

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE  
(USAFE)**

**AVIANO AIR BASE INSTRUCTION**

**31-218**



**26 AUGUST 2020**

**SECURITY**

**MOTOR VEHICLE TRAFFIC  
SUPERVISION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 31 SFS/S5

Certified by: 31 FW/CC  
(Brig Gen Jason E. Bailey)

Supersedes: AABI 31-218, 5 June 2020

Pages: 54

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This publication implements [guidelines established in AFI 31-218, Air Force Motor Vehicle Supervision, and establishes procedures for motor vehicle traffic supervision on Aviano Air Base, Italy. This instruction includes, but is not limited to granting, suspending, or revoking the privilege to operate a Privately Owned Vehicle (POV), registration of POVs, administration of POV registration, driver performance records, and police traffic supervision.]... It provides guidance and procedures on...throughout the Air Force (AF). It applies to individuals at all levels who..., including the Air Force Reserve and Air National Guard (ANG), except where noted otherwise. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of

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### ***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. Major changes include: [the new process for receiving an AFI license, clarification for towing vehicles, changes to base pet policy to align with Italian law, along with reformatting the instruction to align with Air Force Standards.]

<b>Chapter 1—INTRODUCTION</b>	<b>5</b>
1.1. Applicability .....	5
1.2. Delegation of authority .....	5
<b>Chapter 2—DRIVING PRIVILEGES</b>	<b>6</b>
2.1. Armed Forces in Italy (AFI) Motor Vehicle Operator’s License .....	6
2.2. Expiration of License .....	7
2.3. Temporary AFI License .....	8
2.4. Procedures for a Lost, Stolen, or Destroyed License .....	8
2.5. European Countries .....	8
2.6. Implied Consent to Blood, Breath, or Urine Test .....	9
2.7. Implied Consent to Vehicle Impoundment .....	9
2.8. Suspension or Revocation of Driving Privileges .....	9
2.9. Reciprocal Procedures .....	11
2.10. Administrative Due Process for Suspensions and Revocation .....	11
2.11. Home State Notification .....	12
2.12. Programs for High-Risk Tendency Drivers .....	12
2.13. Extension of Suspensions and Revocation .....	13
2.14. Restoration of Driving Privileges .....	13
2.15. Restricted Driving Privileges .....	13
2.16. Visiting Family Members .....	13
<b>Chapter 3—MOTOR VEHICLE REGISTRATION</b>	<b>15</b>
3.1. Registration Policy .....	15

<b>AVIANOABI31-218 26 AUGUST 2020</b>	<b>3</b>
3.2. Type I Registration. ....	19
3.3. Type II Registration. ....	21
3.4. Expiration: .....	21
3.5. Vehicle Inspections.....	21
3.6. Power of Attorneys for Disposal of AFI Registered Vehicles.....	22
3.7. Motor Vehicle Operators' Licenses. ....	23
<b>Chapter 4—TRAFFIC PLANNING AND CODES</b>	<b>25</b>
4.1. Traffic Planning. ....	25
4.2. Traffic Accident Reporting and Classification. ....	25
4.3. Parking.....	26
4.4. Traffic Violation Reports.....	27
4.5. Handicap/Maternity parking permits. ....	28
4.6. Grace Periods for Minor Violations (72hr Fix-it Tickets). ....	29
4.7. Traffic Complaints.....	29
4.8. Chemical Testing Policies and Procedures.....	29
<b>Chapter 5—PROCESSING OF SECURITY FORCES INCIDENT/COMPLAINT REPORTS</b>	<b>30</b>
5.1. General Requirements.....	30
Table 5.1. Routing of Security Forces Reports.....	30
5.2. Report Suspense.....	30
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>31</b>
<b>Attachment 2—AVIANO AIR BASE TRAFFIC CODE</b>	<b>34</b>
<b>Attachment 3—SUSPENSION OF DRIVING PRIVILEGES REVIEW</b>	<b>45</b>
<b>Attachment 4—NON-OPERATIONAL PRIMARY VEHICLE WAIVER</b>	<b>47</b>
<b>Attachment 5—AUTHORIZATION FOR WAIVER TO EXCEED 90 DAY EXTENSION PERIOD</b>	<b>48</b>
<b>Attachment 6—AUTHORIZATION FOR APPOINTMENT OF POWER OF ATTORNEY #1</b>	<b>49</b>
<b>Attachment 7—AUTHORIZATION FOR APPOINTMENT OF POWER OF ATTORNEY ATTACHMENT #1</b>	<b>50</b>



## Chapter 1

### INTRODUCTION

**1.1. Applicability.** This instruction applies to all U.S. military personnel, military family members, NAF, DoD personnel and Italian nationals employed by the U.S. government within the confines of Aviano AB.

**1.2. Delegation of authority.** The Deputy Commander, 31st Mission Support Group (31 MSG/CD) is delegated authority to suspend or revoke driving privileges per 31 FW/CC, as supplemented. The Commander, 31st Mission Support Group (31 MSG/CC) is also delegated authority under this instruction and may act as an alternate when the 31 MSG/CD is unavailable.

## Chapter 2

### DRIVING PRIVILEGES

#### 2.1. Armed Forces in Italy (AFI) Motor Vehicle Operator's License.

2.1.1. AFI License Defined. The AFI license is a requirement for all U.S. DoD military (to include TDY personnel), DoD civilian personnel and their command sponsored dependents who are entitled to operate AFI plated vehicles.

2.1.2. Applicability. To Obtain an AFI License, all U.S. DoD military (to include TDY personnel), DoD civilian personnel and their command sponsored dependents who are entitled to operate AFI plated vehicles must:

2.1.2.1. Submit an AFI Driver's License Application at <https://portal.usafe.af.mil/sites/Aviano/31MSG/SFS/PassAndReg/SitePages/Home.aspx>. This application must be completed and all required documents uploaded. If unable to utilize SharePoint website, this application can be filled out at the Pass and Registration office.

2.1.2.2. Successfully complete the AFI written and Italian road sign test. Study materials can be found on the Aviano mobile phone App. Both tests are conducted online and can be taken on a government or non-government computer. NOTE: To pass the test and receive your license, you must score at least a 90% on each test. EXCEPTION: Personnel possessing a valid USAREUR US Certificate of License (AE Form 190-1F) are not required to take the Italian road sign test but are required to take the written test and attend the Local Conditions Brief prior to issuance of the AFI Driver License. TDY personnel see [para 2.1.3.5](#)

2.1.2.3. Failures. Failure to successfully complete both the written and road sign tests will require re-testing at the following intervals:

2.1.2.3.1. First time failure. Personnel will be able to re-test 24 hours after the failure.

2.1.2.3.2. Second time failure. Personnel will be able to re-test 14 days after the failure.

2.1.2.3.3. Third time failure. Personnel will be able to re-test 60 days after the failure.

2.1.3. Issuance of license. In order to receive an AFI license, all applicants must have completed and maintain possession of one of the following:

2.1.3.1. All individuals applying for an AFI license must be designated as a sponsor or command sponsored dependent on official orders or be authorized full logistical support in their contract or Individual Logistical Support Letter signed by the 31 FW/JA. A copy of the orders, DOCPERS contract (from contracting office in area 600), or Individual Logistical Support Letter (signed by 31 FW/JA) must be provided to the Pass and Registration office prior to issuance of an AFI license.

2.1.3.2. A valid driver's license from one of the 50 United States or U.S. territories. **NOTE:** This license may be expired if the state or territory has an Active Duty military extension.

2.1.3.2.1. A valid driver's license from another country.

2.1.3.2.2. A valid International Driver's Permit that was not issued in Italy. See [paragraph 2.5](#)

2.1.3.2.3. Completed driver's license application. Applicant must be at least 18 years of age at the time of application.

2.1.3.3. Test completion results from the Drivers and Road Sign Tests documenting successful completion. Citizens of the European Union are not required to take this test.

2.1.3.4. Local National (LN) spouses and/or immediate family members who are LNs of personnel assigned to Aviano Air Base are required to have an AFI License to operate an AFI registered vehicle. These personnel are not required to test or receive a Local Condition Briefing. Personnel accomplish the online driver's license application and present their Italian Driver's License to the Pass and Registration office.

2.1.3.5. All personnel TDY to Aviano Air Base for less than 60 days may receive an AFI Driver's License without the required Safety Brief or AFI License test, but must comply with the requirements of [para 2.1.3](#) through [2.1.3.5](#) Additionally, TDY personnel must receive the local signs guide available at Pass and Registration. Personnel will attach one of the forms identified in [para 2.1.3](#) through [2.1.5](#) along with a copy of their TDY orders to

<https://portal.usafe.af.mil/sites/Aviano/31MSG/SFS/PassAndReg/SitePages/Home.aspx> or by bringing all forms to Pass and Registration. TDY personnel staying longer than 60 days must meet the same requirements as permanent party members. **NOTE:** An Individual's orders must state AVIANO as a destination in order to be eligible for an AFI license.

**2.2. Expiration of License.** The expiration date on the AFI license will be as follows:

2.2.1. U.S. Military and their command sponsored dependents: Will expire within four years of license issuance when accompanied by a valid United States/Uniformed Services Identification and Privilege Card and valid driver's license, or within the sponsor's DEROS or last day of the DEROS month, whichever is earlier.

2.2.2. DoD Civilians and their command sponsored dependents: Will expire within four years of license issuance when accompanied by a valid United States/Uniformed Services Identification and Privilege Card and valid driver's license, or within the month the sponsor's Logistical Support Letter expires, whichever is earlier.

2.2.3. DoD Contractors. Contractors and their dependents will expire within four years of license issuance when accompanied by a valid United States/Uniformed Services Identification and Privilege Card and valid driver's license, or on the date of expiration commensurate with the member's DOCPERS contract, whichever is earlier.

2.2.4. Italian National dependents with valid Italian Driver License: Will expire commensurate with the Italian Driver License expiration date or 30 days after sponsor's PRD/DEROS, whichever is earlier.

2.2.5. TDY personnel for 60 days or less. Temporary licenses will expire on last day of TDY as stated on orders.

2.2.6. Expiration. Regardless of the expiration date annotated on the license, all AFI Driver Licenses expire when AFI privileges are no longer authorized such as retirement, separation, Permanent Change of Station (PCS), or loss of logistical support privileges.

2.2.7. Renewal. You must have one of the following required documents to renew your AFI driver's license:

2.2.7.1. A valid driver's license from the United States or U.S. territories.

2.2.7.2. A valid driver's license from another country.

2.2.7.3. A current copy of orders, Career Data Brief (CDB), SURF, or contract reflecting new DEROS must also be provided to the Pass and Registration Office at time of AFI license renewal.

2.2.8. AFI Driver License with motorcycle endorsement (Italian translation for NATO Personnel).

2.2.8.1. Poses a valid stateside driver's license with a motorcycle endorsement.

2.2.8.2. Motorcycle training requirements must be verified in writing by the Squadron Commander assigned Unit Motorcycle Safety Representative.

2.2.8.3. Must have successfully completed a Motorcycle Safety Foundation®, state approved training or Host Nation equivalent courses IAW AFI 91-207, *The US Air Force Traffic Safety Program*, within the last five (5) years.

2.2.8.4. Be of legal age with required experience in accordance with Local Italian Law. Contact the Pass and Registration Office for current guidance. **NOTE:** If you extend your DEROS at Aviano you must update your AFI license with the new expiration date.

### **2.3. Temporary AFI License.**

2.3.1. Members arriving to Aviano AB with an expired stateside license may be granted a one-time issuance (60-day temporary license) upon verification that the individual has submitted a proper renewal request to his/her stateside authority within 60 days prior to expiration. This doesn't apply if the state or territory has an Active Duty military extension.

2.3.2. 60 Day Temporary License. This license will not be issued for any purpose other than lost, stolen, or expired stateside license. Temporary licenses will not be granted if the member's driving privileges have been revoked or suspended by Commanding authority or other competent authority.

**2.4. Procedures for a Lost, Stolen, or Destroyed License.** Under the Legislative Decree N.285, a report must be made to the base Carabinieri Office, located on Area F in building 49 (adjacent to the Mensa). Once the report has been completed, a copy must be provided to the AFI licensing office at which time the AFI licensing personnel will then be authorized to issue a new AFI license provided that the individual possesses a valid stateside/territory license.

**2.5. European Countries.** Not all countries within the European Union (EU) may acknowledge the AFI Driver License when accompanied with a valid U.S. DoD/Uniformed Services Identification and Privilege Card. Such circumstances may warrant individuals to possess an



International Driver's Permit when occupying or passing through those areas. Members are encouraged to access travel resources such as [www.state.gov](http://www.state.gov) or [www.aaa.com](http://www.aaa.com) prior to operating a vehicle outside of Italy. If needed, personnel may obtain an application for an International Driver's Permit on the Airman and Family Readiness Center (AFRC) website <http://www.31fss.com/afrc.shtml> or by visiting [www.idlservice.com](http://www.idlservice.com).

**2.6. Implied Consent to Blood, Breath, or Urine Test.** Persons who drive on and off 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 the military installation to determine the influence of intoxicants. Failure to give consent will result in a minimum one (1) year driving revocation.

**2.7. Implied Consent to Vehicle Impoundment.**

2.7.1. Vehicles that are parked for an unreasonable period, interfere with traffic operations, create a safety hazard, are mechanically disabled or involved in an accident and/or have been left unattended in or adjacent to a Restricted/Controlled or off-limits area will be impounded. For the purpose of this instruction, unreasonable period is defined as longer than 72 hours in an area other than the Auto Hobby Shop. Vehicles parked in this designated lot must have proper authorization and credentials. A long term parking pass can be request through the 31 SFS Police Services Desk (PSD) at DSN: 632-4916.

