

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

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



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Security

**MOTOR VEHICLE TRAFFIC, PARKING
AND CODE MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Department of the Air Force Instruction (DAFI) 31-218, *Motor Vehicle Traffic Supervision*. Compliance with this Instruction is mandatory and applies to all personnel employed, visiting or otherwise present on Hill Air Force Base (HAFB). The terms “must,” “shall,” and “will” denote mandatory actions in this supplement. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with (IAW) the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the DAF.

This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed by this instruction is Department of Defense Instruction 5505.17, *Collection, Maintenance, Use and Dissemination of Personally Identifiable Information and Law Enforcement Information by DoD Law Enforcement Activities* and DAFI 31-218. Each form, format, or form letter prescribed by this supplement that requires a Privacy Act Statement (PAS), IAW AFI 33-332, *Air Force Privacy Act Program*, must have the PAS incorporated thereon or the PAS will be prominently posted and be provided to the

requester prior to collecting this information. Privacy Act information taken from an existing privacy act system of records, which authorizes blanket use of this information for this purpose, doesn't require a PAS. Collected information is "Controlled Unclassified Information (CUI)." Requests to release privacy act information to persons or agencies outside the Department of Defense (DoD) must be IAW AFI 33-332. Privacy Act System of Records Notice F031 AF SF B, *Air Force Justice Information System (AFJIS)* and F031 AF SP L, *Traffic Accident and Violation Reports*. Access at: <https://dpcl.d.defense.gov/privacy/SORNS.aspx>.

SUMMARY OF CHANGES

This interim change changes Hill AFB Instruction (HILLAFBI) 31-218 by (1) deleting the requirement to produce a record of state inspection upon request, (2) changing the requirement for a trained accident investigator to conduct an investigation of major accidents from optional to required, (3) adding Flightline Industrial Safety Area parking violations to the rules regarding suspension of base driving privileges (4) changing the title of an Individual History Record to a Suspension, Revocations, Barment and Wants Report, (5) deleting the requirement for an individual to report in person to be briefed on due process rights for suspensions and revocations, (6) changing requirement for brightly colored or reflective out upper garment to a recommendation for motorcycle, motor scooter, and moped operators and passengers to align with the current guidance in DAFI 91-207, *The US Air Force Traffic Safety Program*, (7) changing the rules for recreational vehicle parking and use in base housing, (8) adding Industrial Safety Area privately owned vehicle parking rules, (9) deleting the reference to X/XX decals from **paragraph 10.4.7**, (10) changing Lot 6 from Open Parking to Parking Decal in **Table A2.1**, and (11) updating the organization and contact number for Lot 14 in **Table A2.1**.

	1.	General.....	4
	2.	Vehicle Emissions Inspection Testing and Reporting Requirements.	5
	3.	Vehicle Impoundment.....	5
	4.	Implied Consent.....	5
	5.	Suspension or Revocation of Driving Privileges.	5
Table	1.	Violation and Penalty.....	7
	6.	Administrative Due Process for Suspensions and Revocations.....	7
	7.	Motorcycles, Motor Scooters and Mopeds.	12
	8.	Handicapped Person Identification.	13
	9.	Installation Traffic Codes.	14
Table	2.	Hill Air Force Base Traffic Offenses.....	15
Table	3.	Point Assessment for Moving Violations.	20
Table	4.	Point Assessment for Non-Moving Violations (See Note 1).....	21
	10.	Parking.....	21
	11.	Noise Ordinance.	27

Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

29

**Attachment 2—PARKING LOTS, CLASSIFICATION, LOCATION, AND
ORGANIZATION**

32

1. General. This instruction implements policy, assigns responsibility and establishes procedures for motor vehicle traffic supervision and parking management on HAFB, Little Mountain Test Facility, and the Utah Test and Training Range (UTTR). This instruction provides additional HAFB specific guidance to complement guidance found in DAFI 31-218 (I); the AFI will take precedence in the event of conflicting guidance. The objective of traffic control and parking programs is the safe and efficient flow of vehicles and pedestrians through reduction of factors contributing to accidents.

1.1. The authority of the Installation Commander for the administration of the base motor vehicle traffic supervision program, including the authority to revoke, suspend or restore base driving privileges is delegated to the 75th Mission Support Group Commander (75 MSG/CC). The 75th Air Base Wing Commander (75 ABW/CC) is the final approving authority for any amendments to this instruction.

1.2. Unless contravened by military instructions, policies or exigencies, the Utah Traffic Code is applicable to traffic and vehicles on base. In accordance with the provisions of this instruction, paved base roadways are open to the use of the public, but are subject to military requirements. Only government-owned vehicles (GOV) on official government business may operate off paved base roadways, and only when there are no safety or environmental restrictions imposed on the area to be used.

1.3. Driving a vehicle on HAFB is a privilege granted by the 75 ABW/CC. Operators who drive a motor vehicle on HAFB must produce, upon request from 75th Security Forces Squadron (75 SFS) personnel, the following:

1.3.1. Proof of vehicle registration as required by the issuing authority.

1.3.2. Proof of current and valid vehicle insurance.

1.3.3. A valid state (any state), or international driver's license; and/or AF Form 2293, *US Air Force Motor Vehicle Operator's Identification Card*, supported by a common access card (CAC).

1.3.4. Valid installation access credentials or visitor pass.

1.3.5. DELETED

1.4. On-Base Accidents: The 75 SFS will respond to all major vehicle accidents, and minor vehicle accidents involving government vehicles and/or government property and will accomplish accident management tasks.

1.4.1. A major vehicle accident is any accident involving a fatality, injury, property damage above \$10,000, or results in a privately owned vehicle being rendered inoperable. A trained accident investigator should accomplish and document the investigation of major accidents.

1.4.1. A major vehicle accident is any accident involving a fatality, injury, property damage above \$10,000, or results in a privately owned vehicle being rendered inoperable. A trained accident investigator will accomplish and document the investigation of major accidents.

1.4.2. A minor vehicle accident is anything that does not meet the definition of a major vehicle accident above. Parties involved in minor vehicle accidents will be provided a HILLAFB Form 625, *75 SFS Minor Vehicle Accident Worksheet*. The form will be completed on scene and either turned over to responding patrolmen or to the Base Defense Operations Center in building 408.

2. Vehicle Emissions Inspection Testing and Reporting Requirements.

2.1. Hill Air Force Base is located in a county where a Vehicle Emissions Inspection is required for certain vehicles under the Federal Clean Air Act (CAA).

2.2. Federal employees who operate their vehicles on HAFB for more than 60 days per year, and which are not exempt from State Emissions Inspection requirements, shall maintain proof of current Emissions Inspection in the vehicle, regardless of where the vehicle is registered.

2.3. Both 42 U.S.C. § 7418(d) and Air Force Manual (AFMAN) 32-7002, *Environmental Compliance and Pollution Prevention*, require Federal employees to report the emissions compliance status of employee-owned vehicles which are operated on this facility more than 60 days per year and which are not exempt from State Emissions Inspection requirements. Employees must furnish proof of compliance with the local Emissions Inspection requirements annually on AF Form 4434, *Vehicle Inspection and Maintenance (I/M) Program Self Certification*, IAW AFMAN 32-7002.

3. Vehicle Impoundment. In addition to those conditions for impoundment listed in DAFI 31-218(I), paragraph 2-3, local situations may arise that require impoundment. The determination is made by the 75 ABW/CC or designee. Commanders must include the consequences of abandoning personal property during unit familiarization and indoctrination training. Additionally, commanders must ensure measures are established to ensure personal effects are cleared prior to personnel departing on permanent change-of-station orders.

3.1. The process for impounding motor vehicles by 75 SFS personnel is covered in Security Forces Operating Instruction (SFOI) 31-101, *Security Forces Operations*.

3.2. If a civilian law enforcement agency or civilian government agency requests a vehicle be impounded for reasons not related to military issues, staff such requests through 75 ABW Staff Judge Advocate (75 ABW/JA) and 75 SFS Commander (75 SFS/CC). If civilian authorities do not accept custody of the vehicle within 96 hours, release the vehicle back to the owner.

4. Implied Consent. Blood, Breath or Urine Tests. Persons who drive on the installation shall be deemed to have given their consent to evidential tests for alcohol or other drug content of their blood, breath, or urine.

5. Suspension or Revocation of Driving Privileges. Hill Air Force Base will follow the administrative due process for suspensions and revocations detailed herein and IAW DAFI 31-218(I).

5.1. Underage drinking is strictly prohibited IAW Utah Code Annotated 32B-4-409. Persons who have not yet reached their 21st birthday who are found to have unlawfully possessed, purchased or attempted to purchase, solicited another to purchase, or consumed alcohol (proven by letter of reprimand, nonjudicial punishment, criminal conviction, or by other means accepted by the 75 MSG/CC) or have received a lawful suspending order with any amount of alcohol in their blood, will have their driving privileges suspended for one year IAW UCA 53-3-219.

