



**DEPARTMENT OF THE AIR FORCE  
39TH AIR BASE WING (USAF)  
INCIRLIK AB**

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17 February 2026

MEMORANDUM FOR RECORD 39 ABW

FROM: 39 ABW/CC

SUBJECT: Incirlik Air Base Wing Guidance Memorandum to INCIRLIKABI 31-218

By order of 39 ABW/CC, this Guidance Memorandum immediately implements changes to Incirlik Air Base Instruction (IABI) 31-218, *Motor Vehicle Traffic Supervision*. Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other publications, the information herein prevails, in accordance with Department of the Air Force Instruction DAFI 90-160, *Publications and Forms Management*.

This guidance is applicable to Regular Air Force, Air Force Reserve and Air National Guard personnel only. Other standards contained in INCIRLIKABI 31-218, *Motor Vehicle Traffic Supervision*, continue to apply as outlined in the opening paragraph. The guidance reissues instruction from INCIRLIKABI 31-218, *Motor Vehicle Traffic Supervision*, and add additional changes: Insert changes 1, 2

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 the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management System.

This memorandum becomes void after one year has elapsed from the date of this memorandum, or upon publication of an interim change (IC) or rewrite of the affected publication, whichever is earlier.

ALBERT M. ESPOSITO, Colonel, USAF  
Commander

**Attachment**  
**Guidance Changes to INCIRLIKABI 31-218**

**Change 1**

(Change) 4.15.7. Operators will not wear headphones.

**Change 2**

(Change) 4.7.2. Wearing portable headphones, earphones, cellular phones, iPods, or other listening and entertainment devices while bicycling or skating (e.g., roller skates, roller blades, skateboards, etc.) on roadways is prohibited to all persons on Incirlik AB. This does not include the use of hearing aids, nor does it negate the requirement for wearing hearing protective equipment where conditions dictate their use

**BY ORDER OF THE  
39TH AIR BASE WING COMMANDER  
(USAFE)**

**INCIRLIK AIR BASE INSTRUCTION**

**31-218**

**31 MARCH 2025**

**Security**



**MOTOR VEHICLE TRAFFIC  
SUPERVISION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**ACCESSIBILITY:** Publication and forms are available for downloading or ordering on the e-Publishing website at <https://www.e-publishing.af.mil/Product-Index/>

**RELEASABILITY:** There are no releasability restrictions on this publication.

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(Lt Col David S. Ratté)

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This instruction implements and references Department of the Air Force Instruction (DAFI) 31-218, *Motor Vehicle Supervision*, and establishes policies and procedures for obtaining installation entry mediums and vehicle registration/de-registration procedures for Incirlik Air Base (). This instruction applies to all United States nationals assigned or attached to the 39th Air Base Wing (39 ABW). This publication applies to the Air National Guard (ANG) and Air Force Reserve Command (AFRC) units only upon mobilization. Commanders and supervisors are responsible for ensuring personnel are familiar and comply with the provisions of this instruction. This publication may not be supplemented at any level. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (T-0, T-1, T-2, T-3) number following the compliance statements. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternatively, to the Publication OPR for non-tiered compliance terms. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed in accordance with (IAW) the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 United States Code (USC) 8013 and Executive Order (E.O.) 9397. Forms affected by personal identification have an appropriate personal identification statement.

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## Chapter 1

### PROGRAM RESPONSIBILITIES

**1.1. Purpose.** This publication sets forth policies and establishes procedures not covered by Department of Defense Instruction (DoDI) 6055.04, DoD Motor Vehicle and Traffic Safety or implement stricter requirements than set forth in the instruction. This publication will be used to enforce the “rules of the road” in conjunction with DoDI 6055.04. Realistic “rules of the road” are designed to encourage voluntary compliance with traffic laws and regulations by all pedestrians and operators of motor vehicles (including automobiles, motorcycles, motor scooters, mopeds, bicycles, skateboards, roller skates, and rollerblades). All pedestrians and operators are responsible for obeying traffic rules on Incirlik AB. Violation of this code provides a basis for disciplinary action under the Uniform Code of Military Justice (UCMJ) for personnel subject to its provisions, as well as appropriated action under other regulations and directives of personnel not subject to the UCMJ. When DoDI 6055.04 refers to installation commander this is the 39 ABW Commander (39 ABW/CC).

**1.2. Applicability:** Operation of motor vehicles is a privilege granted by the 39 ABW/CC under the provisions contained within the code as derived from DoDI 6055.04.

#### **1.3. Responsibilities.**

1.3.1. The 39 ABW/CC delegates, via the Delegations and Appointment of Select Commander, 39 ABW Authorities letter, the responsibility for suspension and revocation of driving privileges for offenses on Incirlik AB or off-base offenses in Türkiye. This authority includes the authority to act as the administrative hearing officer with regards to the suspension and revocation of driving privileges. Unit commanders are delegated driving suspension and revocation authority only within their own units for operation of government-owned vehicles (GOV) or privately-owned or rented vehicles.

1.3.2. The Defense Force Commander (DFC) has overall responsibility for implementing the traffic code and ensuring it is reviewed and updated as needed IAW Department of the Air Force Instruction (DAFI) 90-160, *Publications and Forms Management*.

1.3.3. The 39 Security Forces Squadron (39 SFS) will manage the Reports and Analysis (39 SFS/S5RA) function, directing, regulating, and controlling traffic, and enforcement of the traffic code within the confines of Incirlik AB.

1.3.4. The 39 ABW Safety Office (39 ABW/SE) will:

1.3.4.1. Initiate activities relating to preventing accidents, educating personnel on motor vehicle safety, and conducting detailed investigations of safety incidents/mishaps as required by applicable directives.

1.3.4.2. Develop and provide training to unit Scooter Safety Representatives (SSR).

1.3.4.3. Schedule and facilitate the hands-on Scooter Safety Course (SSC).

1.3.4.4. Develop Virtual Scooter Safety Course (VSSC) materials on operating procedures, rules, and regulations.

1.3.5. The 39th Logistics Readiness Squadron Commander (39 LRS/CC) will provide a GOV wrecker and/or towing services upon request of the 39 SFS and/or appropriate Incirlik AB

officials to remove vehicles creating safety hazards, impeding the flow of traffic, and for force protection considerations.

1.3.6. The 39th Civil Engineering Squadron Commander (39 CES/CC) will plan, construct, and maintain streets and adjacent lands on all areas on Incirlik AB. This includes the procurement, construction, installation, and maintenance of traffic control devices and removal and emplacement of barricades or traffic control devices during painting, maintenance, and operation. The 39 CES/CC will appoint a primary and alternate base traffic engineer (39 CES/CECED) as directed by the 39 ABW/CC.

1.3.7. The 39 CES/CECED directs, develops, and staffs the base traffic circulation plan. This is a civil engineering responsibility and those considered for this position should have an infrastructure planning and engineering background.

1.3.8. Traffic Safety Coordination Group (TSCG).

1.3.8.1. The TSCG is comprised of key base agencies that provide oversight to issues dealing with traffic safety on base. The Group's goals include to facilitate the safe, orderly flow of traffic; ensure safe unobstructed parking; provide publicity for changes in traffic flow and construction; and serves as the focal point for AF Form 332, *Base Civil Engineer Work Requests*, dealing with traffic flow, concerning traffic issues, Commander's Action Lines, and traffic complaints from other sources. In addition, the TSCG is responsible for administration of the reserve-parking program.

1.3.8.2. The TSCG will meet annually or on an as-needed basis. The TSCG will be chaired by the 39 ABW/CC or delegated to a designated representative. The facilitator will be determined by the TSCG chair and will be responsible for scheduling, conducting, and distributing the minutes.

1.3.8.3. Membership will include representatives from 39 CES/CECED, 39 LRS Vehicle Management (39 LRS/LGRV), 39 SFS, and 39 ABW/SE. An invitation will be extended to 39 ABW Judge Advocate (39 ABW/JA), 728 Air Mobility Squadron Safety (728 AMS/SE), the Turkish Security Battalion and Turkish Air Force (TurAF) Safety Officials as necessary.

1.3.9. Unit Commanders will:

1.3.9.1. Appoint a primary and alternate SSR in writing and send the appointment letter to Wing Safety at [39ABW.SEG@us.af.mil](mailto:39ABW.SEG@us.af.mil).