2.7.1.1. Prior to towing of a potentially abandoned vehicles, a DD Form 1408, Armed Forces Traffic Ticket, will be issued. After 72 hours, if the vehicle hasn't moved, a DD Form 2504, Abandoned Vehicle Notice, will be placed on the vehicle for possible abandonment. A copy of the DD Form 2504 will be forwarded to 31 SFS/S2I. SFS/S2I will attempt to contact the registered individual's chain of command. If the vehicle is not moved within 72 hours after issuance of DD Form 2504, a DD Form 2505 and 2506 will be accomplished and the vehicle towed.

2.7.1.2. 31 SFS/S2I will coordinate the removal of the vehicle with 31 LRS/LGRDDO and the First Sergeant of the vehicle's registered owner.

2.7.2. Policies and procedures for towing, searching, impounding and inventorying vehicles will be IAW Chapter 6 of AFI 31-218(I), Motor Vehicle Traffic Supervision.

2.7.2.1. IAW AFI 24-301, Nonappropriated Funds Personnel Management and Administration, 31 LRS/LGRDDO will only tow disabled vehicles that create traffic safety hazards or firefighting obstacle on the installation. Any other required movement will be at the expense of the owner.

**2.8. Suspension or Revocation 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 or POV registrations, for lawful reasons unrelated to traffic violations or safe vehicle operation, is not limited or restricted by this regulation.

2.8.1. Suspension. Driving privileges are usually suspended when other measures fail to improve a driver's performance. Measures should include counseling, remedial driving training, and rehabilitation programs if violator is entitled to the programs.

2.8.1.1. Driving privileges may also be suspended for up to six (6) months if a driver continually violates installation parking regulations.

2.8.1.2. On-Base, persons receiving three (3) non-moving violations (i.e. parking tickets; registration violations; insurance violations) within a 120 day period will have their driving privileges suspended for 30 days.

2.8.1.3. On-Base, persons accumulating 12 points within 12 months or 18 points within 24 months will have their driving privileges suspended for a period of six (6) months.

2.8.1.4. Any vehicle parked without authorization in an area restricted due to Force Protection measures may subject the driver to immediate suspension. Vehicle will be towed at the owner's and/or operator's expense.

2.8.2. Revocation. The revocation of installation and/or overseas command POV driving privileges is a severe administrative measure to be exercised for serious moving violations or when other available corrective actions fail to produce the desired driver improvement. Revocation of the driving privilege will be for a specified period but never less than six (6) months; revocations apply at all military installations; and remain in effect upon reassignment.

2.8.2.1. Driving privileges are subject to revocation when an individual fails to comply with any of the conditions requisite to the granting privilege listed in AFI 31-218, Chapter 2. Revocation of installation driving and registration privileges is authorized for military personnel, family members, DoD civilian employees, contractors, and other individuals with installation driving privileges. For civilian guests, revocation is authorized only with respect to incidents occurring on the installation or in the areas subject to military traffic supervision.

2.8.2.2. Driving privileges for individuals refusing to submit to Command Directed Installation Entry Point Checks will be revoked for a period of one (1) year.

2.8.2.3. Driving privileges will be revoked for a mandatory period of not less than one (1) year in the following circumstances:

2.8.2.3.1. If a member is convicted of fleeing the scene, attempting to elude a police officer, or racing on the installation, a six (6) month revocation not to exceed one (1) year will be issued IAW AFI 31-218, Table 5-1.

2.8.2.3.2. The 31 FW/CC or designee has determined that the person lawfully apprehended on or off base for suspicion of Driving Under the Influence (DUI) refused to submit to or complete a test to measure the alcohol content in the blood, or detect the presence of any other drug as required by the law of the jurisdiction or installation traffic code or by service directive will have their driving privileges suspended or revoked for a minimum of one (1) year.

2.8.2.3.3. A conviction, non-judicial punishment, or a military or civilian administrative action resulting in the suspension or revocation of driver's license for intoxicated driving will have their driving privilege's revoked for a minimum of one (1) year. Appropriate official documentation of such conviction is required as the basis for revocation.

2.8.3. A signed preliminary suspension letter will be issued by 31 MSG/CD (CC if CD is absent) to all personnel for the following circumstances:

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

2.8.3.2. Operating a motor vehicle with a Blood Alcohol Concentration (BAC) of 0.05 percent by volume (0.05 grams per 100 milliliters) or higher or in violation of the law of the jurisdiction that is being assimilated on Aviano Air Base.

2.8.3.3. On an arrest report or other official documentation of the circumstances of an apprehension for intoxicated driving. **NOTE:** IAW AFI 31-218, suspension becomes a mandatory revocation on conviction or other findings that confirm the charge (e.g., receipt of BAC in excess of 0.05%). This fact is included in the preliminary suspension letter.

**2.9. Reciprocal Procedures.** Driving privileges for personnel who PCS inbound, suspended, or revoked will remain suspended or revoked as specified by their losing base. Any personnel driving on a suspension from their previous base will be placed on a two (2) year extension and subject to Article 92, UCMJ. Aviano Air Base will also revoke an individual's driving privileges when local Italian police authority (Carabinieri, Local Polizia, Etc.) suspect an individual of DUI. 31 SFS/S5R will prepare a suspension/revocation package to be signed by the 31 MSG/CD when a report or record is received indicating the driving privileges for an inbound individual are suspended or revoked.

## **2.10. Administrative Due Process for Suspensions and Revocation.**

2.10.1. Mandatory Suspensions and Revocations. 31 SFS/S5R will prepare and staff all mandatory suspension and revocation packages IAW AFI 31-115, *Law and Order Operations*. Coordination includes the 31 SFS/CC and 31 FW/JA prior to being forwarded to 31 MSG/CD for approval/disapproval.

2.10.1.1. Suspension or Revocation Appeals. Members who desire an appeal hearing must submit a personal request to 31 SFS/S5R within five (5) workdays upon receipt of a suspension or revocation letter.

2.10.1.2. Appeal hearings will be scheduled by the member through 31 MSG/CCEA and will be accomplished within ten (10) workdays.

2.10.2. For offenses other than intoxicated driving, 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 makes an application for a hearing within this period. Such application will stay the pending suspension or revocation for a period of 14 calendar days. Refer to AFI 31-218, paragraph 2-6, b., for further guidance on offenses other than intoxicated driving.

2.10.3. Unit Commander Suspensions. Unit commanders have been delegated the right to suspend the driving privileges of military personnel (not military dependents) with high-risk tendencies for up to 180 days. High risk tendencies include, but are not limited to, multiple

accidents or multiple traffic infractions (i.e. DUI, major vehicle accident, multiple speeding tickets, multiple parking tickets, etc.).

2.10.3.1. Unit commanders will make a written determination to suspend or revoke an individual's driving privileges based on documented reckless driving, another specific instance, alcohol abuse, or repeat traffic infractions. IAW AFI 31-218(I), [paragraph 2-6](#), coordinate this notice with the 31 FW/JA. Refer to [Attachment 3](#) for the standardized commanders briefing memorandum.

2.10.3.2. IAW AFI 31-218, unit commanders will not suspend a person's driving privileges until they are notified (or reasonable attempts made) and offered an administrative hearing. If after the hearing the suspension is ordered, the commander must document the suspension in writing, to include the reason for the suspension, the recommended length of the suspension, and whether or not the suspension applies to POV and/or Government Motor Vehicle (GMV) privileges.

2.10.3.3. The unit commander and military member will sign the written suspension and forward to 31 SFS/S5R for processing into the Aviano Suspension, Revocation, and Barment (SRB) Roster. At the time of suspension, the military member will turn-in their AFI driver's license to the unit commander. The unit commander may reinstate the driving privileges of the member before the end of the suspension if circumstances warrant reinstatement; notify 31 SFS/S5R in writing to ensure the member is removed from the SRB Roster.

2.10.3.4. Upon completion of the suspension period, the unit commander will return the AFI license to the member, terminate the suspension, or forward a recommendation to the 31 MSG/CD for a continued license revocation for up to one (1) year.

2.10.3.5. Appeals for unit commander suspensions are considered by the 31 MSG/CD. Members who desire a hearing must schedule an appeal hearing through 31 MSG/CCEA within five (5) duty days upon receipt of a unit commander suspension letter. Appeal hearings will be accomplished within ten (10) duty days of the request for a hearing.

2.10.4. Confiscation of AFI Driver's License. Unit commanders/first sergeants will physically confiscate the AFI driver's license of personnel whose driving privileges have been suspended/revoked and turn it in to 31 SFS Pass and Registration Office.

**2.11. Home State Notification.** Personnel who have had their driving privileges suspended/revoked due to a DUI will have a letter sent to their licensing home state. This notification letter will be completed by 31 SFS/S5R personnel upon receipt of a BAT/BAC showing the individual was above the legal limit of .05% IAW Italian Law. For a copy of this letter template contact 31 SFS Reports and Analysis. Completed letters will be mailed via registered mail. A copy of the letter will be attached to the case file as proof. Once receipt is returned from the home state, it also will be attached to the case file.

## **2.12. Programs for High-Risk Tendency Drivers.**

2.12.1. Unit commanders have the option of directing traffic offenders who have not had their driving privileges suspended/revoked to attend Course 5 - Driver Improvement and Rehabilitation conducted by 31 FW/SE. IAW AFI 91-207, The US Air Force Traffic Safety Program, and DoDI 6055.04, DoD Traffic Safety Program, personnel convicted of a moving

traffic violation while operating a GMV, or have been determined to have been at fault in a traffic mishap will attend the Driver Improvement and Rehabilitation Course. Commanders may use approved civilian online or classroom courses. A complete list of approved traffic safety courses are located on the AFSEC SharePoint site. Commanders can also refer personnel identified as high-risk tendency drivers to the course at any time. Contact the 31 FW/SE to schedule unit personnel. Other programs, such as Alcohol Abuse Evaluation and/or Mental Health Evaluation, can be prescribed by instruction or the suspension/revocation letter.

2.12.2. DoD personnel and dependents deemed at fault in a major vehicle accident may immediately have their AFI license suspended by their unit commander and processed by the 31 SFS/S5R. Licenses will be restored after completing mandatory remedial traffic safety training with 31 FW/SE.

**2.13. Extension of Suspensions and Revocation.** Driving in violation of a suspension or revocation imposed under this regulation will result in the original period of suspension or revocation plus an additional two (2) year revocation from date of new violation IAW AFI 31-218. In addition, administrative action may be initiated based on the commission of any traffic, criminal, or military offenses. For example, Active Duty military personnel driving on the installation in violation of a lawful order.

**2.14. Restoration of Driving Privileges.** Reinstatement of driving privileges for suspension or revocation will not be automatic on the day after the suspension or revocation ends. The affected unit commander will ensure the following requirements are met prior to re-issuing the license:

2.14.1. Successful completion of *Driver Improvement and Rehabilitation Course* provided by the 31 FW/SE.

2.14.2. Re-test for AFI license online.

2.14.3. Alcohol Abuse Evaluation/Mental Health Evaluation, if required.

2.14.4. Any additional special requirement prescribed by instruction or suspension letter.

**2.15. Restricted Driving Privileges.** The 31 MSG/CD may grant restricted driving privileges or probation on a case-by-case basis. Restricted driving privileges will not be granted to any person whose driver license or right to operate motor vehicles is under suspension or revocation by a State, Federal, or host nation licensing authority. Prior to application for probation or restricted driving privileges, a State, Federal, or host nation driver's license or right to operate motor vehicles must be reinstated. Persons requesting restricted privileges will forward a letter requesting specific privileges endorsed by their commander through 31 SFS/S5R prior to being forwarded to 31 MSG/CD. Privileges will only be granted for extreme hardship cases.

**2.16. Visiting Family Members.** Family members that visit personnel assigned to Aviano during their tour of duty may receive a temporary authorization to operate an AFI plated vehicle. The recipient of the temporary authorization must be 18 years or older, possess a valid license, and reviewed Italian Road Signs/Driver's Study Guide. The sponsor completes the designated request form at the Pass and Registration Office located in building 1403, has the visiting family member sign the form (acknowledging that they have reviewed the study guide and road signs), and turn the form into the Pass and Registration Office. A valid license from one of the 50 states (or US territories) or a valid license from another country is required. **NOTE:** This authorization

only permits the family member to operate an AFI plated vehicle while an AFI privileged member is in the vehicle.

## Chapter 3

### MOTOR VEHICLE REGISTRATION

**3.1. Registration Policy.** All Aviano personnel who register vehicles with Pass and Registration must display “Italian Cover Plates” on their vehicles. These cover plates will be provided by the 31 FW at no cost to authorized registrants, provided they comply with all of the terms outlined below. Additionally, Aviano personnel will remove all DD Form 2220/2219 decals from their vehicles. **NOTE:** All rules in this instruction which affect AFI Plated vehicles are also applicable to Cover Plated vehicles.

3.1.1. The United States Navy Europe (USNAVEUR), through the Naval Support Activity (NAV-SUPPACT), Naples Italy, is the United States European Command (EUCOM) executive agent for administration of vehicle registration for all U.S. and NATO military and civilian personnel assigned to bases in Italy. All vehicle registrations and fuel privileges are issued IAW NAVSUPPACT Naples Instruction 11240.19G, NAVSUPPACT Naples Instruction 10340.8F, and NAVSUPPACT Naples Instruction 10340.1H.