5.2. In accordance with UCA 41-6A-502, a person may not operate or be in actual physical control of a vehicle with a blood or breath alcohol concentration of .05 grams or greater at the time of a lawful chemical test or at the time of operation or actual physical control of a vehicle. Additionally, a person may not operate or be in actual physical control of a vehicle if the person, "is under the influence of alcohol, any drug, or the combined influence of alcohol and any drug to a degree that renders the person incapable of safely operating a vehicle." Physical control refers to having the ability to operate the vehicle in question; for example, sitting in the driver's seat with the vehicle keys. Intoxicated driving within this Instruction refers to drunk driving, impaired driving, driving with any amount of alcohol in one's system if under the age of 21, and driving with any amount of alcohol or a controlled substance in one's system to a degree that renders the person incapable of safely operating a vehicle.

5.3. Habitual Parking Offenders. The 75 MSG/CC may suspend driving privileges for habitual offenders of the installation parking standards for six months or less. A habitual parking offender is someone who has received three or more parking citations within a 60-day period or six or more parking citations in a six-month period.

5.3. The 75 MSG/CC may suspend driving privileges for habitual offenders of the installation parking standards for six months or less. A habitual parking offender is someone who has received three or more parking citations within a 60-day period or six or more parking citations in a six-month period. Within the flightline Industrial Safety Area, two violations within 60 days can result in suspended driving privileges for six months or less and immediate revocation of the Industrial Safety Area parking pass.

5.4. Failure to Obtain and Report Emissions Inspection Compliance. An operator's base driving privileges may be suspended when found operating a motor vehicle that does not comply with the Emissions Inspection required by [paragraph 2](#) above, or when they fail to report the status of the vehicle's Emissions Inspection compliance as required by [paragraph 2.3](#) above. Driving privileges may be reinstated when Emissions Inspection requirements are completed.

5.5. Multiple suspensions will run consecutively unless otherwise determined by the 75 MSG/CC. Any period of revocation or suspension may be in addition to, and will run consecutively with, any revocation period imposed as a result of conviction of an alcohol-related offense unless otherwise determined by the 75 MSG/CC.

5.6. A driver whose driving privilege is suspended or revoked at another DoD installation is also suspended at HAFB for the same period.

5.7. Upon the recommendation of the 75 SFS/CC and 75 ABW/JA, an individual's driving privileges may be revoked or suspended for cause, for example operating a motor vehicle in an egregiously unsafe manner that could result in serious injury or death.

5.8. **Table 1** of this supplement lists instances when suspension or revocation of base driving privileges will occur. This list is not exhaustive, as the installation commander or designee has discretionary authority to withdraw anyone's authorization to operate a government or privately owned motor vehicle on the installation for cause or any lawful reason.

Table 1. Violation and Penalty.

VIOLATION	PENALTY
Driving on base while driver’s license under suspension, revocation, or denial by a state issuing authority	Two years or less—Revocation
Accumulation of 12 traffic points over 12 consecutive months, or 18 traffic points over 24 consecutive months.	One year or less—Revocation
Unauthorized use of an official business parking permit; use of a stolen, lost, or falsely obtained permit, or use of a permit to park a POV in any lot and then going to work at the user’s work center.	Six months or less—Suspension
Two failures by military personnel to wear prescribed clothing while operating a motorcycle or moped over 18 consecutive months.	Two points
NOTE 1: The penalties reflected in this table represent a range of allowable suspension or revocation periods. The actual period of suspension or revocation imposed will be based on the facts surrounding the particular offense, with consideration given to any aggravating and/or mitigating factors.	

5.9. The 75 SFS Reports and Analysis (75 SFS/S5R) Section will forward an advisory letter, on behalf of the 75 SFS/CC, through the unit commander or supervisor, to any person accumulating six traffic points within a six-month period.

5.10. When the 75 SFS/S5R is notified of personnel transferring to a new installation, an Individual History Record will be forwarded to the gaining commander if the individual’s driver’s license is revoked or suspended, or if the individual has accumulated traffic points.

5.10. When the 75 SFS/S5R is notified of personnel transferring to a new installation, a Suspension, Revocations, Barment and Wants Report will be forwarded to the gaining commander if the individual’s driver’s license is revoked or suspended, or if the individual has accumulated traffic points.

6. Administrative Due Process for Suspensions and Revocations.

6.1. When considering suspending or revoking someone’s driving privileges, the person must be notified in writing, including what action is being taken and the reason for it. The 75 ABW/CC designates 75 ABW/JA to hold administrative hearings. If the 75 ABW/JA cannot hold the hearing due to conflict of interest, the 75 MSG/CC will appoint another hearing officer.

6.2. Except for intoxicated driving incidents requiring immediate suspension, do not suspend or revoke a person's driving privileges until they are notified (or reasonable attempts made) and offered an administrative hearing. Intoxicated driving includes driving under the influence of alcohol or drugs, drunk driving, and impaired driving. The 75 MSG/CC will determine when a suspension or revocation takes effect after completing an evidence review as stated in

paragraph 6.3 below. Only in unusual circumstances should verbal notifications be made. Unless an application for a hearing is made within the prescribed period identified in the notification, the proposed suspension or revocation takes place on the prescribed date and time. If an administrative hearing is requested, the suspension or revocation action will be stayed, except in cases involving intoxicated driving, until the hearing is completed, and 75 MSG/CC makes a final determination concerning the proposed suspension or revocation.

6.2.1. Prior to sending notification, 75 MSG/CC will review the evidence supporting the proposed suspension or revocation. Such evidence will include, but is not limited to, witness statements, military or civilian police reports, chemical test results, a refusal to complete chemical testing, video tapes, written statements, and field sobriety test results. The 75 MSG/CC must conduct evidence reviews as soon as possible, with a goal of no later than three duty days following final assembly of evidence.

6.2.2. Requests will be sent to the member's or civilian employee's commander, director or reasonable equivalent requesting the member report to 75 SFS/S5R to be served the notice. For non-installation, non-DoD affiliated civilians, present the written notice of preliminary suspension of driving privileges either in person (preferred) or by certified mail.

6.2.3. The written notification will advise the individual of their right to request an administrative hearing within seven (7) calendar days, and that the suspension or revocation will become effective immediately if a hearing is not requested.

6.3. For intoxicated driving incidents pending final resolution, advise the individual of the following in the immediate suspension notification for due process:

6.3.1. The preliminary suspension may become a revocation of base driving privileges.

6.3.2. The right of military personnel to present evidence and witnesses and be represented by civilian counsel (at their own expense).

6.3.3. The right of DoD civilian employees to have a personal representative present at the administrative hearing IAW applicable laws and instructions (at their own expense).

6.3.4. The individual may request an administrative hearing within seven calendar days before the preliminary suspension becomes a permanent revocation.

6.3.5. Requested hearings must take place within 14 calendar days of the request. However, if the affected person requests that the hearing be continued to a date beyond the 14 day period, the suspension or revocation will become effective immediately on receipt of notice that the request for continuance has been granted, and remain in force pending a hearing at a scheduled hearing date. A preliminary suspension for intoxicated driving remains in effect until the 75 MSG/CC makes a final decision.

6.4. Hearings for intoxicated driving incidents pending final resolution will cover only the pertinent issues of whether: 1) The law enforcement official had reasonable grounds to believe the person was driving or was in actual physical control of a motor vehicle while under the influence of alcohol or other drugs; 2) The person was lawfully cited or apprehended for an intoxicated driving offense; 3) The person was asked to submit to a test to determine the alcohol or other drug content of blood, breath, or urine and was informed of the consequences for refusing to take or complete such a test; 4) The person refused to submit to the test for alcohol,

breath, or urine; failed to complete the test; submitted to the test and the result exceeded the amount of allowed blood or breath alcohol content; results indicate the presence of other drugs for an on-installation apprehension or in violation of state laws for an off-installation apprehension; and 5) The testing methods used were valid and reliable, and the results accurately recorded and evaluated.

6.5. For revocation actions for intoxicated driving, the revocation is mandatory on conviction or other findings that confirm the charge, to include a reduction of the charge to impaired driving.

6.6. Revocations cancel any partial or restricted driving privileges previously granted.

6.7. Completing the HILLAFB Form 487, *Administrative Due Process*.

6.7.1. The 75 SFS/S5R will complete Part I of HILLAFB Form 487. The purpose of this form is to delineate the administrative process for the suspension and revocation of driving privileges. The completed information will include:

6.7.1.1. The type of action recommended and any preliminary action taken.

6.7.1.2. The period of suspension or revocation recommended.

6.7.1.3. The reason for the action recommended and preliminary action taken.

6.7.1.4. A chronological record of violations leading to the suspension or revocation.

6.7.2. After completion of Part I, 75 SFS/S5R will forward the form and all evidence to the 75 MSG/CC via staff summary sheet for approval.