1.3.9.2. Communicate safety expectations to personnel in their Command. Hold personnel accountable for compliance with this policy and any applicable standards. **Note:** Commanders may designate the hands-on SSC as a requirement for unit members.

1.3.9.3. 39 FSS/CC will ensure scooter rental vendors are provided the VSSC materials for personnel to review prior to scooter operation.

1.3.10. Unit Scooter Safety Representatives will:

1.3.10.1. Be trained by the 39 ABW Occupational Safety office (39 ABW/SEG) within 30 days of appointment.

1.3.10.2. Ensure unit scooter operators are trained in VSSC or attend hands-on SSC.

## Chapter 2

### SUSPENSIONS AND REVOCATIONS

**2.1. Overview.** All 39 ABW unit commanders are designated as the base driving suspension and/or revocation authority and are delegated the authority to suspend or revoke the driving privileges of members assigned to their respective organizations. “Suspension” is the temporary withdrawal of a person’s privilege to operate a motor vehicle on a military installation as required by AFI 31-218. “Revocation” refers to the action taken by the 39 ABW/CC, or delegate, to terminate privileges to operate a motor vehicle on Incirlik AB. In addition to the standards outlined in DoDI 6055.04 and DAFI 31-218 governing driving suspensions and revocations, the 39 ABW has included the below guidance.

2.1.1. If a U.S. licensed individual commits multiple offenses which carry suspension or revocation time, those suspension or revocation offenses shall run consecutively.

2.1.2. All suspensions and/or revocations must be processed or coordinated through the 39 SFS/S5RA.

**2.2. Moving/Non-Moving Violations.** Unit commanders have been delegated the right to suspend driving privileges of military personnel under their jurisdiction. When unit commanders impose suspensions, they will notify 39 SFS/S5RA and provide the subjects information along with the start and finish date of the suspension. This information is retained and entered into the Air Force Justice Information System (AFJIS). Reference AF 190-5/AFI 31-218, Table 5-1 prescribes mandatory minimum or maximum suspension or revocation periods.

2.2.1. Persons receiving an accumulation of 12 traffic points (moving or non-moving) within 12 consecutive months, or 18 traffic points within 24 consecutive months will have the driving privileges suspended for a minimum of 6 months.

2.2.2. Persons receiving three (3) non-moving violations (not meeting the criteria in [para 2.2.1](#)) within 12 months will result in on-base driving privilege being suspended or revoked according to the following criteria:

**Table 2.1. Points assessment for moving traffic violations.**

Violation	Points/Result
DUI – Driving under the influence = 0.05% to 0.062%	DUI – 4 points
DWI – Driving while intoxicated = 0.063% or greater	DWI – 6 points
DWI-PD – Presence of drugs in bloodstream	DWI-PD – 6 points
<b>Reference AF 190-5/AFI 31-218</b>	
<b>See Table 5-2 for additional information.</b>	

2.2.3. Any operator of a motorized vehicle determined to not have acquired a valid operator's license may have their driving privileges suspended for a period not to exceed 6 months. Licensing requirements are outlined in this instruction.

2.2.4. Any rental vehicle operator determined not to have the minimum Turkish liability insurance while operating a rental vehicle on Incirlik AB may have their driving privileges suspended for a period not to exceed 6 months.

2.2.5. Failure to register a motor vehicle may have their driving privileges suspended for a period not to exceed 6 months.

2.2.6. Any operator who willingly allows an unlicensed driver to operate a vehicle or drive under suspension or revocation may have their driving privileges suspended for a period not to exceed 6 months.

2.2.7. Incirlik AB has a strict policy for penalizing seat belt offenses. All personnel will wear restraint systems, and the restraint system will be secured before the vehicle is in motion. The following will happen to anyone operating a vehicle on Incirlik AB for failure to adhere to Air Force Policy on restraint systems. Note: The vehicle operator will be penalized and held in violation for passengers not wearing seatbelts.

**Table 2.2. Length of the Suspension for Failure to Wear Seat Belt.**

<b>Number of Offense</b>	<b>Period of Suspension</b>
1st Offense	7 Days
2nd Offense within a 12-month period	30 Days
3rd Offense within an 18-month period	180 Days
Failure to Properly Restrain Child in a Child Restraint System While Moving	180 Days

**2.3. Driving While Impaired, Driving Under the Influence, and Blood-Alcohol Content.**

2.3.1. Preliminary Driving Suspension/Revocation Letter. The 39 SFS Base Defense Operations Center (BDOC) maintains pre-signed preliminary driving suspension/revocation letters. Any time an individual is apprehended or detained for driving while impaired (DWI), driving under the influence (DUI) of intoxicants or who refuse to submit or complete testing for blood alcohol content (BAC) or other controlled substances, Security Forces officials will issue a preliminary suspension letter as follows:

2.3.1.1. Prepare an original letter (pre-signed by Sq/CC); contact the pre-signed approving authority for approval to issue the Preliminary Suspension/Revocation Letter; annotate the Preliminary Suspension/Revocation Letter with the time and date of immediate suspension; ensure the offender acknowledges receipt of the Preliminary Suspension/Revocation Letter by signing the first endorsement.

2.3.1.2. If the offender is incapacitated or too intoxicated to sign, give the letter to the offender's recipient via DD Form 2708, *Receipt for Inmate or Detained Person*. The

responsible official and a Security Forces member will witness the signing of the form. The recipient is responsible for briefing the offender and providing him/her with a copy of the letter at the earliest opportunity. A copy of the letter is provided to the offender and the original is attached to the Security Forces report.

2.3.1.3. The “Notice of Preliminary Revocation of Driving Privileges” letter issued by Security Forces specifies the subject’s recourse of action and is considered a “suspension of driving privileges” until a final disposition is determined. Driving privileges will remain suspended pending determination of final action by the base driving suspension or revocation authority (Sq/CC).

2.3.2. The revocation period for both driving under the influence and driving while intoxicated is 1 year.

2.3.3. Penalty for Driving While Under Suspension or Revocation. If the member is found to be driving while on suspension or revocation, he/she may incur an additional 2-year revocation period.

2.3.4. Suspension for Off-Base Incident. Initiate suspension of driving privileges pending resolution of intoxicated driving incidents under the following circumstances: Conviction by Turkish authorities for drunk driving or refusal to take or complete a lawfully requested chemical test to determine BAC for alcohol or other drugs. Military personnel arrested or apprehended by host nation police for traffic-related offenses must report this information to the BDOC within 24 hours of the incident. Failure to report this contact is a violation of Article 92, UCMJ.

**2.4. Administrative Due Process for Suspension and Revocations.** Security Forces will provide a copy of the preliminary suspension to the individual at the time of the incident. Preliminary suspensions will remain in effect until a final decision is issued by the installation commander or designee. A driver facing suspension may submit written matters or request a hearing before the installation commander or designee. The installation commander may designate one or more officers to hold the hearing. The installation commander will consider the submitted matters and issue a final decision within 14 days.

## **2.5. Restricted Driving Privileges and Probation.**

2.5.1. An individual desiring partial or restricted on-base driving privileges will submit a letter to his/her commander. If the unit commander agrees with the individual, the letter is endorsed and forwarded through the 39 SFS/S5RA to the 39 ABW/CC or designee for final disposition.

2.5.2. When an individual is authorized restricted driving privileges (Rental Vehicle or GOV), the individual will provide a copy of the limitation letter to 39 SFS/S5RA. The individual will keep a copy of the limitation letter on their person or in the vehicle while operating it. This letter must be produced upon demand by authorities. Limited privileges must be specific, indicating type of limitation, and the date and time the privileges are reinstated. If the suspension or revocation was the result of host nation court action, close coordination is required with the 39 ABW/JA office regarding any restricted driving privileges.

## Chapter 3

### RENTAL VEHICLE OPERATIONS REQUIREMENTS

**3.1. General.** The operation of a rental vehicle is a privilege granted by the 39 ABW/CC under the provisions contained within the code as derived from DoDI 6055.04.

3.1.1. IABI 31-106, *American Pass and Registration Procedures*, is the source document for registration and de-registration for all rental vehicles.

3.1.2. Personnel are not authorized to drive their vehicle on or off base until properly registered through the Turkish Traffic Bureau and the 39 SFS Pass and Registration (39 SFS/S5PR) and license plates received and affixed to the vehicle. Rental vehicles driven on or off base without the appropriate license plates affixed to the vehicle and registration are subject to vehicle impoundment and fines by the Turkish Traffic Police.

