

**BY ORDER OF THE COMMANDER
BEALE AIR FORCE BASE**



AIR FORCE INSTRUCTION 31-218

**BEALE AIR FORCE BASE
Supplement**

23 JUNE 2023

Security Forces

**MOTOR VEHICLE TRAFFIC
SUPERVISION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(MSgt Danielle R. Heiser)

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This publication implements Air Force Instruction (AFI) 31-218, *Motor Vehicle Traffic Supervision*. It assigns responsibilities and establishes procedures for motor vehicle traffic supervision applicable to all motor vehicle traffic matters on Beale AFB. This includes, but is not limited to, granting, suspending, or revoking the privilege to operate a privately owned vehicle (POV); registration of POVs; administration of vehicle registration and driver performance records; driver improvement programs; police traffic supervision; and off installation traffic activities. This instruction applies to all persons assigned, attached, or visiting Beale Air Force Base (BAFB). Operation of vehicles on the flight line will be in accordance with Beale Air Force Base Instruction (BAFBI) 13-213, *Beale Airfield Driving Instruction*. This instruction is consistent with and supplementary to the California Vehicle Code (CVC) and AFI 31-218(I), *Motor Vehicle Traffic Supervision*. All motor vehicle and traffic regulations not specifically addressed by this instruction, but covered by the CVC, AFI 31-218(I) and Air Force Manual (AFMAN) 31-116 are applicable and enforceable. The installation commander delegates enforcement of this instruction to the 9th Security Forces Squadron (SFS). 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, 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.” This Instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. 9 SFS personnel need to ensure that all records created as a result of processes described in this publication are maintained in accordance with

AFMAN 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Contact supporting records manager as required. Recommendation for Change of Publication to 9 RW/CCK, 6252 C. Street, Beale AFB CA 95903, using the AF Form 847, *Recommendation for Change of Publication*.

1.	Commanders Responsibilities.....	3
2.	Inspections and Suspension	3
3.	Insurance and Accidents	4
4.	Suspension/Revocation of Driving Privileges (moving and non-moving violations). (IAW AFI 31-218(I) para 5-1, 22 May 2006).....	6
Figure 1.	Suspension or revocation periods of driving privileges.....	6
5.	Traffic Point System.	7
Figure 2.	Traffic Point System Diagram (Speeding Violations).	8
6.	Traffic Citation and Processing and Unit Notification Process	8
7.	Installation Traffic Code	8
8.	Self-Propelled Bicycle, Roller Blade, Skates, Skateboard, Scooter, and/or Go-Peds.....	11
9.	Rules for Walking/Jogging on Roadway	11
10.	Prima Facia Speed Limits	11
11.	Restraint Systems.....	12
12.	Motorcycle Safety Requirements.....	13
13.	Towing and Impoundment Standards	14
14.	Procedures for Towing, Impoundment/Storing of Vehicle, and Notifications	17
15.	Disposition of Vehicles after Impoundment	18
	Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	19
	Attachment 2—RESERVED PARKING PROGRAM	21
	Attachment 3—RESERVED PARKING REQUEST	23

1. Commanders Responsibilities

- 1.1. Unit commanders will ensure all assigned personnel (military and civilian) are aware of the requirements of this regulation, as supplemented. Beale Air Force Base (BAFB) assimilates all traffic laws in accordance with (IAW) the California Vehicle Code (CVC).
- 1.2. The 9th Reconnaissance Wing Commander (9 RW/CC) designates the 9th Reconnaissance Wing Vice Commander (9 RW/CV) and 9th Security Forces Squadron Commander (9 SFS/CC) pertaining to all matters of motor vehicle traffic supervision. Additionally, the installation commander designates the appropriate A-Staff Director Leads the authority to suspend driving privileges of personnel assigned to their unit for a period of no more than six months IAW AFI 31-218 and AFMAN 31-116.
- 1.3. Persons subject to the Uniform Code of Military Justice (UCMJ) are subject to administrative action or trial by courts-martial for violations of the provisions of that manual and this or other instructions or directives pertaining to traffic.
- 1.4. Persons not subject to the UCMJ may be subject to administrative action or trial before the Federal Court Sacramento Division Eastern District of California for the violations of the provisions of this instruction and the laws of the State of California.

2. Inspections and Suspension

- 2.1. Stops and inspections of vehicles at installation gates, entry points, restricted and/or controlled areas will be in accordance with BAFB Integrated Defense Plan (IDP) and Security Force Operating Instruction (SFOI) 31-13.
- 2.2. Civilian personnel will be required to submit upon apprehension or issue of probable cause, a urine test only if blood or breath testing is not available. For military personnel, whenever possible, blood and breath testing should be conducted in conjunction with urine testing.
- 2.3. When considering suspending or revoking driving privileges, the 9th SFS Reports and Analysis (9 SFS/S5RA) will notify that person in writing and inform them what action(s) are being taken and the reason for it. This notice must be coordinated with 9th Reconnaissance Wing Judge Advocate (9 RW/JA). Suspension or revocation of driving privileges includes the operation of off-road vehicles as defined in AFI 91-207, *The United States (US) Air Force Traffic Safety Program*.
- 2.4. Suspension is defined as the temporary withdrawal of driving privileges by 9 RW/CV, 9 SFS/CC, and/or designated A-Staff Director Lead for a period of time not to exceed 6 months. If an A-Staff Director Lead issues a suspension, before the suspension is finalized, the member must be notified, given an opportunity to respond, and the notice coordinated through the 9 RW/JA.
- 2.5. Revocation is defined as withdraw of driving privileges of an individual for a certain period of time, but no less than 6 months. The final determination is made by the 9 RW/CV and/or 9 SFS/CC.
- 2.6. For offenses other than intoxicated driving, suspension or revocation of the installation driving privilege will not become effective until the 9 RW/CV or 9 SFS/CC 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 affected person makes an application for a hearing within the period. Such application will stay in place pending suspension or revocation for a period of 14 calendar days. After receiving notice, if a member does not request an administrative hearing within the timeframe set forth, revocation is computed from the date the original suspension was imposed, exclusive of any period during which full driving privileges may have been restored pending resolution of charges.

2.7. A person's base driving privileges may be suspended pending final determination on revocation. Except as provided below, if a person elects for an administrative hearing then 9 RW/CV and/or 9 SFS/CC will determine the period of suspension prior to the administrative hearing.

2.8. The individual's unit commander or civilian equivalent, section commander, or first sergeant is responsible for providing a copy of the person's (military and/or civilian) suspension/revocation memorandum to 9 SFS/S5RA.

