

**BY ORDER OF THE COMMANDER**  
**17th TRAINING WING (AETC)**

**GOODFELLOW AIR FORCE BASE**  
**INSTRUCTION 31-218**

**21 JULY 2025**



**Security**

**GOODFELLOW AIR FORCE BASE**  
**MOTOR VEHICLE TRAFFIC SUPERVISION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**ACCESSIBILITY:** This product should be distributed so that all who are accessing Goodfellow Air Force Base knows and understands the laws and regulations.

**RELEASABILITY:** Restricted to OPR Approved CAC Users.

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This instruction implements DAFI 31-218, *Motor Vehicle Traffic Supervision*, and conforms to the Texas Transportation Code (TTC) while making provisions for the needs of traffic supervision peculiar to this installation. The provisions apply to all people within the limits of Goodfellow Air Force Base (GAFB) to include, but not limited to, military personnel, Air Force Reserve Command (AFRC) Units, Air National Guard (ANG), civilian employees, family members, visitors, and Department of Defense (DoD) contractors. The terms “must,” “shall,” and “will” denote mandatory actions in this instruction. In cases where this instruction and the TTC are in conflict, the most restrictive procedure will have precedence on GAFB. Violations of the TTC, DAFI 31-218, *Air Force Motor Vehicle Traffic Supervision*, and this Instruction will be disposed of in accordance with DAFI 31-218, the Uniform Code of Military Justice (UCMJ), Federal or assimilated state law. Failure to observe the prohibitions and mandatory provisions in sections 2 through 5 of this publication by military members is a violation of Article 92 of the UCMJ. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by 50 United States Code 797. The applicable Privacy Act SORNs are: F031 AF SP L, Traffic accident and violation reports; F031 AF SP K, Vehicle Administration Records; F031 AF SF B, Armed Forces Justice Information Service (AFJIS); and F031 AF SF D Field Interview Card. The SORNs are available at <http://privacy.defense.gov/notices/usaf>. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS), or any updated statement provided by the Air Force (AF) Records Management office (SAF/CIO A6P). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional’s chain of command. See Attachment 1 for a Glossary of References and Supporting Information.

**SUMMARY OF CHANGES**

This document is substantially revised and must be completely reviewed. This instruction incorporates extensive changes from Department of the Air Force Instruction (DAFI) 31-218.

**Chapter 1— INTRODUCTION 5**

1.1. Program Management .....5

1.2. Responsibilities.....5

1.3. Delegation of Authority .....5

**Chapter 2— DRIVING PRIVILEGES 6**

2.1. Driving Privileges Requirements .....6

2.2. Stopping and Inspecting Personnel or Vehicles .....6

2.3. Implied Consent to Blood, Breath, or Urine Tests.....7

2.4. Implied Consent to Vehicle Impoundment .....7

2.5. Suspension or Revocation of Driving Privileges .....8

2.6. Alcohol and Drug Abuse Programs ..... 11

**Chapter 3— PRIVATELY-OWNED VEHICLE OPERATION REQUIREMENTS 12**

3.1. General .....12

3.2. Operation of Motorcycles, Motorized Mopeds, Motorized Scooters, Motorized Bicycles and All-Terrain Vehicles (ATVs).....12

3.3. Visitor/Vehicle Pass. ....12

3.4. Handicapped Person Identification.....12

**Chapter 4— TRAFFIC PLANNING AND CODES 13**

4.1. Traffic Planning.....13

4.2. Installation Traffic Code--Rules of the Road.....13

4.3. Cell Phone Violations While Operating a Motor Vehicle on GAFB. .... 13

4.4. Violations for Texting While Driving..... 14

4.3. Seatbelt Violation ..... 14

4.3. Seatbelt Violations..... 14

4.4.	Radar Detection Devices.....	15
4.5.	Off-Road Vehicle Use.....	15
4.6.	Motor Vehicle Accidents.....	15
4.7.	Record Accident Information in the 17 SFS Blotter. ....	16
4.8.	Investigations .....	16
4.9.	Vehicles Involved in Minor Accidents .....	16
4.10.	Parking .....	16
4.11.	Parking Wardens. ....	18
4.12.	General Rules for Stopping, Standing, or Parking.....	18
4.13.	Flight Line Parking .....	19
4.14.	Housing Area Parking.....	20
4.15.	Traffic Law Enforcement Principles. ....	22
4.16.	Pedestrians.....	23
4.17.	Operation of Bicycles.....	24
4.18.	Road Conditions.....	24
4.19.	Traffic Violation Reports.....	25
<b>Chapter 5— TRAFFIC POINT SYSTEM</b>		<b>26</b>
5.1.	Driving Records.....	26
5.2.	Reporting Moving Violation.....	26
5.3.	Receipt of DD Form 1408.....	27
5.4.	Receipt of USDCVN.....	27
5.5.	Traffic Point System .....	27
5.6.	Point Assessment for Moving Violations .....	28
5.7.	Point Assessment for Moving Violations .....	28
5.8.	Point Assessment for Non-Moving Violations .....	30
5.2.	Point Assessment for Non-Moving Violations.....	30
5.9.	Point System Procedures .....	30
5.10.	Suspension/Revocation of Driving Privileges .....	31
5.3.	Suspension/Revocation of Driving Privileges .....	31

5.11. Mandatory Suspensions..... 32

5.4. Mandatory Suspensions..... 32

**Chapter 6— IMPOUNDING PRIVATELY-OWNED VEHICLES 33**

6.1. Standards for Abandoned Vehicles and Impoundment..... 33

**Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 35**

## Chapter 1

### INTRODUCTION

#### 1.1. Program Management

1.1.1. This instruction implements policy, assigns responsibility, and establishes procedures for motor vehicle traffic supervision on GAFB, Texas. This instruction provides additional AF specific guidance to complement guidance found in DAFI 31-218. The objective of traffic control programs is for safe and efficient flow of vehicles and pedestrians through reduction of factors contributing to accidents.

#### 1.2. Responsibilities

1.2.1. The 17th Security Forces Squadron Commander (17 SFS/CC) is the installation commander's principal advisor on issues pertaining to the lawful movement of personnel and traffic. The 17 SFS/CC exercises staff responsibility for directing, regulating, controlling traffic, and enforcing installation rules pertaining to traffic control. The 17 SFS/CC assists traffic engineers by performing traffic control studies to gather information on traffic problems and use patterns. Squadron commanders, agency chiefs, and supervisors will ensure the requirements of GAFB Instruction (GAFBI) 31-218 are disseminated within their organizations, and that assigned personnel are briefed on individual responsibilities in maintaining and operating motor vehicles on GAFB.

#### 1.3. Delegation of Authority

1.3.1. The 17th Training Wing Commander (17 TRW/CC) has delegated their authority under DAFI 31-218, to include all supplements to GAFBI 31-218 thereof to the 17th Training Wing Deputy Commander (17 TRW/CD).

1.3.1.1. The 17th Mission Support Group Commander (17 MSG/CC) is the final appellate authority for violations cited on DD Form 1408, *Armed Forces Traffic Ticket*, and all appeals pertaining to suspension/revocation decisions IAW this instruction. No further appeal or request for reconsideration will be accepted.

1.3.2. The Staff Judge Advocate (17 TRW/JA) advises the 17 MSG/CC and/or appeal authority on resolution of appeals from decisions on due process hearings for suspension/revocation of base driving privileges. 17 TRW/JA or their deputy/assistants will coordinate on all suspension/revocation packages.

1.3.2.1. The 17 MSG/CC is responsible for conducting administrative due process hearings, including towing appeal procedures under this instruction.

1.3.2.2. Unit commanders, first sergeants, supervisors, and division chiefs of military and civilian employees will:

1.3.2.2.1. Coordinate with 17 TRW/JA for serious infractions by military members violating the UCMJ and with the labor law section at 17 TRW/JA for civilian employees committing serious infractions. For minor infractions, commanders or supervisors will initiate disciplinary action when appropriate as directed by the UCMJ, DAFIs, and federal and state laws for military and civilian employees.

## Chapter 2

### DRIVING PRIVILEGES

#### 2.1. Driving Privileges Requirements

2.1.1. Driving a government motor vehicle or privately-owned vehicle (GMV/POV) on GAFB is a privilege granted by the 17 TRW/CC. All personnel must comply with the laws and instructions governing motor vehicle operation on the installation and must:

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

2.1.2. Comply with laws and regulations governing motor vehicle operations on GAFB.

2.1.3. Possess, while operating a motor vehicle, and producing on request by 17 SFS personnel, the following:

2.1.3.1. Proof of vehicle ownership or state registration if required by the issuing state.

2.1.3.2. A valid state, international drivers permit along with valid license from country of residence, government driver's license, as applicable to the class vehicle to be operated, supported by a military identification card, Common Access Card (CAC), or other appropriate identification for non-DoD civilians.

2.1.3.3. A valid record of motor vehicle safety inspection, as required by the state.

2.1.3.4. Regulatory permits or other pertinent documents relating to shipping and transportation of special cargo.

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

2.1.3.6. Proof of Valid Insurance. Proof of insurance consists of an insurance card, or other documents issued by the insurance company, that has a policy effective date and an expiration date. Proof of valid insurance may be shown via smart phone.

2.1.3.7. Possession of an AF Form 2293, *U.S. Air Force Motor Vehicle Operator Identification Card*, is required for operation of GMV (owned, leased, or rented vehicles).