3.1.2. Ownership of vehicles registered by U.S. military activities in Italy is documented on NAVEURGEN Form 11240/3, Military Registration and Certificate of Title of Motor Vehicle, which is a dual-language (English - Italian) document.

3.1.3. Vehicles utilized strictly for off-road purpose (i.e. ATVs, off-road motorcycles, vehicles that are not street legal, etc.) cannot be registered through Aviano Pass and Registration. If you ship an off-road vehicle to Aviano Air Base, you will be required to pay all associated customs fees to reflect proper vehicle importation and subsequent exportation.

3.1.4. Vehicles registered through Pass and Registration with AFI/Cover plates must have a valid and current registration issued in the name of the sponsor in the vehicle at all times, as this document certifies the tax free temporary import status of the vehicle. If the vehicle registration is lost, stolen, or destroyed the registered owner must file a report with base Carabinieri. The registrant will be required to obtain a copy of the Carabinieri report and take it to the Pass and Registration Office in order to receive a certified copy of the original registration. The original registration document will be maintained on file at Pass and Registration. The vehicle owner will be given a copy.

3.1.5. Vehicle registrations must be renewed within the month the vehicle’s registration expires. **EXCEPTION:** If the registration will expire while personnel are deployed, TDY, or on leave for 30 days or longer and they are unable to obtain a Special Power of Attorney (POA), the individual may renew their registration the month prior to departure. They will need to bring a copy of their deployment/TDY orders, leave authorization (**Part II**), or an MFR from their First Sergeant/Commander stating they will be deploying or TDY for more than 30 days to the Pass and Registration office. If the member chooses to obtain a Special Power of Attorney to renew their vehicle registration in their absence, they must obtain one from Legal that includes, year, make, model, VIN, and purpose. Once the member obtains the Special POA, the member and the person they are giving POA to must come to Pass and Registration to request permission for a Special Power of Attorney through the NCOIC. Registration renewals must be completed IAW NAVSUPPACT Naples Inst 11240.19G. Failure to renew the vehicle registration will result in suspension of AFI registration

privileges, loss of fuel rations, and loss of driving privileges. Personnel can contact the Pass and Registration Office for current information on vehicle registration procedures.

3.1.6. Owners of AFI/Cover plated vehicles will not lease or rent their vehicles to any other person or allow any non-AFI licensed or otherwise unauthorized persons to operate their vehicle. The only exception is family members obtaining a temporary authorization IAW [para 2.16](#)

3.1.7. Disposition of AFI/Cover Plated Vehicles. Owners of AFI/Cover plated vehicles must out-process through Pass and Registration prior to PCS. There are only four (4) authorized methods for disposing of a vehicle: ship (exported), sell to another AFI authorized user, salvage, or driven to another installation within Europe (exported).

3.1.7.1. Prior to a vehicle being shipped or exported, the owner will retrieve their gas card from the BX, bring a copy of their orders, current registration, and the AFI plates to Pass and Registration. The owner will be issued temporary plates at no charge before PCS. This must be done within 72 hours of the shipping date or final out date. If the shipping date or exportation date is a Monday the plates can be turned in on the last duty day of the week prior.

3.1.7.2. Vehicles will not be sold or transferred to a new owner unless the previous owner has a clear title, registration, inspection certification within 60 days, road taxes paid to date, and when applicable, proof that the lien holder has consented in writing to the transaction.

3.1.7.3. AFI/Cover plated vehicles will be salvaged by the owner IAW appropriate directives. Cover plates and proof of salvage must be returned to Pass and Registration after the vehicle is salvaged. If the vehicle is disposed of improperly, the registered owner will be liable for all associated customs fees. Contact Pass and Registration if an AFI plated vehicle needs to be salvaged.

3.1.8. Specified Consent to Impoundment, Salvage, and Towing Fees.

3.1.8.1. Each registrant will be required to sign a statement appointing the cognizant Motor Vehicle Registration Officer (Pass and Registration) as an Attorney-in-Fact (AIF) who will be authorized to dispose of the vehicle by scrapping if the registrant has departed the overseas station on PCS orders without providing a Power of Attorney (POA) to another eligible person, vehicle registration is expired for over 120 days, the vehicle has been declared abandoned by a competent authority as determined by the installation commander, or POA given has expired IAW NAVSUPACT Naples Instruction 11240.19G.

3.1.8.2. Personnel must consent to the installation vehicle impoundment policy if they wish to drive on the installation. Aviano vehicle registration forms or policy contain the following listed statement: *“AFI 31-218, Air Force Motor Vehicle Traffic Supervision, and the installation traffic code provide for the removal and temporary impoundment of privately owned vehicles parked illegally for unreasonable periods, interfering with military operations, creating a safety hazard, disabled by incident, left unattended in a restricted or controlled area, or abandoned. I agree to reimburse any agency or contractor for the cost of towing, storing, and disposing of my motor vehicle if it is lawfully removed and impounded.”*



3.1.8.3. Security Forces will process a DD Form 139, Pay Adjustment Authorization, in coordination with the 31 CPTS/FMFC to initiate collection of applicable costs/fees associated with the disposal of POVs. 31 CPTS/FMFC will process the debt and provide registrants due process prior to collecting funds. It is the responsibility of each unit to ensure its members properly dispose of their vehicles by means of sale, salvage, or shipment prior to PCS or separation. If a member fails to properly deregister his/her vehicle, the units CCF will serve as lead point of contact to ensure unit member vehicles are properly deregistered.

3.1.8.4. Vehicles improperly deregistered by cause of abandonment will also be deregistered through the unit CCF. Members remaining in service, if Italian importation fees are due to the Italian customs office; the unit CCF will process DD Form 139, Pay Adjustment Authorization, and send to 31 CPTS/FMFC to initiate collection of fees, or forward to the gaining command for collection of unresolved debt. If member has terminated federal military service, the unit CCF will coordinate with Italian Customs officials utilizing the assistance of the Pass and Registration Office to address resolution of the service member's debt. The losing unit may forward unresolved debt to separating members last known address or forwarding address, or provide payment through other means to resolve debt.

3.1.9. Loss or theft of Cover Plates. Immediately, report the loss or theft to the base Carabinieri to complete a written report. The registrant will be required to obtain a copy of the Carabinieri report and take it to the Pass and Registration Office with the vehicle registration. If the member's cover plates were lost or stolen, the member will receive new cover plates 15 days after the receipt of the Carabinieri report. All vehicle documentation will be updated IAW NAVSUPACT Naples Instruction 11240.19G. Upon annual registration, all registered vehicles will be required to be current on road tax, insurance, and inspection prior issue of tax free fuel privileges card.

3.1.10. Vehicle Registration Authorization. IAW US/Italian SOFA and Italian customs requirements, assigned U.S. military personnel, DoD civilian personnel, and contractors in support of the Air Force are authorized to register a total of three (3) POVs with Pass and Registration at one time. All AFI registered vehicles are considered "temporarily imported into Italy" and therefore, no customs fees are applied. At no point will an individual be authorized to have more than three (3) POVs registered at any given time. Exceptions to policy are authorized; however, it must first be approved by MVRO office in Naples.

3.1.10.1. The government of Italy allows for members to register one (1) vehicle exempt from road tax. This same tax exempt vehicle is the vehicle that fuel rations will be determined for. This vehicle receives a Type I Registration.

3.1.10.2. Up to two (2) additional vehicles may be registered. These vehicles receive a Type II Registration. Annual Italian Road taxes will be assessed and paid to the government of Italy. This tax assessment/billing will be determined by Pass and Registration. Payment may be made at local Italian Post Offices. These vehicles do not receive fuel rations.

3.1.10.3. Personnel whom are on temporary assignment to Aviano AB for a period of six (6) months or less will not be allowed to register vehicles with the Pass and Registration Office.

3.1.11. Family Members Who Remain in Italy. Vehicle registration authority, fuel rations, and AFI driver's licenses must be turned in if the U.S. military or civilian sponsor departs Aviano, but choose to leave their dependents in the local area. The NATO Status of Forces Agreement (SOFA) does not allow logistical support for dependents remaining in Italy after departure of the military sponsor even if the member has a follow-on assignment to Aviano, or may return to Italy in the future.

3.1.12. Policy for USAF Reserve Personnel. COMUSNAVEURINST 5840.2E, USAREUR Reg 550-32, USAFE Instruction 36-101 (hereinafter referred to as the Tri-Service Regulation) establishes policy for rationed goods, motor vehicles, and other items. The Tri-Service Regulation provides this definition of sponsor: "4. 'Sponsor' means a member of the force or civilian personnel whose duty in Italy, pursuant to orders or other documentation, authorizes accompanying command-sponsored dependents in Italy."

3.1.12.1. Reservists Designated As Sponsor(s). USAF Reserve personnel meeting this definition and whose orders are validated as authorizing accompanying command-sponsored dependents, are authorized standard vehicle registration and rationed "P" Series fuel coupon allocation.

3.1.12.2. Reservists Not Designated As Sponsor(s). USAF Reserve personnel who are not considered a "Sponsor" IAW referenced Tri-Service Regulation may be authorized "G" Series Fuel Coupons IAW NAVSUPACT Naples Instruction 10340.8F providing their orders properly authorize use of a POV or rental vehicle. The authorization will be documented on a fuel card, limited to the period authorized by the orders, IAW engine size of the vehicle used.

3.1.13. All vehicles will be registered in the name of the sponsor. Command-sponsored dependents must have a valid Special Power of Attorney to act on the sponsor's behalf. The Special Power of Attorney must state the year, make, model, and Vehicle Identification Number (VIN) of the vehicle and specify exactly what authorizations the sponsor is giving the command-sponsored dependent.

3.1.14. Requirements for two wheeled vehicles (over 49cc) imported to Italy are as follows:

3.1.14.1. Individuals must meet Local Italian Law age and engine size requirements. See the Pass and Registration Office for guidance on the current laws. Additionally, individuals must be in possession of a valid AFI driver's license.

3.1.14.2. One of the following documents in the sponsor's name; original Vehicle Title, Certificate of Origin, or previous registration. If title or registration is in the command sponsored dependent's name, the sponsor will need to report with that individual to the 31 FW Legal Office so a Bill of Sale can be initiated (AFI vehicles must be registered only in the sponsor's name).

3.1.14.2.1. Incoming Customs document T1 (from Personal Property Office).

3.1.14.2.2. Safety Inspection. This can be performed after the registration and issuance of plates.

3.1.14.2.3. The motorcycle must be brought to MVRO for VIN inspection (before or after registration).

3.1.14.2.4. Proof of insurance. Original insurance sticker (Contrassegno di Assicurazione). Insurance must be in the Sponsors name and valid for a minimum of six (6) months. Failure to maintain insurance will be sufficient grounds for immediate termination of registration, driving privileges, and may result in disciplinary actions.

3.1.14.3. If an individual has a current approved training card (validated by the unit motorcycle safety representative) and endorsement on their stateside driver's license at time of initial registration, they will receive the plate, 30 day temporary registration, and a temporary AFI license with motorcycle endorsement.

3.1.14.4. If an individual has not completed the approved course or has an expired approved course card, the plate will not be issued until the day prior to the training course. Motorcycles should be transported on a flatbed, truck, or trailer to the course. If transportation is unavailable, another AFI motorcycle driver can operate the motorcycle to the course. The owner will be given instruction to not operate the motorcycle outside of the course prior to gaining the endorsement. If the course is scheduled for a Monday the plates and registration can be picked up the last duty day prior to the course. If the individual does not have a motorcycle endorsement on their stateside driver's license, the plate and temporary registration must be returned to the Pass and Registration Office immediately following the initial course. Once the endorsement is added to the stateside license, a one (1) day temporary registration and the plate will be released to complete required training. A temporary AFI license will not be issued until the member has a permanent motorcycle endorsement on their stateside driver's license and all training requirements (validated by the unit Motorcycle Safety Representative) have been satisfied.

3.1.14.5. The motorcycle registration must be renewed annually even if the registered owner does not have the plate and registration. The motorcycle cannot be driven without the plate and registration, however it can be towed or transported to the safety inspection tent if the safety inspection is required IAW [Para 3.5](#) If registered as a secondary vehicle road tax must be paid annually. January and July are the only month's road tax is authorized for motorcycles. Depending on date of initial registration, the registration will fall into whichever of those two months is closer to one (1) year from date of registration. Failure to renew motorcycle registration in the month it is due will result in immediate loss of fuel rations and registration rights.

## **3.2. Type I Registration.**

3.2.1. Type I Registration Defined. The following information is IAW NAVSUPPACT 11240.19 Series. Any changes made in the NAVSUPPACT will supersede all other vehicle registration regulations. Type I registration is defined as a POV or two-wheeled vehicle (over 49cc) imported into Italy, which is the primary means of transportation for authorized military and/or DoD civilian personnel. This vehicle is imported free of customs duty, value added tax (IVA), and road tax. A type I vehicle is a privately owned motor vehicle for the personal use of the eligible registrant and command sponsored dependents only. The engine size of the Type I vehicle is used as the basis for tax-free fuel privileges and is the only vehicle authorized to use tax-free fuel/petroleum products.

3.2.2. Vehicle Purchased from Local National. The vehicle registration requirements for vehicles purchased from an Italian citizen are as follows; Denationalization document (Contact Pass and Registration to determine what is required in order to obtain a denationalization document), a bill of sale between Italian citizens, and an AFI privileged individual. This must be completed on the Italian economy at either an Italian Town Hall or Italian Notary. Current vehicle insurance with proper license plate and AFI number in buyer's name; vehicles are required to possess a current Italian inspection "Revisione" and a base inspection completed within 15 days prior to vehicle registration, valid AFI driver's license, and applicable registration fees contact Pass and Registration for the exact amount(s).

