suspend the driving privileges of the individual on base for a period of six months or longer.**

**A3.6. Fine Schedule. IAW U.S.C. Title 40 § 318c.** Penalties (b) (1) Whoever violates any military traffic regulation shall be fined an amount not to exceed the amount of the maximum fine for a like or similar offense under the criminal or civil law of the State, territory, possession, or district where the military installation in which the violation occurred is located, or imprisoned for not more than 30 days, or both.

**A3.7. For a petty offense (PM) or misdemeanor (M) listed in the United States District Court (District of Minnesota) fixed-sum payment schedule, the court may accept a fixed-sum payment in lieu of the defendant's appearance and end the case.**

**A3.8. Fixed-Sum Payment Schedule.** The U.S. magistrate judges must maintain a schedule of petty offenses and other misdemeanors for which a fixed-sum payment may be accepted in lieu of the defendant's appearance. The magistrate judges have authorized the use of the Minnesota statewide payables list for offense not covered under Federal law. The forfeiture order can be found at <https://www.mnd.uscourts.gov/violation-notices-tickets> under the Air Force link. The statewide payables list for the current year can be found at <http://www.mncourts.gov/GovernmentPartners/Statewide-Payables-Lists.aspx>. Fines will be assessed without the state General Surcharge or Law Library Fee.

**A3.9. Offenses listed as Mandatory Appearance (MA) require a court appearance in lieu of a fixed-sum payment.**

**Table A3.1. Point Assessment for Moving Violations.**

Description	MN Statute	Offense Level	Fine	Points Assessed
<b>VEHICLE REGISTRATION</b>				
Operate unregistered vehicle	168.09	M	\$100	2
Fail to display current plates	168.09.4	M	\$30	3
Expired temporary MV plate (21 Day)	168.092.1	M	\$100	3
Use/Operate/ with registration suspended or revoked	168.36.1	M	\$300	4
License plate required Front & Rear <i>See Note 2</i>	169.79.6	PM	\$30	2
License plate fastened & visible <i>See Note 2</i>	169.79.7	PM	\$30	3
<b>VEHICLE EQUIPMENT/ SAFETY</b>				
Head lamps required <i>See Note 2</i>	169.49	PM	\$40	3
Rear lamps required <i>See Note 2</i>	169.50	PM	\$40	3
Muffler required <i>See Note 2</i>	169.69	PM	\$50	3
Rearview mirror required <i>See Note 2</i>	169.70	PM	\$50	3
Windshield – Obstructed <i>See Note 2</i>	169.71.1	PM	\$40	3
Windshield – Wipers required <i>See Note 2</i>	169.71.2	PM	\$40	3
Windshield – Defrosted <i>See Note 2</i>	169.71.3	PM	\$40	3
Unsafe tires <i>See Note 2</i>	169.724	PM	\$50	3
Seat belt – Child restraint system <i>See Note 3</i>	169.685.5	PM	\$50	2
Seat belt – Use required <i>See Note 3</i>	169.686.1	PM	\$25	2
<b>BAD DRIVING</b>				
Reckless driving (Willful/Wanton disregard)	169.13.1(a)	M	MA	6

Careless driving (Careless disregard)	169.13.2	M	\$100	5
Duty to drive with due care	169.14.1	PM	\$40	2
<b>DRIVING RULES</b>				
Speed – 1 to 10 MPH over	169.14.5	PM	\$40	3
Speed – 11 to 14 MPH over	169.14.5	PM	\$50	4
Speed – 15 to 19 MPH over	169.14.5	PM	\$60	5
Speed 20 MPH + over	169.14.5	PM	\$70	6
Wrong way in one way	169.18	PM	\$100	4
Fail to signal turn	169.19.5	PM	\$50	3
Unsafe U-turn	169.19.2	PM	\$50	3
Fail to Stop – STOP sign	169.20.3(b)	PM	\$50	4
Fail to yield – Entering roadway	169.20.4	PM	\$50	4
Fail to yield – Pedestrian	169.21.2(a)	M	\$100	3
Fail to yield – YIELD sign	169.201	PM	\$50	4
Use of headphones in motor vehicle	169.471.2(a)	PM	\$40	3
Use of wireless communication device (e-mail, text, IM, access WWW etc...)	169.475.2	PM	\$50	3
Use/Possess Radar Jammer	169.14.12	PM	\$50	3
Use/Display Radar detector	934 AWI 31-102	PM	N/A	3
<b>VEHICLE INSURANCE</b>				
Fail to produce proof of insurance <i>See note 4</i> (Whether or not owner)	169.791.2	M	\$200	4
False information to police regarding insurance	169.791.7	M	MA	Sus/Rev
<b>OPERATION OF BICYCLE</b>				
Traffic laws apply	169.222.1	Same as Vehicle		
Equipment violation <i>See Note 2</i>	169.222.6	PM	\$20	1