6.7.3. Within seven days of 75 MSG/CC approval, the subject will report to 75 SFS/S5R and be briefed on the following:

6.7.3. Within seven days of 75 MSG/CC approval, the subject will be briefed on the following:

6.7.3.1. The right to be represented by counsel at personal expense.

6.7.3.2. The right to present evidence or call witnesses.

6.7.3.3. Notice of the time and location of the hearing if so requested.

6.7.4. The subject will complete Part II of HILLAFB Form 487, by indicating whether a hearing is desired and sign in the appropriate space. The hearing officer is typically assigned from the 75 ABW/JA, but can be assigned to another officer by the 75 MSG/CC if necessary.

6.7.5. The affected individual will appear promptly for the hearing at the time and place directed by 75 SFS/S5R. Unless the hearing officer or 75 SFS/S5R grants prior authorization for a continuance, failure to appear at the specified time will constitute a waiver of the right to a hearing.

6.7.6. The hearing officer will:

6.7.6.1. Complete Part III of HILLAFB Form 487 and attach their findings.

- 6.7.6.2. If the hearing officer is not from 75 ABW/JA, forward the form to 75 ABW/JA for review. (A review by 75 ABW/JA is only required when the hearing officer is not from 75 ABW/JA.)
- 6.7.7. If the hearing officer is not from 75 ABW/JA, the 75 ABW/JA will:
- 6.7.7.1. Review the findings and recommendations of the hearing officer.
 - 6.7.7.2. Concur or non-concur with the findings and recommendations of the hearing officer.
 - 6.7.7.3. Enter recommendations in the appropriate block of the form.
 - 6.7.7.4. Forward the form to 75 MSG/CC.
- 6.7.8. The 75 MSG/CC will:
- 6.7.8.1. Review all hearing officer and, if applicable, 75 ABW/JA comments.
 - 6.7.8.2. Enter findings on the form.
 - 6.7.8.3. Forward the form to 75 SFS/S5R.
- 6.7.9. The 75 SFS/S5R will:
- 6.7.9.1. Prepare a letter of notification advising the subject of the findings and action imposed.
 - 6.7.9.2. The 75 SFS/CC is authorized to issue orders on behalf of the 75 MSG/CC, concerning the suspension, revocation, restriction or restoration of driving privileges pursuant to this instruction and consistent with the findings made by 75 MSG/CC.
 - 6.7.9.3. Forward the notification letter to the subject.
- 6.8. Restoration of Driving Privileges on Acquittal of Intoxicated Driving. When an official report or finding determines lack of guilt (not guilty) or when charges are dismissed or reduced to an offense not amounting to intoxicated driving, impaired driving, or driving with a measurable amount of alcohol or controlled substance, the suspension of driving privileges will be vacated except when:
- 6.8.1. The preliminary suspension was based on refusal to take a Blood Alcohol Content (BAC) or Breath Alcohol Test (BrAC) test.
 - 6.8.2. The preliminary suspension resulted from a valid BAC test (unless disposition of the charges was based on invalidity of the BAC test). In the case of a valid BAC test, the suspension will continue, pending completion of a hearing as specified in **paragraph 6.7.4**. In such instances, the individual will be notified in writing that the suspension will continue and of the opportunity to request a hearing within 14 calendar days.
 - 6.8.3. The person was driving or in actual physical control of a motor vehicle while under another suspension or revocation.
 - 6.8.4. The state authorities made an administrative determination to suspend or revoke driving privileges based on local law or pertinent regulations.
 - 6.8.5. The individual failed to complete a formally directed substance abuse or driver's training program.

6.9. Restricted Driving Privileges.

6.9.1. The 75 MSG/CC may authorize partial or restricted driving privileges to those whose authority to drive on HAFB was suspended or revoked under circumstances governed by DAFI 31-218, paragraph 2-10.d. Ensure the individual's driving credentials (civilian state, international, host nation, etc.) are still valid. If the individual's driving credentials are suspended, revoked, or otherwise not currently valid, the 75 MSG/CC may not authorize partial or restricted driving privileges.

6.9.2. Partial reinstatement of base driving privileges applies to operation of GOVs only. Any request for reinstatement must be submitted in writing by the subject, justified as mission essential, and be endorsed by the subject's commander or equivalent. Commander refers to a commander or director at the squadron or higher level. A flight commander or flight director is not a commander or commander equivalent for purposes of this Instruction.

6.9.3. Restriction of base driving privileges applies to operation of POVs only. Any request for restricted privileges must be submitted in writing by the subject outlining the necessity of operating a POV and be endorsed by the subject's commander or equivalent. Commander refers to a commander or director at the squadron or higher level. A flight commander or flight director is not a commander or commander equivalent for purposes of this Instruction.

6.9.4. Requests for restricted base driving privileges may be submitted at the time of the administrative due process hearing or at any other time. Requests must be addressed to the 75 MSG/CC through 75 SFS/S5R. Such requests are not required to be reviewed by 75 ABW/JA.

6.9.5. Administrative separation may be appropriate when the loss of driving privileges renders someone ineffective and incapable of performing their military duties, and a change in duty position is not reasonable.

6.10. Reciprocal State-Military Action.

6.10.1. Statutory authority exists within the state of Utah and various other states for reciprocal suspension and revocation of driving privileges. The 75 ABW/CC will honor the reciprocal agreements with the state driver licensing authorities. On receipt of notice, 75 SFS/S5R will suspend or revoke driving privileges as if the violations or incidents occurred within the jurisdiction of HAFB.

6.10.2. When such authority suspends or revokes a license, the individual's installation driving privileges will be automatically terminated. Only comparable military administrative actions (suspensions, revocation, or point assessment) will be taken for those off-base violations reported by local, state, or host nation authorities.

6.10.3. The 75 SFS/S5R will notify the licensing authority of the state where a license is issued when revoking a person's installation driving privileges (for a period of one year or more only) following final adjudication of an intoxicated driving offense or for refusal to submit to a BAC/BrAC test. Include the basis for the revocation and the BAC/BrAC level in the notification.

7. Motorcycles, Motor Scooters and Mopeds. Refer to DAFI 91-207, *The US Air Force Traffic Safety Program*, for requirements to operate motorcycles, motor scooters and mopeds on AF installations.

7.1. Any person who operates a motorcycle, motor-driven cycle, or scooter on HAFB will have the following in their possession at all times:

7.1.1. A valid state driver's license with motorcycle endorsement.

7.1.2. Evidence of required liability insurance.

7.1.3. Persons will not operate or ride motorcycles, scooters or three-wheeled motorcycles on base unless they comply with the following requirements:

7.1.3.1. Headlights will be on at all times.

7.1.3.2. Rear-view mirrors will be attached.

7.1.3.3. All riders will properly wear protective helmets meeting Department of Transportation (DoT), American National Standards Institute (ANSI) or Snell Memorial Foundation (SMF) standards.

7.1.3.4. Eye Protection. Goggles, wrap around glasses, or a full-face shield designed to meet or exceed ANSI Standard Z87.1, or United Nations Economic Commission for Europe (UNECE) 22.05 or British Standard (BS) 6658 in effect when manufactured, will be properly worn. A windshield does not constitute proper eye protection.

7.1.3.5. Brightly colored or reflective outer upper garment will be worn by operators and passengers when in operation.

7.1.3.5. Brightly colored or reflective outer upper garment recommended to be worn by operators and passengers when in operation. **Table 2**, Recreational Vehicle (RV) Parking/Use, 2a. Parking for boats, trailers, recreational vehicles, pop-up campers, camper shells, commercial vehicles and utility trailers is prohibited in base housing. Recreational vehicles may be brought to the home for a period of 24 hours prior to leaving and 24 hours after return for loading and unloading, cleaning etc. RVs will not be stored in parking lots.

7.1.3.6. Protective Clothing. Wearing of long sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens is required. Gloves or mittens will be made from leather or other abrasion-resistant material. Wearing of a motorcycle jacket and pants constructed of abrasion resistant materials such as leather, Kevlar® or Cordura® containing impact absorbing padding is strongly encouraged. Over-the-ankle, closed-toed shoes or boots (no sandals) are mandatory.

7.1.3.7. All riders will sit only on the regular seats of the vehicles.

7.1.3.8. Operators will not allow passengers on their vehicles unless they have been specifically designed to carry more than one person. Passengers will ride only on the passenger seat.

7.1.3.9. Motorcycles carrying a passenger, other than in a sidecar or enclosed cab, must be equipped with passenger footrests.

7.1.3.10. Operators must not allow passengers to ride in any manner that interferes with the view or the operation or control of the vehicle.