3.2.3. Vehicles that are already AFI plated and have valid registration:

3.2.3.1. Current vehicle insurance with proper license plate number in buyer's name.

3.2.3.2. Base safety inspection current within 60 days prior to the registration appointment.

3.2.3.3. Valid AFI driver's license and valid state side driver's license.

3.2.3.4. Applicable registration fees. Contact Pass and Registration for further information.

3.2.3.5. Bill of sale (accomplished during the Pass and Registration appointment). The buyer and seller must both be present.

3.2.4. Vehicles shipped at government expense: (AE Form 302, Import-Export Customs Declaration, issued at Aviano AB or port).

3.2.4.1. Vehicle Safety Inspection completed within 15 days after the initial registration appointment.

3.2.4.2. Current vehicle insurance with proper license number in buyer's name.

3.2.4.3. Valid AFI driver's license.

3.2.4.4. Applicable registration fees, contact Pass and Registration for exact amount(s).

3.2.5. Vehicles driven from another European country:

3.2.5.1. Military registration from previous country in sponsors name.

3.2.5.2. Current vehicle insurance with proper license number in buyer's/owner's name.

3.2.5.3. Vehicle Safety Inspection current within 15 days prior to the registration appointment.

3.2.5.4. Valid AFI driver's license.

3.2.5.5. Applicable registration fees, contact Pass and Registration for exact amount(s).

3.2.5.6. Vehicles must be registered with AFI license plates within 21 days of arrival in Italy.

3.2.6. Motorcycles. Motorcycles can be registered as primary vehicles, however they will only be authorized a maximum of 200 liters of fuel per month IAW NAVSUPPACT Naples Instruction 10340.1H.

3.2.7. Fuel Privilege Revocation. A sponsor's tax-free fuel privileges will be suspended/removed when at least one of the following conditions exists:

- 3.2.7.1. A registered vehicle (Type I or II) has been reported as abandoned or improperly scrapped.
- 3.2.7.2. A sponsor fails to provide proof of valid insurance on any vehicle registered in the MVRO program.
- 3.2.7.3. A registered vehicle (Type I or II) has an expired registration.
- 3.2.7.4. As determined appropriate by the MVRO director.

### **3.3. Type II Registration.**

3.3.1. Type II Registration Defined. Type II registration is when POVs or two-wheeled vehicles (over 49cc) are used as a secondary means of transportation. Type II registration requirements are the same as Type I requirements, however, annual road tax is required for this type of registration. Personnel are required to maintain copies of their annual road tax receipts in order to out-process Aviano AB. NATO Italian tax-free fuel coupons are not provided for Type II vehicles. Contact Pass & Registration for road tax computation.

3.3.1.1. Road taxes may be pro-rated for the initial registration and paid up to the most recent month in which annual registration is required. Road tax can also be pro-rated not to exceed your DEROS, expiration of Contract or Logistical Support Letter. Under no other circumstances will Italian road tax be pro-rated for a vehicle.

3.3.2. Type II registration requirements are:

3.3.2.1. New vehicles purchased from a dealer and delivered in Italy. Registration requirements for new vehicles purchased from a dealer and delivered in Italy will vary. Contact 31 SFS/S5PR for further information.

3.3.2.2. Vehicles imported into Italy at the owner's expense. Registration requirements for vehicles imported into Italy at the owner's expense are established by Italian custom officials. Registrants should contact Pass and Registration prior to bringing this type of vehicle into Italy.

**3.4. Expiration:** At a minimum, the AFI vehicle registration will expire when:

- 3.4.1. Italian road taxes are overdue.
- 3.4.2. Sponsor's Projector Rotation Date (PRD)/Date Estimated Return from Overseas (DEROS) is reached.
- 3.4.3. Sponsor's Letter of Logistical Support expires
- 3.4.4. Sponsor's DOCPERS approval as technical representative expires
- 3.4.5. Annually if sponsor fails to perform annual renewal procedures, IAW **Para 3.1.5**

### **3.5. Vehicle Inspections.**

3.5.1. All AFI Vehicle Safety inspections will be conducted by 31 LRS using the criteria established by local directives and HN laws, at the POV Inspection Facility. These inspections are required annually, within 60 days of vehicle transfer, or within 15 days prior to initial vehicle registration. Vehicle Safety Inspections may be conducted randomly by on-

duty Security Forces. Additionally, Safety Inspections must be accomplished within the month of the registration renewal and/or after a vehicle has been repaired following a major accident or vehicle component failure which renders the vehicle not in inspection order. AFI plated vehicles will undergo a mechanical and safety inspection at the following times:

3.5.1.1. Vehicles less than four (4) years old are inspected upon initial registration into the AFI system and then once the vehicle reaches four (4) years of age.

3.5.1.2. Vehicles four (4) to six (6) years old are inspected upon initial registration into the AFI system and then again when the vehicle reaches six (6) years of age.

3.5.1.3. Vehicles over six (6) years old are inspected upon initial registration and on an annual basis.

3.5.1.4. Upon transfer of title to another eligible AFI privileged member. If inspection is less than 60 days old, this will be waived at time of transfer.

3.5.1.5. More frequently as directed by 31 FW/CC.

3.5.2. Any vehicle that fails to pass a safety inspection will not be registered or sold unless discrepancies are corrected. If after 30 calendar days the vehicle has not passed inspection, the sponsor must provide Pass and Registration proof that parts are on order. If the discrepancies have not been corrected within 90 calendar days, the sponsor should dispose of the vehicle through local salvaging procedures. Waiver authority to exceed the 90 day extension period rests with the 31 FW/CC.

### **3.6. Power of Attorneys for Disposal of AFI Registered Vehicles.**

3.6.1. A Power of Attorney (POA) to another service member is not an authorized form of vehicle disposition, and will only be accepted in cases of emergency (i.e., hardship, early return due to medical reasons, short notice separation, short notice PCS, administrative discharge, etc.).

3.6.1.1. Personnel in the above described situations desiring a POA must first consult with the Pass and Registration NCOIC. If determined to be a valid reason for a POA, the NCOIC will issue an *Authorization for Motor Vehicle Power of Attorney*. Personnel will present this to the legal office and obtain the Special Power of Attorney. Both the Authorization and the POA will be valid for a period of 90 days. Extensions and renewals are not authorized under any circumstances. **NOTE:** POAs should only be issued to personnel in the grade of E-5 and above.

3.6.1.2. POAs must be signed by the Squadron commander and endorsed by the Group commander. The Pass and Registration NCOIC is the final approving authority for POAs.

3.6.2. Owners must dispose of their vehicle. However, as in the above cases of emergency, if it becomes necessary to leave disposal in the hands of another individual by means of a POA, the following will apply in order the Pass and Registration Office to be able to accept POA for disposal of an AFI registered vehicle.

3.6.2.1. When the owner has been informed 30 or more days' notice of their assignment, a POA for the sale or shipment of a motor vehicle must be accompanied by a Commander's authorization letter, endorsed by the 31 MSG/CC, before it will be

accepted by the Vehicle Registration Section. The 30 day period will be computed from the date of notification from MPF. The only exceptions will be in special situations when the disposition of the vehicle cannot be resolved by the individual. In those special cases, a letter endorsed by the unit commander explaining the situation must be presented to the Vehicle Registration Section before a POA will be accepted.

3.6.2.2. A POA will not be accepted if the Attorney-in-Fact (AIF) already holds a POA for another vehicle.

3.6.2.3. A POA will not be accepted if the vehicle does not pass a safety inspection within 30 days of the start date of the POA, or if the AIF has less time remaining on their present tour of duty than the registration expiration date unless under extreme conditions or circumstances.

3.6.2.4. During the term of the POA, the AIF will insure the vehicle taxes are paid and the insurance policy is valid for the period of the POA.

3.6.2.5. The POA will not authorize the AIF to utilize the Fuel Rations issued to the original owner of the vehicle.

3.6.2.6. The original POA will be maintained at Pass and Registration, unless other terms are on the POA, in which case a copy will be maintained.

3.6.2.7. If the individual who is given a POA is unsuccessful in disposing the vehicle within the period of the registration validity or the POA expires, it must be salvaged IAW NAVSUPACT Naples Instruction 11240.19G.

### **3.7. Motor Vehicle Operators' Licenses.**

3.7.1. The Government of Italy allows US Forces to operate government and privately owned vehicles in Italy based on the NATO Status of Forces Agreement (SOFA). Operator licensing requirements differ depending on the type and registration of vehicles being operated.

3.7.1.1. Government Motor Vehicles (GMV). All personnel operating a government owned/leased vehicle must have a valid AFI driver's license and establish a record (AF Form 2296, Vehicle Operator Information, **Part 3**) for all vehicle operators, regardless of motor vehicle type or gross vehicle weight. To establish an AF Form 2296, unit Vehicle Control Officers (VCO), Vehicle Control Non-Commissioned Officer (VCNCO), or squadron CC will ensure personnel are trained by annotating AF Form 171, Request for Driver Training and addition to U.S. Government Driver's License, and provide the form to 31 LRS/LGRDDO.

3.7.1.2. Privately Owned Vehicles (POV).

3.7.1.2.1. AFI Registered Vehicles. NAVEURGEN Form 11240/2, (AFI License), a bilingual (English/Italian) document, is the only driver's license authorized for personnel permanently assigned or attached to Aviano AB to operate a POV registered with the Pass and Registration Office. See **paragraph 2.5** for licensing requirements for travel in countries outside of Italy.

3.7.1.2.2. Italian Plated Vehicles. To operate an Italian registered vehicle, operators should possess one of the following; A valid driver's license from one of the 50

United States or U.S. territories, a valid driver's license from another country, or a valid international driver's permit (except if issued in Italy).



## Chapter 4

### TRAFFIC PLANNING AND CODES

#### 4.1. Traffic Planning.

4.1.1. The Traffic Circulation Plan for Aviano AB is developed by the Police Services NCOIC, with support from Civil Engineering, Safety Office, and Logistics Readiness Squadron. This is accomplished through the Traffic Safety Coordinating Group and approved by the 31 MSG/CC. The normal duty day traffic flow is considered moderate due to the layout of Aviano AB.

4.1.1.1. Peak load traffic flow is experienced on the flightline roads leading to the flightline gate and roads to Area 1. This heavy flow of traffic is prevalent from 0700-0830 and 1500-1700 each duty day. Increased traffic flow is experienced during special events conducted in the flightline area. Any activity over normal requirements causes added traffic flow in each area of the base.

4.1.1.2. Host Nation police (Carabinieri, Local Polizia, ITAF) and the Police Services staff will be notified at least one (1) month in advance to provide effective control over special events and road maintenance that may affect traffic flow.

4.1.2. Surveys will be conducted by the Police Services NCOIC, base safety representatives, and base Civil Engineer to ensure uniform and effective traffic planning. Emergency situations such as long-term construction projects will necessitate more frequent surveys to address specified situations.

4.1.3. Judicious use of uniform traffic control signs must be practiced. All road signs and speed limits must conform to Italian law. Studies by Police Services and the Base Traffic Engineer will be accomplished to ensure uniform and effective traffic planning. These will be validated and documented during quarterly Traffic Safety Boards.

4.1.4. Off-road vehicles may be utilized on the installation during contingencies, increased threat levels, emergency situations, and when deemed necessary by the 31 SFS/CC.

#### 4.2. Traffic Accident Reporting and Classification.

4.2.1. A major accident is defined as:

4.2.1.1. Accident involving fatality or personal injury (evident or claimed).

4.2.1.2. Accident resulting in estimated damage at or exceeding \$10,000 is considered major for both GMV/POV and/or property.

4.2.1.3. Accident resulting in disabling damage to a GMV/POV (requiring towing). For the purpose of traffic accident classification, disabling damage is described as such damage rendering the vehicle completely inoperable. It does not include damage such as a broken distributor cap, bent fender, damaged radiator, flat tires, etc. This type of damage is functional damage and not disabling.

4.2.2. A minor vehicle accident is defined as:

4.2.2.1. Vehicles with non-disabling damage with no injuries or fatalities.

4.2.2.2. Damage to vehicles or property estimate less than \$10,000.

4.2.3. Anyone involved in an on-base vehicle accident, major or minor, must immediately report the accident to the Security Forces PSD. Anyone involved in a major accident off-base must immediately notify the Emergency Control Center (ECC) at DSN: 632-7200. Personnel involved in minor vehicle accidents off-base will notify the Security Forces Police Services Desk within 72 hours of the accident.

### 4.3. Parking.

4.3.1. General. Parking restrictions are established to better manage on-base parking areas, support the mission, and encourage participation in the government's policy on energy conservation and a cleaner environment. Installation parking areas must be managed to provide support to the mission. Reserved parking will be kept to an absolute minimum to encourage safe working and living environments.

4.3.2. Reserved parking will generally be granted according to the following priorities:

4.3.2.1. Generals, Colonels, Chief Master Sergeants, equivalent grades of other services, and GS-15 or above.

4.3.2.2. Organizational commanders and first sergeants.

4.3.2.3. Emergency and mission essential government vehicles.

4.3.2.4. Handicapped stalls as required by the Americans with Disabilities Act guidelines.

4.3.2.5. Visitor/customer service only facilities with a customer service function. These requests will be considered on a case-by-case basis and these parking spaces will have a time limit.

4.3.2.6. Group-level and above quarterly/monthly award winners.

4.3.2.7. Special parking slots (i.e., Volunteer with Permit) may be reserved at community areas, such as the Commissary and Base Exchange. The 31 MSG/CD is the approving official for all special parking requests.