2.1.4. An AF Form 2293, *U.S. Air Force Motor Vehicle Operator Identification Card*, is required IAW AFI 24-301, for operation of all GMVs (owned, leased, or rented vehicles) except the following:

2.1.4.1 Non-tactical Air Force GMVs where the gross vehicle weight rating (GVWR) is less than 26,000 pounds, designed to transport 8 passengers or less, and do not have a standardized AFQTP, only require a valid State motor vehicle operator's license and a valid DoD CAC. No further licensing is required.

2.1.4.2 Air Force GMVs or equipment designed for off-road construction in the following classes: vibratory and pneumatic rollers, paving machine, trencher, and cranes.

## 2.2. Stopping and Inspecting Personnel or Vehicles

2.2.1. 50 U.S.C. 797 and Department of Defense Instruction (DoDI) 5200.08, *Security of DoD Installations and resources and the DoD Physical Security Review Board (PSRB)*, grants the 17 TRW/CC the authority to stop, inspect, search, and impound motor vehicles at GAFB installation gates and AF restricted areas, when applicable, to ensure the safety and security of all personnel and resources under their control.

2.2.2. 17 SFS personnel are authorized by 17 TRW/CC to stop, inspect, search, and impound motor vehicles at all GAFB installation gates and restricted areas when there are increased Force Protection Conditions (FPCONs), properly ordered random vehicle inspections, and when there is a reasonable basis to believe it is necessary to enforce a traffic regulation or when there is reasonable suspicion of criminal activity.

2.2.2.1. Installation Entry Point Checks (IEPCs) and Random Vehicle Inspections (RVIs). IEPCs and RVIs are a random inspection of vehicles directed by the Installation Commander, or designer, and are not considered a search. Military and civilian personnel are subject to these inspections. IEPCs and RVIs apply to both vehicles and pedestrians entering or exiting the installation.

2.2.2.2. If an individual refuses to submit to inspection of their vehicle, then the following actions will be completed:

2.2.2.2.1. If the operator is a civilian, they will be asked for identification and advised they will be denied access to the base until the vehicle has been inspected. If the owner/operator still refuses to have the vehicle inspected, the operator will be advised that failing to submit to an IEPC/RVI may result in revocation of base driving privileges and/or barment actions. If the owner/operator still refuses, they will be denied authorization to operate the vehicle on-base. Security Forces will conduct a walk around of the vehicle to determine whether evidence in plain view justifies legal authority for search and/or seizure. 17 TRW/JA will be consulted for further guidance.

2.2.2.2.2. Vehicles under the control of military personnel will be handled in the same manner; however, military personnel will be advised that the IEPC/RVI is a lawful order by the Installation Commander and failure to submit to an examination will result in their apprehension of the offense of Article 92, *Failure to Obey an Order or Regulation*, UCMJ. If the individual continues to refuse, they will be apprehended, and 17 TRW/JA will be consulted for further guidance regarding examining the vehicle.

## 2.3. Implied Consent to Blood, Breath, or Urine Tests

2.3.1. Personnel who drive on GAFB have given their consent IAW DAFI 31-218 Para 2-3a 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 GAFB to determine the influence of intoxicants.

2.3.2. When revocation action for refusing to submit to or complete tests to measure blood alcohol or drug content after being lawfully detained for intoxicated driving is combined with revocation for another reason, the revocation periods will run concurrently.

2.3.3. Detection, apprehension, and testing of intoxicated drivers.

2.3.3.1. 17 SFS personnel usually detect drivers under the influence of alcohol or other drugs by observing unusual or abnormal driving behavior. Drivers showing such behavior will be stopped immediately. The cause of the unusual driving behavior will be determined, and proper enforcement action will be taken.

2.3.3.2. When 17 SFS personnel reasonably conclude that an individual driving or in control of a motor vehicle is impaired, field sobriety test(s) (FST) will be conducted on the individual. The DD Form 1920, *Alcohol Influence Report*, will be used by 17 SFS personnel in examining, interpreting, and recording results of such tests. 17 SFS personnel will use the following standardized FST; Horizontal Gaze Nystagmus (HGN), one-legged stand and the walk and turn.

## 2.4. Implied Consent to Vehicle Impoundment

2.4.1. A condition to accept installation driving privileges, drivers give their consent for the removal and temporary impoundment of their POV if it is:

2.4.2. Illegally parked for unreasonable periods, i.e. more than time requirement specified on sign for limited time parking, or 72 hours.

2.4.3. Parked in a location which interferes with orderly flow of traffic.

2.4.4. Interference with military operations.

2.4.5. Creates a safety hazard.

2.4.6. Disabled by accident or incident.

2.4.7. Inhibits street cleaning or snow removal (after all attempts to locate owner fail).

2.4.8. Emergency operations (natural disaster, fire, increased FPCONs).

2.4.9. Being left unattended in or adjacent to a restricted, controlled, or off-limits area.

2.4.10. Vehicles which break down on base must be moved completely off the traveled portion of the roadway. A note of explanation must be securely attached to the vehicle in a prominent place identifying the problem, the owner and/or a point of contact and his/her phone number. The operator will notify 17 SFS of an inoperative vehicle and must make arrangements to move the vehicle within 24 hours. If the vehicle has not been moved after 72 hours from the date/time the DD Form 2504, *Abandoned Vehicle Notice*, was issued, 17 SFS Investigations (17 SFS/S2I) will implement impoundment actions.

2.4.11. The on-duty 17 SFS Flight Sergeant may authorize the removal of a motor vehicle by towing when the vehicle is operated by a driver who has been taken into custody or apprehended for an offense.

**Note:** 17 SFS may, in lieu of towing and with the permission of the driver or vehicle owner, release the vehicle to another occupant of the vehicle who has a valid driver's license and is determined not to be under the influence of alcoholic beverages or controlled substances. 17 SFS will not drive any suspect's motor vehicle unless immediate safety requires it, and then only to the nearest safe area.

## 2.5. Suspension or Revocation of Driving Privileges

2.5.1. 17 MSG/CC may suspend or revoke installation driving privileges for unsafe vehicle operations and other lawful reasons to include both moving and non-moving traffic violations. Personnel will be notified in writing that their driving privileges are suspended or revoked.

2.5.2. 17 MSG/CC will ensure the revocation of driving privileges and other enforcement measures will be applied uniformly to offenders driving under the influence of alcohol or controlled substances. When a person is tested under the implied consent provisions of paragraph 2.3., the results of the test will be evaluated as follows:

2.5.2.1. Operate a motor vehicle with a Blood Alcohol Content (BAC) of less than 0.05 percent; presume the person is not under the influence of alcohol.

2.5.2.2. Operate a motor vehicle with a BAC of 0.05 but less than 0.08; presume the person may be impaired. This standard may be considered with other competent evidence in determining whether the person was under the influence of alcohol. Suspension will remain in effect for 6 months from the date of the offense.

2.5.2.3. Operate a motor vehicle with a BAC of 0.08 or more, or if tests reflect the presence of illegal or otherwise controlled substances, the person was driving while intoxicated. Revocation will remain in effect for 1 year from the date of the offense.

2.5.3. Refusal to submit to a lawfully requested chemical test to determine BAC will result in an administrative revocation of base driving privileges. An additional 1-year suspension will be served consecutively if the operator's BAC is determined to be at or above .08, or if the individual is otherwise found to be guilty of Driving Under the Influence (DUI).

2.5.4. The 17 MSG/CC may impose a longer suspension or revocation period based on the person's overall driving record. Consider the frequency, flagrancy, severity of moving violations, and the response to previous driver improvement measures.

2.5.5. An individual operating a motor vehicle with any detectable amount of alcohol in their system, while under the age of 21, will result in an automatic driving suspension.

2.5.5.1. An individual operating a motor vehicle with any detectable amount of alcohol in their system, while under the age of 21, while currently serving a suspension, the revocation will remain in effect for 1 year from the date of the offense.

2.5.6. The accumulation of 12 traffic points within 12 consecutive months or 18 traffic points within 24 consecutive months will result in revocation. The revocation will remain in effect for 1 year.

2.5.7. Restricted Driving Privileges or Probation.

2.5.7.1. The 17 SFS Reports and Analysis (17 SFS/S5R) section will prepare suspension and revocation notices. If applicable, 17 SFS/S5R will notify the member's unit. Individuals are notified through their unit to report to the 17 SFS/S5R, to acknowledge the suspension or revocation action.

2.5.7.2. First-time offenders' driving privileges may be suspended for 30 days from the date of the offense not to exceed 1 year. Second offense will result in a revocation of 1 year from the date of the offense.

2.5.7.3. Upon notification of an individual's driving privileges being suspended or revoked, commanders will ensure that the individual concerned does not operate a GMV during the period of suspension or revocation, unless the suspending authority grants special authorization.

2.5.7.4. For incidents involving operating a motor vehicle while intoxicated, a Preliminary Suspension of Installation Driving Privileges Letter is issued and driving privileges on all military installations are revoked immediately.

2.5.7.5. A revocation memorandum and a synopsis of the evidence that led 17 SFS to issue the memorandum will be documented in the 17 SFS blotter and will be reviewed by 17 MSG/CC.

2.5.7.6. The individual's driving privileges are revoked at the time of the incident, until final resolution of their case is made. Determination will be made if the individual's privileges will be reinstated or the suspension/revocation will continue, once the case is resolved. In any incident, the individual will be notified when the suspension begins or if the individual's privileges will be reinstated.