7.1.3.11. All riders will sit astride the seats, facing forward, with one leg on each side of the vehicle.

7.1.3.12. Persons will not operate motorcycles or scooters while carrying anything that prevents them from keeping both hands on the handlebars.

7.1.3.13. No riders on motorcycles or scooters will attach themselves or the vehicle to another vehicle on a roadway.

7.1.3.14. Operation of any motorized vehicle outside of base roadways is prohibited, unless specifically authorized for official business. Operation of GOVs outside of base roadways is permitted for official business, provided there is no safety or environmental restrictions imposed on the area to be used.

7.1.3.15. One additional safety rule is strongly recommended, but not required, for persons operating motorcycles and scooters. Riders should affix reflective material to their helmets to increase their visibility during the hours of darkness.

7.1.4. Motorcycles will be parked only in designated motorcycle parking areas. When such areas are not available, motorcycles may be parked in regular parking areas.

7.1.5. Operating a motorcycle between lanes of traffic, whether stopped or moving, is prohibited on HAFB.

7.2. Operational Requirements for all-terrain vehicles (ATV):

7.2.1. Operation of ATVs, snowmobiles, off highway vehicles (OHV) etc., on base is prohibited, unless specifically authorized for official business. Operation of GOV ATVs, snowmobiles, OHVs, etc., outside of base roadways is permitted for official business, provided there is no safety or environmental restrictions imposed on the area to be used.

7.2.2. Any use of ATVs certified to transport munitions will comply with Defense Explosive Safety Regulation (DESR)_AFMAN 91-201, *Explosives Safety Standards*.

7.2.3. Operators of ATVs will show proof of training (Specialty Vehicle Institute of America course completion card) upon demand by Security Forces or Safety personnel. **Exception:** Operators in the process of being trained by a certified ATV instructor do not have to present the card.

7.2.4. Passengers are prohibited on three wheeled (or fewer) ATVs.

7.2.5. Operators of ATVs will wear protective gear as described above.

8. Handicapped Person Identification. Hill Air Force Base will honor local and state-issued handicap decals, placards, signs, etc.

8.1. For short term and temporary disabilities, the 75 ABW/CC authorizes 75 SFS Police Services (75 SFS/S5L) to issue a locally developed permit. This temporary permit will contain an expiration date not to exceed 90 days. If a permit is required for a longer period of time, the subject will be required to apply for a state issued handicap parking pass.

8.2. To be issued a temporary handicapped parking permit, an individual must bring a properly completed HILLAFB Form 339, *Handicap Parking Request*, with blocks 1-21 filled out by requester and blocks 23-28 by applicable civilian or base competent medical authority, to 75 SFS/S5L. This form needs to be signed by a medical physician as proof of the need for the permit. Since the permit is an accountable item, the information (name, work center, organization, duty phone and effective dates) is kept in a log with 75 SFS/S5L. When the temporary permit expires it will be returned to 75 SFS/S5L for destruction.

8.3. The local permit, when in use must be placed on the bottom driver's side of the dashboard in plain view at all times. These permits authorize the user to park in any handicap parking space on HAFB on a first-come, first-served basis. Reserving handicap parking spaces for specific personnel is not authorized.

9. Installation Traffic Codes. The Utah Traffic Code found in Title 41, Chapter 6, of the UCA is assimilated into this instruction and applies to all pedestrians and individuals operating motor vehicles, motorcycles, motor-driven cycles, ATVs and bicycles on base unless otherwise specified or clarified in this supplement. The code can be viewed at the 75 SFS Operations Flight (75 SFS/S3O) in Building 408, or on line at: Utah Code, Title 41-Motor Vehicles.

9.1. All traffic incidents on HAFB will be handled IAW SFOI 31-101.

9.2. The use or open display of radar and laser detection devices that indicate the presence of speed recording instruments, or transmit simulated erroneous speeds, is prohibited.

9.3. Dash Cameras. The use or open display of dash-mounted camera equipment that takes photographs or records video is prohibited inside of restricted or controlled areas and the commercial vehicle inspection area.

9.4. The installation traffic code for operation of motor vehicles is outlined in **Table 2** of this instruction.

Table 2. Hill Air Force Base Traffic Offenses.

TRAFFIC CODE	POLICY
Obedience to Security Forces	No person shall willfully refuse or fail to comply with any lawful order or direction of security forces personnel authorized to direct, control or regulate traffic.
Headphones	Wearing headphones, earphones or similar devices while operating a motor vehicle, or while jogging, walking or bicycling in or near vehicle traffic is prohibited on base. Exception: This does not include wearing hearing protection when conditions warrant.
Cellular Phone, Text Messaging, and Driver Distractions.	Vehicle operators on HAFB and operators of government owned vehicles assigned to HAFB shall not talk, text, email, utilize internet or any other function on cell phones unless the vehicle is safely parked or unless they are using a hands-free device. Hands-free devices are wired-single ear bud, wireless ear piece (Bluetooth), dedicated or built in speaker phone devices that allow the driver to utilize the device without having to touch the phone. At no time will devices be in both ears. Holding the phone and utilizing the built-in speaker phone function is not considered using a hands-free device. The wearing of any other portable headphone, earphones, stereo Bluetooth headset or other listening devices that cover both ears while operating a motor vehicle is prohibited. Use of these devices impairs driving and masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, and human speech. Other potential driving distractions include eating and drinking, operating radios, CD players, global positioning equipment, mobile radios, and pagers. Drivers who violate any part of this rule will be assessed three (3) points under Other Moving Violations (involving driver behavior only) IAW DAFI 31-218, paragraph 4-2.c.(3) and subparagraphs.
Display of Obscene/Offensive Materials	Vehicles operating on HAFB will not have obscene/offensive material displayed while on the installation. Military and civilian personnel operating a vehicle displaying obscene and/or offensive material (e.g., bumper stickers, license plates, stickers, flags, banners) will be asked to remove the material or they will not be allowed to operate their vehicles on HAFB. Additionally, motorcycle operators displaying obscene/offensive materials on their helmets will be required to remove the material prior to operating on the installation.
Speed Restrictions	1. No person shall operate a vehicle at a speed greater than is reasonable and prudent under existing conditions, giving regard to actual and potential hazards existing, including when: <ul style="list-style-type: none"> a. Approaching and crossing intersections or railroad crossings. b. Approaching and rounding curves. c. Approaching the crests of hills. d. Traveling upon narrow or winding roadways; and, <ul style="list-style-type: none"> e. When special hazards exist due to pedestrians, other traffic, and weather or highway conditions.

	<p>2. General On-Base Speed Limits. The maximum speed is 25 miles per hour (mph) unless otherwise posted.</p> <p>3. The following maximum speed limits apply in the non-flight line areas indicated, unless otherwise posted:</p> <ul style="list-style-type: none"> a. 15 mph when approaching or passing children waiting for or departing from a school bus. b. 15 mph when approaching or passing troop formations on or alongside the roadway. c. 10 mph in parking zones and parking lots. d. 5 mph on warehouse ramps. e. 20 mph in all residential areas, including from the intersection of 6th Street/Liberty Road heading west to intersection of 6th Street/Charlestown Street during school year, Monday through Friday from 0700-1600. All other times, this specific section is 30 mph. <p>4. The following maximum speed limits apply in the flight line areas, including taxiways, aircraft parking ramps, areas where aircraft are parked for maintenance, areas where aircraft are being towed, and roadways within the flight line boundary:</p> <ul style="list-style-type: none"> a. 15 mph for general-purpose vehicles, b. 10 mph for special purpose vehicles; and, c. 5 mph for all vehicles within 50 feet of aircraft.
Rules of the Road	<ul style="list-style-type: none"> 1. Keys will not be left in unoccupied vehicles, except in the flight line area. 2. Hand signals take precedence over all posted traffic control devices, markings and signs when traffic is controlled by 75 SFS/S3O or 775th Civil Engineer Squadron Fire Protection (775 CES/CEF) personnel, or by on-scene commanders. 3. If the flow of traffic stops, drivers will avoid blocking intersections. 4. Tugs, forklifts, tractors and other slow moving vehicles, which cannot exceed 25 mph, will be driven in the extreme right lane and display a “slow moving” emblem visible to vehicles approaching from the rear. 5. Vehicles will not be driven or parked on grass or seeded areas or in off-road areas where vegetation is growing. Exception: Government-owned ATVs and construction equipment when conducting official business. 6. Drivers will yield the right-of-way to snow removal and street cleaning equipment when such equipment is in operation. 7. Vehicles will not be driven over fire hoses, except as directed by 75 SFS/S3O or 775 CES/CEF personnel. 8. Drivers approaching the rear of vehicles stopped for pedestrians at intersections or marked crosswalks will not overtake and pass the stopped vehicles. 9. All vehicles will pull to the far right of the roadway when dropping off or picking up passengers, or when emergency vehicles approach with emergency lights or signals on.