3.1.3. It is unlawful to operate a motor vehicle without an appropriate and valid driver's license for the type of motor vehicle being operated. All vehicle operators are required to keep in possession a valid U.S. drivers' license and, as required, a government drivers' license, while operating a motor vehicle. In addition, military members stationed or on Temporary Duty (TDY) in Türkiye must possess a U.S. Air Forces in Europe Information Management Tool (USAFE IMT) 181, *Vehicle Operator's Permit for Türkiye*, Turkish driver's license, or an international driver's license. Department of Defense (DoD) employees and U.S. contractors must possess an international driver's license, Turkish translation of the valid stateside driver's license, or a Turkish driver's license.

3.1.4. No vehicle operator or owner may knowingly and willingly permit a physically impaired person to operate their vehicle (to include allowing an intoxicated person to operate a motor vehicle).

3.1.5. No Military member shall lend or knowingly permit the use of their rental vehicle, driver's license, or permit by any other person unless they are named on the rental contract, except in circumstances where the member is impaired, and the individual driving is operating the vehicle for the safety of the member and others on the road. This provision may also apply to designated drivers (DD) or those driving off base to accommodate members less comfortable operating vehicles in the local area.

3.1.6. No vehicle operator or owner may allow another person to use license plates or other registration paperwork for a vehicle for which the license plates and registration paperwork is not intended.

3.1.7. All personnel must display front and rear Turkish license plates affixed to the front and rear bumper. This is required by Turkish Highway Traffic Regulation Article 54I and Turkish Traffic Law 2918.

3.1.7.1. License plates must be clearly visible, no plastic or tinted covering will cover the license plate.

3.1.7.2. Bolts, screws, or brackets will attach both plates securely so that no part of the plate is obscured.

3.1.7.3. The rear plate must be centered under the light.

3.1.8. It is unlawful to operate a vehicle without insurance. All vehicle operators must have current Turkish liability insurance and always maintain proof of insurance with their motor vehicle.

3.1.9. Vehicles will not bear any markings resembling those normally used on government vehicles of the military service, any markings that associate the rental vehicle with any agency of a foreign government or any markings that might be offensive to the public. Vehicles should not have decals, stickers or license tags that identify it as being owned or operated by U.S. citizens, except for identification required by the Turkish government.

3.1.10. Vehicle passes will be concealed and secured when the vehicle is off the installation.

3.1.11. When requested by Security Forces, all documentation must be present and made available.

**3.2. Vehicle Mechanical Safety Criteria and Standards.** All motor vehicles operated on streets and roadways, on or off-base, must meet or exceed Turkish mechanical and safety standards. Vehicles may be checked by 39 SFS personnel at any time to ensure mechanical and safety standards are met. The following items must meet or exceed Turkish inspection criteria:

3.2.1. License Plates: All vehicles will be equipped with permanently affixed front and rear Turkish license plates. Two-wheeled vehicles need only permanently affixed rear Turkish license plates. The plates must be readable and have the Traffic Bureau seal. Driving with other than Turkish license plates affixed is in violation of Turkish Highway Traffic Regulation Article 54I and Turkish Traffic Law 2918.

3.2.2. License Plate Light: All vehicles will be equipped with an operational license plate light capable of illuminating the entire license plate.

3.2.3. Tires: All vehicles will be equipped with tires containing at least 1/16 of tread. Mixing types of tires per axle is not authorized (e.g., radial with bias ply tires).

3.2.4. Horn: All vehicles will be equipped with an operational horn that is capable of amplification out to 200 feet.

3.2.5. Fuel Tank Cover: All vehicles will be equipped with an operational fuel tank cover.

3.2.6. Bumpers: All vehicles will be equipped with an operational front and rear bumper. Note: Wooden bumpers are prohibited.

3.2.7. Speedometer: All vehicles will be equipped with an operational speedometer.

3.2.8. Fog Lights: The use of fog lights is limited to periods of reduced visibility such as heavy rain or fog. Off-road lights mounted on rental vehicles may not be used on Incirlik AB.

3.2.9. Required safety equipment, to include first aid kit, fire extinguisher, tow rope, two triangular reflectors, spare tire, jack, lug wrench, and flashlight. These items can be purchased at the Auto Hobby Shop.

3.2.10. Vehicles found in operation with inoperative equipment will be stopped and issued a "Fix-It" ticket (refer to [para. 4.13.](#)). Major safety problems will result in an order for the vehicle to be parked.

**3.3. Rental Vehicle Registration.** Rental vehicles brought onto the installation will stop at the main gate and first register through the TurAF Security Battalion at the Turkish Pass and

Registration office. All rental vehicles rented on or off the installation will also be registered during duty hours and BDOC after hours and non-duty days within 24 hours. Failure to comply will result in improper registration and the renter will be assessed the points and/or could result in suspension of driving privileges.

3.3.1. Proof of insurance for the rental vehicle. Turkish law sets minimum insurance requirements for liability, accident personal injury, and accident property damage. Personnel are encouraged to obtain sufficient additional coverage for their own protection. Minimum coverage requirements are subject to change.

3.3.2. Valid rental contract: A valid rental contract will show the make, model, license number of the vehicle being rented, inclusive dates of the rental agreement and both the rental company and renter's name. TurAF Security Battalion personnel require all rentals to be from an established and licensed business. Privately-Owned Vehicle rentals are not allowed.

## Chapter 4

### INSTALLATION TRAFFIC CODES (RULES OF THE ROAD)

**4.1. Overview.** Personnel stationed in Türkiye will not operate their vehicles with stateside license plates.

4.1.1. Individuals who are stopped for operating a motor vehicle without a valid stateside driver's license, USAFE IMT 181, Turkish driver's license or international driver's license, vehicle registration "Blue Book", or proof of insurance in their possession will be issued a "Fix-It" ticket and will have 72 hours to amend the violation (refer to [para. 4.13.](#)).

4.1.2. All construction projects affecting the flow of traffic on Incirlik AB must be coordinated through 39 SFS/S3LE.

4.1.3. Special Event Traffic Control. Organizations sponsoring an event will coordinate with 39 SFS/S3LE at a minimum of 14 working days prior to the event, to review the proposed special event for any conditions that may impede traffic flow, cause congestions, or create significant parking problems on the installation.

4.1.3.1. Organizations sponsoring events that require street closure or traffic control are responsible for coordinating and gaining approval from 10th Tanker Base Commander through the TurAF Security Battalion prior to coordinating with 39 SFS/S3LE.

4.1.3.2. Agencies sponsoring special events are responsible to provide adequately trained personnel to effectively manage vehicle-parking requirements.

4.1.3.3. The sponsoring agency will coordinate training requirements and additional guidance with 39 SFS/S3LE at a minimum of 14 working days prior to the event.

4.1.4. Except for government-owned all-terrain vehicles (ATVs) on official business, off-road driving is prohibited. The only exception is under conditions where leaving the paved surface is necessary to avoid obstructions on the road or when directed by Security Forces personnel.

4.1.5. Motor Vehicles. Automobiles, motorcycles, and motor scooters/mopeds (regardless of size) are considered motor vehicles and must adhere to all motor vehicle laws/regulations.

4.1.5.1. All personnel must register their motor vehicle, including scooters/mopeds, through the 39 SFS Pass & Registration Office (Bldg. 833). Proof of registration must always be carried in the motor vehicle. Exception: Registration of rental vehicles is conducted through the rental company and does not need to be registered through the 39 SFS Pass and Registration Office. Note: Shipment of one POV is authorized for persons O-1, E-7, GS-5, and above, regardless of tour length. Additionally, all personnel serving tour lengths of 24 months or longer are authorized shipment of one POV per Incirlik Air Base Privately Owned Vehicle (POV) Entitlement Policy Letter dated 16 January 2025.

4.1.5.2. Driver Licenses and Insurance. All personnel must have a valid U.S. driver's license, USAFE Form 181 (obtained from SFS Pass and Registration), and proof of insurance that is valid in Türkiye to operate a motor vehicle on and off base. Note: Scooters/mopeds are not authorized to be operated off base.

**4.2. Speed Limits.** Unless otherwise posted, the base speed limit is 30 KPH (18 MPH) and 25 KPH (15 MPH) in housing areas.