2.5.7.7. Suspension of driving privileges imposed from another installation/service component will remain in effect during reassignment unless the issuing authority terminates the revocation before reassignment. The 17 MSG/CC may honor suspensions, as determined, on a case-by-case basis. Anyone with suspended or revoked privileges may petition the 17 MSG/CC for partial or limited driving privileges.

2.5.7.8. All revocation, suspension, and driving records are recorded in AFJIS and are accessible to all gaining bases if a member were to PCS, DSD, etc.

2.5.7.9. When unit commanders feel there is adequate justification for suspension or revocation of driving privileges, regardless of point accumulation, they may submit their recommendations to the 17 SFS/CC. 17 SFS/S5R will review the package and then forward a suspension or revocation package through 17 TRW/JA to 17 MSG/CC for action. Unit commanders may withdraw a member's authorization to operate a GMV at any time. Such an action does not require the concurrence of 17 MSG/CC.

2.5.7.10. Personnel whose driving privileges have been suspended or revoked may park their vehicle outside the Visitor's Control Center, Bldg. 3005.

2.5.7.11. Personnel with suspended or revoked driving privileges may request partial or restricted driving privileges. 17 MSG/CC will only consider requests when there is an extreme hardship resulting from the suspension or revocation and then only when the following conditions are met:

2.5.7.11.1. The individual has successfully completed the Course V, Driver Improvement Program (Course V is a commander-directed program through 17th Training Wing Safety (17 TRW/SE) or the Texas Driving While Intoxicated (DWI) Education Program and has civilian or international driving credentials. 17 TRW/SE or the Texas Commission on Alcohol and Drug Abuse can be contacted for more information on the courses.

2.5.7.11.2. The individual has not accrued any additional driving charges during the revocation period already served.

2.5.7.11.3. A written request is made, and the individual's unit commander or agency chief has concurred with the request.

#### 2.5.8. Extensions of Suspensions and Revocations.

2.5.8.1. The individual's driving privileges will remain suspended or revoked for 1 year or until the individual shows proof to the 17 MSG/CC that they successfully completed an approved driver training course, drug, or alcohol program.

2.5.8.2. An individual discovered driving on GAFB with a suspended or revoked state driver license, or while on privileges have been revoked, will receive an additional 2-year revocation of installation driving privileges. Contractor or Non-Base Affiliation (NBA) personnel in violation of suspension or revocation may result in administrative barment (See GAFB Plan 31-101, *Integrated Defense Plan*, for further information on barment procedures). Military Personnel may also receive administrative or disciplinary action per the UCMJ.

### 2.6. Alcohol and Drug Abuse Programs

2.6.1. After coordination with the 17 TRW/JA, unit commanders will direct drug and/or alcohol testing within 24 hours of suspected alcohol-related motor vehicle/traffic incidents or misconduct, episodes of apparent or bizarre behavior where there is reasonable suspicion of drug use and the member refuses to provide consent for testing. Commanders are encouraged to ensure Blood Alcohol Test (BAT) is taken as soon as possible after the incident to determine the level and intensity of alcohol involvement. For additional information refer to DAFI 31-218.

## Chapter 3

### PRIVATELY-OWNED VEHICLE OPERATION REQUIREMENTS

#### 3.1. General

3.1.1. Vehicle operators will comply with the vehicle registration laws and requirements for the state agency through which the vehicle is registered, as well as applicable Texas State Laws.

3.1.2. 17 SFS personnel performing entry controller duties may request vehicle registration at any time while entering, exiting, or while operating a motor vehicle on the installation.

3.1.3. 17 SFS personnel may deny base access to any vehicle bearing an expired state license plate or invalid state registration.

#### 3.2. Operation of Motorcycles, Motorized Bicycles and All-Terrain Vehicles (ATVs)

3.2.1. All military personnel are required to successfully complete an approved motorcycle rider safety course before operating a motorcycle on or off GAFB.

3.2.2. AF civilian personnel are highly encouraged but not required to successfully complete an approved motorcycle rider safety course before operating a motorcycle on GAFB.

3.2.3. Retirees, contractors, dependents, and all other non-AF civilian personnel who operate a motorcycle while on GAFB, are highly encouraged, but not required to attend an approved motorcycle rider safety course.

3.2.4. In addition to complying with all traffic laws, anyone who operates a motorcycle, (includes mopeds, motor scooters, and pocket bikes), motorized bicycle, UTV, ROV, or ATV on GAFB refer to DAFI 91-207 *The Traffic Safety Program* for further guidance/clarification of personal protective equipment requirements.

#### 3.3. Visitor/Vehicle Pass

3.3.1. The Defense Biometric Identification System (DBIDS) generated visitor passes or the AF Form 75, *Visitors Pass*, are methods to control and identify personnel and vehicles on a temporary basis. Specific procedures can be found in AFMAN 31-113, *Installation Perimeter Access Control*.

#### 3.4. Handicapped Person Identification

3.4.1. Handicapped Parking. The only vehicles authorized to park in these areas are those displaying official handicapped parking permits, plates, or decals. Handicapped people must be operating such vehicles or be in the company of such people who park in handicapped spaces. Handicapped parking spaces are not assigned to any person or position. Personnel needing handicapped decals may obtain them from the Texas Department of Motor Vehicles. GAFB honors local and state issued handicapped decals, placards, signs, and Disabled Veteran plates.

## Chapter 4

### TRAFFIC PLANNING AND CODES

#### 4.1. Traffic Planning

4.1.1. Any changes made to the existing traffic circulation design must be coordinated through the Security Traffic Review Board, chaired by the 17 MSG/CC and consisting of the 17th Civil Engineer Squadron Pacific Architect and Engineers (17 CES/PAE), 17 SFS/CC, 17 TRW/SE, and 17 TRW/JA.

4.1.2. All provisions are applicable in all land areas under the exclusive jurisdiction of the 17 TRW/CC, GAFB. DOD, USAF directives/instructions, and the United States Code apply to base traffic rules. All relevant portions of TTC are applicable on GAFB. The following additional prohibitions/requirements apply:

4.1.2.1. Traffic violations under the TTC for civilians driving on the installation are cited on United States District Court Violation Notice (USDVN) and may be referred to the Federal Magistrate's Court for prosecution under the Assimilative Crimes Act, 18 U.S.C., Section 13. Violations of the provisions of this instruction or others will be handled administratively. All active-duty military, active reservists and active guardsmen who violate traffic laws are cited on a DD Form 1408.

4.1.2.2. Traffic violations that are not a violation of TTC but are a violation of base policy (e.g. operating a motor vehicle while talking/texting on cell phone without a hands-free device, or riding a motorcycle without a helmet), may be issued a DD Form 1408 and points will be assessed to their base driving record. Accumulation of violations may be used to suspend or revoke base driving privileges.

#### 4.2. Installation Traffic Code--Rules of the Road

4.2.1. All children under 4 years of age, regardless of weight, or less than 50 pounds, regardless of age, shall be properly secured in an appropriate child restraint system. Children ages 4 through 7, weighing 50 pounds or more and less than 4 feet 9 inches, shall be properly secured in a booster seat or other appropriate child restraint system. Children ages 8 and above and no less than 4 feet 9 inches in height will be properly secured in a vehicle seat belt. The child safety seat or booster seat will be certified by the manufacturer to meet all applicable federal performance standards.

4.2.2. No child less than seven years of age will be left unattended in a parked vehicle without an acceptable sitter (14 years of age or older). Children seven years of age or older may be left unattended in a parked vehicle.

4.2.3. Vehicle operators will not use cell phones or text unless the vehicle is safely parked or using a hands-free device. The wearing of any other portable headphones, earphones, or other listening devices (except for hand-free cell phone devices) while operating a motor vehicle is prohibited. Using a cell phone in speaker mode is not considered being hands free.

**Table 4.1. Cell Phone Violations While Operating a Motor Vehicle on GAFB.**

<b><u>Violation of talking on cell phone</u></b>	<b><u>Points Assessed/Suspension</u></b>
First noncompliance of the cell phone policy	Citation for points
Second noncompliance of the cell phone policy within 12 consecutive months	Citation for points/loss of driving privileges on base for 30 calendar days
Third noncompliance of the cell phone policy within 12 consecutive months	Citation for points/loss of driving privileges on base for 1 year

**Table 4.2. Violations for Texting While Driving.**

<b><u>Violation for texting while driving</u></b>	<b><u>Points Assessed/Suspension</u></b>
First noncompliance of the cell phone policy	Citation for points/loss of driving privileges for 7 days
Second noncompliance of the cell phone policy within 12 consecutive months	Citation for points/loss of driving privileges on base for 30 calendar days
Third noncompliance of the cell phone policy within 12 consecutive months	Citation for points/loss of driving privileges on base for a year.

4.2.3.1. For offenses other than intoxicated driving, suspension or revocation of the installation driving privilege will not become effective until the 17 MSG/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 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. **Note:** Civilians may be cited via USDCVN, if the violation occurred while driving in the marked School Zone.

### **4.3. Seatbelt Violation**

- 4.3.1. Restraint systems are required only in vehicles manufactured after model year 1966.
- 4.3.2. Restraint systems (seat belts) will be worn by all operators and passengers of U.S. Government vehicles on or off the installation.
- 4.3.3. Restraint systems will be worn by all civilian personnel (family members, guests, and visitors) driving or riding in a POV on the installation.
- 4.3.4. All drivers will be held accountable for any passengers in the vehicle that are not legally licensed.
- 4.3.5. Restraint systems will be worn by all military service members and reserve component members on active Federal Service driving or riding in a POV whether on or off the installation.