<b>MOTORCYCLE, MOTOR SCOOTER, MOTOR BIKE</b>				
Motorcycle - Operate w/o endorsement	169.974.2	PM	\$50	6
Motorcycle - Under 18 not wearing protective headgear	169.974.4(a)	PM	\$50	3
Failure to wear approved helmet while operating or riding.	934 AWI 31-102	N/A	N/A	3
<b>DRIVING WHILE IMPAIRED</b>				
Driving while under influence of alcohol	169A.20.1(1)	M	MA	Sus/Rev
Driving while under influence of controlled substance	169A.20.1(2)	M	MA	Sus/Rev
Underage drinking and driving	169A.33.2	M	MA	Sus/Rev
Open bottle law	169A.35.3	M	\$100	Sus/Rev
Test refusal or failure	169A.52	M	MA	Sus/Rev
<b>DRIVER'S LICENSES</b>				
Driving w/o valid license	171.02.1(a)	M	\$100	6
No driver's license in possession	171.08	M	\$20	4
Driving restriction violation	171.09.1(f)(2)	M	\$50	6
Possess altered license or ID	171.22.1(1)	M	MA	6
Use false name/DoB to police	171.22.1(4)	M	MA	Sus/Rev
Alter license or ID	171.22.1(5)	M	MA	6
Providing name/DoB of another person to police	171.22.1(8)	M	MA	6
Driving after suspension	171.24.1	M	\$200	Sus/Rev
Driving after revocation	171.24.2	M	\$200	Sus/Rev
Driving after cancellation	171.24.3	M	\$200	Sus/Rev
Driving after cancellation, Inimical to public safety (IPS)	171.24.5	GM	MA	Sus/Rev

<b>STOPPING, PARKING PROVISIONS</b>				
Stopping, parking on sidewalk	169.34.1(a)(1)	PM	\$25	2
Stopping/Standing/Parking where signs prohibit	169.34.1(a)(15)	PM	\$25	2
Stopping/Parking w/in 10 ft. of fire hydrant	169.34.1(a)(4)	PM	\$25	2
Stopping/Parking when ordered by police to proceed	169.34.1(d)	PM	\$25	2
Disability parking – Park/Obstruct parking space	169.346.1	M	\$200	3
Disability parking – Park/Obstruct transfer area	169.346.2	M	\$200	3
Stopping/Parking w/in 20 ft. of stop sign	934 AWI 31-102	PM	\$25	2
Parking – Grass/seeded area	934 AWI 31-102	PM	\$25	2
Parking – Reserved space <i>See Note 5</i>	934 AWI 31-102	PM	\$25	2
Parking – In excess of posted time <i>See Note 5</i>	934 AWI 31-102	PM	\$25	2
Parking – Block dumpster, intersection, driveway, entrance or loading zone	934 AWI 31-102	PM	\$25	2
Parking – Long-term, not registered	934 AWI 31-102	PM	N/A	2
<b>OTHER TRAFFIC RULES AND NON-MOVING VIOLATIONS</b>				
Littering (from vehicle)	169.42.1	M	\$100	4
Failure to produce rental/lease agreement	169.7995.2	M	MA	3
Fail/Refuse to comply w/ lawful order of police	169.02.2	M	MA	4
Physically Disabled – Unauthorized use of certificate/plate <i>See Note 6</i>	169.345.4(b)	M	\$500	3
Unattended vehicle (running) <i>See Para 3.1.9.</i>	934 AWI 31-102	PM	\$25	3
Abandoned vehicle <i>See Note 7</i>	168B.03	M	\$300 + tow	3
Unattended child in vehicle (Under 12 YoA) <i>See Note 8</i>	934 AWI 31-102	PM	\$50	6
Unattended animal in vehicle <i>See Note 9</i>	346.57.1	PM	\$25	6

Person must be present when fueling <i>See Note 10</i>	239.751(6)(a)	N/A	N/A	N/A
<p><b>NOTES:</b></p> <ol style="list-style-type: none"> <li>1. When two or more violations are committed on a single occasion, points may be assessed for each violation.</li> <li>2. This measure should be used for other than minor vehicle safety defects or when a driver fails to correct a minor defect (for example, a burned-out headlight not replaced within the grace period on a warning ticket).</li> <li>3. Applies to not using or when child restraint system is improperly installed. Assess four (4) points when no restraint system of any kind is used.</li> <li>4. If the vehicle operator produces proof of insurance, no later than date specified on the citation, stating insurance had been provided for the vehicle being operated at the time of the demand, points will not be assessed.</li> <li>5. This measure should be used only when a complaint is received from the authorized individual or party responsible for the parking space.</li> <li>6. 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.</li> <li>7. Removal of a vehicle from the MSP ARS is authorized when all other reasonable alternatives have been exhausted or the vehicle threatens public safety or is a force protection concern. Refer to AFI 31-218(I)</li> <li>8. When an Incident Report will also be accomplished. Revocation of driving privileges for one year will be considered by the commander. Example: If 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.</li> <li>9. The Installation Commander may suspend driving privileges for first and subsequent offense.</li> <li>10. No civil or criminal penalties apply to this violation. Seller may discontinue fuel service to violators.</li> </ol>				