	<p>11. Vehicles and bicycles will not be operated on designated jogging tracks and trails.</p> <p>12. Visibility of license plates and information thereon will not be obstructed by tinted covers, fluorescent light rings, or in any other manner.</p> <p>13. If a vehicle is registered in a state that issues two license plates, both must be affixed to the vehicle in the authorized locations.</p>
<p>Railroad Crossings</p>	<p>1. Whenever a vehicle approaches a railroad crossing and a train is also approaching, the driver must stop no closer than 10 feet to the nearest track.</p> <p>2. All persons operating a vehicle approaching or crossing railroad tracks will obey the signals of any flag person present.</p>
<p>Bicycles, Roller Blades, Scooters, Motorized Scooter, Skateboards</p>	<p>1. All bicyclists, rollerblades, scooters, motorized scooters with an engine size 48 cc or less and skateboarders on base will wear a bicycle helmet approved by ANSI, SMF, etc., as intended or designed. Riders of motorized scooters with an engine size of 49 cc or more must adhere to all motorcycle rules IAW AFI 91-207. Personnel bicycling in hard-hat areas may wear ANSI-approved hard hats instead. The use of elbow/knee pads is optional, but recommended. Flightline rules for bicycles can be found in AFI 13-213, Hill Supplement, <i>Airfield Driving</i>.</p> <p>2. Bicyclists, rollerblades, scooter and motorized scooter riders, and skateboarders on roadways will ride on the far right side of the roadway and exercise due care when passing any vehicle.</p> <p>3. Bicyclists, rollerblades, scooter and motorized scooter riders, and skateboarders turning left will stay in the far right of the turning lane. After completing the turn, bicyclists will comply with official traffic control devices or 75 SFS/S3O personnel regulating traffic along the roadway to be traveled. Racing on roadways is prohibited except on approval of 75 ABW/CC.</p> <p>4. Every bicycle, scooter and motorized scooter in use at any time from a half hour after sunset to a half hour before sunrise, and at any other time when due to prevailing conditions and ground visibility is less than 1,000 feet, will be equipped with a working front lamp visible for at least 500 feet, and a red rear reflector visible for at least 500 feet in the low beams of vehicle headlamps. During times described above, personnel will be equipped with reflective material of sufficient size and reflectivity to be visible laterally on both sides for at least 500 feet in the low beams of vehicle headlamps. In lieu of reflective material, a lighted lamp visible laterally on both sides for at least 500 feet will suffice. Skateboard riders will adhere to reflective material requirements during the times described above.</p> <p>5. The 75 SFS/S3O personnel reasonably believing a bicycle, roller blades, scooter, motorized scooter or skateboard is unsafe may require the operator to stop and submit the device to inspection or testing as appropriate. Any device determined to be unsafe will not be operated on base.</p>

	<p>6. Persons operating bicycles, scooters, skates, skateboards, rollerblades, sleds, etc., will not hold on to, or otherwise attach themselves to any vehicle on a roadway, while the vehicle is moving, so as to hitch a ride, be dragged, or otherwise pulled by the vehicle. Nothing in this paragraph would prohibit persons from transporting their bicycles, scooters, skates, skateboards, rollerblades, sleds, etc., on or in a vehicle.</p>
Pedestrians	<ol style="list-style-type: none"> 1. Pedestrians will obey traffic control devices except when otherwise directed by 75 SFS/S3O or 775 CES/CEF personnel, or by an on-scene commander. 2. Pedestrians and joggers will not cross roadways without first ensuring the roadway is clear of traffic. Joggers will run facing traffic and wear reflective apparel during low light conditions. 3. Pedestrians and joggers will not wear headphones while near roadways. Headphones are only authorized while on a designated running track. 4. Pedestrians will use available crosswalks.
75th Force Support Squadron (75 FSS) For Sale Lot	<ol style="list-style-type: none"> 1. Personnel authorized unescorted access to HAFB may display their POV for sale in the parking lot adjacent to building 805, 75 FSS Outdoor Recreation (75 FSS/FSCO). Before such use, personnel will register their POVs and obtain a permit from the 75 FSS Auto Hobby Shop (75 FSS/FSCT), 777-3476. 2. Privately Owned Vehicles may also be displayed for sale at base housing residences if parked in their driveways or garages.
Recreational Vehicle (RV) Parking/Use	<ol style="list-style-type: none"> 1. RVs (motor homes, fifth wheels, travel trailers, pickup truck campers, and pop-up/tent campers) pose unique problems for the installation. Their size, either alone or in conjunction with their tow vehicle, imposes challenges and obstacles to traffic, often requiring more than the single parking space allotted for POVs. 2. The following rules govern the parking and use of RVs on base. <ol style="list-style-type: none"> a. RVs may be stored or parked only in the following locations: 1 Apr–31 Oct, in the designated RV storage lot, or completely within the driveway or carport of a base housing unit; 1 Nov-31 Mar, in the RV storage lot, or off base. Except for trucks with campers mounted in their beds, RVs will not be parked on the street in base housing. RVs will not be stored in parking lots. b. RVs will not be occupied overnight unless registered and parked in the Family Camping Area (FAMCAMP). On occasion, the 75 FSS may sponsor an activity and designate a parking lot for the use of RVs participating in that activity, and RVs parked in the designated area may only dry camp; there will be no connection to utilities (electricity, water and sewer). Generator use will be determined for each event (normally 0600-2200 hours). Quiet hours will be from 2200-0600. c. Transient RVs may park at the base exchange and commissary for a reasonable length of time while their occupants are shopping in these

	<p>facilities, but in no case will they remain overnight. Drivers will do everything possible to avoid causing obstruction to other traffic.</p> <p>d. Small RVs (typically pickup truck campers and small Class B motor homes) may be used by personnel to commute to and from work, only as long as the vehicles, when parked, occupy no more than a single parking space.</p> <p>e. The 75 SFS/S30 personnel or parking wardens may ticket violators. Unattended RVs in violation may be ticketed and towed at the owner’s expense. Repeated violations may result in denial of entry to base. Under some circumstances, owners/drivers may be barred from base.</p>
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9.5. Child safety seats are required IAW Utah State Code 41-6a-1803. Children younger than eight years of age must be protected using a child restraint device in the manner prescribed by the device. However, a child under eight years of age who is over 57 inches tall can be protected using a properly adjusted and fastened safety belt.

9.6. In addition to the points assessed IAW Table 5-2 of DAFI 31-218, **Table 3** of this supplement lists the points assessed against a violator’s driving record for moving violations.

Table 3. Point Assessment for Moving Violations.

VIOLATION	POINTS ASSESSED
Reference paragraph 9.5. See note #1.	2
Speeding. See note #2.	IAW DAFI 31-218, Table 5-2
Operating a radar detection device to indicate the presence of speed recording instruments or to transmit simulated erroneous speed (prohibited on DoD installations. See note #2.	3
Failure to yield to pedestrians in designated walkway or crosswalk. See note #2.	3
Using a hand-held electronic device while driving on an installation. See note #3.	3
NOTES:	
<p>1. Applies to not using or when child restraint system is improperly installed, e.g., 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.</p> <p>2. When violation occurs within an active school zone, add 1 point to points assessment.</p> <p>3. The 75 MSG/CC may suspend driving privileges for 1st and subsequent offenses.</p>	

9.7. In addition to the points assessed IAW Table 5-2 of DAFI 31-218, Table 4 of this supplement lists the points assessed against a violator's driving record for non-moving violations.

Table 4. Point Assessment for Non-Moving Violations (See Note 1).

VIOLATION	POINTS ASSESSED
Unattended Child under 9 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 a 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
Failure to provide proof of valid insurance.	2
Violation of the Vehicle Noise Ordinance in this supplement.	2
<p>NOTES:</p> <ol style="list-style-type: none"> 1. When two or more violations are committed on a single occasion, points may be assessed for each violation. 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 Accessible Parking Space” access only, and handicap registrant has parked another vehicle class instead. UCA 41-1a-414 states these areas are for a qualifying person with a walking disability who has a temporary wheelchair user placard or a wheelchair user placard. 3. When designated in local parking plan (e.g., double parked, parked in reserved parking, against the flow of traffic and those areas designated for emergency vehicles). 4. When an AFJIS report is also accomplished. Revocation of driving privileges for one year is considered by the commander. Example: If children or animals were left in dangerous conditions in vehicle, e.g., 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. 5. Emergency vehicles are authorized to park in any area deemed necessary to affect a response. 	

10. Parking.

10.1. General Parking Rules:

10.1.1. All personnel driving POVs to their workplace will park in their organization’s parking lot if so assigned, others will utilize Lot 1.