**Table 4.3. Seatbelt Violations.**

<b><u>Violation</u></b>	<b><u>Points Assessed/Suspension</u></b>
<b><u>MILITARY OFFENSE#</u></b>	
First	Warning
Second	Citation for points/loss of driving privileges on base for 7 calendar days
Third	Citation for points/loss of driving privileges on base for 30 calendar days
Fourth and each subsequent	Citation for points/loss of driving privileges on base for 1 year
<b><u>CIVILIAN* OFFENSE #</u></b>	
First	Citation with fine
Second	Citation with fine/loss of driving privileges on base for 7 days
Third	Citation with fine/loss of driving privileges on base for 30 days

**4.4. Radar Detection Devices**

4.4.1. Vehicle operators will not use radar detection devices to indicate the presence of speed recording instruments or to transmit simulated erroneous speed. Such devices will be turned off/unplugged and stowed out of view while the vehicle is on base.

**4.5. Off-Road Vehicle Use**

4.5.1. No vehicle, other than authorized emergency response vehicles or others required for a matter of military necessity, will be operated or parked off the roadway unless specifically authorized by posted signs or during a sanctioned wing event.

**4.6. Motor Vehicle Accidents**

4.6.1. Military members report information to 17 SFS if they are on/off base resulting in accidents involving injuries or damage to military property/vehicles.

4.6.2. 17 SFS will act as the focal point for gathering off-base accident information of military affiliated personnel. Record the information in the 17 SFS blotter, along with the associated case number from the investigating police agency. When possible, 17 SFS/S5R will obtain copies of major accident reports prepared by investigating civilian police agencies to accompany off-base accident reporting information.

4.6.3. 17 SFS will respond to all on-base major vehicle accidents and will accomplish the following:

- 4.6.3.1. Render first aid and arrange for medical assistance.
- 4.6.3.2. Protect personal property.
- 4.6.3.3. Normalize traffic.
- 4.6.3.4. Identify witnesses and personnel involved.
- 4.6.3.5. Conduct a formal investigation.

#### **4.7. Record Accident Information in the 17 SFS Blotter**

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

#### **4.8. Investigations**

4.8.1. Investigation conducted by 17 SFS and/or Air Force Office of Special Investigations (AFOSI) of any traffic accident will take precedence over any other types of investigations relating to the accident. This precludes the loss of any potential evidence that may later have to be introduced in any criminal/judicial proceedings, (i.e., any safety related investigation and/or any other investigation that may hamper accident investigation practices by 17 SFS and/or AFOSI).

4.8.2. A major accident is any accident resulting in physical injury, death, or a vehicle being inoperable (unable to operate under its own power).

4.8.3. A minor accident is one that does not meet the criteria listed above. Minor accidents do not require a detailed investigation and are documented and recorded on a minor vehicle accident worksheet.

4.8.3.1. Operators of POVs involved in minor vehicle accidents must report the accident to the 17 SFS within 24 hours of an accident in the following cases:

4.8.3.1.1. The accident occurs on the installation.

4.8.3.1.2. The accident involves no personal injury.

4.8.3.1.3. The accident involves only minor damage to the POV, and the vehicle can be safely and normally driven from the scene under its own power.

#### **4.9. Vehicles Involved in Minor Accidents**

4.9.1. Vehicles involved in minor accidents will be moved immediately to prevent traffic congestion. If there is evidence of suspected hazardous material (i.e., fuel, antifreeze, battery acid, etc.) leaking from the vehicle, the vehicle will not be moved until the arrival of 17 SFS and GAFB Fire Department.

4.9.2. On-duty 17 SFS personnel will determine if the accident is categorized as a major or minor motor vehicle accident.

#### **4.10. Parking**

4.10.1. Parking on base is allowed in locations indicated by painted parking stalls, signs, metal plates attached to the curb/building, or other markings. Parking along curbs is not authorized unless marked as stated above. 17th Civil Engineer Squadron (17 CES) is the only authorized agency to paint parking stalls and/or install signs.

4.10.2. Reserved parking.

4.10.2.1. Minimize reserved parking on the installation.

4.10.2.2. Support mission accomplishment.

4.10.2.3. Comply with applicable laws.

4.10.2.4. Preserve certain privileges afforded to senior personnel in keeping with military tradition.

4.10.2.5. Reserved parking spaces will be approved for no more than twenty percent of all available spaces for a particular facility or parking area, except for handicapped parking which must comply with Uniform Federal Accessibility Standards.

4.10.2.6. Temporary signs/cones may be used to reserve parking slots for visiting dignitaries. These signs/cones may be put in place the night prior to the visit to ensure the space remains empty. They will be allowed to remain in place for the duration of the visit and must be removed immediately following the departure of the visiting dignitaries. Temporary signs/cones will not be used for personnel who work within the facility.

4.10.2.7. The following guidelines are set for approving, disapproving, and prioritizing reserved parking requests. Reserved parking is limited to GMV, handicapped, visitors, general officers, MAJCOM/Center/Wing two-letter directors, commanders, first sergeants, and motorcycles. Special parking slots (i.e. at the Base Exchange, Commissary, etc.) for installation award winners will be reviewed and approved/disapproved by the Traffic Review Board.

4.10.2.8. GMV Parking. These parking spaces are for official GMV being used during duty hours in direct support of the wing/base mission. Official GMV is defined as a vehicle owned or leased by the US government for the purpose of conducting official business. GMV spaces are not assigned to a particular person or position.

4.10.2.9. A visitor is one who goes to a place for purpose of inspection, friendship, business, duty or travel. Visitor parking for public service facilities will be located as close to the building entrance/exit as possible. Employees will not park their vehicles in designated visitor parking. Visitor parking may have imposed time restrictions (i.e., 15 minutes, 1 hour, etc.).

4.10.2.10. Commander Parking. Military or civilian-equivalent individuals who hold the position of commander for: Wing, group, or squadron may also designate reserved parking for key members of their immediate staff (e.g., executive officers, Command Chief Master Sergeants, protocol sponsored distinguished visitors, etc.).

4.10.2.11. First sergeant parking is designated for parking spots for unit first sergeants.

4.10.2.12. Mission Parking. Vehicles authorized to park in these spaces may be either a GMV or POV. These spaces are assigned to organizations who meet the following criteria: have external customers who make daily visits to the organization (i.e. distribution runs, coordination), the parking area is routinely congested, the need for quick availability for access at all times, the area services more than its assigned unit, and personnel utilizing this parking space is essential to the accomplishment of the mission. Mission spaces are assigned to specific organizations, not individuals.

4.10.2.13. Motorcycles. Public service buildings and public parking areas should provide a zone where several motorcycles can be parked. Motorcycles are not permitted to park in cross-hatched areas. Reserved signs for motorcycle parking will only be installed for a demonstrated need or if the space in question will accommodate motorcycles, but not full-sized vehicles. When possible, a concrete pad will be provided for kickstands.

4.10.2.14. General Officer, Colonel, and CMSgt Parking. These spaces are not assigned to a particular person or position and are on a first-come, first served basis.

4.10.2.15. Group, squadron or detachment commanders are isolated from other units on base with separate and adequate parking slots around their building may designate slots to their immediate staff. These slots are assigned to a position, not a particular person.

#### 4.11. Parking Wardens

4.11.1. 17 SFS Plans and Programs (17 SFS/S5) will manage the installation parking warden program.

4.11.2. The unit commander, director, or detachment chief that exercises jurisdiction over a particular facility or building may appoint parking wardens in writing (military or AF civilian employees) for specific building/facility parking lots. All parking wardens will be E-5 or higher (military) and GS-05 or higher (civilian). This is an additional duty; therefore, parking wardens are not appointed solely to focus on parking but to assist in enforcing parking plans.

4.11.3. A listing of the unit's parking wardens and updates to the list will be provided to 17 SFS/S5. Parking wardens will follow the same ticket writing procedures as the 17 SFS member.

4.11.4. 17 SFS/S5 will ensure parking wardens are trained in specific parking warden duties. There will be initial training when assigned and remedial training as needed. 17 SFS/S5 will maintain a copy of all unit appointment letters.

4.11.4.1. Parking wardens will maintain a roster of reserved parking spaces assigned to their building/facility and the people authorized to use reserved parking slots. Handicapped, GMV, and mission parking are reserved, but are not assigned to anyone specific person or vehicle.

4.11.4.2. Parking wardens will ensure compliance with these parking rules and regulations by writing parking tickets and/or calling 17 SFS to report a vehicle for towing, according to this instruction. Tickets will be turned in to 17 SFS/S5R within 5 days of the date of issue.

#### 4.12. Parking Rules and Standards

4.12.1. **Compliance with angle parking regulations.** When a street on Goodfellow AFB has been marked or sign posted for angle parking, no one may park or stand their vehicle in any other position except at the angle to the curb or roadway edge as indicated by the marking or signs.

4.12.2. **Parking should not obstruct traffic.** No one may park any vehicle on a roadway on Goodfellow AFB except in specifically marked parking spaces. Additionally, no one can park or stand their vehicle in a way that impedes the flow of traffic or park within 30 feet of any sign yield sign, stop sign, or traffic-control signal located on the side of the roadway. It is also prohibited to park against the flow of traffic as outlined in the base-parking plan. (See TTC 545.302/303)

4.12.3. **Parking on unimproved surfaces.** No one can park or stop any vehicle, except for vehicles designed for off-road operation, on any surface not intended for vehicle use, unless authorized by the Base Civil Engineer (BCE) or Security Forces (SF) for construction and delivery vehicles.