4.3.3. Managing Parking Areas. Facility managers will serve as the Point of Contact (POC) for reserved parking designations in parking lots servicing the facility. For parking lots servicing more than one facility, requests for reserved parking designations will be coordinated with appropriate facility managers.

4.3.3.1. The requesting facility manager will submit a written request via AF IMT 332, *Base Civil Engineer Work Request*, work order for reserved parking spaces to the 31st Civil Engineer Squadron (31 CES) Customer Service after coordination with other facility managers, if appropriate. The requesting facility manager will also coordinate the work request with 31 SFS/S5LE and 31 FW/SEG prior to submitting to 31 CES Customer Service. Requests will be completed as follows:

4.3.3.1.1. Provide a map depicting the parking area, total spaces, number, and desired location of the reserved spaces, designation for each space and the name and duty phone of the facility manager submitting the request.

- 4.3.3.1.2. The 31st Civil Engineer Squadron Base Traffic Engineer will evaluate requests against requirements of [para 4.3.1](#), after the requestor coordinates with 31 SFS/ S5LE and 31 FW/SEG. The base traffic engineer will submit a recommendation to the work request review board.
- 4.3.3.1.3. Requests for additional reserved parking beyond those listed in [para 4.3.2](#), will be considered and/or approved by the 31 MSG/CD at the Traffic Safety Control Group.
- 4.3.3.2. Upon approval, 31 CES will install the appropriate signage. 31 CES is the only organization authorized to install, remove, or fabricate reserved parking signs.
- 4.3.3.3. Submit for removal of reserved parking on AF IMT 332 to 31 CES Customer Service.
- 4.3.3.4. Bi-annually (NLT 30 September, odd years), each facility manager will submit a drawing to 31 CES Customer Service of the parking areas surrounding their building(s). The drawing(s) will include the location and total number of parking spaces available and the number, location, and title of each reserved parking spot. Those facility managers who share parking areas may work together and submit a combined report.
- 4.3.4. Long Term Parking. The designated long term parking area will be located on the North side of Area F, behind Bldg. 918A. This area is for parking longer than 72 hours (i.e. TDYs, Deployments, etc.). Parking Passes will be requested through the Police Services Desk (SFS/S5LE) for a set period of time and will be visibly displayed on the dash board. During non-duty hours, parking passes will be requested through the ECC. Extensions for those times may be granted only through prior coordination by the individuals First Sergeant or above who will in turn notify S5LE. Failure to coordinate prior to the expiration may result in the vehicle being towed at the owner's expense. NOTE: This does not include long term parking designated by the AMC Terminal, near Bldg. 1078, for those taking leave, as governed by 724 AMS requirements.

**4.4. Traffic Violation Reports.** Security Forces may issue a DD Form 1408, Armed Forces Traffic Ticket, to any U.S. military personnel, military family members, NAF, DoD personnel, and Italian nationals employed by the U.S. government within the confines of Aviano AB. These personnel may also be cited by the Carabinieri; however, Italian Nationals or NATO military personnel may only be cited by Carabinieri. **NOTE:** Italian nationals are not subject to the point scale outlined in AFI 31-218. S5R will notify the applicable commanders of all infractions resulting in DD Form 1408 issuance. Commanders may determine if infraction(s) are in violation of Article 25, Section 2.d. of the Conditions of Employment for Local National Employees of the U.S. Armed Forces in Italy.

4.4.1. When issuing a DD Form 1408, patrolmen will write, stamp, or place a label on the back of the pink copy given to the violator with the following instructions: If you wish to rebut this citation, report to Security Forces Reports and Analysis (SFS/S5R), Bldg. 1403, within five (5) duty days. Please notify your Commander or First Sergeant within 24 hours or the next duty day.

4.4.1.1. If the violator does not notify SFS/S5R within five (5) duty days of request to rebut the citation, SFS/S5R will complete the administrative process by writing on the back of the white copy "DID NOT REBUTTAL" and endorse the infractions on the DD

Form 1408. However, SFS/S5R must still notify the violator's first sergeant and commander of the violation. This will be done via e-mail notification.

4.4.1.2. If the violator does not wish to rebut the violation. SFS/S5R inputs the citation into the Air Force Justice Information System (AFJIS); the Reports and Analysis clerk will then check the appropriate response on the back of the citation, and the violator requires no further action.

4.4.2. If a violation notice has been issued in error, it may only be voided for two reasons. The DFC is responsible to the United States Magistrate's Court and only voids violation notices in cases of mistaken identity of person or obvious legal error. If the agency is still in possession of all copies, the violation notice will be voided by the DFC. This ensures the integrity of the ticket issuing process. All spoiled tickets will be disposed of according to the guidelines furnished by the court.

#### 4.4.3. Traffic Violations or License Suspension Reporting.

4.4.3.1. Military AFI licensed drivers will notify their commander if their (or their dependents) driving privileges are revoked or suspended by Italian authorities for any reason, within 72 hours of the incident, or 24 hours of returning from pass or leave. Civilian AFI licensed drivers should report if their driving privileges are revoked or suspended as well. Failure to do so may jeopardize their driving privileges.

4.4.3.2. Military personnel arrested or apprehended by host nation police for traffic related offense(s) must report this information to the Security Forces PSD, or ECC during off-duty hours, within 24 hours of the incident or release from custody. Failure to report this contact is a violation of Article 92, UCMJ.

### 4.5. **Handicap/Maternity parking permits.**

4.5.1. Personnel requiring handicapped/maternity parking permits to park in designated areas must first obtain a Memorandum For Record (MFR) signed by their Primary Care Manager (PCM) or professional medical provider. The MFR **MUST** provide the following requesting individuals' information:

4.5.1.1. Full Name.

4.5.1.2. Full SSN.

4.5.1.3. Reason/Verification for obtaining the permit.

4.5.1.4. Expected delivery date (Maternity passes only).

4.5.1.5. DEROS of individual (handicapped passes only).

4.5.2. Personnel will take the MFR to the Pass and Registration Office along with their valid military or dependent ID to receive the permit. The permits will be issued with the members' information, including cover plate number, to allow use in any vehicle registered in the sponsor's name.

4.5.3. Permits must be displayed in the windshield at all times while parked in the designated parking spaces. The permit information must be clearly visible and unobstructed.

4.5.4. Permits issued by Pass and Registration are only valid on Aviano Air Base.

**4.6. Grace Periods for Minor Violations (72hr Fix-it Tickets).** Individuals cited for minor vehicle defect(s) by Security Forces will be given a 72 hour grace period to have the discrepancy repaired or provide a receipt to demonstrate a part is on order. The violator will report to the Security Forces Police Services Desk to show the repaired part or receipt for an ordered part within 72 hours. If the violator meets the grace period, the citation will be annotated as a warning by the respective unit and forwarded to 31 SFS/S5R. If the individual does not appear or appears and the problem is not corrected, they will be issued a citation for “Operating an Unsafe Vehicle.”

**4.7. Traffic Complaints.** Personnel observing traffic violations may make a formal traffic complaint by completing a sworn/affirmed “*Traffic Complaint Form*” at the PSD during normal duty hours or ECC during off duty hours. Persons may also make a telephone complaint, with instructions to report to the PSD, or ECC during off-duty hours, within 24 hours to complete a written statement concerning the complaint. A traffic complaint may also be made via electronic traffic complaint to the PSD organization box. Personnel submitting this must have make, model and license plate number to vehicle to ensure further action is pursued. The traffic complaint form will be forwarded to the appropriate squadron commander/first sergeant through 31 SFS/S5R for action. After taking action, the commander/first sergeant will annotate the action taken on the form and keep a file copy.

#### **4.8. Chemical Testing Policies and Procedures.**

4.8.1. Any lawfully obtained breath, chemical, urine or blood test used to determine an individual’s Blood Alcohol Concentration (BAC) will be accepted; however, the chemical test commonly utilized at Aviano Air Base is blood extraction by 31st Medical Group laboratory personnel, a breathalyzer conducted by 31 SFS, or a breathalyzer test conducted by host nation law enforcement (Carabinieri or Local Polizia).

4.8.2. The blood alcohol standard for Aviano Air Base is .05% g/dl IAW Italian law. Persons with a BAC of .05% g/dl or higher per volume are considered under the influence and are prohibited from operating any motor vehicle. NOTE: Individuals under the age of 21 are not allowed to have any level of BAC while operating a motor vehicle IAW Italian laws.

## Chapter 5

### PROCESSING OF SECURITY FORCES INCIDENT/COMPLAINT REPORTS

**5.1. General Requirements.** All incident reports will be completed IAW AFI 31-115.

5.1.1. All appropriate paperwork will be forwarded to Security Forces Reports and Analysis (31SFS/S5R) who will annotate further distribution of reports. Routing of Security Forces reports will be accomplished in the following manner:

**Table 5.1. Routing of Security Forces Reports**

SUBJECT	UNIT	LEGAL	HOMESTATION
Military Subject ( <b>Assigned</b> to AAB)	XX	OO	
Military Subject ( <b>Not assigned</b> to AAB)	OO		XX
Active Duty Military Member Dependent	XX		
Civilian Employee (NAF, DoD <b>assigned</b> to AAB)		XX	
Civilian Employee (NAF, DoD <b>not assigned</b> to AAB)	OO		XX
XX–Action Copy OO–Information Copy			

5.1.2. 31 MDG/SGOHS will be forwarded a copy of all incidents involving alcohol and 31 MDG/ SGOHF will be forwarded a copy of all incidents involving family violence, abuse, or neglect.

5.1.3. 31 FW/JA and AFOSI will be forwarded a copy of all reports where a subject has been identified.

5.1.4. 31 MSG/CD will be forwarded a copy of any report where a dependent child has been identified as a subject.

5.1.5. A copy of all incidents involving US Army personnel and/or their dependents will be forwarded to the legal office at Vicenza Army Post, Italy.

**5.2. Report Suspense.** 31 SFS/S5R will establish a 60-day suspense for reports requiring unit commander action. Extensions may be granted on a case-by-case basis. If response on command action is not received by the due date, S5R will send a letter, “Notice of Late Suspense” (an electronic-file pre-signed by the 31 SFS/CC) giving an additional 14-day suspense. If the additional suspense is not met, S5R will send a “Notice of Second Late Suspense” to the unit commander with a courtesy copy to the group commander.

JASON E. BAILEY  
Brigadier General, USAF  
Commander

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

AFI 24-301, *Ground Transportation*, 22 October 2019

AFI 31-115, *Law and Order Operations*, 18 August 2020

AFI 31-218, *Motor Vehicle Traffic Supervision*, 22 May 2006

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 07 February 2020

AFI 91-207, *The U.S. Air Force Traffic Safety Program*, 26 July 2019

DoDI 6055.04, *DoD Traffic Safety Program*, 20 April 2009

NAVSUPACT Naples Instruction 10340.1H, *Policy Governing Procurement and Retail Sale of Tax-Free Petroleum Products (POL) "P" Coupons in Italy, for use in Primary Owned AFI Vehicles*, 25 November 1998

NAVSUPACT Naples Instruction 10340.8F, *Policy Governing Tax-Free Petroleum Products (POL) "G" Series Coupons for use in Italy by Official, Rented, and POV Traveling on Official Business*, 01 December 1998

NAVSUPACT Naples Instruction 11240.19G, *Regulations Concerning Registration of Privately Owned Motor Vehicles*, 19 July 2010

NAVSUPACT Naples Instruction 11240.29D, *Allied Forces Italy Driver License Policy*, 16 July 2009

COMUSNAVEURINST 5840.2E, USAREUR Reg 550-32, USAFE Instruction 36-101, *Tri-Component Directive for Italy on Personal Property, Rationed Goods, Motor Vehicle and Drivers' Licenses, Civilian Component and Technical Representative Status*, 20 February 2004

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

NAVEURGEN Form 11240/3, *Military Registration and Certificate of Title of Motor Vehicle*

DD Form 139, *Pay Adjustment Authorization*

AF Form 1168, *Statement of Witness/Suspect/Complainant*

AE Form 302, *Import-Export Customs Declaration*

AF Form 2296, *Vehicle Operator Information*

***Part 3 NAVEURGEN Form 11240/2***

AFI License

AF Forms 75, *Visitors/Vehicle Pass*

AF Form 332, *Base Civil Engineer Work Request*

DD Form 1408, *Armed Forces Traffic Ticket*

AF Form 3545, *Incident Report*

***Abbreviations and Acronyms***

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

**AFI**—Armed Forces in Italy

**AFJIS**—Air Force Justice Information System

**AFMAN**—Air Force Manual

**AFOSI**—Air Force Office of Special Investigations

**AFRC**—Airman and Family Readiness Center

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

**AIF**—Attorney-in-Fact

**ASTM**—American Society for Testing and Materials

**BAC**—Blood Alcohol Concentration

**CDB**—Career Data Brief

**CPSC**—Consumer Product Safety Commission

**CSF**—Chief, Security Forces

**DEROS**—Date Estimated Return from Overseas

**DOT**—Department of Transportation

**DUI**—Driving Under the Influence

**ECC**—Emergency Communications Center

**EUCOM**—United States European Command

**GMV**—Government Motor Vehicle

**GOI**—Government of Italy

**HN**—Host Nation

**IAW**—In Accordance With

**IPE**—Individual Protective Equipment

**LN**—Local National

**MFR**—Memorandum For Record

**MPF**—Military Personnel Section

**NAF**—Numbered Air Force

**NATO**—North Atlantic Treaty Organization

**NAVEUROGEN**—United States Navy Europe, General

**NCOIC**—Non-Commissioned Officer In Charge



**OPR**—Office of Primary Responsibility

**PCM**—Primary Care Manager

**PCS**—Permanent Change of Station

**POA**—Power of Attorney

**POC**—Point of Contact

**POV**—Privately Owned Vehicle

**PRD**—Projected Rotation Date

**PSD**—Police Services Desk

**RDS**—Records Disposition Schedule

**SOFA**—Status of Forces Agreement

**SRB**—Suspension, Revocation, and Barment

**USAFE**—United States Air Forces, Europe

**VCO**—Vehicle Control Officer

**VIN**—Vehicle Identification Number

**31 FW/CC**—Commander, 31 Fighter Wing

**31 FW/JA**—Staff Judge Advocate, 31 Fighter Wing

**31 FW/SEG**—Safety Office, 31 Fighter Wing

**31 FW/SGOHS**—Substance Abuse Section, 31 Medical Group

**31 FW/SGOHF**—Family Advocacy Section, 31 Medical Group

**31 MSG/CC**—Commander, 31 Mission Support Group

**31 MSG/CD**—Deputy Commander, 31 Mission Support Group

**31 LRS/LGRDDO**—Ground Transportation Flight, 31 Logistics Readiness Squadron

**31 SFS/S2I**—Investigation Section, 31 Security Forces Squadron

**31 SFS/S5LE**—Police Services Desk, 31 Security Forces Squadron

**31 SFS/S5R**—Reports and Analysis Section, 31 Security Forces Squadron

**Attachment 2****AVIANO AIR BASE TRAFFIC CODE****Figure A2.1. Aviano Air Base Traffic Code**

**Introduction:** The purpose of the vehicle traffic code is to ensure all personnel who operate a Government Motor Vehicle (GMV) or Privately Owned Vehicle (POV) are aware of the rules for operating on Aviano AB.