- 4.2.1. School zones: 25 kph/15 mph
- 4.2.2. Parking lots: 8 kph/5 mph (unless otherwise posted)
- 4.2.3. Gravel or graded roads: 30 kph/18 mph
- 4.2.4. Backing: 8 kph/5 mph
- 4.2.5. Minimum speed: Drivers will not drive so slowly that they impede the normal flow of traffic unless conditions warrant a slow speed, as necessary.
  - 4.2.5.1. All vehicle operators must operate at a speed which is safe and reasonable of the current weather and traffic conditions, regardless of the posted speed limit for the area (e.g., limited visibility due to fog, congested traffic).
  - 4.2.5.2. Drivers will drive carefully when near children and pedestrians. If necessary, warn pedestrians by sounding the horn.

**4.3. Traffic Complaints.** Traffic tickets will not be issued on Incirlik AB for reported traffic violations that are not verified or witnessed by on-duty Security Forces personnel. For incidents involving U.S. plated vehicles occurring on the installation, the complainant provides a written statement, and a “Traffic Complaint” blotter entry will be accomplished. The Controller will attempt to identify the owner. Once ownership is established, the owner’s unit is briefed on the complaint. The blotter entry will reflect if ownership cannot be established. For incidents involving non-U.S. plated vehicles, the complainant will be directed to TurAF Security Battalion.

**4.4. Traffic Enforcement.** Security Forces are authorized to conduct speed and traffic enforcement on Incirlik AB. Seat belt enforcement will be incorporated into everyday traffic supervision and law enforcement operations (i.e., accident investigation, traffic stops, etc.).

**4.5. Emergency Response Vehicles.** Emergency response vehicle operators are authorized to exceed speed limits during actual emergencies; however, these vehicles will not be operated more than 16 kph/10 mph above the posted speed limits.

- 4.5.1. Emergency vehicles are:
  - 4.5.1.1. Fire fighting vehicles.
  - 4.5.1.2. Disaster preparedness/response.
  - 4.5.1.3. Crash recovery vehicles.
  - 4.5.1.4. Explosive Ordnance vehicles.
  - 4.5.1.5. Security Forces vehicles.
  - 4.5.1.6. Ambulances.
- 4.5.2. During actual emergency responses, operators will:
  - 4.5.2.1. Maintain a speed that is safe and prudent for exiting traffic and weather conditions.
  - 4.5.2.2. Ensure life and property are not endangered.
  - 4.5.2.3. Utilize audio and visual emergency warning devices.
  - 4.5.2.4. Operators may assume the right-of-way at intersections, but only after ensuring other traffic is able to yield.

4.5.3. Operators of disabled emergency response vehicles are authorized to commandeer any government vehicle needed to:

4.5.3.1. Prevent serious crimes.

4.5.3.2. Prevent escape of a known criminal.

4.5.3.3. Save lives and prevent theft or destruction of priority resources.

#### **4.6. Driving on Streets and Roadways.**

4.6.1. No vehicle operator may operate a motor vehicle that does not meet mechanical safety standards as prescribed in the "Vehicle Mechanical Safety Criteria and Standards" in para., 3.2, or creates a safety hazard.

4.6.2. Vehicles entering and exiting Incirlik AB during the hours of darkness are required to use parking lights and turn on interior lights when approaching Incirlik AB entrance or exit gates. Motorcycles without parking lights will use low beam headlights when approaching Incirlik AB entrance or exit gates.

4.6.3. No person will be transported in or on a vehicle while in a standing position, except in buses where suitable handholds are provided.

4.6.4. The number of personnel riders in a passenger car, station wagon, carry-all, or cab of a truck shall not exceed the number prescribed for said vehicle or the number of seatbelts installed.

4.6.5. Seatbelt use by drivers and passengers is mandatory when vehicles are equipped with them. Non-fixed seating areas will only be utilized in Government Military Vehicles (GMV) for short, duty-related activities and with written approval from the applicable squadron commander.

4.6.6. Passengers will not be transported in the back of stake bed trucks, flat beds, trailers, or in any other portion of a vehicle not designed for passengers.

4.6.7. The North Perimeter Road from the 5-points intersection to Building 5 is restricted to official business vehicle traffic only. Jogging, running, bicycling, roller-skating and rollerblading is only authorized during daylight hours in this area. Note: Portions of North Perimeter Road is within an explosive ARC. If "Explosive Operations Essential Personnel Only" sign is displayed, all non-essential must exit North Perimeter Road.

4.6.8. Headlights and taillights must be used from dusk until dawn and during other periods of limited visibility such as heavy rain or fog. Vehicle parking lights do not substitute as headlights and are only authorized when in close proximity of the Incirlik AB entrance or exit gates or as required on the flight line.

4.6.9. The use of fog lights is restricted to periods of limited visibility such as dense fog or heavy rain. It is unlawful to use fog lights during normal day or night periods of visibility.

4.6.10. No vehicle shall be operated with high beams when facing on-coming traffic.

4.6.11. No vehicle operator may turn a vehicle in motion from a direct course on a street, roadway or into a parking lot or driveway, or change from one lane to another when overtaking without first indicating an appropriate signal with either the hand or automatic signaling device.

4.6.12. It is unlawful to operate a vehicle in reverse on a roadway. Vehicle operators must use extreme care and caution when backing vehicles. It is the driver's responsibility to ensure the area being backed into is free of any vehicles, objects, or personnel. No large sized GOV shall be operated in reverse (backing) without a spotter. If no spotter is available, the operator will conduct a 360-degree walk around the vehicle to ensure his or her path is clear. Large vehicles include extended cab pick-up trucks, crew cab pick-up trucks, step vans, large sports utility vehicles (SUV) and all full-size vans.

4.6.13. Passing is only authorized on paved road surfaces, only when the road is properly marked with a dashed line authorizing same and the passing vehicle will not exceed the posted speed limit. Only emergency vehicles may do so in the performance of official duties or as designated by competent authority in other areas of the base.

4.6.14. It is unlawful for a motor vehicle to execute a "U-Turn" on any street or roadway located on Incirlik AB. Only emergency vehicles may do so in the performance of official duties or as designated by competent authority.

4.6.15. All vehicle operators must yield the right of way to an emergency vehicle displaying a flashing red or blue light or sounding a siren, bell, or horn. Immediately pull over to the right shoulder of the roadway and come to a complete stop until the emergency vehicle or vehicles have passed.

4.6.16. Vehicles must yield right-of-way to pedestrians using a street crosswalk. Vehicles must come to a complete stop and remain stopped until the pedestrian or bicyclist has cleared the roadway.

4.6.17. Speed contest, exhibition of speed or breaking traction. No vehicle operator may promote or take part in any race or speed contest between motor vehicles or between single vehicle and any type of timing device unless such contest is conducted with the written permission of the 39 ABW/CC or delegated authority. No motor vehicle operator may display an exhibition of speed such as breaking traction, squealing or spinning tires that leave tire marks on the roadway surface.

4.6.18. No vehicle operator may operate a motor vehicle without due care and attention, without reasonable consideration for other persons or motor vehicles present.

4.6.19. No vehicle operator may operate a motor vehicle in such a manner as to constitute willful or reckless disregard for the safety of persons.

4.6.20. If involved in an accident, drivers must stop at the scene and report the accident immediately to Security Forces. Any vehicle operator involved in an accident where there is personal injury or property damage and leaves the scene without reporting the accident immediately to BDOC is subject to judicial and/or administrative action.

4.6.21. It is unlawful to elude a Security Forces member while being pursued because of a (suspected) committed offense or flee from a Security Force member after having been stopped.

4.6.22. All vehicle operators must operate in the proper direction on a posted "ONE-WAY" street.

4.6.23. No vehicle operator may operate a motor vehicle following another vehicle in the same direction of travel so close as to create a safety hazard.

4.6.24. All vehicle operators must come to a complete stop when approaching any bus from either direction that is stopped and unloading or loading passengers. The motor vehicle will remain stopped until the bus has loaded or unloaded passengers. This includes buses not equipped with or utilizing hazard-flashing lights.

4.6.25. All windshields, windows, headlights and taillights will be free of obstructions which could restrict the visibility of the operator and the visibility of warning signals to other drivers (i.e. ice, snow, excessive dirt).