4.12.4. **Parking in alleys.** Vehicles must not be parked in an alley in a way that restricts

vehicular movement by less than 10 feet of the roadway's width. Moreover, vehicles must not be parked, stopped, or left in a position that blocks driveway entrance to any abutting property within the alley.

4.12.5. Within 15 feet of a fire hydrant.

4.12.6. Within 20 feet of a driveway entrance/exit way to any fire, ambulance, crash or explosive ordinance disposal station, or alert crew vehicle. This does not apply to emergency vehicles.

4.12.7. Within 25 feet of or in, an intersection.

4.12.8. Adjacent to any red or yellow painted curb/edge line.

4.12.9. More than time specified by time limited parking signs.

4.12.10. In designated reserved/parking areas in the base family housing area.

4.12.11. On the Side of the Street Facing On-Coming Traffic. Vehicles parked at an angle within parking areas will not be parked facing the flow of traffic. Exception: Maintenance and emergency vehicles may be temporarily parked in these areas while performing official duties.

4.12.12. Using Two or More Designated Parking Spaces. Vehicles parked in marked spaces shall be within the painted lines.

4.12.13. Except for emergency response vehicles (during a response), people operating, or in charge of, a motor vehicle will not allow it to stand unattended while the engine is running.

4.12.13.1. Vehicles equipped with remote starts may be left unattended while running. The vehicle must be locked and keys not in the ignition and parked in a clearly marked parking space.

4.12.14. In any marked (i.e. diagonal stripes painted on the pavement) or posted prohibited parking area/space.

4.12.15. On the street side of a vehicle already parked along the curb (double parking).

4.12.16. Within 30 feet of flashing beacons, stop or yield signs, or traffic control devices.

4.12.17. Inside buildings, unless they are specifically designated as parking areas.

4.12.18. Within 40 feet of the vehicle service side of a dumpster, or as to obstruct the use of that dumpster, unless parked in a marked designated parking space.

4.12.19. Within 17 feet (25 meters) of any facility during real world or exercise situations, for stand-off purposes.

4.12.20. Track, race/stock cars, un-mounted truck-type campers, un-mounted camper shells, utility, and special purpose vehicles will not be parked along roadways, curbside, or in non-designated vehicle parking areas or spaces. Such vehicles will only be parked in the RV storage lot.

4.12.21. In driveways or parking areas in such a manner that any portion of the vehicle extends onto or blocks a roadway or sidewalk to hinder pedestrian or vehicular traffic.

#### **4.13. Housing Area Parking**

4.13.1. In all housing areas, on-street parallel parking is permitted, according to the TTC, except where a no-parking zone is indicated by a yellow line on the pavement.

4.13.2. Vehicles will not be parked in any manner that obstructs driveways, garages, or hinders

safe and efficient movement of traffic.

4.13.3. Oversized POVs including, but not limited to, motor homes, utility trailers, boats with trailers, and camper trucks, will not be parked in housing areas for more than 3 days. They will be stored in the RV lots provided by 17 FSS. Oversized POVs in base housing may be exempt from this requirement if in daily use or for up to 3 days, only after the sponsor notifies the Emergency Communications Center (ECC).

4.13.4. Violations of these provisions by base affiliated personnel will be reported to the unit commander, first sergeant, or civilian supervisor exercising disciplinary authority over the offender.

#### **4.14. Traffic Law Enforcement Principles**

4.14.1. State license plates must be permanently affixed to the vehicle (i.e. not sitting on the dash or taped to the window). License plates will always be clearly visible while on base, tinted license plate covers are not authorized. Vehicle operators are required to clear obstructions from the license plates before entering GAFB. The exterior of vehicles traveling on base must be clear of snow, ice, mud, or other debris that could obstruct the view of the operator or fly from the vehicle and obstruct the view of other drivers or cause an unsafe condition for other vehicles traveling on the roadway.

4.14.2. Operators of unsafe/defective vehicles (i.e. inoperative lights or other defects) IAW TTC will be cited via DD Form 1408. Offenders will have 72 hours to repair the defect or unsafe condition and present evidence of the repairs to 17 SFS/S5R. 17 SFS/S5R will inspect the vehicle to ensure corrective actions were completed and write on the DD Form 1408 "corrected" and update AFJIS. If the evidence of repairs is not presented within the 72-hour period, 17 SFS/S5R will contact the appropriate commander/supervisor for action. NBA operators will be cited on USDVN.

4.14.3. Tinted windows are required to conform to the criteria established by the TTC.

4.14.4. Reveille/Retreat: Except for responding to emergency vehicles, all vehicle and pedestrian traffic will come to a complete stop during the sounding of reveille or retreat. Within reason, vehicle operators will pull to the right shoulder or curb of the roadway prior to stopping.

4.14.5. The operator of a vehicle will comply with all official traffic control devices on GAFB.

4.14.5.1. Traffic Light. An operator of a vehicle facing a circular green signal may proceed straight or turn right or left unless a signal prohibits the turn. The operator shall yield the right-of-way to other vehicles and to pedestrians lawfully in the intersection or an adjacent crosswalk where the signal is exhibited.

4.14.5.2. An operator of a vehicle facing a green arrow signal, displayed alone or with another signal, may cautiously enter the intersection to move in the direction permitted by the arrow or other indication shown simultaneously. The operator will yield the right-of-way to a pedestrian lawfully in an adjacent crosswalk and other traffic lawfully using the intersection.

4.14.5.3. An operator of a vehicle facing a steady yellow signal is warned by that signal movement authorized by a green signal is being terminated or a red signal is to be given.

4.14.5.4. An operator of a vehicle facing only a steady red signal will stop at a clearly marked stop line. In the absence of a stop line, the operator will stop before entering the crosswalk on the near side of the intersection. A vehicle that is not turning will remain stopped until an indication to proceed is shown, after stopping until the intersection may be entered safely. The operator will yield the right-of-way to pedestrians lawfully in an adjacent crosswalk and other traffic lawfully using the intersection. The operator may turn right or turn left if the intersecting streets are both one-way and a left turn is permissible.

4.14.6. Flashing Signals. The operator of a vehicle facing a flashing red signal will stop at a clearly marked stop line. In the absence of stop line, the operator should stop before entering the crosswalk on the near side of the intersection. In the absence of a crosswalk, the operator will stop at the place nearest the intersecting roadway where the operator has a view of approaching traffic on the intersecting roadway.

4.14.7. Stop Signs and Yield Signs. Unless directed to proceed by a police officer or traffic control signal the operator of a vehicle approaching an intersection with a stop sign will stop (vehicle must cease all movement). An operator shall stop at a clearly marked stop line. In the absence of a stop line, the operator will stop at the place nearest the intersecting roadway where the operator has a view of approaching traffic on the intersecting roadway. An operator approaching an intersection with a yield sign will slow to a speed that is reasonable under the existing conditions and yield the right-of-way to a vehicle in the intersection or approaching so closely as to be an immediate hazard to the operator's movement in or across the intersection.

4.14.8. Use of Turn Signal. A vehicle operator will use their vehicle turning signal continuously for not less than the last 100 feet of movement prior to making a right- or left-hand turn.

4.14.9. Passing a School Bus. A vehicle operator, when approaching a school bus from either direction that is receiving or discharging a student, will stop when the school bus is operating a visual signal and may not proceed until the bus resumes motion, or the operator is signaled by the bus driver to proceed, or the visual signal is no longer actuated.

4.14.9.1. An operator on a roadway having separate roadways is not required to stop for a school bus that is on a different roadway, or the roadway is separated by an intervening space on which operation of a vehicle is not permitted, or a clearly indicated dividing section to impede vehicular traffic.

4.14.9.2. Vehicle operators do not have to stop for blue buses that are being used as base shuttle vehicles, but they must use caution and be prepared to stop.

4.14.10. Reckless Driving. A person commits an offense if the person drives a vehicle in willful or wanton disregard for the safety of persons or property.

4.14.11. The following speed limits apply on base:

4.14.11.1. General. Unless otherwise posted or noted below, the base speed limit is 25 miles per hour (MPH).

4.14.11.2. Housing Areas. Unless otherwise posted, the speed limit for all housing areas is 20 MPH.

4.14.11.3. Parking Lots. The speed limit is 10 MPH in all parking lots.

4.14.11.4. Troop Formations. Troop formations have the right-of-way over all vehicle traffic.

4.14.11.5. Troop Formation Restrictions. The speed limit is 10 MPH when approaching or passing a troop formation.

4.14.11.6. Interference with Road Guards. Vehicle operators are prohibited from driving within the designated troop-run area and will comply with the directions of road guards when approaching troop formations. Emergency vehicles will use lights and sirens when it is necessary to pass through when responding to an emergency.

#### 4.14.12. Transport of Privately Owned Weapons.

4.14.12.1. Personnel are authorized to transport privately-owned weapons directly from base quarters or the 17 SFS armory, off the installation or to a base-sponsored activity (hunter safety class, skeet range, etc.).

4.14.12.2. Civilian law enforcement officials in the line of duty.

4.14.12.3. LEOSA-credentialed Air Force Security Forces Qualified Law Enforcement Officers (QLEO) and Qualified Retired Law Enforcement Officers (QRLEO), assigned to the 17 SFS, and other approved LEOSA QRLEOs that have been evaluated and approved by the Designated Arming Authority (DAA).