10.1.2. Vehicles will be parked only in areas specifically designated, posted or striped as parking areas, zones, lots or spaces. **Exception:** Parallel parking is authorized on streets in base housing.

10.1.3. Parking lot decals will be placed on the driver's side rear bumper of vehicles. Placards or hanging permits will be placed so they are visible through the vehicle windshield.

10.1.4. Maintenance and service vehicles, or POVs on official business, may stop at building entrances to load or unload cargo or equipment, providing other vehicular traffic is not obstructed and traffic hazards are not created. Vehicle must be moved immediately upon completion of loading/unloading.

10.1.5. All boats and trailers not parked in carports or garages in base housing will be stored in one of the fenced compounds on base or off base. The 75 FSS/FSCO in building 805 controls access to the compounds.

10.1.6. Official business parking is authorized IAW with [paragraph 10.4](#).

10.1.7. Except as otherwise provided in this instruction, vehicles stopping or parking on two-way roadways will do so with both passenger-side wheels within 12 inches of the right curb or paved edge of the roadway.

10.1.8. Vehicles in parking spaces shall not obstruct walkways or entrances or be parked in a manner that the front or rear bumper extends over the sidewalk for safety reasons and enabling proper snow removal.

10.1.9. Base parking lots requiring numbered parking decals will be available for open parking outside of Monday-Friday, 0530-1600. Additionally, IAW the Utah Traffic Code, vehicles displaying an appropriate temporary or permanent handicapped decal or placard may be parked for reasonable periods in restricted parking areas. These vehicles do not require numbered parking decals and can park in non-handicapped slots in numbered parking lots if no handicap slot is open.

10.1.10. Parking Lot 17, along the northeast side of building 100, will only be for handicap parking.

10.1.11. Only motorcycles will park in designated motorcycle parking spaces, with no exceptions for inclement weather.

10.1.12. Visitor parking spaces are assigned to specific facilities and will be used on a "first come" basis by persons visiting that specific facility.

10.1.13. Parking is prohibited in the following areas:

10.1.13.1. In or along any areas not designated, posted or striped for parking, including along yellow or red painted curbs. **Exception:** Parallel parking is authorized on streets in base housing.

10.1.13.2. In reserved spaces.

10.1.13.3. In bus stop zones.

10.1.13.4. Within 30 feet of stop signs or traffic signals.

10.1.13.5. Within 10 feet of permanent buildings or within 20 feet of temporary buildings, unless the area is specifically designated for parking or loading/unloading is taking place.

10.1.13.6. Within 15 feet of a fire hydrant, in any direction.

10.1.13.7. Outside the white lines of parking spaces. Vehicles will not take up two parking spaces.

10.1.13.8. Anywhere on base roadways when the purpose is major or minor vehicle repairs. Major vehicle repairs will also not be made in base parking lots. Major repairs include: repairing the engine, drive train, or rear end; replacing body parts; placing the vehicle on jack stands or drive-on ramps (excluding tire changing), or any repair disabling the vehicle for six hours or longer.

10.1.14. **(Added)** Privately owned vehicle parking within the Industrial Safety Area (ISA) inside the flightline Controlled Area is strictly controlled. Units with approved POV parking spaces/lots in this area will issue ISA parking passes that must be displayed on the dashboard of the POV at all times while within the ISA. These passes only allow parking within approved spaces/lots and POVs parked anywhere else, regardless if there is a pass displayed, are in violation and subject to being cited.

10.2. **Parking lot Management.** Commanders are responsible for assignment of parking spaces within their respective parking lots. When more than one organization is involved, commanders will divide spaces based on percentages for number of personnel assigned.

10.2.1. Assigned spaces are identified as those spaces reserved for specific vehicles such as handicapped, GOV, visitor, and contract designated union stewards. Total available is the number of spaces after subtracting all assigned spaces from the total number of spaces. The commander may use up to 10 percent of the remaining total available spaces for reserve spaces. All parking spaces will be appropriately marked and located according to the following priorities, based on the shortest, most accessible walking distance to work areas: handicap vehicles, GOVs used during duty hours, visitor vehicles, reserved spaces, and all other vehicles. **NOTE:** In accordance with the UCA, Section 41-1a-414, paragraph (2), a person with disability may park an appropriately marked vehicle in restricted parking areas. This means if all handicapped parking stalls in a numbered parking lot are occupied, a handicapped person can park in any open stall in the lot without having a sticker for that lot.

10.2.2. Civil Engineering is responsible for the design, establishment and construction of all roadways and parking areas on base, the installation or removal of parking lot and traffic control signs and signals, and the design and placement of roadblocks.

10.2.3. All requests for construction, installation or removal of traffic signs and markings will be submitted through the base work request system, Tririga.

10.2.3. All requests for construction, installation or removal of traffic signs and markings will be submitted through the base work request system.

10.2.4. All parking lots will be designated as either; 1) open for all personnel, 2) with parking decal only.

10.2.5. Reserved and special parking areas are individually designated. See [Attachment 2](#) of this instruction for the location, classification, and type of parking decals required. **NOTE:** This list changes frequently. Contact 75 SFS/S5L for a current version when needed.

10.2.6. Subdividing or changing parking slots or lot boundary lines requires approval of the using organization, Civil Engineering, and 75 SFS Plans and Programs (75 SFS/S5).

10.2.7. Coordinate with 75 FSS Labor & Employee Relations (75 FSS/FSMC) for completion of labor obligations (i.e., notifying and bargaining with the American Federation of Government Employees (AFGE) Local 1592) as applicable, prior to implementation and when changes will impact bargaining unit civilian employees. Also, including AFGE Local 1592 in the coordination process for automated work orders serves as informational notice to enhance timely communication.

10.2.8. Special parking privileges such as noncommissioned officer (NCO)/Airman of the Quarter, etc., are discouraged in areas that have limited parking. These types of parking spaces count as available slots and in the 10 percent allowed to be reserved.

10.2.9. Units associated with a Gold Star family are encouraged to provide them with privileged parking when they visit or are invited to unit events. This parking will be indicated with a portable sign, not a permanent reserved parking sign.

10.2.10. The parking wardens will issue parking lot decals, permits and placards to personnel authorized to park in their lots. Decals will be placed on the left rear bumper. Placards or hanging permits will be placed so they are visible through the windshield. **NOTE:** When available, placards may be used in lieu of decals, but they must be identifiable.

10.3. Parking Warden Program: The 75 SFS/S5L is responsible for managing the base parking lot warden program. These responsibilities include maintaining a complete list of parking wardens and training primary parking wardens. The list of parking wardens will be provided to AFGE Local 1592 on an annual basis.

10.3.1. Each organization assigned responsibility for parking lots or spaces will appoint at least one parking warden. Additional parking wardens may be appointed as deemed necessary by the unit leadership. If an organization is responsible for more than one parking lot, parking wardens may be appointed for each lot. Where more than one organization uses a parking lot, each organization will appoint a parking warden for its respective portion. However, each parking lot will have a primary parking warden who will be responsible for issuing and accounting for all parking decals or placards.

10.3.2. All primary and alternate parking warden appointments will be in writing, and a copy of the letter will be sent to 75 SFS/S5L. The letter will include the parking warden's name, office symbol, duty phone, date trained, and the parking lot appointed. The letter will be updated annually or upon change of parking wardens, whichever occurs first.

10.3.3. Primary parking wardens will receive training from 75 SFS/S5L. Upon successful completion of training they will:

10.3.3.1. Control and verify the proper issuance of all DD Forms 1408, *Armed Forces Traffic Ticket*.

- 10.3.3.2. Control and keep track of the number and location of DD Form 1408 books issued to alternate wardens.
 - 10.3.3.3. Establish tracking database of all DD Form 1408 citations issued in their lot.
 - 10.3.3.4. Obtain the vehicle identification number, if possible, and submit the white and yellow copies of the DD Form 1408 to the 75 SFS/S5L within three duty days after issuance.
 - 10.3.3.5. Control and track the issuance of permits and decals.
 - 10.3.3.6. Issue parking decals and placards only to vehicles allowed to park in the respective lot. Each requester will be issued one decal or placard per vehicle, each decal or placard will be for one parking space.
 - 10.3.3.7. Ensure decals and placards are removed and returned upon an individual's permanent change of station (PCS), retirement, separation, or any other transfer out of the unit.
 - 10.3.3.8. Submit an annual report to the 75 SFS/S5L of all assigned parking slots, including a list of all reserved parking slots, parking passes or decals issued, and official parking permits.
 - 10.3.3.9. Train alternate parking wardens and provide them continuing guidance. Alternate parking wardens relieved of these duties will relinquish all unused DD Form 1408 citations to the primary parking warden.
 - 10.3.3.10. Ensure parking requirements for their parking lots are strictly enforced.
- 10.3.4. All citations issued by a warden must be legible. Illegible citations may be destroyed.
- 10.3.5. The back of all pink copies of issued citations will be either stamped or a label affixed instructing the violator to notify their commander of the citation and with the contact information of the primary warden to complete blocks 1-7 of citation.
- 10.3.6. Primary and alternate wardens should contact 75 SFS upon learning of any vehicle suspected of being illegally parked in designated handicap parking space for appropriate action. Check for display of handicap decal, placard, sign, etc.
- 10.3.7. Primary and alternate wardens will issue DD Form 1408 for parking violations only in their assigned parking lots.
- 10.4. Official Business Parking Permit:**
- 10.4.1. The Official Business Parking Permit (OBPP) will be issued by the 75 SFS/S5L on a controlled basis and in limited numbers to directorates, major tenant units, squadrons and union stewards.
 - 10.4.2. A tracking database will be utilized to keep track of all OBPPs issued by 75 SFS/S5L. It will contain at a minimum the permit number, who the permit was issued to, contact phone number, and organization.