2.9. 9 SFS/S5RA will place the notice that revocation is automatic in the suspension letter. Revocation is not effective until receipt of the written notice, or the showing that 9 SFS/S5RA made reasonable attempts to notify the individual.

2.10. Individuals who currently have their Base driving privileges suspended or revoked, but maintain a valid driver's license may operate their vehicle to the Vassar Lake Gate and Wheatland Gate for the sole purpose of proceeding directly to and from the revocation parking lots. The Vassar Lake Gate revocation lot is located on Camp Beale Hwy and East Garryanna Drive, approximately 100 yards past the gate entrance on the right across from the Base Housing Shopette. The Wheatland Gate revocation lot is located in the Commercial Vehicle Inspection Area (CVIA) parking lot, Bldg. 230. The Wheatland Gate revocation lot will only be accessible during operating gate hours. The Vassar Lake Gate and Wheatland Gate are the only authorized entry points for suspended or revoked drivers operating a motor vehicle. Vehicles may not be parked at the revocation lots for more than 72 hours. Vehicles parked outside installation boundaries near other installation entry points are subject to local and state laws and restrictions. The U.S. Government does not assume any liability of vehicles parked outside installation boundaries.

2.10.1. An unreasonable period is defined as 72 consecutive hours for vehicle impoundment.

3. Insurance and Accidents

3.1. All motor vehicle insurance policies, regardless of the state in which the vehicle is insured, will meet the requirements of CVC Section 16056, *Requirements of Policy or Bond*.

3.2. Military members operating government vehicles involved in a traffic accident (on or off base) resulting in injuries or damage to military property including a Government Owned Vehicle (GOV), will report it to SF within 24 hours.

3.3. Authority to establish minimum damage amounts that require a certified Traffic Accident Investigator's report after a major vehicle accident has been delegated to the 9 SFS/CC. These requirements are set forth as:

3.3.1. Minor vehicle accident reporting: Minor accidents involving damage to vehicles or property (or combination of the two) amounting to less than \$10,000. Vehicles with non-disabling damage with no injuries or fatalities are considered minor accidents. GOV accidents will be reported immediately. Report all minor accidents in a detailed blotter entry. Vehicle 1 will be determined by the vehicle considered most at fault. Although not required, it is good practice to take photographs and include them with the report. Responding patrols will:

3.3.1.1. Complete the 9 SFS Minor Vehicle Accident Report worksheet, including accidents involving GOVs.

3.3.1.2. Ensure involved parties exchange insurance information.

3.3.1.3. Advise individuals to call S5RA three to five duty days after the accident to obtain information on the incident.

3.3.1.4. A blotter entry containing the following information will be required. Type of accident, i.e., Minor Privately Owned Vehicle (POV)/POV; time/date (of accident); location of accident; name of vehicle operator(s); squadron/office symbol (or address when civilian non-affiliated with military); vehicle description; year, make, model, color and license plate number(s), insurance company and policy number, a brief summary of damage, SF member verifying damage and circumstances. When fault can be determined via evidence or testimonial information, issue a DD Fm 1408, *Armed Forces Traffic Ticket* or Central Violations Bureau (CVB) Form 1805, *United States District Court Violation Notice*. Only the SF member witnessing or investigating the accident may issue a DD Fm 1408 or CVB Fm 1805. **NOTE:** Accidents may meet criteria for minor reporting but with extenuating circumstances or details difficult to explain can warrant an AF IMT 3545, *Incident Report*.

3.3.1.5. School bus accidents as defined in CVC 12517.1 will be investigated by California Highway Patrol (CHP).

3.3.2. Major Vehicle Accident Reporting: An investigation will be conducted by a certified traffic accident investigator and reported on the AF IMT 1315, *Accident Report*, when the accident does not meet the pre-defined criteria for a minor vehicle accident.

3.3.2.1. **On Base:** An investigation will be conducted by a certified traffic accident investigator and reported on AF IMT 1315.

3.3.2.2. **Off Base:** If notified of a major accident off base involving a military or base affiliated member, the Base Defense Operations Center (BDOC) controller will obtain as much information as possible from the reporting agency/party and accomplish a detailed blotter entry. Accomplish notifications IAW the notification matrix.

3.3.2.3. **Hit and Run Accidents:** If a suspect's vehicle is identified and/or a description of the suspect is given by an eyewitness, an AF IMT 3545 will be accomplished. Physical evidence must be present to substantiate this. Evidence such as debris lying under the damaged portion of the vehicle is an example of substantiation and will be photographed and seized as evidence via AF Form 52, *Evidence Tag*. If or when a suspect/subject is identified, issue a CVB Fm 1805 for violation of section 20002(c), *Permissible Action Duty Where Property Damaged*.

3.4. SF will have a sharing and exchange of information with civil authorities. This will include receiving, processing and securing of traffic and related incident reports from other law enforcement agencies.

3.5. Any person operating a motor vehicle on the installation that violates a provision of this or other Air Force traffic or motor vehicle safety regulations or any provision of the CVC has committed a traffic violation. Traffic violations of the CVC by civilian personnel, regardless of installation affiliation, are cited via CVB Fm 1805, and will be referred to the Federal Court Sacramento Division Eastern District of California for prosecution. Violators are not referred to the Federal Court Sacramento Division Eastern District of California if they are operating a GOV at the time of the infraction, violate an Air Force or motor vehicle safety traffic not defined in CVC, are active duty military, or commit a parking violation and will be cited on DD Form 1408. (IAW Title 18, Unites States Code (USC) 13 and AFI 31-218(I) para 4-2.f, 4-9a, 4-9d, 22 May 2006).

4. Suspension/Revocation of Driving Privileges (moving and non-moving violations). (IAW AFI 31-218(I) para 5-1, 22 May 2006)

Figure 1. Suspension or revocation periods of driving privileges.