4.6.26. Whenever any vehicle is stopped, permitting a pedestrian to cross the roadway, the driver of any other vehicle shall not overtake and pass the stopped vehicle regardless of the lane markings on the road.

4.6.27. No vehicle operator or vehicle passenger may transport open containers of alcohol, i.e., beer, liquor, or wine. An open container is defined as any can or bottle that has been opened or any bottle with the seal broken that is readily accessible to the vehicle operator or passengers.

#### **4.7. Cell Phones, Portable Listening, and Entertainment Devices.**

4.7.1. The wearing of any other portable headphones, earbuds, or other listening devices (except for hands-free cellular phones) while operating a motor vehicle is prohibited.

4.7.2. Wearing portable headphones, earphones, cellular phones, iPods, or other listening and entertainment devices while bicycling or skating (e.g., roller skates, roller blades, skateboards, etc.) on roadways is prohibited to all persons on Incirlik AB, except for a hands-free telephone headset or single-bud earpiece. This does not include the use of hearing aids, nor does it negate the requirement for wearing hearing protective equipment where conditions dictate their use.

#### **4.8. Traffic Signs and Control Devices.**

4.8.1. Traffic control signs will not be erected unless written approval is received from the TSCG. Request for permanent traffic signs or devices will be forwarded to TSCG and will include full justification plus a diagram depicting the location. If approved, a completed AF Form 332 will be forwarded to 39 CES/CECEB.

4.8.2. No person shall, without lawful reason, attempt to or in fact alter, deface, damage, knock down, remove, or relocate an official traffic control device, sign, signal, or any inscription, shield, or insignia there-of.

4.8.3. No unauthorized person shall erect any sign, signal, markings, or device which resembles an official traffic control device.

4.8.4. All vehicle operators, including emergency vehicles, will strictly obey all traffic control devices, including traffic lights, stop signs, regulatory signs, and road markings. Emergency vehicles in the performance of their duties when responding to actual emergencies are requesting the right-of-way.

4.8.5. Traffic signal by police. When on-duty Security Forces or TurAF Security Battalion personnel are engaged in traffic control, their signals or directions will take precedence over the indication given by the traffic signal present. No person driving a motor vehicle may neglect or refuse to obey the directions by the said Security Forces or TurAF Security Battalion personnel.

4.8.6. Listed below are the most used regulatory control devices and the actions vehicle operators must take are listed and explained below:

4.8.6.1. Stop Sign or Turkish “DUR” sign. Except when directed to proceed by police or traffic control light, every driver approaching a stop “DUR” sign shall come to a complete stop at the indicated stop line. All crosswalks should be beyond the stop line; however, if the crosswalk is positioned prior to the stop line, the right of way will be given to pedestrians before proceeding to the stop line. If no stop line exists, then the vehicle will come to a complete stop at the point nearest the intersecting roadway without entering the path of the intersecting traffic. A complete stop is when there is no forward momentum from the motor vehicle.

4.8.6.2. Yield right of way sign. Vehicles approaching this device must yield to all cross traffic, which has the right of way. If necessary, vehicles will stop before proceeding. When two or more vehicles arrive to a 4-way stop intersection at the same time, vehicle operators must yield to their right.

4.8.6.3. Yielding with no official sign posted. All access roads, parking lot exits, driveways, alleys and side roads must yield right of way to main thoroughfare roads.

4.8.6.4. Vehicles with an obstacle in the same lane will yield the right of way to oncoming traffic.

#### **4.9. Standards and Procedures for Processing Impaired or Intoxicated Drivers.**

4.9.1. It is unlawful for any driver impaired under the influence of alcohol or drugs to be in physical control of any vehicle at any time on or off the installation. This includes being behind the steering wheel of a parked vehicle with the key in the ignition. Turkish law dictates that the Blood Alcohol Concentration (BAC) and Breath Alcohol Content (BrAC) standard within the country of Türkiye is 0.5 promile. (Note: Promile is a European measurement for alcohol concentration in the blood, equivalent to 0.5 grams of alcohol per liter of blood or 0.05% BAC.) For clarity, this is equivalent to a BAC of 0.063 as measured in U.S. standards. Personnel may be prosecuted under Turkish law if their BAC or BrAC is 0.063 or higher, as the Turkish National Police (TNP) have jurisdiction over Incirlik AB.

4.9.2. Personnel arrested by local authorities for drunken driving or equivalent will be taken into custody upon their release from Turkish custody and processed by 39 SFS. BAC is the primary chemical test utilized to determine the presence of alcohol. 39th Medical Group (39 MDG) uses qualified medical personnel to administer the test.

4.9.3. If an active-duty member is apprehended for suspected drunk driving and refuses a chemical test of breath, blood, urine, or any combination thereof, an AF IMT 1176, *Authority to Search and Seize*, will be accomplished by the apprehending Security Forces member. Once the search is granted, the suspect will then be transported to the base hospital and a blood sample will be taken. Refer to AFI 44-102, *Medical Care Management*, for more specific guidelines on involuntary extraction of bodily fluids.

**4.10. Parking.** No one will park or leave any vehicle unattended in a manner that constitutes a public nuisance, safety hazard, or impedance to fire, snow, and ice control, police and/or medical operations.

4.10.1. Disabled vehicles are any motor vehicle that is unable to be moved by its own power source, is mechanically defective or inoperable, and/or has major parts missing. Note: Inoperative headlights or taillights during the hours of darkness do not constitute disabling damage, nor does a flat or blown tire without a spare.

4.10.1.1. Disabled vehicles will be moved to the extreme right of the roadway. The operator of the vehicle will place the international warning triangle 100 meters behind the vehicle. The vehicle will be removed from the roadway within 24 hours.

4.10.1.2. Vehicles involved in an accident will not be moved until the arrival of Security Forces. If the vehicle involved in an accident has minor damage and is causing safety hazards or traffic delays, the vehicle may be moved to the side of the roadway until the arrival of responding Security Forces. Disabled vehicles that present a safety hazard or impede the flow of traffic will be moved without the owner's consent.

4.10.1.3. Owner/operators will have 72 hours to move disabled vehicles from parking lots (refer to para. **5.8.1** and **5.8.3**).

4.10.2. Handicapped Parking. Parking for handicapped persons is permitted in designated handicapped parking areas. Vehicles parked in these spaces must display the handicapped parking decal, available only from 39 SFS/S5PR. Refer to IABI 31-106 for procedures on how to acquire the parking decal. These placards are numbered and must be always visible while parked in a handicap parking slot. Handicap placards are turned into 39 SFS/S5PR upon termination of need or permanent change of station (PCS).

4.10.3. Reserved Parking. Reserved parking on Incirlik AB will be limited and not exceed 10 percent of the total parking spaces. Parking slots designated as handicapped parking are not counted against the 10 percent rule. Special consideration will be given to bicycles, motorcycles, visitors, and carpool parking. Note: Reserved parking spots by the 10th Tanker Wing are not under the purview of the 39 ABW and do not count as part of the 10 percent rule.

4.10.3.1. Reserved parking spaces must be approved by the installation TSCG. This process begins with 39th Civil Engineering Squadron Programming office (39 CES/CEMP) to update the base maps to reflect the parking and they will request an AF Form 332 from the requesting building manager. The TSCG will revalidate all reserve parking every three years to ensure the 10 percent restriction is being maintained.

4.10.3.2. Approved reserved parking must be marked with a sign requested through the 39th Civil Engineering Squadron (39 CES). 39 CES will ensure all requests for the making and placement of reserve parking signs have been coordinated and approved by the members of the TSCG. Upon notification, Civil Engineering will remove any unauthorized signs.

4.10.3.3. Unless identified for specific individuals, reserved parking at work centers is limited to General, Colonel or Chief Master Sergeant, but should not be specifically labeled.

4.10.3.4. Due to the limited parking space on Incirlik AB, special reserved parking for quarterly award winners will be limited to those specified by the 39 ABW for wing- level award winners. Unit level award winner parking is not authorized.

4.10.3.5. The following non-individual specific reserve parking spaces are authorized provided the current parking congestion is taken into consideration and is included in the 10 percent reserve-parking rule.

4.10.3.5.1. Service or Customer-Oriented facilities are authorized, Customer Parking, General, Colonel, and Chief Master Sergeants spaces.