10.4.3. An OBPP will be used when no other means of transportation (i.e., GOV, motor pool taxi or base shuttle bus) is available and time-sensitive official business must be conducted via POV.

10.4.4. An individual authorized in writing by the director or commander will manage the OBPP use (usually the parking lot warden). It will be issued only for the time required to conduct the official business and returned to the permit manager. In no case will the period of issue exceed one duty day, except for individuals who must use POVs on a daily basis, due to the nature of their job requirements.

10.4.5. The OBPP is not required after duty hours.

10.4.6. The OBPP allows POVs to park in numbered parking lots, GOV, visitor and official business spaces when performing official business away from the normal work center parking area.

10.4.7. At no time will the OBPP authorize access to handicap, X/XX, parking by permit spaces, the flight line, designated parking lots or spaces at the user's work center during regular duty hours.

10.4.7. At no time will the OBPP authorize access to handicap, parking by permit spaces, the flight line, designated parking lots or spaces at the user's work center during regular duty hours.

10.4.8. Any lost or stolen passes will be immediately reported to 75 SFS/S5L.

10.5. Dormitory Parking Lots. The following items and activities are prohibited in dormitory parking lots and adjacent areas:

10.5.1. Vehicles which appear to be inoperative due to a flat tire or a missing engine, transmission or other major parts (i.e., fenders, windshield, wheel, etc.).

10.5.2. Vehicles leaking fluids.

10.5.3. Vehicles on jacks.

10.5.4. Vehicles that do not have a current state registration.

10.5.5. Trailers or other equipment that can be towed by a motor vehicle.

10.5.6. Vehicle parts and accessories, including truck, sport utility vehicle, and camper shells, tires, wheels, engines, etc.

10.5.7. Vehicle maintenance, except for washing, waxing and interior cleaning, and changing or inflating tires. All other vehicle maintenance will be performed at the Auto Hobby Shop at building 534 or off base. Under no circumstances will vehicle fluids be changed or added in dormitory parking lots. Violators will be ordered to immediately cease their activity and, if their vehicles are inoperable, to move them to the Auto Hobby Shop or off base.

10.5.8. Storage or parking of anything other than motorcycles in the areas designated for motorcycle parking. **NOTE:** The 75 SFS/S3O personnel may remove vehicles or items in violation at the owner's expense.

10.6. **Flight Line Driving.** Operating vehicles on the HAFB flight line is covered in the HAFB Supplement to AFI 13-213. The OPR is the 75th Operations Support Squadron, Airfield Management (75 OSS/OSAA).

10.7. **United States District Court Violation Notice and DD Form 1408.** All 75 SFS personnel will have documented training, maintained by 75 SFS Operations Flight Training (75 SFS/S3T), on properly filling out DD Form 1408, and United States District Court Violation Notice (USDCVN) prior to being authorized to issue either form.

10.7. **United States District Court Violation Notice and DD Form 1408 .** All 75 SFS personnel will be trained on properly filling out DD Form 1408 and United States District Court Violation Notice (USDCVN) prior to being authorized to issue either form.

10.7.1. All USDCVNs will be completed IAW SFOI 31-101 and *Agency Manual, Central Violations Bureau*.

10.7.2. If offenders wish to appear before a U.S. magistrate, they do not need to send in the collateral amount by mail. The U.S. Magistrate Court will inform them of their court appearance date by mail within four to eight weeks after the issuance of the citation. The U.S. magistrate may require the posting of a bond before the hearing is scheduled.

11. Noise Ordinance.

11.1. **General.** This chapter is enacted to protect, preserve and promote the health, safety, welfare, peace, quiet, and quality of life on HAFB through the reduction, control and prevention of excessive noise. It is the intent of this section to establish standards that will eliminate and reduce unnecessary and excessive traffic and community noise, which are physically harmful or detrimental to individuals and the community in the enjoyment of life, property and conduct of business.

11.2. **Vehicle Noise Ordinance.** While on HAFB, no person shall:

11.2.1. Operate a sound amplification device within a motor vehicle parked or operated on a public street, housing carport or dormitory parking lot, which is clearly audible or which causes a person to be aware of vibration accompanying the sound, either:

11.2.1.1. At a distance of 50-feet from the motor vehicle.

11.2.1.2. Within another motor vehicle on a public street, housing carport or dormitory parking lot, at any distance, when all doors and windows of such other vehicle are closed.

11.2.2. Discharge into the open air the exhaust of any stationary internal combustion engine, motorboat, or motor vehicle, except through a muffler or other device, which will effectively prevent loud or explosive noises therefrom.

11.3. **Horns and Signaling Devices.** No person shall, at any time, sound any horn or audible signal device on any automobile, motorcycle, bus, streetcar, or other vehicle, except as reasonably necessary to insure the safe operation of the vehicle under the Utah motor vehicle act; utilize any signaling device which produces an unreasonably loud or harsh sound; or sound any such device for an unnecessary or unreasonable period of time.

11.4. **Exceptions to Noise Ordinance:** The provisions of this chapter shall not apply to the following uses and activities:

11.4.1. Noises of safety signals, warning devices, and emergency pressure relief valves.

11.4.2. Noises resulting from any authorized emergency vehicle when responding to an emergency call or in time of emergency.

11.4.3. Noises resulting from emergency work.

11.4.4. Loudspeakers or other sound amplification device operated by a peace officer or member of the fire department in the performance of official duties.

11.4.5. Any aircraft or railroad equipment operated in conformity with, or pursuant to, state statute, federal law or federal regulation, and traffic control instruction used pursuant to and within the duly adopted state or federal regulation. Any aircraft operating under technical difficulties, in any kind of distress, under emergency orders of air traffic control or being operated pursuant to and subsequent to the declaration of an emergency under federal air regulations shall also be exempt.

11.4.6. Noise from an exterior alarm system of any building or vehicle provided such alarm shall terminate its operation within five (5) minutes of its activation.

DANIEL L. CORNELIUS, Colonel, USAF
Commander

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

AFMAN 32-7002, *Environmental Compliance and Pollution Prevention*, 4 February 2020

AFI 13-213, Hill Supplement, *Airfield Driving*, 22 March 2021

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 10 March 2020

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFI 91-207, *The US Air Force Traffic Safety Program*, 26 July 2019

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

DESR 6055.09_AFMAN 91-201, *Explosives Safety Standards*, 28 May 2020

DoDI 5505.17, *Collection, Maintenance, Use and Dissemination of Personally Identifiable Information and Law Enforcement Information by DoD Law Enforcement Activities*, 19 December 2012

SFOI 31-101, *Security Forces Operations*, 16 May 2022

Agency Manual, *Central Violations Bureau*, 1 April 2010

Prescribed Forms

HILLAFB Form 339, *Handicap Parking Request*

HILLAFB Form 487, *Administrative Due Process*

HILLAFB Form 625, *75 SFS Minor Vehicle Accident Worksheet*

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

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

AF Form 4434, *Vehicle Inspection and Maintenance (I/M) Program Self Certification*