### 4.15. Pedestrians

4.15.1. A pedestrian control signal displaying “Walk,” “Don’t Walk,” or “Wait” applies to a pedestrian.

4.15.1.1. A pedestrian facing a “Walk” signal may proceed across a roadway in direction of the signal, and the operator of a vehicle will yield the right-of-way to the pedestrian.

4.15.1.2. A pedestrian may not start to cross a roadway in the direction of a “Don’t Walk” signal or a “Wait” signal. A pedestrian who has partially crossed while the “Walk” signal is displayed shall proceed to a sidewalk or safety island the “Don’t Walk” signal or “Wait” signal is displayed.

4.15.2. Pedestrian Right of Way at Crosswalk. The operator of a vehicle will yield the right-of-way to a pedestrian crossing a roadway on a crosswalk, if no traffic control signal is in place or in operation, if pedestrian is on the half of the roadway in which the vehicle is traveling or approaching the vehicle so closely from the opposite half of the roadway putting them in danger.

4.15.3. A pedestrian may not suddenly leave a curb or other place of safety and proceed into a crosswalk in the path of a vehicle so close that it is impossible for the vehicle operator to yield.

4.15.4. The operator of a vehicle approaching the rear of a vehicle that is stopped at a crosswalk to permit a pedestrian to cross a roadway may not pass the stopped vehicle.

4.15.5. Crossing at Point Other Than Crosswalk. A pedestrian shall yield the right-of-way to vehicles on the roadway if crossing at a place other than in a marked crosswalk.

4.15.6. Use of Sidewalk. A pedestrian may not walk on a roadway if an adjacent sidewalk is provided and is accessible to the pedestrian. If a sidewalk is not provided, the pedestrian walking along the roadway, if possible, will walk along the left side of the roadway, or the shoulder of the roadway facing oncoming traffic.

4.15.6.1. The operator of a vehicle emerging from or entering an alley, roadway, building, or driveway will yield the right-of-way to a pedestrian approaching on a sidewalk extending across the alley, building entrance or exit, road, or driveway.

4.15.7. Blind Pedestrians. No one may carry a white cane on a roadway unless the person is totally or partially blind.

4.15.7.1. The driver of a vehicle approaching an intersection or crosswalk where a pedestrian is being guided by an assistance animal or carrying a white cane is crossing or attempting to cross will take necessary precautions to avoid injuring or endangering the pedestrian.

4.15.8. Walkers, Joggers, and Runners. When using a roadway, walkers, joggers, and runners will wear light, bright colored, or reflective clothing during daylight hours and reflective clothing, reflective vest or a reflective belt (use of reflective running shoes is not sufficient) after dark.

4.15.9. All skaters will wear an approved helmet which meets American National Standards Institute (ANSI) or Snell Memorial Foundation Guidelines.

4.15.10. Personnel will not wear earphones or headphones while walking, running, jogging, cycling, skateboarding, or roller-skating when utilizing crosswalks, crossing the street, or while in any roadway. When on a sidewalk or troop walk, members may utilize a single earbud when not in uniform to transit around the installation. Authorized locations for the wear of dual earbuds/headphones while walking or jogging are the running tracks located at the Mathis Fitness Center (including the football field), Kickapoo Trail during a physical training function on the approved shoulder, or Perimeter Road.

#### **4.16. Operation of Bicycles and non-motorized scooters**

4.16.1. General Operation. A person operating a bicycle, and non-motorized scooters will ride only on or astride a permanent and regular seat attached to the bicycle.

4.16.1.1. A person may not use a bicycle and non-motorized scooters to carry more people than the bicycle is designed or equipped to carry.

4.16.1.2. A person operating a bicycle, or non-motorized scooters may not use the bicycle to carry an object that prevents the person from operating the bicycle or non-motorized scooters with at least one hand on the handlebars of the bicycle.

4.16.2. Operation on Roadway. A person operating a bicycle or non-motorized scooters on a roadway who is moving slower than the traffic on the roadway shall ride as near as practicable to the right curb or edge of the roadway unless:

4.16.2.1. The person is passing another vehicle moving in the same direction.

4.16.2.2. The person is preparing to turn left at an intersection or onto roadway or driveway.

4.16.2.3. A condition on the roadway, including fixed or moving object, parked or moving vehicle, pedestrian, animal, or surface hazard prevents the person from safely riding next to the right curb or edge of roadway.

4.16.3. Safety Equipment. Every bicycle or non-motorized scooter in use from 1½ hour after sunset to 1½ hour before sunrise, and at any other time when there is not sufficient natural light will be equipped with the following:

4.16.3.1. A lamp on the front that emits a white light visible from a distance of at least 500 feet to the front.

4.16.3.2. A red reflector on the rear will be visible from distances at least 100 to 500 feet to the rear when directly in front of headlamps on a motor vehicle or a lamp that emits a red light visible from distances of 500 feet to the rear of the bicycle.

4.16.3.3. Bicycles must have tires with retro reflective sidewalls, or an essentially colorless or amber reflector mounted on the spokes of the front wheel and an essentially colorless or red reflector mounted on the spokes of the rear wheel. Each reflector shall be visible on each side of the wheel from 100 to 500 feet when directly in front of headlamps on a motor vehicle.

4.16.3.4. All bicycle or non-motorized scooters riders on military installations are required to wear approved bicycle helmets. An approved helmet must meet ANSI or Snell Memorial Foundation Guidelines.

#### **4.17. Road Conditions**

4.17.1. When directed due to adverse road conditions, 17 SFS personnel will display road condition signs at the gates to warn motorists of on-base, weather-related driving conditions. The signs will be color-coded with the following meanings:

4.17.2. Green/Normal signs indicate the previous existing road conditions have improved, and normal operating conditions and speed limits are now in effect.

4.17.3. Yellow/Caution signs indicate roads have patches of ice. Drive with caution and below the normal speed limit. This is a general warning, and the risk of injury or personal damage is minimal. Drivers should be alert for potential loss of vehicle traction.

4.17.4. Red/Reduce speed signs indicate roads are extremely hazardous, are covered with snow, ice, standing water or heavy precipitation/fog limits visibility. Personnel should only drive for essential tasks. Drivers should expect loss of vehicle traction and longer stopping distances. Base speed limits are automatically reduced to 15 MPH.

4.17.5. Black/Mission-Essential Only signs indicate road conditions are so severe as to prevent vehicle movement or create an immediate risk of significant personal injury or property damage. These signs are posted after the 17 MSG/CC has closed the base and restricted travel to emergency service vehicles and mission-essential reporting personnel only.

#### **4.18. Traffic Violation Reports**

4.18.1. Moving Violations. Anyone operating a motor vehicle, including a bicycle, on a public street, or highway that violates a provision of this regulation regarding the operation of a motor vehicle or any provision of the TTC has committed a moving violation. Except as otherwise set out herein, DD Form 1408, USDCVN, and/or AF Form 3545, *Incident Report*, are authorized methods of documenting and/or enforcing the requirements of this instruction. Personnel from other installations will be identified and their infraction forwarded to the appropriate agency for action. 17 SFS/S5R is responsible for distribution of information concerning infractions.

4.18.1.1. Traffic violations observed by people other than on-duty 17 SFS, may be reported to 17 SFS and documented in the 17 SFS blotter. When additional witness(s) or other means can verify the complaint, and/or the driver can be identified and contacted, a traffic citation may be issued to the violator. If the driver/owner of the vehicle can be determined, but not contacted, forward the citation to the unit and complete a blotter entry.

4.18.1.2. Competent authorities (i.e. 17 TRW/CC, 17 MSG/CC and 17 SFS/CC) may direct 17 SFS to issue a traffic citation to a suspect that has committed a violation in their presence. The 17 SFS members will record competent authority observation on the back of the DD Form 1408 or USDCVN.

4.18.2. A DD Form 1408 may be issued, as appropriate, to all active-duty personnel, cadets/midshipmen of the military academies to include the Coast Guard Academy, reservists on active-duty orders or performing inactive duty training, (including commuting to and from training) guardsmen in federal service, under Title 10 of the United States Code. Title 10 status is reflected on the guardsmen's orders. Issue a DD Form 1408 for civilian personnel operating a GMV and juvenile traffic offenders. The applicable forms will be forwarded to the appropriate commander or supervisor for action. Juvenile offenders will be processed through the 17 TRW/JA for referral to the juvenile court for the county where they reside.

4.18.3. An USDCVN will be completed for all traffic violations which will be referred to Federal Magistrate's court by 17 TRW/JA.

4.18.3.1. People receiving a USDCVN are given the option of forfeiting collateral for minor traffic violations. More serious charges require court appearance. All individuals have the option to appear and contest any citation.

4.18.3.2. The 17 SFS/S5R will not assess any points against an individual's base driving record if they are acquitted or have their citation dismissed by the court.

4.18.3.3. Military/Civilian Supervisor Action. On receipt of the white (action) copy of the DD Form 1408 the supervisor, first sergeant, or commander exercising disciplinary authority over the violator will conduct an inquiry into the incident and take appropriate action. The action taken will be annotated on the reverse side of the white copy and returned to 17 SFS/S5R. The Chief, Reports & Analysis (17SFS/S5R) will review the action for regulatory compliance. Completed actions will be updated in the AFJIS and filed as required by AFMAN 33-363.