4.10.3.5.2. Units are authorized Visitor Parking, GOV Parking, Commander, and First Sergeant reserve parking spaces. Customer and Visitor Parking may be further restricted to 15 minutes, 30 minutes, one hour, or two-hour periods. Reserved spaces marked for visitors or customers will only be used by visitors and/or customers to the facility for which they are intended and are available on a first come, first served basis. Employees will not park their vehicles in designated visitor and/or customer parking areas.

4.10.3.5.3. In addition to unit parking authorizations, the 39 MDG is authorized Reserved Patient Parking spaces.

4.10.3.5.4. Spaces may also be identified for Emergency and or Alert Vehicles on a case-by-case basis.

4.10.3.5.5. Temporary Reserve Parking signs may be utilized for limited periods in support of distinguished visitor visits and inspections by higher headquarters.

4.10.4. Special Function Parking. The 39 ABW/CC and the 39 ABW Deputy Commander (39 ABW/CD) may authorize parking in areas that are normally unauthorized for special functions on a case-by-case basis.

4.10.5. Long-Term Parking. Twenty slots in the parking lot adjacent to Building 1001 (Community Center) are designated as the long-term parking area for Incirlik AB. Personnel on leave or TDY status may apply for a slot through 39 SFS/S3LE (Police Services). Vehicles may only be parked in the long-term parking area after proper coordination with 39 SFS/S3LE at Building 3850. Upon coordination, a parking permit will be issued. Permits will be processed Monday through Friday, 0930 hours to 1530 hours. This permit must be clearly displayed on the dashboard of the vehicle. Personnel issued a permit must identify a point of contact (POC) who has access to the vehicle keys in case of emergency. Vehicles parked without a permit will be ticketed and are subject to impoundment. Note: This is the only area designated for long-term parking.

4.10.6. For-Sale Parking "Lemon Lot." There are no areas that have been designated for this purpose.

#### **4.11. Parking, Stopping or Standing Rules.**

4.11.1. All vehicle operators must remove the ignition key from their vehicle and lock all doors when it is parked or standing unattended. The requirement to remove ignition keys and lock the doors does not apply to emergency vehicles at the scene of an emergency or to vehicles parked on the flight line.

4.11.2. It is unlawful to park any vehicle within 15 feet of a fire hydrant. Only emergency vehicles may do so in the performance of official duties or as designated by competent authority.

4.11.3. It is unlawful to park any vehicle within 25 feet of an intersection or within 25 feet of a marked pedestrian crosswalk. Only emergency vehicles may do so in the performance of official duties or as designated by competent authority.

4.11.4. Parking is prohibited on roadways which serve as entrance or exit to parking areas and will not be within 18 feet from the edge of the roadway or center of the curb that leads into the parking lot.

4.11.5. Parking is prohibited within 48 feet of any excavation or construction site.

4.11.6. Parking in a loading zone is prohibited, except during actual loading or unloading operations.

4.11.7. Vehicles parked in authorized on-street parking areas will be no more than one foot from the curb.

4.11.8. Only personnel for whom reserved parking spaces are intended will be allowed to park their vehicles in reserved parking spaces.

4.11.9. No person may stop, stand, or park a motor vehicle within any specially designated and marked parking space provided for handicap persons unless the motor vehicle is transporting a person who has been issued a valid decal or international symbol of access special plates.

4.11.9.1. The motor vehicle displays the valid permanently disabled or temporarily disabled removable windshield placard.

4.11.9.2. The motor vehicle displays an international symbol of access special plates which are currently registered to the vehicle.

4.11.9.3. Any person who is chauffeuring a physically disabled person shall be allowed, without a placard or international symbol of access special plates, to park momentarily in any such parking space for the purpose of loading or unloading disabled persons.

4.11.10. Parking is prohibited in or around any building in such a manner that would impede safe evacuation of the building.

4.11.11. Parking is prohibited on painted white lines (zigzag or striped).

4.11.12. It is unlawful to park any vehicle against the flow of traffic. Only emergency vehicles may do so in the performance of official duties or as designated by competent authority.

4.11.13. It is unlawful to park any vehicle on the shoulder of the road except for para., 4.11.25. Only emergency vehicles may do so in the performance of official duties or as designated by competent authority.

4.11.14. It is unlawful to park rental vehicles inside government buildings, hangars, maintenance shops, etc., except for the Auto Hobby Shop.

4.11.15. It is unlawful to park along curbs except in designated parking spaces or as authorized in base housing areas.

4.11.16. It is unlawful to park in areas designated as “No Parking.”

4.11.17. It is unlawful to park in any areas designated for use by emergency vehicles only, such as: fire, police, and ambulance.

4.11.18. It is unlawful to park in a manner which would impede collection from a trash receptacle, block driveways, walkways, or any other parked vehicles.

4.11.19. Double parking is prohibited.

4.11.20. Diagonal parking spaces are delineated by white or yellow lines. Vehicles must be parked within two white or yellow lines. Tire must not touch or cross over the designated lines. It is unlawful to back a vehicle into a diagonal parking space.

4.11.21. It is unlawful to park on a seeded or grassy area.

4.11.22. It is unlawful to park any vehicle adjacent to any Force Protection barrier. Only emergency vehicles may do so in the performance of official duties or as designated by competent authority.

4.11.23. Parking is authorized only in areas clearly marked off on paved or graveled areas by paint, pipes, barriers, signs, and/or at the direction of Security Forces. Parking is not authorized in unpaved areas except during special events.

4.11.24. Motorcycles and scooters are authorized to park in the areas of parking lots that have white cross-hash marks through them. These areas are normally at the end of regular parking zones for automobiles. In no case shall a pedestrian or handicap access aisle be used for motorcycle parking. Motorcycle parking will not be permitted between a handicap parking stall and a handicap access ramp. Motorcycles will be parked even with the parking lines in regular parking slots to alert automobile operators of their presence.

4.11.25. All curb or shoulder parking in Eagle, Falcon, Herky, and Phantom housing areas shall be parallel to the curb, in the same direction as the flow of traffic. Additionally, curb or shoulder parking is authorized on "B" Street between "7th" Street and Arkadaş Park.

4.11.26. Large Vehicle Off-Limits Parking. The following areas are off limits to large vehicles such as step vans, multi-purpose vans, dolmuses, 6-Pax trucks, High-mobility multipurpose wheeled vehicles (HMMWV), buses, full size extended cab pick-up trucks and other vehicles large enough to obstruct the view of vehicular traffic.

4.11.26.1. In the Department of Defense Dependent Schools (DoDDS) elementary and/or high school parking lot.

4.11.26.2. Where posted signs state parking is prohibited.

4.11.27. GOV Parking Violations. When an illegally parked GOV or Government Leased Vehicle (GLV) is ticketed three times (regardless of who the driver is), 39 SFS/S5RA will forward vehicle information to the 39 MSG/CC who will direct the unit to turn the vehicle into 39 LRS/LGRV. Vehicles turned into the 39 LRS/LGRV will be retained for the remainder of that unit's rotation (for TDY units) and 60 days for permanent party units or as directed by the 39 ABW/CC.

4.11.28. There is no long-term parking at the 728 Air Mobility Squadron (728 AMS) passenger terminal. Individuals on TDY or leave must utilize the long-term parking area identified in para., 4.10.5.

**4.12. Running and Jogging.** The following guidelines govern running formations and joggers that utilize base roadways. These procedures will be adhered to:

- 4.12.1. Vehicles approaching a troop movement will reduce speed to 16 kph/10 mph and pass only on the command of the troop commander.
- 4.12.2. Personnel running in pairs or in a small group will run in a single file formation and should run facing traffic.
- 4.12.3. Troop movements or formations will use the extreme right side of the road and move with the flow of traffic.
- 4.12.4. At intersections, road guards will be posted at least 50 yards prior to the formation reaching the intersection.
- 4.12.5. During the hours of darkness or reduced visibility, a reflective vest, belt, or traffic wand will be used by all personnel positioned on the perimeter ranks, (e.g., flanks, front, and rear) and by those performing road guard duties.

#### **4.13. Traffic Violation Reports.**

4.13.1. Security Forces will identify and record traffic violations on a DD Form 1408, *Armed Forces Traffic Ticket*, for all military personnel and DoD civilians assigned to Incirlik AB. When asked by Security Forces members conducting traffic stops, individuals will give their social security number which is protected under the Privacy Act of 1974.