**Policy:** The operation of a motor vehicle in Italy is a conditional privilege extended by the 31 FW/CC. Individuals given this privilege will comply with the standards established in this instruction.

**A2.1. Unlicensed Motor Vehicle Operators.** U.S. Military members, DoD civilians, DoD contractors, U.S. Army and Air Force Exchange Service (AAFES) employees, and sponsored family members shall not drive and/or cause or permit another to drive an AFI plated private motor vehicle without a valid AFI driver's license. All personnel operating a government owned/leased vehicle must have a valid AFI driver's license and establish a local driving record via AF Form 2293, USAF Motor Vehicle Operator Identification Card, and 2296, regardless of vehicle type or gross vehicle weight. NOTE: Local national mechanics employed to repair POVs may operate AFI plated vehicles in performance of their duties.

**A2.2. Vehicle Registration.** Applicable to U.S. Military members, DoD civilians, DoD contractors, U.S. AAFES employees, and sponsored family members assigned to Aviano AB or supported units.

**A2.3. U.S. military members/dependents residing in Italy:**

A2.3.1. Individuals attempting to enter and/or operating a motor vehicle on the installation with an expired AFI license shall relinquish the AFI driver's license to Security Forces, cease all motor vehicle operations, and report to Pass and Registration for renewal.

A2.3.2. Individuals attempting to enter and/or operating a motor vehicle with expired registration on the Installation shall park the vehicle in the nearest designated parking location, relinquish the rear license plate to Security Forces, and cease operation of the motor vehicle until properly cleared by Pass and Registration.

**A2.4. Insurance.** All vehicles (regardless of operational status) shall be insured with a minimum of liability insurance, IAW Italian law. Vehicle operators shall present valid proof of insurance upon request by Security Forces. In the event an operator cannot provide proof of insurance, they shall report to the Police Services Desk within five (5) duty days and present the citation and valid proof of insurance for assessment. NOTE: Insurance documentation must reflect an implementation date originating prior to citation date and must be current. Personnel failing to provide valid proof of insurance shall immediately cease operation of the AFI plated vehicle and surrender the rear license plate (Italian cover plate) to Pass and Registration within five (5) duty days.

**A2.5. Licenses.** No person shall unlawfully use or permit the unlawful or fraudulent use of an official driver's license, vehicle registration, or proof of insurance documents. Persons unlawfully or fraudulently using or possessing such documents will lose their driving privileges for a period of one (1) year. **(Non-moving Violation)**

**A2.6. Operating Unsafe Vehicles.** No person may operate, cause, or permit a motor vehicle to be operated if the vehicle creates a safety hazard. **(Moving Violation) (2 Points)**

**A2.7. Earphones.** IAW AFI 36-2903 and AFI 31-218, the wear of earphones/headphones (iPods, MP3 type players, etc.) are authorized only on designated running areas unless directed by higher authority. This applies to all individuals operating a motor vehicle, human powered conveyance (i.e. bicycles, rollerblades, etc.) or pedestrians and joggers. **EXCEPTION:** Motorcycle helmets with an intercom system between the operator and passenger is permitted.

**A2.8.** Operating a motor vehicle and/or human powered conveyance while using a hand-held cellular telephone is strictly prohibited. **EXCEPTION:** The use of hands-free devices and/or single-bud earpieces.

### **A2.9. Motorcycle operations.**

A2.9.1. All personnel operating motorcycles shall: possess a valid stateside driver's license with a motorcycle endorsement, possess a valid AFI driver's license with motorcycle endorsement, be of appropriate age IAW Italian law and possess a valid Motorcycle Safety Foundation Course Certificate. **EXCEPTION:** Motorcycles used exclusively as off-road or recreational vehicles.

A2.9.2. The following will apply while operating a motorcycle:

A2.9.2.1. Passing in a lane occupied by another motor vehicle is prohibited. **(Moving Violation)**

A2.9.2.2. Passing between lanes of traffic and/or through rows of stopped vehicles is prohibited. **(Moving Violation)**

A2.9.2.3. Operating a motorcycle in any configuration other than single file is prohibited. Formation rides must be approved in writing by 31 FW/SEG. **(Moving Violation)**

A2.9.2.4. Operating a motorcycle without headlights on is prohibited. **(Moving Violation)**

A2.9.2.5. Operating a motorcycle without signal lighting and rear view mirror is prohibited. **(Non-moving Violation)**

A2.9.2.6. Operate motorcycles with Individual Protective Equipment (IPE) IAW the most current AFI 91-207 and Italian Law. Please contact the 31 FW/SEG for further guidance. **(Non-moving Violation)**

### **A2.10. Motorcycle riders.**

A2.10.1. Motorcycle age requirements IAW Italian law:

A2.10.1.1. Personnel 17 years of age and younger are prohibited from operating motorcycles or scooters over 11 kilowatts.

A2.10.1.2. For personnel 18-23 years of age the horsepower/kilowatts are restricted: May not exceed 35 kilowatts. **NOTE:** 35 Kilowatts roughly converts to 46.6 Horsepower.

A2.10.1.3. For personnel 24 years of age and older there are no size restrictions.

A2.10.2. Motorcycles carrying a passenger shall be equipped with passenger footrests. **(Non-moving Violation)**

### **A2.11. Operation of Motorized Bicycles (Pedacycles, etc.) and Equipment.**

A2.11.1. Any person operating a motorized bicycle (pedacycle, etc.) upon a roadway will ride as near to the right side of the roadway as practical. All traffic hand/arm signals shall be executed as follows: **(Non-moving Violation)**

A2.11.1.1. Stopping: Left arm extended and bent downward.

A2.11.1.2. Left turn: Left arm extended.

A2.11.1.3. Right turn: Left arm extended and bent upward.

A2.11.2. IPE wear as described in A2.12.2.2., is mandatory.

### **A2.12. Operation of man-powered Bicycles and equipment on vehicle roadways. (Non-moving Violation)**

A2.12.1. Bicycles shall be equipped with:

A2.12.1.1. Front headlamp (white) visible by oncoming traffic at a minimum of 500 feet. Headlamps shall be utilized one (1) hour before sunset, and switched off one (1) hour after sunrise. Headlamps must be used during periods of reduced visibility and/or inclement weather.

A2.12.1.2. Rear tail lamp (red) visible by same direction traffic at a minimum of 150 feet. Tail lamp shall be continuously lighted or flashing and utilized during periods of darkness or reduced visibility.

A2.12.1.3. Must be fitted with reflectors on pedals, headlight and rear reflector or light (for night use). Bicycles not fitted with lights, lamps, and reflectors may be pushed, but not ridden.

A2.12.2. Operate bicycles with Individual Protective Equipment (IPE). At a minimum, IPE shall consist of: **(Non-moving Violation)**

A2.12.2.1. The approval agencies in the U.S. for bicycle helmets are Consumer Product Safety Commission (CPSC), American Society for Testing and Materials (ASTM), and Snell.

A2.12.2.2. Wear a highly visible outer garment during the day and outer garment containing retro-reflective material at night IAW AFI 91-207.

A2.12.3. Universal Bicycle Hand and Arm Signals. Any person operating a bicycle on a roadway will ride as near to the right side of the roadway as practical. All traffic hand/arm signals shall be executed as applicable: **(Non-moving Violation)**

A2.12.3.1. Stopping: Left arm extended and bent downward.

A2.12.3.2. Left turn: Left arm extended.

A2.12.3.3. Right turn: Left arm extended and bent upward.

A2.12.4. Operating a bicycle on a sidewalk is strictly prohibited. **EXCEPTION:** Anyone under legal driving ages may use sidewalks for safety reasons.

**A2.13. Carriage of Children–Bicycles.** Children under the age of eight (8) may be carried on bicycles only by adults, provided an appropriate saddle is fitted, firmly attached to the bicycle frame in front or rear of the person riding the bicycle and the child will wear a helmet.

**A2.14. Bicycles on the road:**

A2.14.1. Cyclists shall operate in single file. In certain instances when traffic conditions require, cyclists may operate side-by-side but no more than two abreast.

A2.14.2. Cyclists shall have free use of their hands and arms, keep a hand on the handlebars, be able at all times to see clearly in front and all sides of them, and be able to execute any necessary maneuvers with the utmost freedom, safety and ease.

A2.14.3. A rider is prohibited from carrying other persons on a bicycle unless the persons are children up to 8 years of age and there are suitable passenger fittings.

A2.14.4. Cyclists will not be pulled or towed by another vehicle or persons within a moving vehicle.

**A2.15. Miscellaneous Modes of Transportation.**

A2.15.1. Play wagons, carts, small two-wheel bicycles, tricycles, skates, etc., will not be operated on roadways.

A2.15.2. Roller-blades, roller-skates or skateboard use is strictly prohibited on roadways. **EXCEPTION:** Perimeter road and parking lots during non-peak traffic hours and where one time authorization is granted by the owning commander.

**A2.16. Speed limits for Aviano Air Base (unless otherwise marked) are as follows:**

**Table A2.1. Aviano Air Base Speed limits.**

<b>AREA ON BASE</b>	<b>MPH</b>	<b>KPH</b>
Area A1	15	24
Area C (CE Compound)	15	24
Area D (Recreation Area)	15	24
Area E (600 Area)	10	16
Area F (Flightline)		
Gate 7/8/9/10	10	16
Perimeter Road	30	50
Industrial Area (Hanger Road)	20	32
Parking Areas	10	16
Flightline (Taxiways/Runways)	25	41
Vehicle Maintenance Parking Area	5	8
All Parking Areas	10	16
Munitions Storage Area	10	16

**A2.17. Other Speed Limits:**

A2.17.1. Emergency Vehicles. Drivers will use due care and caution while responding to emergencies and will use emergency lights/devices as appropriate. **(Moving Violation)**

A2.17.2. Off-Base. Government vehicles operated off-base will not exceed 81 mph/130 KPH or the posted host nation speed limits, whichever is more restrictive.

**A2.18. Driving Under the Influence (DUI).** No person shall drive or be in physical control of a motor vehicle while under the influence of any drug and/or legitimate medication which impairs a person's ability. **(Moving Violation)**

A2.18.1. Consumption of and/or possession of an open container of alcohol within a motor vehicle is prohibited. **NOTE:** This applies to operators and passengers.

A2.18.2. Driving while impaired, BAC more than 0.05 and less than 0.08 percent is prohibited. **(Moving Violation) (6 Points)**

A2.18.3. Owner knowingly and willfully permitting a physically impaired person to operate the owner's motor vehicle is prohibited. **(Moving Violation) (6 Points)**

**A2.19. Inattentive driving.** No person shall operate a motor vehicle without care and attention being given to other persons or vehicles. Operators must ensure proper clearance before setting a vehicle in motion. **EXCEPTION:** Inattentive driving will not be used as a catch all for traffic citations. If the driver was involved in an accident, cite them for the infraction that caused the accident (e.g. speeds too fast for conditions, failure to stop, failure to yield). **(Moving Violation)**

A2.19.1. Where an on-duty Security Force member or Italian Police Officer is regulating traffic, the police officer's signals or directions will take precedence over any traffic sign or signal.

**A2.20. Failure to Yield Right-of-Way.**

A2.20.1. Unmarked Intersection: When two vehicles approach an unmarked intersection at the same time and neither vehicle is on a priority road the vehicle on the right shall have the right-of-way. **(Moving Violation) (4 Points)**

A2.20.2. Marked Intersection: Every vehicle approaching a stop sign must come to a complete stop at the horizontal stop mark. Where stop marks are not clearly visible, operators must stop with the front bumper parallel to traffic signals and/or stop/yield sign. A stop is defined as the cessation of all forward movement. **(Moving Violation) (4 Points)**

A2.20.3. Failure to yield right-of-way to emergency response vehicles. **(Moving Violation) (4 Points)**

A2.20.4. Failure to yield right-of-way when exiting a parking lot. **(Moving Violation) (4 Points)**

A2.20.5. Left or Right Turn. No person shall fail to yield prior to turning his or her vehicle into the path of approaching vehicles. **(Moving Violation) (4 Points)**

**A2.21. Yield Signs.** Except as directed by a Security Force member, all vehicles approaching a yield sign must slow down and prepare to stop.