4.18.4. Violation Appeal Procedures. Any individual receiving a DD Form 1408 who believes they have been unfairly or unlawfully cited may contest the validity of the citation.

4.18.4.1. The individual who received the DD Form 1408 may challenge the validity of the citation within 5 days from the time they receive the citation. When the individual wishes to challenge the validity of a citation, a letter of appeal requesting 17 SFS/CC to render a decision must be sent to 17 SFS/S5R within 5 calendar days of receiving the citation. Once 17 SFS/S5R receives the individuals' appeal they will submit the entire package to the 17 SFS/CC, and they will notify 17 SFS/S5R of his/her decision and the individual's base driving record will be annotated appropriately. The decision of the 17 SFS/CC is final.

## Chapter 5

### TRAFFIC POINT SYSTEM

#### 5.1. Driving Records

5.1.1. The Air Force Justice Information System (AFJIS) is used to record vehicle traffic accidents, moving and parking violations, suspension or revocation actions, and traffic point assessments involving military and DOD civilian personnel, their family members, and other personnel operating motor vehicles on a military installation.

#### 5.2. Reporting Moving Violation

5.2.1. Reports of moving traffic violations recorded on DD Form 1408 or USDCVN will serve as a basis for determining point assessment. For DD Form 1408, return endorsements will be required from commanders or supervisors.

#### 5.3. Receipt of DD Form 1408

5.3.1. On receipt of DD Form 1408 or other military law enforcement report of a moving violation, the unit commander, designated supervisor, or person otherwise designated by the 17 MSG/CC will conduct an inquiry. The commander will take or recommend proper disciplinary or administrative action. If a case involves judicial or non-judicial actions, the final report of action taken will not be forwarded until final adjudication.

#### 5.4. Receipt of USDCVN

5.4.1. On receipt of the report of action taken (including action by a U.S. Magistrate Court on USDCVN), 17 SFS/S5R will assess the number of points appropriate for the offense, and record the traffic points, suspension, or revocation of driving privileges on the person's driving record.

#### 5.5. Traffic Point System

5.5.1. People whose driving privileges are suspended or revoked (for one violation or an accumulation of 12 traffic points within 12 consecutive months, or 18 traffic points within 24 consecutive months) will be notified in writing through official channels. Except for the mandatory minimum or maximum suspension or revocation periods prescribed below, the 17 MSG/CC will establish periods of suspension or revocation. Any suspension based on traffic points must be no less than 6 months. A longer period may be imposed based on a person's overall driving record considering the frequency, flagrancy, severity of moving violations, and the response to previous driver improvement measures. In all cases, military members must successfully complete a prescribed course in remedial driver training before driving privileges are reinstated.

5.5.2. Points assessed against a person will remain in effect for point accumulation purposes for 24 consecutive months. The review of driver records to delete traffic points should be done routinely during records update while recording new offenses and forwarding records to new duty stations. Completion of a revocation based on points requires removal from the driver record of all points assessed before the revocation.

5.5.3. Removal of points does not authorize removal of driving record entries for moving violations, chargeable accidents, suspensions, or revocations. Record entries will remain posted on individual driving records for the period indicated below.

5.5.3.1. Chargeable non-fatal traffic accidents or moving violations – 3 years

5.5.3.2. Non-mandatory suspensions or revocations – 5 years

5.5.3.3. Mandatory revocations – 7 years

## 5.6. Point Assessment for Moving Violations

**Table 5.1. Point Assessment for Moving Violations.**

<u>Violation</u>	<u>Points Assessed</u>
Reckless driving (willful and wanton disregard for the safety of persons or property).	6
Owner knowingly and willfully permits a physically impaired person to operate the owner's motor vehicle.	6
Fleeing the scene (hit and run)-property damage only.	6
Driving vehicle while impaired (blood-alcohol content more than 0.05 percent and less than 0.08 percent or lesser amount when assimilating a local, state, or host nation standard).	6
Failure to provide proof of insurance upon demand.	6
Speed contests.	6
Speed too fast for conditions.	2
Speed too slow causing potential safety hazard.	2
No Driver's License	3
Failure of operator or occupants to use available restraint system devices while moving (operator assessed points).	4
Failure to properly restrain children in a child restraint system while moving (when child is 8 years of age or younger and/or under 4 feet 9 inches tall). <b>Note: 3</b>	2
One to 10 MPH over the posted speed limit.	3
Over 10 but not more than 15 MPH above the posted speed limit.	4
Over 15 but not more than 20 MPH above the posted speed limit.	5
Over 20 MPH above the posted speed limit.	6
Following too close.	4
Failure to yield the right of way to emergency vehicle.	4
Failure to stop for school bus or school-crossing signals.	4
Talking on cell phone without a hands-free device while operating a motor vehicle and/or texting while operating a motor vehicle.	3
Other moving violations (involving driver behavior only).	3
Operating an unsafe vehicle.	2

Operating a radar detection device to indicate the presence of speed recording instruments or to transmit simulated erroneous speed (prohibited on DoD installations).	3
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 direction of traffic.	4
Failure to yield (no official sign involved).	4
Improper turning movements (no official sign involved).	4
Wearing headphones/earphones while driving motor vehicles (two or more wheels).	3
Failure to wear an approved helmet and/or eyewear while operating or riding on a motorcycle, moped, or a three- or four-wheel vehicle powered by a motorcycle-like engine.	3
Improper overtaking.	3
<p><b>Notes:</b> Note 1 refers to all violations. Note 3 refers only to child restraint violations.</p> <p>1. When two or more violations are committed on a single occasion, points assessed for each individual violation.</p> <p>2. Use this measure for other than minor vehicle safety defects or when a driver or registrant fails to correct a minor defect (for example, a burned-out headlight not replaced within the grace period on a warning ticket).</p>	

3. Applies to not using or improper use of a child restraint device, i.e., car seat, infant carrier, booster seat, belt/strap modification (when required by manufacturer) etc. Assess four points when no restraint system of any kind is used.

## 5.7. Point Assessment for Non-Moving Violations

**Table 5.2. Point Assessment for Non-Moving Violations.**

<b><u>Violation</u></b>	<b><u>Points Assessed</u></b>
Unattended Child under 12 years of age left in vehicle. Animals are included if a danger exists to the animal. See note #4.	6
Improper registration (fraudulent tags).	4
Misuse of handicap decal. See note #2.	3
Illegally parked in designated handicap area (no decal, license or placard displayed).	3
Unattended vehicle (while running).	3
Abandoned vehicle.	3
Improper parking. See note #3.	2
Improper registration (expired or unregistered).	2
<p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. When two or more violations are committed on a single occasion, points may be assessed for each violation.</li> <li>2. When a vehicle has a handicap decal displayed, but the occupant is not the decal or placard registrant and is not dropping off or picking up the handicapped registrant. Also includes parking in an area designated for “van” access only, and handicap registrant has parked another vehicle class instead.</li> <li>3. When designated in local parking plan (i.e., double parked, parked in reserved parking, against the flow of traffic and those areas designated for emergency vehicles).</li> <li>4. When an AF Form 3545 will also be accomplished. Revocation of driving privileges for 1 year will be considered by the commander. Example: If children or animals were left in dangerous conditions in vehicle (i.e., in hot weather where interior temperatures may reach dangerous levels, keys left accessible to children, or where conditions are deemed hazardous by a reasonable person).</li> <li>5. Emergency vehicles are authorized to park in any area deemed necessary to affect a response.</li> </ol>	

## 5.8. Point System Procedures

5.8.1. Distribute citation copies and process point assessments IAW AFMAN 31-201, Volume 7, Security Forces Reports and Analysis.

5.8.2. The 17 MSG/CC may suspend or revoke driving privileges as provided by this instruction regardless of whether the improvement measures identified in DAFI 31-218 are accomplished.

## 5.9. Suspension/Revocation of Driving Privileges Table

### 5.3. Suspension/Revocation of Driving Privileges.

<u>Violation</u>	<u>Assessment</u>
Driving while driver's license or installation driving privileges are under suspension or revocation.	2-year revocation
Refusal to submit to or failure to complete chemical tests (implied consent).	1-year revocation
<ol style="list-style-type: none"> <li>1. Manslaughter (or negligent homicide by vehicle) resulting from the operation of a motor vehicle.</li> <li>2. Driving or in physical control of a motor vehicle while under the influence of intoxicating liquor 0.10% or greater. <b>Note:</b> Where state or local authorities use a more stringent standard (i.e., 0.08 instead of 0.10), AF units will assimilate the more stringent standard.</li> <li>3. Driving a motor vehicle while under the influence of any narcotic or while under the influence of any other drug (including alcohol) to the degree rendered incapable of safe vehicle operation</li> <li>4. Use of a motor vehicle in the commission of a felony.</li> <li>5. Fleeing the scene of an accident involving death or personal injury (hit and run).</li> <li>6. Perjury or making a false statement or affidavit under oath to responsible officials relating to the ownership or operation of motor vehicles.</li> <li>7. Unauthorized use of a motor vehicle belonging to another, when the act does not amount to a felony.</li> </ol>	1-year revocation on conviction.
<ol style="list-style-type: none"> <li>1. Mental or physical impairment (not including alcohol or other drug use) to the degree rendered incompetent to drive.</li> <li>2. Commission of an offense in another state which, if committed on the installation, would establish grounds for suspension or revocation.</li> <li>3. Permitting an unlawful or fraudulent use of an official driver's license.</li> <li>4. Conviction of fleeing or attempting to elude a police officer.</li> <li>5. Conviction of racing on the highway.</li> <li>6. Excessive parking and other non-moving violations.</li> </ol>	Suspension for a period of 6 months or less or revocation for a period not to exceed 1 year is discretionary.
<b>Notes:</b>	

1. When imposing a suspension or revocation because of an off-installation offense, the effective date is the same as the date of civil conviction or the suspension or revocation date of state or host nation driving privileges. This effective date can be retroactive.
2. No points are assessed solely for revocation or suspension actions. (Except for implied consent violations, base revocations on a conviction by a civilian court, military courts-martial, non-judicial punishment under Article 15 of the UCMJ, or a separate hearing as otherwise addressed in this instruction). If revocation for implied consent is combined with another revocation such as one year for intoxicated driving, revocations may run consecutively (total of 24 months) or concurrently (total of 12 months).