##### **4.13.2. Actions to take upon receipt of ticket:**

4.13.2.1. Personnel who receive parking tickets (pink copy) left on the windshield of their, GOV or GLV will be instructed, in the comments block, to immediately report to Building 548, BDOC, with the ticket and their appropriate driver's license. Failure to do so is a violation of Article 92, UCMJ.

4.13.2.2. All U.S. military members who receive a DD Form 1408 will report receipt of the ticket to their first sergeant or commander and their supervisor within 24 hours or the next duty day.

4.13.2.3. DoD Civilian government employees who receive a DD Form 1408 will report receipt of the ticket to their supervisor within 24 hours or next duty day.

##### **4.13.3. Traffic ticket rebuttal procedures:**

4.13.3.1. Traffic citation rebuttals are directed to 39 SFS/S5RA within 5 duty days of receipt of the citation. If the subject does not notify 39 SFS/S5RA of rebuttal request, it is assumed the subject does not wish to rebut the citation. The rebuttal must include a memorandum from the subject articulating the basis for rebuttal and an endorsement from the subject's commander indicating concurrence with the rebuttal as shown in [Attachment 2](#). 39 SFS/S5RA may obtain a written statement from the patrolman issuing the citation for inclusion in the rebuttal package. Upon receipt of the rebuttal, 39 SFS/S5RA will forward the complete package to the DFC for annotation/recommendation and subsequently to the rebuttal authority, 39 WSSG/CC, for adjudication. The 39 WSSG/CC will render a written decision and return the entire package to 39 SFS/S5RA. The 39 SFS/S5RA office will inform the subject's commander of the final decision and update traffic records accordingly. The decision of the 39 WSSG/CC is final.

4.13.3.2. Rebuttals will not be accepted based on correctable and administrative errors or similar incited violations of others.

**4.13.4. Commanders or Civilian Supervisors or Employers Responsibilities.** The following procedures will be adhered to in the administrative processing of traffic offense reports.

4.13.4.1. 39 SFS/S5RA will forward the DD Form 1408 (white copy) or electronic AFJIS report to the subject's commander, the appropriate civilian supervisor or employer for administrative action within the unit or organization. If action by the appropriate commander or representative cannot be taken within seven days of the traffic ticket violation, the commander, first sergeant, or representative will contact the 39 SFS/S5RA and request an extension until action can be taken. After action is taken, the DD Form 1408 (white copy) or electronic AFJIS report will be returned to 39 SFS/S5RA in a sealed envelope or via email for administrative review, tracking and processing. The DD Form 1408 (white copy) or electronic AFJIS report can be returned by a unit commander, section commander or first sergeant.

4.13.4.2. If determined guilty of the violation, commanders will act based on the seriousness of the offense. Actions could consist of verbal or written counseling, verbal or written reprimand, non-judicial punishment, control roster, and suspension or revocation of driving privileges or other action deemed appropriate. The unit commander or section commander are the only personnel authorized to fill out/sign the back of DD Form 1408, (white copy) or electronic AFJIS report.

4.13.4.3. When commanders are notified a member of their organization has accumulated a total of six or more traffic points, they will ensure the individual attends a driver improvement course. The 39 ABW/SE (Wing Safety Office) will then notify 39 SFS/S5RA in writing or email of course completion. Attendance at the driver improvement course is mandatory for all persons who have had their driving license suspended or revoked regardless of the duration of the suspension or revocation period.

**4.14. Pedestrians.** Pedestrians have the right-of-way in public parking lots or in marked crosswalks; however, pedestrians will yield the right-of-way to a vehicle that is so close that the driver cannot stop, such as when a pedestrian steps out into the path of a vehicle from behind a parked vehicle. When sidewalks are not provided, any pedestrian traveling along and upon a street or roadway, when practical, travel only on the left side of the roadway or its shoulder, facing the approaching traffic. Pedestrians on a roadway will not walk more than two abreast.

4.14.1. Pedestrians must obey all traffic control devices and yield right-of-way to all vehicles before crossing a roadway.

4.14.2. When available, pedestrians must use crosswalks whenever crossing streets or roadways.

4.14.3. No person shall stand in a roadway for the purpose of soliciting transportation, employment, or business from the occupants of a vehicle.

**4.15. Mopeds and Scooters.** Personnel renting/purchasing scooters and mopeds must attend the mandatory Scooter/Moped safety driving course. Moped and scooter operators and passengers will adhere to Personal Protection Equipment (PPE) requirements as outlined in DAFI 91-207, *The Traffic Safety Program*. Personnel will only operate mopeds and scooters with a motor equal to or less than 49cc or 2250 watts. Operators will also comply with the following:

4.15.1. Scooters and mopeds are only authorized on established base roads and designated parking areas. They will not be operated on sidewalks, bike paths, or un-improved surfaces unless designated for vehicle use.

4.15.2. Headlights must be turned on when in motion. Note: Headlight modulators are permitted but must not be operated during the hours of darkness.

4.15.3. Must be equipped with both left and right rear-view mirrors mounted on the handlebar or fairing.

4.15.4. Must be equipped with a functional front brake and front fender.

4.15.5. Foot pegs or floorboards will be used by operators and passengers of motorcycles unless the vehicle is equipped with a sidecar or enclosed cab.

4.15.6. Operators will not use hand-held electronic devices unless the vehicle is safely parked.

4.15.7. Operators will not wear headphones. The use of a single ear bud or hands-free device in a single ear is allowed.

4.15.8. Operators will not hang objects from the vehicle's handlebars.

4.15.9. Passengers riding will ride on permanently affixed regular seats behind the driver. No more than one passenger will be carried.

4.15.10. Will not be operated two or more abreast in a single lane of traffic.

4.15.11. Operators and passengers are encouraged to wear highly visible outer garments during the day and 360-degree visible retro-reflective outer garments between dusk and dawn.

4.15.12. A helmet, certified to meet current Federal Motor Vehicle Safety Standard No. 218 (DOT), United Nations Economic Commission for Europe (UNECE) Standard 22.05, British Standard 6658, or Snell Standard M2005 or higher, shall be worn and properly fastened under the chin.

4.15.13. Passengers must wear the same PPE as the driver.

4.15.14. Operators and passengers must wear closed-toed shoes.

**4.16. Bicycles and Motor Assisted Bicycles.** Personnel who ride bicycles or motor assisted bicycles will comply by the following:

4.16.1. Bicycles operated on Incirlik AB roadways must follow the same rules/regulations as motor vehicles. Lights must be utilized during the hours of dawn/dusk, darkness, and limited visibility. All bicycles must be equipped with a white light (front) visible for a minimum of 500 feet and a red light (back) that is visible at a minimum of 300 feet.

4.16.2. All personnel on bicycles must wear protective headgear that meets American National Safety Institute (ANSI) Standards and approved Consumer Product Safety Commission (CPSC)/ANSI/Snell helmet and will secure the chinstrap. During periods of reduced visibility, e.g., inclement weather, a high visibility outer garment or reflective equipment must be worn. In addition to reflective equipment during the hours of darkness, an operational white front light (not a reflector) and a red rear reflector or light must be affixed to the bicycle and utilized.

4.16.3. Bicycles are prohibited on pedestrian walkways/sidewalks unless marked as a bike route. Operators will walk bikes while on sidewalks. It is mandatory to ride bicycles on designed bicycle paths where they are available.

4.16.4. No bicycle or motor assisted bicycle will transport more personnel than it is designed for.

**4.17. Skateboards.** All personnel on skateboards must wear protective headgear that meets ANSI Standards and approved CPSC/ANSI/Snell helmet and will secure the chinstrap. The following requirements apply to personnel using a skateboard:

4.17.1. Skateboard operators shall obey all traffic rules and receive the same penalties that apply to motor vehicles. They shall operate in single file on the right side of the roadway and not cross the centerline.

4.17.2. Skateboards are permitted only on Falcon, Phantom, Herky, and Eagle housing area roadways. Skateboards will not be operated on any other roads or streets. Skateboards will be operated single-file and will not cross the centerline of the road.

4.17.3. Skateboards are permitted to be operated in unused or unused portions of parking lots during non-operational hours of the building to which the parking lot serves. Skateboards will not be operated between parked vehicles.