A2.21.1. Failure to yield right-of-way for vehicles already in an intersection. **(Moving Violation) (4 Points)**

A2.21.2. Parking/Stopping a motor vehicle in any position that would constitute a traffic or safety hazard. **(Moving Violation) (2 Points)**

A2.21.3. Failure to stop and/or yield right-of-way at a stop and/or yield sign (if applicable). **(Moving Violation) (4 Points)**

A2.21.4. Failure to yield right-of-way to pedestrians in crosswalks or about to enter crosswalks. **(Moving Violation) (3 Points)**

A2.21.5. Failure to yield right-of-way when exiting an un-improved roadway. **NOTE:** Un-improved roadways are any area not paved or appropriately signed and marked. **(Moving Violation) (4 Points)**

A2.21.6. Failure to yield right-of-way to any vehicle or pedestrian engaged in road construction. **NOTE:** Control devices need not be present. **(Moving Violation) (4 Points)**

A2.21.7. Failure to yield right-of-way to Military Formations. **NOTE:** Military formations are defined as an organized body of personnel numbering at least 10 individuals. **(Moving Violation)**

**A2.22. Reserved Parking:** Valid only during normal facility duty hours. **EXCEPTION:** General Officers, Colonel, Commanders (CC/CD), handicapped/maternity, First Sergeants and GMV parking areas. **(Non-moving Violation) (2 Points)**

A2.22.1. Timed Parking. Areas marked with an English translation of the European Timed Parking symbol (clock symbol) requires the use of a “Disco Orario” (time disk) reflecting the time the vehicle was parked. Alternatively, the date and time may be written on scratch paper and placed on the dashboard visible through the windshield. **(Non-moving Violation) (2 Points)**

A2.22.2. Authorized Parking. Parking is authorized on a paved surface when not otherwise deemed unauthorized by a sign or the following prohibited parking conditions. **(Non-moving Violation) EXCEPTION:** Motorcycles and bicycles may park in the white striped areas of parking lots. Emergency Vehicles may park in locations that do not hinder response capabilities in the performance of duties.

A2.22.3. Prohibited Parking. Parking is not authorized in the following areas or manners.

A2.22.3.1. Along a painted yellow line/loading zone. **(Non-moving Violation) (2 Points)**

A2.22.3.2. Parking in such a manner as to obstruct the free access to an adjacent parking spot. **(Non-moving Violation) (2 Points)**

A2.22.3.3. Double parking. **(Non-moving Violation) (2 Points)**

A2.22.3.4. Unauthorized parking in a Handicapped Slot. **(Non-moving Violation) (3 Points)**

A2.22.3.4. Unauthorized parking in a reserved slot. **(Non-moving Violation) (2 Points)**

A2.22.3.5. Parking in or along fire lanes. **(Non-moving Violation) (2 Points)**

A2.22.3.6. Blocking driveways or walkways. **(Non-moving Violation) (2 Points)**

A2.22.3.7. On seeded or grassy areas. **(Non-moving Violation) (2 Points)**

A2.22.3.8. On the shoulder of a road, unless in an emergency and warning triangle must be utilized. **(Non-moving Violation) (2 Points)**

A2.22.3.9. Impeding the flow of traffic, except for the loading/unloading passengers or cargo. **(Non-moving Violation) (2 Points)**

A2.22.3.10. More than 12 inches from the curb. **(Non-moving Violation) (2 Points)**

A2.22.3.11. Parking in any area not designated for parking as denoted by a sign stating as such. **(Non-moving Violation) (2 Points)**

A2.22.3.12. Parking within 26 feet (8 meters) from intersections. **(Non-moving Violation) (2 Points)**

A2.22.3.13. Parking within 15 feet (5 meters) from fire hydrants. **(Non-moving Violation) (2 Points)**

A2.22.3.14. Abandoned vehicle. When vehicle appears to be abandoned (e.g. flat tires, excessively dirty). **(Non-moving Violation) (3 points)**

**A2.23. School Buses.** All operators of vehicles will stop for school buses unloading/loading children on-base. This includes vehicles which are on the opposite side of the roadway, unless there is a physical barrier separating the lanes of traffic. **(Moving Violation) (4 Points)**

**A2.24. Wrong Way on a One-Way Street.** No person shall operate a motor vehicle in a direction contrary to the flow of traffic on a posted one-way street. **(Moving Violation) (4 Points)**

**A2.25. “U” Turns.** “U” Turns are prohibited. EXCEPTION: Emergency response vehicles when responding to an actual emergency. **(Moving Violation) (3 Points)**

**A2.26. No Thoroughfare.** No person shall drive their vehicle through an area marked for delivery vehicles only or marked as prohibiting thoroughfare. **(Moving Violation)**

**A2.27. Safety Standards.**

A2.27.1. Seatbelts must be properly worn if equipped, and are required for operators and passengers while a motor vehicle is in motion. Automatic seatbelts will not be disconnected and shall be used IAW the manufacturer’s requirements. **(Moving Violation) (2 Points)**

A2.27.2. All children must be properly secured in an appropriate child passenger restraint system. The term “*child passenger restraint system*” includes car seats, car beds, booster seats, harnesses, and other products certified to meet U.S. Department of Transportation (DoT) and/or ECE safety standards. Child restraint systems must be installed IAW vehicle and child seat manufacturer’s instructions. **(Moving Violation) (2 Points)**

A2.27.2.1. Children and child restraint system requirements:

A2.27.2.1.1. Newborn through one (1) year of age and up to 20 lbs: rear-facing seat. Child safety seat must not be placed in front of an airbag. **NOTE:** The National Highway Traffic Safety Administration strongly recommends keeping your newborn/child rear-facing until he or she reaches the top weight or height allowed by the car seat manufacturer.

A2.27.2.1.2. Children older than one (1) year of age and up to 50 lbs. or 48” (4’): appropriate child passenger restraint system utilized IAW manufacturer’s instructions. **NOTE:** The National Highway Traffic Safety Administration strongly



recommends children ride in booster seats until they reach 80 lbs. and 4'9", or until the vehicle seat belts fit as prescribed.

A2.27.2.2. All children age 12 years and under must ride in the back seat unless all seat positions are occupied by other children or vehicle has no rear seat. **EXCEPTION:** When back seats are only equipped with lap-belts and front seats are equipped with lap-shoulder belts children under the age of 12 may ride in the front seat. Motor vehicles designed for more than 10 occupants, taxis, emergency vehicles, and motorcycles.

**A2.28.** Operating a motor vehicle when passengers or cargo obstruct the view of the driver or interfere with the driver's control is prohibited. **(Moving Violation)**

**A2.29.** Opening a motor vehicle door while in motion is prohibited. **(Moving Violation)**

**A2.30.** Operating a motor vehicle with a child, person, or animal positioned between the body of the driver and steering wheel is prohibited. **(Moving Violation)**

**A2.31. Headlight Usage:**

A2.31.1. On base: All vehicles will utilize headlights during inclement weather (rain, snow, or fog) and during hours of darkness and dusk (defined as 1 hr. after sunrise and 1 hour before sunset). **(Non-moving Violation)**

A2.31.2. Off base: Headlight usage is mandatory when outside of built up areas and when traveling on an Autostrada. **(Non-moving Violation)**

**A2.32. Vehicle Modification.** Major vehicle maintenance is prohibited. **NOTE:** Aviano Auto Skills Center is the only authorized location to conduct major vehicle maintenance. **EXCEPTION:** GMVs. **(Non-moving Violation)**

**A2.33. Unattended Vehicles:** Leaving GMV or POV engine running while unattended is prohibited. **(Non-moving Violation) (3 Points)**

**A2.34. Unattended Children.** Children under the age of fourteen (14) are prohibited from being left unattended in a motor vehicle IAW Italian Law, Codice Penale 5.91. **(Non-moving Violation) (6 Points)**

**A2.35. Pets.** Italian law specifies that pets must be allowed sufficient space based on the size of the animal when left unattended. Pets must not appear negatively affected by temperature or length of time while unattended. Pets will not be left unattended in motor vehicles for any period of time. **(Non-moving Violation) (6 Points)** Example: If children or animals were left in dangerous conditions, such as 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.

A2.35.1. Dogs must be secured while in a vehicle at all times and away from the driver. This can be done by use of a cage or crate, a harness system attached to a seatbelt, or by using a mesh or metal screen barrier. When possible, secure dogs in a rear seat or cargo area. If the vehicle doesn't have a rear seat, the dog must be secured in the front passenger seat with a cage or crate. Under no circumstances will a dog be allowed to ride in the back of an open pickup truck unless secured in a crate or cage. **(Moving Violation) (2 Points)**

A2.35.2. Dogs in public areas, excluding designated dog parks, must be kept on a leash at all times. This leash will not be longer than 1.5 meters (5ft). When in a public area, you must

have a muzzle available. **NOTE:** This muzzle is not required to be worn at all times. (**Non-moving Violation**)

**A2.36. Backing.** All GMVs, when rear vision is obstructed, shall utilize a spotter. (**Moving Violation**)

**A2.37. Passing.** Passing on the left side of the roadway is permitted when: (**Moving violation**) (**4 Points**)

A2.37.1. A broken center line indicates passing is permitted.

A2.37.2. Returning to the original lane of travel can be done safely and before coming within 200 feet of oncoming traffic.

A2.37.3. Emergency vehicles respond during the performance of their duties.

**A2.38. Road Conditions.** Operating a motor vehicle too fast for road conditions is prohibited. **NOTE:** Minimum following distances are typically one and a half car lengths for every 10 mph. This is only a guideline as conditions may necessitate longer following distances. (**Moving Violation**) (**2 Points**)

**A2.39. Towing vehicles.** 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. The vehicle being towed must use its emergency flashers. Vehicles will not be towed at speeds exceeding 20 KPH. (**Moving Violation**)

**A2.40. Traffic Cones.** Tampering or moving traffic control cones is prohibited. (**Non-moving Violation**)

**A2.41. License Plates.** Owners/Operators of vehicles will ensure license plates (front and rear) are securely fastened with at least two (2) bolts, screws, or brackets to the front and rear bumpers or the manufacturers designated location. String, tape, and/or wire are prohibited for use in securing license plates. (**Non-moving Violation**)

A2.41.1. AFI Plates may be altered to fit; however 1.5 inches of white or black border must be visible around the letters and numbers. (**Non-moving Violation**)

**A2.42. Pedestrian Responsibilities:**

A2.42.1. Walking in a roadway where sidewalks are available is prohibited.

A2.42.2. Where a sidewalk is unavailable, pedestrians must walk along the shoulder of the road as far as practical from the roadway and against the flow of traffic.

A2.42.3. Pedestrians maintain the right-of-way over motorized vehicles when at a designated crosswalk, in all other areas yield the right-of-way to vehicles.

A2.42.4. No person shall suddenly walk or run into the path of a vehicle.

**A2.43. Emergency Equipment required:**

A2.43.1. All vehicles will be equipped with a warning triangle. (**Non-moving Violation**)

A2.43.2. All POVs will have a spare tire which is in good condition, i.e. proper tread depth, etc. (**Non-moving Violation**)

A2.43.3. Motor vehicles are required to have a reflective traffic vest in the vehicle. Traffic vests will be worn before exiting the vehicle for repairs or checks during the hours of darkness. **(Non-moving Violation)**

**A2.44. Vehicle stereo systems shall not be excessive.** Excessive is describes as being able to distinctly hear lyrics, vehicle vibrations, or bass from a distance of 50 feet. **(Moving Violation)**

**A2.45. Exhibition of speed is prohibited.** Exhibition of speed is described as any event in which a motorized vehicle breaks tread, unnecessarily breaks abruptly, and/or drifts while in motion. **(Moving Violation)**

**A2.46. Reckless Driving.** Willful and wanton disregard for the safety of persons or property. **(Moving Violation) (6 Points)**

**A2.47. Traffic Code Infraction Point System.** Point assessment for moving traffic violations:  
**Points assessed: 6**

**Figure A2.2. Traffic Code Infraction Point System.**

- Over 20 miles per hour above posted speed limit.
- Reckless driving (willful and wanton disregard for the safety of persons or property).
- Owner knowingly and willfully permitting a physically impaired person to operate the owner's motor vehicle.
- Fleeing the scene (hit and run) property damage only.
- Driving vehicle while impaired (BAC more than 0.05 percent and less than 0.08 percent).

**Points assessed: 5**

- Over 15 but not more than 20 miles per hour above posted speed limit.

**Points assessed: 4**

- Over 10 but not more than 15 miles per hour above posted speed limit.
- Failure to obey traffic signals or traffic instructions of an enforcement officer or traffic warden; or any official regulatory traffic sign or device requiring a full stop or yield of right-of-way; denying entry; or requiring direction of traffic.
- Following too close.
- Failure to yield right-of-way to emergency vehicle.
- Failure to stop for school bus or school crossing signals.
- Improper passing.
- Failure to yield (no official sign involved).

**Points assessed: 3**

- One to 10 miles per hour over posted speed limit.
- Improper turning movements (no official sign involved).
- Wearing of headphones/earphones while driving motor vehicles (two or more wheels).
- Failure to wear an approved Individual Protective Equipment IAW the most current AFI 91-207 and Italian Law while operating or riding on a motorcycle, MOPED, or a three/four-wheel vehicle powered by a motorcycle like engine.
- Improper overtaking.