<p>Assessment: One-year revocation is mandatory on determination of facts by 9 RW/CV or 9 SFS/CC.</p> <p>Violation:</p> <ol style="list-style-type: none"> 1. Driving a motor vehicle without the issuance of a driver's license, 12500(a) CVC. 2. A second revocation of driving privileges within a 5 year period. 3. Operating a motor vehicle, while under the age of 21 years old, with a blood alcohol content of 0.01 percent or more, by weight. 4. Per CVC 13202.5 (a) CVC: It is unlawful for any person under the age of 21 years to have any alcoholic beverage in their possession on any street or highway or in any public place or in any place open to the public, or found to have a blood alcohol content of 0.01 percent or more by weight. 5. Reckless driving, 23103 CVC (willful and wanton disregard for the safety of persons or property). 6. Driving/operating an uninsured 16028(a) CVC/unregistered vehicle 4000(a) (1) CVC. 7. Operating a motor vehicle drunk or with a blood alcohol content (BAC) of 0.08 percent or more, by weight 23152(b) CVC 8. It is unlawful for a person to operate a motor vehicle while impaired by any alcoholic beverage, or other legal or illegal substance 23152(a) CVC.
<p>Assessment: Suspension or revocation for a period not to exceed one year.</p> <p>Violation:</p> <ol style="list-style-type: none"> 1. Failure to report involvement in an accident on-base or off-base resulting in injury while driving a government owned vehicle or damage to government property. 2. Three or more moving or non-moving violations within a 12-month period.

Assessment: One-year revocation is mandatory on determination of facts by 9 RW/CV or 9 SFS/CC.

Violation:

1. Driving a motor vehicle without the issuance of a driver's license, 12500(a) CVC.
2. A second revocation of driving privileges within a 5 year period.
3. Operating a motor vehicle, while under the age of 21 years old, with a blood alcohol content of 0.01 percent or more, by weight.
4. Per CVC 13202.5 (a) CVC: It is unlawful for any person under the age of 21 years to have any alcoholic beverage in their possession on any street or highway or in any public place or in any place open to the public, or found to have a blood alcohol content of 0.01 percent or more by weight.
5. Reckless driving, 23103 CVC (willful and wanton disregard for the safety of persons or property).
6. Driving/operating an uninsured 16028(a) CVC/unregistered vehicle 4000(a) (1) CVC.
7. Operating a motor vehicle drunk or with a blood alcohol content (BAC) of 0.08 percent or more, by weight 23152(b) CVC
8. It is unlawful for a person to operate a motor vehicle while impaired by any alcoholic beverage, or other legal or illegal substance 23152(a) CVC.

Assessment: Suspension for a period of 6 months is mandatory.

Violation:

1. Accumulation of 12 traffic points IAW Table 4 within 12 consecutive months.
2. Accumulation of 18 traffic points IAW Table 4 within 24 consecutive months.

Assessment: Suspension for a period of 30 days is mandatory.

Violation:

1. Accumulation of 3 or more parking citations in a 6 month period.
2. Speed violation over 20 MPH of the posted speed limit.

Assessment: Revocation until proof of compliance conditions have been satisfied.

Violation:

1. Failure to show proper proof of compliance for any non-moving violation citations other than licensing or insurance within the requisite 72 hours.
2. Failure to comply with the requirement to certify compliance with the locally applicable vehicle emissions inspection and maintenance program.

5. Traffic Point System. The traffic point system provides a uniform administrative device to impartially judge driving performance of USAF personnel. This system is not a disciplinary measure or a substitute for punitive action. Further, this system is not intended to interfere in any way with the reasonable exercise an installation commander's prerogative to issue, suspend, revoke, deny, or reinstate installation driving privileges. Additionally, reference [Figure 5.1](#) for speeding violations and points assessed for each violation.

Figure 2. Traffic Point System Diagram (Speeding Violations).

Reckless driving (willful and wanton disregard for the safety of persons or property).	6
Speed contests (drag racing, etc.)	6
Speed too fast for conditions	2
One to 10 miles per hour over posted speed limit	3
Over 10 but not more than 15 miles per hour above posted speed limit	4
Over 15 but not more than 20 miles per hour above posted speed limit	5
Over 20 miles per hour above posted speed limit (Automatic 30-day driving privileges suspension)	6
Use of Cellular/Electronic Device(s) while driving	4

6. Traffic Citation and Processing and Unit Notification Process

6.1. If the violator does not notify 9 SFS/S5R within 5 duty days of request to rebut the citation, 9 SFS/S5R will complete the administrative process by writing on the back of the white copy 'did not rebut' and endorse the infractions on the DD Form 1408. However, 9 SFS/S5R must still notify the first sergeants and commander of the violation.

6.1.1. Notification to the violator's first sergeants and commander will be accomplished via e-mail, by 9 SFS/S5R.

6.1.2. If the violator does not wish to rebut the violations, 9 SFS/S5R inputs the citation into Air Force Justice Information System (AFJIS), 9 SFS/S5R will then annotate the appropriate response on the back of the citation and the violator requires no further action. **NOTE:** If an individual is cited for a serious offense such as excessive speed, 20 miles per hour above the posted speed limit, which is an immediate 30-day suspension, the violator's first sergeant and commander will be provided the 9 RW Suspension of Installation Driving Privileges Memorandum by the 9 SFS/S5R section, with a request that the first sergeant and or commander obtain the violator's acknowledgement and endorsement of the memorandum within 5 duty days, as well as returning the memorandum for processing back to 9 SFS/S5R, within 5 duty days.

7. Installation Traffic Code

7.1. This regulation is applicable to all persons subject to the basic regulation. Individuals committing offenses as set forth in this traffic code are subject to administrative and/or punitive action by the Installation Commander and/or the **Federal Court Sacramento Division Eastern District of California**. The CVC (published by the California Department of Motor Vehicles, Sacramento, CA) including Division 16.5 as pertains to Off-Highway Vehicles and all current and future revisions, is hereby assimilated in accordance with Title 18, United States Code (USC) 13 and Department of Defense Instruction (DoDI) 5525.4. The installation commander has designated the following rules and requirements, in addition to the California Vehicle Code, as offenses of the Installation Traffic Code. The rules and requirements set forth in the Installation Traffic Code, in cases of conflict, supersede the CVC while on the installation. No Department of Defense DoD military or civilian employee, dependents or contractors, shall operate a motor vehicle, including motorcycles and off-highway vehicles,

without complying with the provisions of AFI 91-207, *The US Air Force Traffic Safety Program*

7.2. General Rules and Requirements:

7.2.1. No person shall park or leave standing and unattended, any motor vehicle, on Beale AFB, solely for the purpose of “advertising” the vehicle as “For Sale” unless it is registered at the Outdoor Adventure Center and parked in the “Beale’s Deals” parking lot. Failure to comply could result in the vehicle being towed.

7.2.2. Any person operating, in control of, or in charge of a vehicle will immediately notify the BDOC with just cause any time a vehicle is to be left unattended for a period of more than 72 hours. (Exception: the provisions of this paragraph do not apply to vehicles parked in the Recreational Storage lot or otherwise legally parked at the owner’s residence). Failure to comply could result in the vehicle being towed.