DD Form 1408, *Armed Forces Traffic Ticket*

Abbreviations and Acronyms

AFGE—American Federation of Government Employees

AFI—Air Force Instruction

AFJIS—Air Force Justice Information System

AFMAN—Air Force Manual

ANSI—American National Standards Institute

ATV—All Terrain Vehicle

BAC—Blood Alcohol Content

BrAC—Breath Alcohol Content

BS—British Standard

CAA—Clean Air Act

CAC—Common Access Card

CUI—Controlled Unclassified Information

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

DoD—Department of Defense

DoT—Department of Transportation

FAMCAMP—Family Camping Area

GOV—Government-Owned Vehicle

HAFB—Hill Air Force Base

HILLAFB—Hill Air Force Base

HILLAFBI—Hill Air Force Base Instruction

IAW—In Accordance With

NCO—Noncommissioned Officer

OBPP—Official Business Parking Pass

OHV—Off Highway Vehicle

OPR—Office of Primary Responsibility

PAS—Privacy Act Statement

PCS—Permanent Change of Station

POV—Privately-Owned Vehicle

RV—Recreational Vehicle

SES—Senior Executive Service

SFOI—Security Forces Operating Instruction

SMF—Snell Memorial Foundation

UCA—Utah Code Amended

UNECE—United Nations Economic Commission for Europe

USDCVN—United States District Court Violation Notice

UTTR—Utah Test and Training Range

Office Symbols

75 ABW/CC—75th Air Base Wing Commander

75 ABW/JA—75th Air Base Wing Office of the Staff Judge Advocate
775 CES/CEF—75th Civil Engineer Squadron Fire Protection
75 FSS—75th Force Support Squadron
75 FSS/FSCO—75th Force Support Squadron Outdoor Recreation
75 FSS/FSCT—75th Force Support Squadron Auto Hobby Shop
75 FSS/FSMC—75th Force Support Squadron Labor and Employee Relations
75 MSG/CC—75th Mission Support Group Commander
75 OSS/OSAA—75th Operations Support Squadron Chief, Airfield Management
75 SFS—75th Security Forces Squadron
75 SFS/CC—75th Security Forces Squadron Commander
75 SFS/S3O—75th Security Forces Squadron Operations Flight
75 SFS/S3T—75th Security Forces Squadron Operations Flight Training
75 SFS/S5—75th Security Forces Squadron Plans and Programs
75 SFS/S5L—75th Security Forces Squadron Police Services
75 SFS/S5P—75th Security Forces Squadron Pass and Identification
75 SFS/S5R—75th Security Forces Squadron Reports and Analysis

Attachment 2

PARKING LOTS, CLASSIFICATION, LOCATION, AND ORGANIZATION

Table A2.1. Parking Lots, Classification, Location, and Organization.

LOT	CLASSIFICATION	LOCATION	ORGANIZATION	CONTACT
1	Open	Southwest corner of "E" St. between Building 125 and Building 408		
2/2a	Parking decal	Between Buildings 36 and 41	388 AMXS/MXS	777-3130
3	Parking decal	West of Building 125 on "E" St. from 2 nd to 5 th St.	388 FW/OSS	777-3937
3a	Parking decal	West of Building 134 on "E" Street	388 FW/MXOT	777-0852
3b	Parking decal	Northwest end of Building 125	372 TRS/ Det 3	777-2084
4	Patron	South and West sides of Building 450	75 FSS/FSVC	777-3841
5	Parking decal	Northwest corner of Building 5, Bay H	421 FS	586-1174
6	Parking decal	West side of Building 15, South of Building 22	388 OSS/MOS/MXS 309 EMXG	586-5387
7 a/b	Parking decal	"a" is 1 row East of Building 120, across D Ave. "b" is West of Building 120	388 FW	777-3653
7c	Parking decal	"c" is West of Building 118 along E Ave	388 OSS/UPC	777-3937
8	Parking decal	Building 180	75 MSG/FSS/SE	777-9593
9/9a	Parking decal	South side of Building 9/East of Building 25	388 EMS	777-5795
10	Parking decal	Building 5, Bay L	309 SMXG	777-6442
11	Parking decal	Building 5, Bays M, N, & P	309 EMXG / 523 EMXS	586-0393
12	Parking decal	Building 11/Building 25	388 FW	777-5795
13	Parking decal	North, east and west sides of Building 5	309 EMXG/QPB	586-9981

		on "B" St. (horseshoe area)		
13a	Parking decal	North side of 1 st St.	309 MXSS / MXDEAB	777-1201
13b	Parking decal	Building 5, Bay J	388 MXS/LGM	586-5878
14	Parking decal	West and South of Building 1A, South of Building 23	HQ UTTR 75 OSS 86 FWS 571 AMXS 75 ABW/SCOIR AFTC 75 CEG/CEF	586-0467
14a	Parking decal	North side of Building 5	466 FS	586-7118
15	Parking decal	North, West of Building 205, on South Gate Dr.	309 EMXG	586-9981
16	Parking decal	Southeast side of Building 100, Bay F	309 AMXG/OB	586-3803
17	Medical	East side of Building 100	309 SMXG	586-3803
18	Open / Medical / Decal	West side of Building 100	309 EMXG/OB	586-3803
20	Parking decal	Northwest corner of Building 214 (eleven spaces)	524 EMXS	586-6605
21	Parking decal	Building 133	75 ABW/CP	777-3007
23	Parking decal	South of Building 230	309 AMXG/OB	586-3298 777-4952
26	Open/Student	Building 250	OO-ALC/OBHC	775-6492
26A	Parking decal	Building 237	309 AMXG	586-4970
28	Parking decal	North of Building 214	809 MXSS	777-8047
28a	Parking decal	East of Building 205	524 EMXS	586-9981
30	Parking decal/Open	East side of Building 249 (Civilian Dispensary)	75 MDG	777-4530
31	Parking decal	Building 238	309 CMXG	586-1704
32	Open	South of 6 th St. and west of South Gate Dr.		
33	Open	7 th St. between B and C St.		
34	Open	7 th St. between C and D St.		
35	Open	Northeast corner of 8 th and E St.		

36	Open	South of 7 th St. and east of E St.		
37	Open	West of Building 520		
39	Open	North of Building 430		
42	Patron	Northwest of Building 805		
43	Open	South side of Building 480 (VOQ)		
44	Open	Skateboard park lot north of Building 483		
45	Open	East of Building 461		
46	Patron/parking decal	Building 570	75 MDG	777-4530
47	Open	West of main Chapel		
48	Patron	East of Building 412, Base Exchange		
49	Open	East of Building 849		
49a	Parking decal/Motorcycle	Northeast side of Building 849	DLA	586-5701
49b	Parking decal	Southwest side of Building 849	DLA	586-5701
50	Open	West of Building 507		
51	Open	West of Building 507	309 CMXG	586-7856
52	Open	South of Building 555		
54	Open	8 th St., north of softball diamonds		
55	Parking decal	South of Building 383	75 ABW/FSS	777-2783
56	Open	South side of Building 519		
71	Open	Golf Course		
72	Open	Golf Course Club House		
73	Open	Building 743		
80	Open	South side of Building 830		
84	Open	Building 891		
85	Open	West side of Building 890		

86	Open	Building 900		
87	Parking decal	North side of 2 nd St. and Building 916	75 CES	777-5731
90	Open	North of Building 845		
91	Open	North and East of Building 847		
92a	Parking decal	Northwest/West of Building 843	309 MXSS/MXDEAD	777-5242
92b	Parking decal	North & Northeast of Building 843	309 MXSS / MXDEJ	586-4019
92 East	Parking decal	East of Building 843; South Three Rows	526 EMXS	777-5242
92 West	Parking decal	West of Building 843, Across H Avenue	526 EMXS	777-5242
109	Parking decal	Building 1138	75 LRS/LGRDD	777-1843
110	Open	Building 1294		
110a	Open	Building 1295		
111	Open	Building 1283		
112	Parking decal	Building 1224	F-16 AFLCMC	777-9884
114	Open	South side of Building 1102 (75 ABW HQ)		
115	Open	West of Building 1279		
116	Parking decal	Building 1268	2 CTCS	777-9150
117	Parking decal	Areas on east and west sides of Building 1269 and 1279	2 CTCS	777-9150
118	Open	Building 1258		
119	Restricted Parking	East side of Building 1267	75 ABW/PAZ	586-3019
120	Open	Building 1203		
121	Open	Building 1204		
122	Open	Buildings 1246, 1247 and 1257		
124	Open	Upper 1200 Building zone, except lots 125 and 126, and the east side of Building 1219		

125	Parking decal	Upper 1200 Building zone, except lots 124 and 126	309 MMXG	777-9569
125a	Open/Parking decal	West side of Building 1208	309 AMXG	777-9569
126	Parking decal	West side of Building 1208	309 MMXG	777-4004
127	Open	Buildings 1244, 1245, 1254, 1255, 1256 & 1264		
130	Open	East of Building 1208		
131	Parking decal	Building 1540	582 MMXS	586-4844
132	Open	East of Building 1205		
140	Parking decal	Building 1515	309 SMXG	777-6442
160	Open	In 1600 Building zone		
178	Open	Building 1781		
190	Open	1900 Area		
193	Open	Building 1939		
400	Patron	Building 400 (Commissary)	DECA	
401	Patron	Building 401 (Vet Clinic)	75 MSG/SVRV	
404	Open	Building 1212		
593	Parking decal	East of Industrial Rd; West & South of Building 593	75 CEG	777-6595
850	Open	West Side of Building 850		