- Other moving violations (involving driver behavior only). [CELL PHONE]

**Points assessed: 2**

- Speed too slowly for traffic conditions, and/or impeding the flow of traffic, causing a potential safety hazard.
- Failure of operator or occupants to use available restraint system devices while moving (operator assessed points).
- Failure to properly restrain children in a child restraint system while moving (when child is 4 years of age or younger or the weight of child does not exceed 45 pounds).
- Operating an unsafe vehicle. For example, a burned out headlight not replaced within the grace period on a ticket. Refer to para 4.6., for proper procedure.

**Points assessed: 1**

- Driver involved in accident is deemed responsible (only added to points assessed for specific offenses).

**NOTE:** When two (2) or more violations are committed on a single occasion, points may be assessed for each individual violation. Refer to paragraphs 2.8., 2.8.1., and 2.8.2., Suspension or Revocation of Driving Privileges, for suspension periods and Commanders revocation authority.

**A2.48. Italian Vehicle Traffic Code.** In addition to the above rules of the road, a few Italian Road Code rules are addressed to familiarize the operator of certain rules that are enforceable both on and off the confines of Aviano AB. In the event a base rule of the road exceeds an Italian Law, the base rule will be enforced.

**A2.49. Loads, Moving Accessories and Objects or Implements Drawn.** The load on a vehicle shall be so distributed as not to encroach on the driver's field of vision, not hinder his freedom of movement while driving and to prevent the fall of any part of said load.

**A2.50. Carriage of Persons and Objects on Motor Vehicles, Motorcycles and Light Motorcycles.** In all motor vehicles, the driver shall have full freedom of movement in order to be able to execute all movements necessary for driving the vehicle.

A2.50.1. Other persons besides the driver may be accommodated in the front seat of the vehicle, but the number of such persons shall not exceed the number stipulated in the registration book.

A2.50.2. The carriage of other persons besides the driver is permitted on motorcycles, but the number of such persons shall not exceed the number stipulated on the registration book. The condition of the vehicle shall, however, be such as to ensure that at the aforesaid carriage of persons may be done safely. No passengers are allowed on mopeds.

A2.50.3. Passengers cannot ride in the bed of pickup trucks (POV or GMV) on or off the installation.

**A2.51. Driver's Obligation in Case of Accident.** Drivers approaching traffic accidents are under obligation to stop and render aid to injured persons.

Attachment 3

SUSPENSION OF DRIVING PRIVILEGES REVIEW

Figure A3.1. Suspension of Driving Privileges Review Memorandum

MEMORANDUM FOR \_\_\_\_\_

FROM: \_\_\_\_\_/CC

SUBJECT: Suspension of Driving Privileges Review

1. I understand you were involved in a motor vehicle incident on \_\_\_\_\_. After reviewing all of the evidence pertaining to the incident, I have determined it prudent and consistent with local policy and practice to suspend your driving privileges. For \_\_\_\_\_ your driving privileges will be restored to you if you have completed the requirements in Paragraph 2 of this Memorandum. Failure to meet the requirements in Paragraph 2 of this Memorandum will prolong the suspension until the requirements are met.

2. Prior to having your AFI license returned, you must complete the following checked items: (in no specific order)

\_\_\_\_\_ Complete Driver Improvement and Rehabilitation Course

\_\_\_\_\_ Have the vehicle re-inspected by 31 LRS if fixable or salvaged through 31 SFS, 632-7769.

\_\_\_\_\_ Retake AFI written test

\_\_\_\_\_ Retake AFI road sign test

\_\_\_\_\_ Other actions (as deemed necessary by the commander) \_\_\_\_\_

3. You have the right to appeal this decision. The appeal process and procedures are found in the Aviano supplement to AFI 31-204 (Aviano ABI 31-218).

**Commander Signature Block**

1st Ind, \_\_\_\_\_ Date: \_\_\_\_\_

MEMORANDUM FOR \_\_\_\_\_/CC

I hereby acknowledge that I received the Suspension of Driving Privileges Review on \_\_\_\_\_.

Vehicle Driver \_\_\_\_\_



Attachment 4

NON-OPERATIONAL PRIMARY VEHICLE WAIVER

Figure A4.1. Non-Operational Primary Vehicle Waiver

MEMORANDUM FOR 31 SFS/S5PR

FROM: SSGT JOHN DOE/31 XXX/XXX

SUBJECT: Non-Operational Primary Vehicle Waiver

1. In accordance with NAVSUPACT NAPLES INST. 10340.1H. Sec 7, para e, my primary vehicle has been non-operational for over 30 days due to... (explain circumstances)
2. I am aware that this waiver is only valid for 90 days and that if this waiver is denied I will be required to salvage the vehicle. I also understand that if the waiver is approved, I will comply with all re-registration activities in accordance with NAVSUPACT NAPLES INST. 11240.19G para 14 within the extension period. The registration will not be renewed until all re-registration activities have been complied with.
3. I am requesting the ration normally authorized for my primary vehicle because... (reason for your request)
4. The vehicle I am requesting a waiver for is:

YEAR	MAKE/MODEL	VIN#	PLATE #	AFI #

5. The dates of my registration expiration, the date I identified the discrepancy, and the date at which point my waiver will expire:

Date Registration Expired:	Date Discrepancy Discovered:	Date of Waiver Expiration:

6. Should you have any questions, please contact me via e-mail at (personal email) or DSN 632-XXXX. Thank you for your favorable consideration of my request.

JOHN DOE, SSgt, USAF  
 31st XXXXXX Squadron  
 NAME IN CAPS, Rank, USAF  
 Commander, 31st XXXXXX Squadron

## Attachment 5

## AUTHORIZATION FOR WAIVER TO EXCEED 90 DAY EXTENSION PERIOD

## Figure A5.1. Authorization for Waiver to Exceed 90 Day Extension Period

MEMORANDUM FOR 31 SFS/S5PR

FROM: SSGT JOHN DOE/ 31 XXX/XXX

SUBJECT: Authorization for Waiver to Exceed 90 Day Extension Period

1. In accordance with NAVSUPACT NAPLES INST. 11240.19G para 13(b), I am requesting an extension to the 90 day period as I am currently unable to renew my vehicle registration.

2. I am aware that I will be required to salvage the below listed vehicle if this waiver is denied. I also understand that if the waiver is approved, I will comply with all re-registration activities in accordance with NAVSUPACT NAPLES INST. 11240.19G para 14 within the extension period. The registration will not be renewed until all re-registration activities have been complied with.

3. I am requesting an extension because...(reason for your request)

4. The vehicle I am requesting an extension for is:

YEAR	MAKE/MODEL	VIN#	PLATE#	AFI#

5. The dates of my registration expiration, the date I exceeded the 90 day limit, and the date I am requesting extension to are:

Date Registration Expired:	Date Exceeded 90 Day Limit:	Date Requested Extension To:

6. Should you have any questions, please contact me via e-mail at (personal email) or DSN 632-XXXX. Thank you for your favorable consideration of my request.

JOHN DOE, SSgt, USAF  
31st XXXXXX Squadron

NAME IN CAPS, Rank, USAF  
Commander, 31st XXXXXX Squadron



Attachment 6

**AUTHORIZATION FOR APPOINTMENT OF POWER OF ATTORNEY #1**

**Figure A6.1. Authorization for Appointment of Power of Attorney #1 Memorandum**

MEMORANDUM FOR 31 SFS/S5PR

FROM: SSGT JOHN DOE/ 31 XXXX/XXX

SUBJECT: Authorization for Appointment of Power of Attorney #1

1. In accordance with NAVSUPACT NAPLES INST. 11240.19 series, I have a bonafide necessity or EMERGENCY that requires a Power of Attorney for sale, distribution or shipment of my personal AFI registered motor vehicle.

2. My command is aware that they will be held financially liable to pay required importation and customs fees in accordance with ITALIAN CUSTOMS CIRCULAR 264D if my POA holder fails to properly dispose of below listed vehicle within 90 Days of the date on this MFR.

3. I am requesting authorization for Power of Attorney...(reason for your request)

4. The vehicle I request a Power of Attorney for is:

YEAR	MAKE/MODEL	VIN#	PLATE #	AFI #

5. The individual I am leaving Power of Attorney to is:

RANK /GRADE	NAME (FIRST, LAST MI)	SQ	DUTY PHONE	EMAIL ADDRESS

6. Should you have any questions, please contact me via e-mail at (personal email) or DSN 632-XXXX. Thank you for your favorable consideration of my request.

JOHN DOE, SSgt, USAF  
31st XXXXXX Squadron

NAME IN CAPS, Rank, USAF  
Deputy Commander, 31st Mission Support Group

Attachment 7

AUTHORIZATION FOR APPOINTMENT OF POWER OF ATTORNEY ATTACHMENT #1

Figure A7.1. Authorization for Appointment of Power of Attorney Attachment #1 Memorandum, Part 1

MEMORANDUM FOR 31 SFS/S5PR

FROM: (Your Unit)

SUBJECT: Authorization for Appointment of Power of Attorney Attachment #1

1. In accordance with NAVSUPACT NAPLES INST. 11240.19 series, I have a bonafide necessity or EMERGENCY that requires a Power of Attorney for sale, distribution or shipment of my personal AFI registered motor vehicle. The bonafide EMERGENCY is: (explain in detail the emergency case surrounding the need for a POA)

TYPE OF VEHICLE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
VIN:  
(MAKE/MODEL/YEAR)

AFI/COVER PLATE NUMBER

2. I certify the as the vehicle owner that the individual receiving the POA has a valid AFI license and is competent to carry out his/her duties as Attorney-in-Fact (AIF).

OWNER (PRINT NAME): \_\_\_\_\_ ORG: \_\_\_\_\_  
DUTY PHONE: \_\_\_\_\_  
AIF (PRINT NAME): \_\_\_\_\_ ORG: \_\_\_\_\_  
DUTY PHONE: \_\_\_\_\_

3. I certify that the AIF has been informed of and accepts the following conditions/responsibilities:

- The POA is valid for up to 90 days (in accordance with AFI 31-204/3.5.1.1) \_\_\_\_\_  
(INITIALS)
- Valid insurance \_\_\_\_\_ will be maintained \_\_\_\_\_ (POLICY EXP.) (INITIALS)
- Road Taxes, if a secondary \_\_\_\_\_ and Registration will be maintained \_\_\_\_\_  
(TAXES EXP) (INITIALS)
- Current vehicle inspection \_\_\_\_\_ will be provided to ensure vehicle is in upstanding order \_\_\_\_  
(INSP. DATE) (INITIALS)
- The vehicle will be sold, shipped, or salvaged within \_\_\_\_\_ days \_\_\_\_\_



**Figure A7.3. Authorization for Appointment of Power of Attorney Attachment #1  
Memorandum, Part 3**

MEMORANDUM FOR ATTORNEY-IN-FACT (AIF)

1. I am aware and have been briefed on the responsibilities of being an AIF. I understand that this vehicle must be shipped, sold, or salvaged within the time period agreed upon. I also understand the Road Tax (if applicable) current registration, inspection, and valid insurance are to be maintained. I am not authorized to draw tax-free gas rations for this vehicle, and if reassigned, I am bound by the same out-processing restrictions as the vehicle owner.

\_\_\_\_\_  
(PRINTED NAME OF ATTORNEY-IN-FACT)

\_\_\_\_\_  
(SIGNATURE OF ATTORNEY-IN-FACT)

\_\_\_\_\_  
(SIGNATURE AND STAMP OF  
CLERK)

Attachment 8

SUSPENSION OF DRIVING PRIVILEGES REVIEW

Figure A8.1. Suspension of Driving Privileges Review Memorandum, Part 1

MEMORANDUM FOR \_\_\_\_\_

FROM: \_\_\_\_\_/CC

SUBJECT: Suspension of Driving Privileges Review

1. After legal and personal review of your at fault major accident which occurred on \_\_\_\_\_, I have determined it prudent, and consistent with local policy and practice, to suspend your driving privileges. You are prohibited, for \_\_\_\_\_, from operating any privately owned vehicle including AFI plated or cover plated vehicles and government owned or leased vehicles while on or off Aviano Air Base, Italy. Additionally, you are prohibited from operating any vehicle under an AFI license.
2. Prior to having your AFI license returned, you must, in no specific order:
  - A. Contact 31 FW Safety to schedule Course V, Driver Improvement Course. Call 632-4817 to obtain an appointment.
  - B. Complete Course V, Driver Improvement Course.
  - C. Either have the vehicle re-inspected by 31 LRS, if fixable or salvaged through 31 SFS, 632- 7769.

\_\_\_\_\_  
Commander, \_\_\_\_\_

1st Ind, to \_\_\_\_\_, Revocation of Driving Privileges Review

\_\_\_\_\_/CC

MEMORANDUM FOR \_\_\_\_\_

Receipt acknowledged on \_\_\_\_\_.

\_\_\_\_\_  
Vehicle Driver

**Figure A8.2. Suspension of Driving Privileges Review Memorandum, Part 2**

Vehicle Driver

Commander directed briefing accomplished on \_\_\_\_\_.

\_\_\_\_\_  
First Sergeant

Course V Completed on \_\_\_\_\_

\_\_\_\_\_  
31 FW/SEG

Vehicle re-inspected on \_\_\_\_\_

\_\_\_\_\_  
31 LRS Vehicle Inspection

Or

Vehicle salvaged on \_\_\_\_\_

\_\_\_\_\_  
31 SFS/S5PR