7.2.3. Stopping or parking is prohibited (except to avoid traffic congestion or in compliance with a traffic order or device) in the following places within Beale AFB.

7.2.3.1. On a sidewalk

7.2.3.2. In front of a public or private driveway.

7.2.3.3. Within 15 feet of a fire hydrant.

7.2.3.4. On a crosswalk.

7.2.3.5. Within 20 feet of an intersection.

7.2.3.6. Within 20 feet of a driveway entrance for emergency vehicles.

7.2.3.7. Where prohibited by official signs.

7.2.3.8. Within 20 feet of buildings where the area is designated as a fire lane.

7.2.3.9. Within 100 feet of buildings designated for storage of flammable or explosives.

7.2.3.10. In service driveways.

7.2.3.11. In any area designated as a loading/unloading area, except when actually loading or unloading. Vehicles must be attended at all times.

7.2.3.12. Outside marked stalls or on cross-hatched areas within parking lots where striping is employed.

7.2.3.13. On all roads and service roads except when authorized by appropriate signs or markings. Exception: Housing areas, picking up/discharging passengers.

7.2.3.14. Obstructing the normal flow of traffic. **NOTE:** Emergency vehicles, when in the performance of official duties, are excluded from these prohibitions.

7.2.3.15. The above restriction does not apply to Maintenance or Construction Vehicles provided they follow the Federal Highway Administration U.S. D.O.T. (Department of Transportation) Guidance for Traffic Control.

7.2.4. Stopping to Pick Up or Discharge Passengers. A POV or conveyance may stop to pick up or discharge a passenger on any portion of the roadway not controlled by traffic signs, signals or devices. However, compliance with all existing traffic regulations governing the stopping and parking of vehicles is required. Vehicles will be stopped in a parallel position not more than 18 inches from the curb, on curbed roadways, and headed in the direction of traffic.

7.2.5. No person shall leave a vehicle which is partially disassembled for repairs, or due to its state of disrepair is unsightly and considered a safety hazard, unattended and parked, or otherwise present in/or on any roadway, parking lot, or improved/landscaped area. Failure to comply could result in the vehicle being towed.

7.2.6. No person shall leave unattended and parked, a vehicle in or within 30 feet of a Restricted Area. No person shall leave unattended and parked, a vehicle in a Controlled Area. Failure to comply could result in the vehicle being towed.

7.2.7. No person shall park or leave standing, a motor vehicle, in a parking space validated by the Installation Traffic Safety Board and properly marked as "Reserved," unless such space has been designated for their specific use. Failure to comply could result in the vehicle being towed.

7.2.8. No person shall leave unattended, standing, or parked, any vehicle, within 15 feet of a trash dumpster (including enclosed area) when such parking prohibits mechanized emptying. Failure to comply could result in the vehicle being towed.

7.2.9. No person shall leave unattended, standing, or parked, any vehicle on a grass, seeded, decorative stone/bark, or landscaped area.

7.2.10. No person shall perform maintenance on a motor vehicle while in a parking lot or on a grass, seeded, decorative stone/bark, or landscaped area. This does not apply to minor needs such as replacing a flat tire, light bulb, wipers, battery, etc. Major vehicle maintenance, if done on base, must be accomplished by agreement with the Auto Skills Center or AAFES Service Station. Vehicles will not be parked in the Auto Hobby Shop parking lot without specific approval of the Auto Hobby Shop Supervisor.

7.2.11. No person shall leave unattended and parked or standing, a motor vehicle with the engine running (in operation); unless on flight line.

7.2.12. No person shall leave a trailer, boat, camper, or recreational vehicle unattended, parked, or standing, in excess of 72 consecutive hours, on a roadway, landscaped area, or in a parking lot within the family housing area. (Exception: A Temporary Lodging Facility (TLF) resident in TLF parking area).

7.2.13. Only authorized emergency vehicles will be equipped with red and/or blue emergency warning lights and sirens. Other vehicles requiring warning lights will use those that are amber or white in color.

7.2.14. No person shall operate a motor vehicle in such a manner as to disrupt a troop formation, nor pass a troop formation at faster than 10 Miles Per Hour (MPH).

7.2.15. No person shall operate a 1.5 ton or larger truck, bus, motor home, or other wide vehicle on Gavin Mandery Drive between Delta Drive and "A" Street.

7.2.16. Vehicle operators on Beale AFB will not use cell phones or any other electronic devices unless the vehicle is safely parked or unless they are using a hands-free device. Per 27400 CVC is unlawful to drive a motor vehicle with both ears covered, therefore, the wearing of any other portable headphones, earphones or other listening devices (except for hands-free cellular phones) while operating a motor vehicle is prohibited when both ears are covered. Use of those devices impairs driving and masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, and human speech. Refer to AFI 91-207.

8. Self-Propelled Bicycle, Roller Blade, Skates, Skateboard, Scooter, and/or Go-Peds

8.1. All personnel, regardless of age shall not operate or be a passenger on a bicycle without wearing an approved helmet. Helmets must meet the American National Standards Institute or Snell Memorial Foundation criteria.

8.2. No person shall operate a bicycle on Gavin Mandery Drive between "A" Street and "Three Bridges" due to the congested traffic area and absence of adequate shoulders.

8.3. No person shall ride or propel a skateboard, motorized skateboard, or roller skates/blades or similar devices:

8.3.1. On any street, highway, roadway, sidewalk, or parking lot in such a manner as to interfere with the safe or orderly flow of pedestrian and/or motor vehicle traffic.

8.3.2. On the sidewalk and/or walkways of the school grounds immediately adjacent to or between the buildings.

8.3.3. While wearing portable headphones, earphones, or other listening (sound-producing) devices.

8.4. The use of motorized skateboards, motorized scooters, or other such type devices not meeting the requirements defining a motorcycle, motorized cycle, or motorized bicycle under the CVC are prohibited from being operated on any roadway, sidewalk, parking lot, walking/riding path and/or trail.

9. Rules for Walking/Jogging on Roadway

9.1. No person shall walk, run, or jog upon any highway or roadway:

9.1.1. So as to interfere with the safe and/or orderly flow of traffic.

9.1.2. While wearing portable headphones, earphones, or other listening (sound-producing) devices. Exception: approved track and/or jogging path.

10. Prima Facia Speed Limits

10.1. The limits specified in this paragraph shall be the maximum allowable speeds, except for emergency vehicles responding to an emergency or when hazards dictate lower speeds. The operators of motor vehicles are subject to speed checks by SF using radar or other approved speed measuring devices/methods.