**5.10. Mandatory Suspensions**

5.10.1. In addition to the offenses above, the following offenses will result in suspension of base driving privileges:

**Table 5.4. Mandatory Suspensions.**

<b><u>Violation</u></b>	<b><u>Suspension</u></b>
Illegal parking resulting in towing of the vehicle	60-days
Second offense of illegal parking resulting in towing of the vehicle	1 year
Accumulation of equal numbers of parking tickets to above, by non-base connected civilians may result in administrative debarment under Title 18, U.S.C. Section 1317.	May receive a revocation of base driving privileges of up to 1 year.

## Chapter 6

### IMPOUNDING PRIVATELY-OWNED VEHICLES

#### 6.1. Standards for Abandoned Vehicles and Impoundment

6.1.1. Abandonment of motor vehicles on GAFB is prohibited. Any vehicle, boat, trailer, or camper parked on GAFB in such a condition that has been neglected, displays expired registration or its last registered owner has departed GAFB, is considered abandoned and is subject to impoundment.

6.1.2. Any vehicle that has not been moved for a 30-day period and/or has expired registration, inspection, or base registration is considered abandoned. Any vehicle that is inoperable is also considered abandoned and does not have to be inoperable for the 30-day period.

6.1.3. Unit commanders and supervisors should make periodic checks of parking lots and other areas under their general control to identify abandoned motor vehicles. Report these vehicles to the ECC, (325) 654-3504.

6.1.4. Once reported, 17 SFS may issue any vehicle suspected of being abandoned DD Form 1408, for suspected abandoned vehicle. After 10 days, the vehicle has not been moved or the deficiency corrected, 17 SFS will complete a DD Form 2504 (in duplicate) and place one copy on the vehicle. The notice will instruct the owner to contact 17 SFS within 3 duty days to verify the vehicle has been moved or otherwise attended to or impoundment action will be initiated. The remaining copy will be forwarded to 17 SFS/S2I section for processing and possible impoundment action.

6.1.5. 17 SFS/S2I will attempt to identify the owner of the vehicle.

6.1.5.1. If the owner can be identified, 17 SFS/S2I will contact the owner and the owner's unit first sergeant with instructions to have the vehicle repaired or moved. If the owner is no longer assigned to GAFB, 17 SFS/S2I will complete a DD Form 2507, *Notice of Vehicle Impoundment* and send it via certified mail to the last known registered owner. If the owner does not claim the vehicle within 60 days, the vehicle may then be disposed of. The 60-day waiting period does not apply when the owner releases the vehicle to the AF on DD Form 2507, signed letter, power of attorney or other legally recognized document.

6.1.5.2. 17 SFS/S2I will be responsible for determining if an abandoned vehicle has a lien. Lien holders will be provided with notice of the status of the vehicle. The lien holder may claim ownership of the vehicle and receipt for the vehicle at no expense to the US Government.

6.1.5.3. Once the vehicle becomes the lawful possession of the AF, the vehicle will be processed as abandoned property IAW local procedures. Unless directed, 17 TRW/CC has considerable latitude in determining the best use for, or disposal of, abandoned property. Scrap, auction or use to support Morale, Welfare, and Recreation (MWR) activities are potential options. Vehicles may also be released to the GAFB Fire Department for use in their training program. Consider state and local requirements. If you process vehicles through the Return or Receipt in Place Location (RIPL), release it IAW DoD 4160.21-M, *Defense Material Disposition Manual*.

6.1.5.4. A memorandum for record will be sent to the Base Property Disposal Board covering all items up for disposition and a brief synopsis that includes a timeline and actions taken to contact the owner. The memorandum for records will be vetted through 17 TRW/JA prior to submitting it to the Base Property Disposal Board. The Base Property Disposal Board will determine the course of action to be taken with the vehicles.

6.1.6. If the owner cannot be determined within 30 days following placement of the DD Form 2504, 17 SFS/S2I will have the vehicle impounded. 17 SFS/S2I will complete the following:

6.1.6.1. DD Form 2506, *Vehicle Impound Report*.

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

6.1.6.3. Inventory the abandoned vehicle.

6.1.6.4. Complete a memorandum for record pertaining to actions taken and have it towed by an off-base wrecker service.

6.1.7. Should the owner resurface and wish to retrieve their towed abandoned vehicle, they must contact the off-base contracted wrecker service and provide payment necessary to retrieve the vehicle.

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

GAFB Plan 31-101, *The Integrated Defense*, 6 April 2023.

AFMAN 31-113, *Installation Perimeter Access Control (FOUO)*, 8 March 2023

DAFI 31-218, *Motor Vehicle Traffic Supervision*, 10 December 2021

AFI 33-364, *Records Disposition Procedures and Responsibilities*, 22 December 2006

AFI 91-207, *USAF Traffic Safety Program*, 26 July 2019

AFI 31-120, *Security Forces Administration and Reports*, 1 April 2015

AFMAN 33-363, *Management of Records*, 1 March 2008

DoD 4160.21-M, *Defense Material Disposition Manual*, 18 August 1997

DoDI 5200.08, *Security of DoD Installations and resources and the DoD Physical Security Review Board (PSRB)*, 10 December 2005

DoDI 6055.4, *DoD Traffic Safety Program*, 20 April 2009

Title 50, U.S.C. § 797

***Adopted Forms***

AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*

AF Form 75, *Visitor/Vehicle Pass*

AF Form 847, *Recommendation for Change of Publication*

AF Form 3545, *Incident Report*

DD Form 1408, *Armed Forces Traffic Ticket*

DD Form 1920, *Alcohol Influence Report*

DD Form 2504, *Abandoned Vehicle Notice*

DD Form 2505, *Abandoned Vehicle Removal Authorization*

DD Form 2506, *Vehicle Impound Report*

DD Form 2507, *Notice of Vehicle Impoundment*

Central Bureau of Violations, *United States District Court Violation Notice*

***Abbreviations and Acronyms***

**17 CES**—17th Civil Engineer Squadron

**17 CES/PAE**— 17th Civil Engineer Squadron Pacific Architect and Engineers

**17 FSS**— 17th Force Support Squadron

**17 TRW/JA**— 17th Training Wing Staff Judge Advocate  
**17 MSG/CC**— 17th Mission Support Group Commander  
**17 MSG/CD**— 17th Mission Support Group Deputy Commander  
**17 SFS**— 17th Security Forces Squadron  
**17 SFS/S2I**—17th Security Forces Squadron Investigations  
**17 SFS/S3P**—17th Security Forces Squadron Police Services  
**17 SFS/S5**—17th Security Forces Squadron Plans and Programs  
**17 SFS/S5R**—17th Security Forces Squadron Reports and Analysis  
**17 SFS/CC**— 17th Security Forces Squadron Commander  
**17 TRW/CC**— 17th Training Wing Commander  
**17 TRW/SE**—17th Training Wing Safety  
**AF**— Air Force  
**AFMAN**— Air Force Manual  
**AFI**—Air Force Instruction  
**AFOSI**— Air Force Office of Special Investigations  
**AFRC**—Air Force Reserve Command  
**AFRIMS**— Air Force Records Information Management System  
**ANG**—Air National Guard  
**ATV - All**—Terrain Vehicle  
**BAC**— Blood Alcohol Content  
**BAT**— Blood Alcohol Test  
**BDOC**— Base Defense Operations Center  
**CAC**— Common Access Card  
**DBIDS**— Defense Biometric Identification System  
**DD**— Department of Defense  
**DoD**— Department of Defense  
**DoDI**— Department of Defense Instruction  
**DUI**— Driving Under the Influence  
**DWI**— Driving While Intoxicated  
**FPCONs**— Force Protection Conditions  
**GOV**— Government Motor Vehicle  
**HGN**— Horizontal Gaze Nystagmus

**IAW**— In Accordance With

**IEPCs**— Installation Entry Point Checks

**MPH**— Miles per Hour

**MWR**— Morale, Welfare, and Recreation

**NBA - Non**—Base Affiliation

**OPR**— Office of Primary Responsibility

**POV - Privately**—Owned Vehicle

**PSRB**— Physical Security Review Board

**RDS**— Records Disposition Schedule

**RIPL**— Return or Receipt in Place Location

**RV**— Recreational Vehicles

**RVI**s— Random Vehicle Inspections

**SAF/CIO A6P**— AF Records Management Office

**GAFB**— Goodfellow Air Force Base

**GAFBI**— Goodfellow AFB Instruction

**SFMIS**— Security Forces Management Information System

**TTC**— Texas Transportation Code

**UCMJ**— Uniform Code of Military Justice

**USDVN**— United States District Court Violation Notice