10.2. 22350 CVC - Prima Facia Speed Limits. The prima facia limits are as follows and shall be applicable unless changed as authorized in this code and, if so changed, only when signs have been erected giving notice thereof:

10.2.1. 10 MPH:

10.2.1.1. When entering, exiting, or traveling in a parking lot.

10.2.1.2. When within 75 feet of the gate facility and entering or exiting Installation Entry Control Points.

10.2.1.3. When passing the Little League Fields on Gavin Mandery Drive, during times when children are present for games

10.2.2. 15 MPH:

10.2.2.1. When on an unpaved roadway.

10.2.2.2. When in a residential area.

10.2.3. 20 MPH:

10.2.3.1. When on Gavin Mandery Drive as posted.

10.2.4. 25 MPH:

10.2.4.1. When in the main base area as posted.

10.2.4.2. When in the airfield area as posted.

10.2.4.3. When on Gavin Mandery Drive and Camp Beale Highway as posted.

10.2.5. 30 MPH:

10.2.5.1. When on Camp Beale Highway as posted.

10.2.6. 35 MPH:

10.2.6.1. When in the main base area as posted.

10.2.6.2. When in the airfield area as posted.

10.2.6.3. When on Gavin Mandery Drive, Camp Beale Highway, Warren Shingle, Doolittle Drive and Spencer Paul Road as posted.

10.2.7. 45 MPH:

10.2.7.1. When in the main base area as posted.

10.2.8. 50 MPH:

10.2.8.1. When on J Street, Gavin Mandery Drive, Warren Shingle and Doolittle Drive as posted.

10.3. At no time will a Non-Roadway Certified Utility Vehicle (e.g., Mitsubishi "Mighty Mites, Golf Carts, Etc") be operated at a speed greater than 25 MPH.

11. Restraint Systems

11.1. Restraint systems shall be properly worn by all operators and passengers of U.S. Government vehicles on or off Beale AFB and by all military service members and reserve component members on active federal service driving or riding in a POV on or off the installation.

11.2. Restraint systems shall be properly worn by all civilian personnel (family members, guests, and visitors) driving or riding in a POV on Beale AFB.

11.3. Use and wear of restraint devices, including child restraint devices, will be used IAW CVC, Child Safety Belt, 27360 CVC, under 2 years shall ride in the rear facing position, unless child weighs 40 or more pounds or is 40 inches tall, Children under 8 years must be secured in a car booster seat in the back seat, 27363 CVC children who are 8 years of age or reached 4'-9" in height may be secured by a booster seat, but at minimum be secured by safety belt. Passenger over 16 years of age, refer to 27315(e) CVC and driver violations 27315(d)(1) CVC. If safety belt is mal-functioning, cite 27315(f) CVC.

11.4. Vehicles manufactured after model year 1966 require a restraint system meeting federal traffic safety standards.

11.5. When exigent circumstances or contingency requirements exceed availability of such GOVs; commanders may deviate from this requirement. If personnel are authorized to ride in the back of these vehicles, they must be seated at all times and must be within the bed or enclosed area of the vehicle (e.g., no sitting on the sides of pick-up beds and/or tailgates).

12. Motorcycle Safety Requirements

12.1. All motorcycle riders/passengers must comply with AFI 91-207. This section applies to motorcycles and other self-propelled, open, 2-wheel, 3-wheel, and 4-wheel vehicles powered by a motorcycle-type engine. All motorcycle riders/passengers must comply with the following rules:

12.2. A person operating a motor-driven cycle will only ride upon the permanent/regular seat attached, feet will rest upon footrests of the cycle, and passengers will not be carried unless the cycle is designed for two or more people and footrests are also provided for the passengers. No passenger (human or animal) or cargo may ride or be carried in front of the operator.

12.3. Headlights will remain on while in operation at all times.

12.4. Rear view mirror will be attached to each side of the handlebars.

12.5. Cycle operators and passengers will use the following equipment anytime a motor-driven cycle is placed in motion:

12.5.1. Helmets, properly worn and fastened under the chin, regardless of age. Helmets must meet or exceed minimum standards outlined in AFI 91-207.

12.5.2. Over-the-ankle, hard-soled boots with low heels.

12.5.3. Eye protection, such as face shield, goggles, or safety glasses (normal prescription eyeglasses and/or sunglasses will not suffice). Eye protection must meet or exceed minimum standards outlined in AFI 91-207.

12.5.4. Wearing of long sleeved shirt or jacket, long trousers and full-fingered gloves are required.

12.6. No person shall operate an all-terrain vehicle without the proper personal protective equipment as required by AFI 91-207.

12.7. Operation of an off-road vehicle on Beale AFB is prohibited unless cleared through the 9th SFS and the 9th CES/Environmental flight.

12.8. Person operating all-terrain vehicles are required to have in possession an appropriate safety certificate, issued by the Specialty Vehicle Institute or equivalent.

13. Towing and Impoundment Standards

13.1. Impounding of vehicles, 22651CVC is justified when any of the following conditions exist:

13.1.1. When a vehicle is parked or left standing upon a highway in a position so as to obstruct the normal movement of traffic or in a condition so as to create a hazard to other traffic upon the highway. 22651(a) CVC.

13.1.2. When a vehicle is found upon a highway or public land and a report has previously been made that the vehicle is stolen or a complaint has been filed and a warrant thereon is issued charging that the vehicle was embezzled. 22651(c) CVC.

13.1.3. When a vehicle is illegally parked so as to block the entrance to a private driveway and it is impractical to move the vehicle from in front of the driveway to another point on the highway. 22651(d) CVC.

13.1.4. When a vehicle is illegally parked so as to prevent access by firefighting equipment to a fire hydrant and it is impracticable to move the vehicle from in front of the fire hydrant to another point on the highway. 22651(e) CVC.

13.1.5. When the person in charge of a vehicle upon a highway or public land is, by reason of physical injuries or illness, incapacitated to an extent so as to be unable to provide for its custody or removal. 22651(g) CVC.

13.1.6. When an officer apprehends a person driving or in control of a vehicle for an alleged offense and the officer is, by this code or other law, required or permitted to take, and does take, the person into custody. 22651(h) CVC.

13.1.7. When an officer serves a notice of an order of suspension or revocation pursuant to Section 13388, under 21 with BAC .01% or 13389 CVC, over 21 with previously convicted of 23152, (DUI) or 23153, (DUI with injuries). 22651(h)(2) CVC.

13.1.8. When a vehicle is found illegally parked and there are no license plates or other evidence of registration displayed, the vehicle may be impounded until the owner or person in control of the vehicle furnishes the impounding law enforcement agency evidence of his or her identity and an address within this state at which he or she can be located. 22651(j) CVC.

13.1.9. When a vehicle is parked or left standing upon a highway for 72 or more consecutive hours in violation of a local ordinance authorizing removal. 22651(k) CVC.

13.1.10. When a vehicle is illegally parked on a highway in violation of a local ordinance forbidding standing or parking and the use of a highway, or a portion thereof, is necessary for the cleaning, repair, or construction of the highway, or for the installation of underground utilities, and signs giving notice that the vehicle may be removed are erected or placed at least 24 hours prior to the removal by a local authority pursuant to the ordinance. 22651(L) CVC.

13.1.11. When the use of the highway, or a portion of the highway, is authorized by a local authority for a purpose other than the normal flow of traffic or for the movement of

equipment, articles, or structures of unusual size, and the parking of a vehicle would prohibit or interfere with that use or movement, and signs giving notice that the vehicle may be removed are erected or placed at least 24 hours prior to the removal by a local authority pursuant to the ordinance. 22651(m) CVC.

13.1.12. Whenever a vehicle is parked or left standing where local instructions have prohibited parking and have authorized the removal of vehicles. A vehicle shall not be removed unless signs are posted giving notice of the removal. 22651(n) CVC.

13.1.13. When a vehicle is found or operated upon a highway, public land, or an off-street parking facility under the following circumstances: 22651(o)(1) CVC.

13.1.13.1. With a registration expiration date in excess of six months before the date it is found or operated on the highway, public lands, or the off-street parking facility. 22651(O)(A) CVC.

13.1.13.2. When a vehicle is illegally parked and blocks the movement of a legally parked vehicle.

13.1.13.3. Vehicle interferes with emergency operations during a natural disaster or fire or must be removed from the disaster area during cleanup operations.

13.1.13.4. The vehicle has been used in a crime or contains evidence of criminal activity.

13.1.13.5. The vehicle is mechanically defective and is a nuisance to others using the public roadways.

13.1.13.6. The vehicle is disabled by a traffic incident and the operator is either unavailable or physically incapable of having the vehicle towed to a place of safety for storage or safekeeping.

13.1.13.7. Law enforcement personnel reasonably believe the vehicle is abandoned.

13.1.13.8. Displaying in, or upon, the vehicle, a registration card, identification card, temporary receipt, license plate, special plate, registration sticker, device issued pursuant to Section 4853 CVC, or permit that was not issued for that vehicle, or is not otherwise lawfully used on that vehicle under this code.

13.1.13.9. Displaying in, or upon, the vehicle, an altered, forged, counterfeit, or falsified registration card, identification card, temporary receipt, license plate, special plate, registration sticker, device issued pursuant to Section 4853, or permit.

13.2. When a vehicle is found upon the installation, or is removed pursuant to this supplement, and it is known that the vehicle has been issued three or more notices of parking violations to which the owner or person in control of the vehicle has not responded within 72 hours of notice of citation issuance, or the registered owner of the vehicle is known to have been issued one or more notices for failure to pay or failure to appear in court for traffic violations for which a certificate has not been issued by the Federal Court Sacramento Division Eastern District of California or clerk of the court hearing the case showing that the case has been adjudicated or concerning which the registered owner's record has not been cleared pursuant to **Chapter 6** (commencing with Section 41500) of Division 17 of the CVC, the vehicle may be impounded until that person furnishes to the impounding law enforcement agency all of the following:

13.2.1. Evidence of his or her identity.

13.2.2. An address within this state at which he or she can be located.

13.2.3. Satisfactory evidence that all parking penalties due for the vehicle and all other vehicles registered to the registered owner of the impounded vehicle, and all traffic violations of the registered owner, have been cleared.

13.3. A vehicle may be released to the legal owner, as defined in Section 370 CVC, if the legal owner does all of the following:

13.3.1. Pays the cost of towing and storing the vehicle.

13.3.2. Submits evidence of payment of fees as provided in Section 9561 CVC.

13.3.3. Completes an affidavit in a form acceptable to the impounding law enforcement agency stating that the vehicle was not in possession of the legal owner at the time of occurrence of the offenses relating to standing or parking. A vehicle released to a legal owner under this subdivision is a repossessed vehicle for purposes of disposition or sale. The impounding agency shall have a lien on any surplus that remains upon sale of the vehicle to which the registered owner is or may be entitled, as security for the full amount of the parking penalties for all notices of parking violations issued for the vehicle and for all local administrative charges imposed pursuant to Section 22850.5 CVC. The legal owner shall promptly remit to, and deposit with, the agency responsible for processing notices of parking violations from that surplus, on receipt of that surplus, the full amount of the parking penalties for all notices of parking violations issued for the vehicle and for all local administrative charges imposed pursuant to Section 22850.5 CVC.

13.4. For the purposes of this subdivision, the vehicle may be released under either of the following circumstances:

13.4.1. To the registered owner or person in control of the vehicle only after the owner or person furnishes the storing law enforcement agency with proof of current registration and a currently valid driver's license to operate the vehicle.

13.4.2. To the legal owner or the legal owner's agency, without payment of any fees, fines, or penalties for parking tickets or registration and without proof of current registration, if the vehicle will only be transported pursuant to the exemption specified in Section 4022 CVC and if the legal owner does all of the following:

13.4.2.1. Pays the cost of towing and storing the vehicle.

13.4.2.2. Completes an affidavit in a form acceptable to the impounding law enforcement agency stating that the vehicle was not in possession of the legal owner at the time of occurrence of an offense relating to standing or parking. A vehicle released to a legal owner under this instruction is a repossessed vehicle for purposes of disposition or sale. The impounding agency has a lien on any surplus that remains upon sale of the vehicle to which the registered owner is or may be entitled, as security for the full amount of parking penalties for any notices of parking violations issued for the vehicle and for all local administrative charges imposed pursuant to Section 22850.5 CVC. Upon receipt of any surplus, the legal owner shall promptly remit to, and deposit with, the agency responsible for processing notices of parking violations from that surplus, the full amount of the parking penalties for all notices of parking violations

issued for the vehicle and for all local administrative charges imposed pursuant to Section 22850.5 CVC.

13.5. The impounding agency that has a lien on the surplus that remains upon the sale of a vehicle to which a registered owner is entitled has a deficiency claim against the registered owner for the full amount of parking penalties for any notices of parking violations issued for the vehicle and for all local administrative charges imposed pursuant to Section 22850.5, less the amount received from the sale of the vehicle.

13.6. When SF and/or authorized civilian personnel issues the driver of a vehicle a notice to appear for a violation of Section 12500, 14601, 14601.1, 14601.2, 14601.3, 14601.4, 14601.5, or 14604 CVC and the vehicle is not impounded pursuant to Section 22655.5 CVC. A vehicle so removed from the highway or public land, or from private property after having been on a highway or public land, shall not be released to the registered owner or his or her agent, except upon presentation of the registered owner's or his or her agent's currently valid driver's license to operate the vehicle and proof of current vehicle registration, *to the impounding law enforcement agency*, or upon order of a court.

14. Procedures for Towing, Impoundment/Storing of Vehicle, and Notifications

14.1. The DD Form 2504, *Abandoned Vehicle Notice* will be conspicuously placed on vehicles considered unattended. This action will be documented by an entry in the law enforcement blotter.

14.2. The owner will be allowed 72 consecutive hours from the date the vehicle is tagged as abandoned to remove the vehicle before impoundment action is initiated. If the vehicle has not been removed after that time, it will be removed by the installation towing service or the contracted wrecker service. If a contracted wrecker service is used, a Department of Defense (DD) Form 2505, *Abandoned Vehicle Removal Authorization* will be completed and issued to the contractor by the 9 SFS Investigations Office (S2I).

14.3. Prior to the vehicle being moved, 9 SFS/S2I will conduct an inventory of the vehicle listing personal property to protect the owner, law enforcement personnel, the contractor, and the commander from false allegations of theft.

14.4. The content of a locked container such as a suitcase inside the vehicle need not be inventoried. Such articles should be opened only if necessary to identify the owner of the vehicle or if the container might contain explosives or otherwise present a danger to the public. Listing the locked container and sealing it with security tape will suffice.

14.5. Personal property must be placed in a secure area for safekeeping.

14.6. After the vehicle has been removed, 9 SFS/S2I will complete the DD Form 2506, *Vehicle Impoundment Report* as a record of the actions taken.

14.7. The DD Form 2507, *Notice of Vehicle Impoundment* will be forwarded by certified mail to the address of the last known owner of the vehicle to advise the owner of the impoundment action, and to request information concerning the owner's intentions pertaining to the disposition of the vehicle.

14.8. When the vehicle is to be held for evidentiary purposes, the vehicle will remain in the custody of 9 SFS/S2I until law enforcement purposes are served.

14.9. Recovered stolen vehicles will be released to the registered owner, unless held for evidentiary purposes, or to the law enforcement agency reporting the vehicle stolen, as appropriate.

14.10. A vehicle held on request of other lawful authorities will be retained in the custody of the S2I until the vehicle can be released to such lawful authorities.

15. Disposition of Vehicles after Impoundment

15.1. If a vehicle is impounded for evidentiary purposes, the vehicle can be held for as long as evidentiary or law enforcement purpose exists. The vehicle must then be returned to the owner without delay unless directed otherwise by competent authority.

15.2. If the vehicle is unclaimed after 120 days from the date notification was mailed to the last known owner or the owner released the vehicle by properly completing DD Form 2505 and the vehicle will be disposed of by one of the following procedures:

15.2.1. Release to the lien holder, if known.

15.2.2. Process as abandoned property in accordance with DoD 4160.21–M, *Executive Services Directorate*.

15.2.3. Property may not be disposed of until diligent effort has been made to find the owner; or the heirs, next of kin, or legal representative of the owner.

15.2.4. The diligent effort to find one of those mentioned in the above paragraph, shall begin no later than seven (7) days after the date on which the property comes into custody or control of the 9 SFS/S2I.

15.2.5. The period for which this effort is continued may not exceed 45 days.

15.2.6. If the owner or those above, are determined, but not found, the property may not be disposed of until the expiration of 45 days after the date when notice, giving the time and place of the intended sale or other disposition, has been sent by certified or registered mail to that person at his or her last known address.

15.2.7. When diligent effort to determine those mentioned above is unsuccessful, the property may be disposed of without delay, in accordance with the Memorandum of Agreement with Preston's Towing, 520 Boyd Street, Yuba City, CA 95991. Preston's Towing will then initiate a "Lien Sale" within 3-15 days of accepting the vehicle from 9 SFS/S2I if it has a fair market value of more than \$500. Prior to releasing the property to Preston's Towing, a complete inventory will be completed by the Security Forces member initiating the tow, and a copy of all inventoried items will accompany the property to Preston's Towing. The property (vehicle) will then be entered into the California Law Enforcement Telecommunications System (CLETS) as a stored vehicle.

HEATHER A. FOX, Colonel, USAF
Commander, 9th Reconnaissance Wing

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

California Vehicle Code, 1 Jan 2018

AFI 91-207, *The US Air Force Traffic Safety Program*, 16 February 2017, (Certified Current 15 May 2017)

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

AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, 18 December 2015, (Incorporating change 1, 22 June 2017)

AFMAN 33-363, *Management of Records*, 01 March 2008 (Certified Current 21 July 2016)

BAFBI 13-213, *Beale Airfield Driving Instruction*, 03 October 2017

DOD 4160.21-M, *Executive Services Directorate*, 22 October 2015, (Incorporating change 2, 31 August 2018)

Prescribed Forms

None

Adopted Forms

CVB Form 1805, United States District Court Violation Notice, 1 Jan 2011

DD Form 1408, Armed Forces Traffic Ticket, 1 Dec 1987

DD Form 2504, Abandoned Vehicle Notice

DD Form 2505, Abandoned Vehicle Removal Authorization

DD Form 2506, Vehicle Impoundment Report

DD Form 2507, Notice of Vehicle Impoundment

Abbreviations and Acronyms

AFI—Air Force Instruction

AAFES—Army Air Force Exchange Service

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

BAFB—Beale Air Force Base

BDOC—Base Defense Operations Center

CC—Commander

CES—Civil Engineering Squadron

CVB—Central Violations Bureau

CVC—California Vehicle Code
CVIA—Commercial Vehicle Inspection Area
DD—Department of Defense
DoD—Department of Defense
DoDI—Department of Defense Instruction
GOV—Government Owned Vehicle
IAW—In Accordance With
IDP—Integrated Defense Plan
JA—Judge Advocate
MPH—Miles per Hour
MSG—Mission Support Group
OPR—Office of Primary Responsibility
POV—Privately Owned Vehicle
RDS—Records Disposition Schedule
RW—Reconnaissance Wing
SF—Security Forces
SFS—Security Forces Squadron
SFOI—Security Force Operating Instruction
TLF—Temporary Lodging Facility
UCMJ—Uniform Code of Military Justice
US—United States
USC—United States Code

Attachment 2

RESERVED PARKING PROGRAM

A2.1. General

A2.1.1. Installation reserved parking is governed by AFI 31-218(I), *Motor Vehicle Traffic Supervision*, MTMCTEA Pamphlet 55-17, *Better Military Traffic Engineering*; and AFP 88-40, *Sign Standards*. The primary intent of the reserved parking program is mission related and to minimize unnecessary and non- mission related reserved parking spaces. Parking spaces may be reserved by written request with proper coordination.

A2.1.2. Standard allocations are based on duty positions, disabled persons, mission critical government vehicles, and customers, all of which must be supported by a validated mission need. Once initially validated by the board, these spaces will be assigned a number and an appropriate sign will be installed. Example allocations are (not listed in a priority order):

A2.1.2.1. Commanders (wing, group, squadron, detachment).

A2.1.2.2. First Sergeants; Wing Senior Enlisted Advisor.

A2.1.2.3. Disabled Visitor/Handicapped (“HC”).

A2.1.2.4. Mission critical/emergency vehicles (police, fire, ambulance, U-2 mobiles, etc.)

A2.1.2.5. Mission required for government vehicles, contractors, or essential key personnel.

A2.1.2.6. Customer/Visitor Parking (limited time only--15 min, 30 min, 1 hr, or 2 hrs).

A2.1.2.7. Special Requirements. Some reserved parking spaces may be for special needs or special interest requirements. These requests require written justification and are primarily limited to high density parking areas. Some considerations may be:

A2.1.2.8. A particular disabled employee.

A2.1.2.9. Special interest (general, colonel, chief master sergeant, spaces at AAFES, DeCA and Services facilities).

A2.1.3. Others may include spaces awarded as part of wing incentive programs, i.e., Family Support Center Volunteer of the Quarter, or of competitive programs, i.e., Company Grade Officer of the Quarter/Year, Airman/NCO of the Quarter/Year, etc.

A2.1.4. Reserved parking locations will not necessarily be the most convenient spaces next to facility entrances. Plan accordingly to place some government vehicles away from facility entrances, but do place customer and handicap spaces at these optimum locations.

A2.2. Responsibilities

A2.2.1. The Installation Parking Board (IPB), chaired by the Deputy Base Commander (9 RW/CD), considers all requests and manages the Reserved Parking Program. The board will be comprised of a representative from Wing Safety, Civil Engineer, Security Forces, Union AFGE Local 1025, and major associate organizations as required. The board will meet annually or whenever the 9 RW/CD determines a meeting is needed.

A2.2.2. Building custodians are responsible for coordinating parking at their facility, preparing requests and ensuring a mutual complement of reserved spaces and general parking around their building. Each organization is responsible for submitting parking requests, these must be coordinated with the building custodian to ensure compliance with the limitations imposed by this instruction.

A2.2.3. Temporary reserved spaces (IG, DV) for special occasions/events do not require formal approval. Building custodians are responsible for acquiring and placing the temporary signs.

A2.2.4. Parking Wardens are responsible for enforcement of reserved spaces authorized by the board.

A2.2.5. The 9th Civil Engineer Squadron (9 CES) is responsible for administrating the program, fabricating and installing all approved reserved parking signs and spaces.

A2.3. Submission Procedures

A2.3.1. Prior to submission, contact 9 CES/CECNS (ext. 2685) for a plan of the respective parking lot and include a copy with your request. Send requests via letter or e-mail to 9 CES. Include the following with the request: proposed spaces; type of allocations; a plan or sketch of the parking area; justifications; and coordination with the facility manager and the Squadron Commander or Deputy Commander. Requests shall also include: the name, office symbol, and phone number for the point of contact as well as for building manger.

A2.3.2. Contractors and union representatives will submit requests through their sponsoring organizations.

A2.3.3. The Installation Reserved Parking Board will review requests on a regular basis. If there are questions regarding the request, the respective POC and building custodian will be contacted and/or invited to meet with the IPB.

A2.3.4. When approved, CES will install or change signs and markings as required in accordance with their work schedule.

A2.3.5. Annual Validation. All reserved parking spaces must be reviewed and revalidated each year by the building custodian/manager. Changes must be resubmitted to the IPB as specified herein.

A2.4. Marking Reserved Spaces

A2.4.1. Reserved Parking Spaces, as authorized by the IPB, will be marked with standard signs. Generally, the signs will just say "Reserved Parking, (assigned number)" except for CC's, Customers, GOV, Col., CMSgt and handicap spaces. "Self-designed" signs and markings are not authorized. Variations must be approved by the IPB.

A2.4.2. Signs should be as generic as possible for uniformity and ease of re-designation with the idea being that only the person with that assigned space number will park there. If someone doesn't recognize the number, they shouldn't be parking in that space. The building custodians will maintain a copy of reserve parking inventory for their facility.

Attachment 3
RESERVED PARKING REQUEST

Figure A3.1. Sample Reserved Parking Request.

<p>DEPARTMENT OF THE AIR FORCE HEADQUARTERS 9TH MISSION SUPPORT GROUP BEALE AIR FORCE BASE, CALIFORNIA</p>	(Date)
<p>MEMORANDUM FOR 9 CES/CEEN</p> <p>FROM: Unit Address</p> <p>SUBJECT: Reserved Parking Request</p>	
<p>1. Reference: Attachment 4 to BAFBI 31-218, <i>Motor Vehicle Traffic Supervision</i>.</p> <p>2. LOCATION: List building and area description. For units occupying more than one building, list "Automatic" and "By Request" allocations for each Building.</p> <p style="margin-left: 40px;">a. AUTOMATIC ALLOCATIONS: (Type of space, specific title)</p> <p style="margin-left: 40px;">b. BY REQUEST ALLOCATIONS: (Type of space, specific title, justification)</p> <p>3. POINT OF CONTACT: (Rank, name, and duty phone)</p>	
<p>SIGNATURE BLOCK <i>Title (Commander or Division chief)</i></p>	
<p>2 Attachments:</p> <p>1. AF Form 332, Base Civil Engineer Work Request</p> <p>2. Detailed Map (showing requested slots and preferred locations.)</p>	