4.17.4. Skateboards are permitted on sidewalks with the exception they will not be operated within a one-block radius of the following areas:

4.17.4.1. Bowling Alley or "After Six" establishments.

4.17.4.2. Library or Recreation center.

4.17.4.3. Base Exchange, Official Document Center, or Commissary.

4.17.5. Pedestrians have the right of way on all sidewalks.

**4.18. Roller-Skates and Rollerblades.** All personnel on roller-skates or blades must wear protective headgear that meets ANSI Standards and approved CPSC/ANSI/Snell helmet and will secure the chinstrap. Additionally, protective wrist guards, kneepads and elbow pads will be worn. For more information refer to DAFI 91-207. The following requirements apply to personnel using roller-skates or blades:

4.18.1. Roller-skates or blades may be operated on streets, roadway or parking lots not designated as high-density areas and during times not designated as peak traffic times.

4.18.2. Roller-skates or blades shall obey all traffic rules and receive the same penalties that apply to motor vehicles. They shall operate in single file on the right side of the roadway and not cross the centerline.

4.18.3. No skating is allowed inside any facility, structure, or building.

4.18.4. Roller-skates or Rollerbladers must use bicycle paths adjacent to roadways when present.

**4.19. Personal Transportation Devices (PTD).** A PTD is a personal transportation device that has a motor battery, or electronic propulsion system that powers movement, i.e., segways. Operators of PTD(s) will comply with the following:

- 4.19.1. May operate on installation bike paths.
- 4.19.2. Will cross roadways only at marked or regulated intersections.
- 4.19.3. Will not exceed 15 miles per hour.
- 4.19.4. Operators of PTDs will wear certified helmets that meet Federal Motor Vehicle Safety Standard No. 218 and host nation standards with a properly fastened chin strap. It is highly recommended operators maximize PPE (e.g. long-sleeve shirt, long trousers, close-toed shoes, eye protection). Operators will comply with all Turkish and installation driving requirements.
- 4.19.5. Users are highly encouraged to use impact- or shatter-resistant eye protection, sturdy over the ankle footwear, full-finger gloves, knee pads, elbow pads, and brightly colored or reflective outer garments.
- 4.19.6. Wear of portable headphones, earphones, or other listening devices and operating a cellphone or other hand-held device is prohibited.
- 4.19.7. Will not operate a PTD under the influence of alcohol or other substances that could affect their skills.

#### **4.20. Miscellaneous.**

- 4.20.1. It is unlawful to interfere with any Security Forces member while such person is investigating accidents, traffic violations or citing persons for such violations.
- 4.20.2. Drivers must use caution when operating devices such as navigation devices, global positioning systems, etc. Whenever possible, use these devices only when the vehicle is stopped. Failure to do so may result in a citation for inattentive driving.
- 4.20.3. Motor vehicle maintenance and repairs such as painting, engine change or other types of major vehicle maintenance is prohibited in parking lots, roadways, housing area carports and streets on Incirlik AB.
- 4.20.4. Except as authorized by law, no person shall operate or permit the operation of any sound amplification system in or on a vehicle which can be heard within 15 feet, or which causes a person to be aware of vibration accompanying the sound within 15 feet. In addition, vehicle operators will maintain vehicle stereo and radio equipment at a low enough volume to ensure the capability of hearing traffic warning signals, horns, alarms, sirens, etc.
- 4.20.5. No person shall operate or permit the operation of any sound amplification system that includes music that is obscene, profane, and lewd or advocates sexual, racial, or religious discrimination in any public area. The operation of any sound amplification system that includes music that is obscene, profane, lewd or advocates sexual, racial, or religious discrimination is restricted to the operator's private enclosed area.
- 4.20.6. Radar detection devices, scramblers or any other such devices are not authorized on the installation. These devices will be confiscated by Security Forces and turned over to the individual's first sergeant or commander.
- 4.20.7. Vehicles will not be left unaccompanied with a child under age 10 inside. In addition, animals will not be left inside a vehicle unless there is proper ventilation, and the animal does not appear to be neglected or abused.

4.20.8. No motor vehicle will have dash/visor mounted video playing devices turned on or in operation while the vehicle is in motion or on a motor vehicle roadway. Operators will only use these devices when the vehicle is parked in an applicable location.

4.20.9. Any vehicle operator whose vehicle breaks down on any roadway must attempt to move the vehicle to a position not blocking traffic in any manner. Vehicles unable to be moved off the roadway will be properly marked with warning triangles. The operator must leave a note with the vehicle and/or notify BDOC of the vehicle's location.

4.20.10. Any vehicle owner or operator whose vehicle alarm activates is required to respond to the vehicle when the alarm is sounded. No person shall allow his or her vehicle alarm to sound longer than 10 minutes and is subject to having his or her vehicle towed if determined to be a public nuisance.

4.20.11. Vehicles will remain at least 300 feet to the rear of emergency response vehicles.

4.20.12. Vehicles will not be driven over unprotected fire hoses unless directed by the controller.

4.20.13. Vehicle doors will not be opened if the opening interferes with the movement of other traffic. Doors will remain open only to allow the loading or unloading of passengers or parcels.

4.20.14. It is unlawful to overtake a military vehicle convoy without having been directed to do so by the Convoy Commander.

4.20.15. No vehicle operator or vehicle passenger may dispose of litter from a vehicle in any other manner except directly into a litter receptacle.

4.20.16. Installing any of the following types of lighting is prohibited:

4.20.16.1. Decorative lighting around the license plate.

4.20.16.2. White, amber or any other color lights behind the grill for the sole purpose of decoration

4.20.16.3. Lights in the wheel wells, under the fenders, on the undercarriage, or behind the tires.

4.20.16.4. All individuals exposed to traffic hazards as part of their assigned duties shall wear a highly visible outer garment during the day and outer garment containing retro-reflective material at night.

4.20.17. Play Vehicles. Powered or motorized unicycles/monocycles, skateboards, hoverboards, or other devices not equipped with a hand operated steering device are considered play vehicles and not authorized for operation on roadways. Play vehicles must only be used on pedestrian walkways.

4.20.18. Off-Highway Vehicles (OHV) and Low-Speed Vehicles (LSV). Safety harnesses/seatbelts must be utilized when operating OHVs and LSVs. Operation of OHVs and LSVs on Incirlik AB roadways is prohibited. **Exception:** Duty related activities.

## Chapter 5

### ACCIDENT REPORTING AND IMPOUNDING RENTAL VEHICLES

**5.1. Responsibilities.** Drivers are responsible for immediately reporting accidents involving rental vehicles and GOVs, unattended vehicles, personal injury, death and/or damaged property to BDOC regardless of the degree of damage.

5.1.1. A person involved in a traffic accident must remain at the scene if injuries or damage to property of others is inflicted.

5.1.2. The person involved in a minor vehicle accident may only leave the scene if they have waited a reasonable period, considering the circumstances (i.e., minor property damage), but must report the accident immediately or within 24 hours to the proper law enforcement authorities.

5.1.3. If contact is made with the victim, the person involved must make their identity known.

**5.2. Duty to Give Information.** All drivers or owners of vehicles involved in accidents will provide all pertinent information to any person injured in an accident or the driver, owner, occupant, or any other person attending any vehicle or property damaged in an accident. Note: Drivers should take pictures of damage to their vehicle when feasible and safe.

5.2.1. Pertinent information consists of the following items:

5.2.1.1. Operator and vehicle owner's name(s)

5.2.1.2. Vehicle license plate number

5.2.1.3. Vehicle Identification Number (VIN)

5.2.1.4. Make and model of vehicles involved

5.2.1.5. Names of any passengers and/or witnesses of the accident

5.2.1.6. Insurance company and policy number

5.2.2. All vehicle drivers or owners are required to present pertinent information to Security Forces members upon request during any traffic-based interaction and must additionally present their vehicle registration, current proof of insurance, Driver's License, and Common Access Card.

5.2.3. All drivers operating a vehicle covered by Turkish insurance providers should request a Turkish Accident Report Form be completed, since providers will likely not accept forms or reports completed by Security Forces.

**5.3. Vehicle Accident Investigations.** In addition to Security Forces personnel, Turkish Jandarma, 39 ABW/SE, 39 ABW/JA, and Flight Safety (39 ABW/SEF) (when aircraft are involved) are authorized to conduct investigations of on-base motor vehicle accidents and receive accident data.

**5.4. On-Base Minor Vehicle Accidents.** A minor accident is any accident in which there are no fatalities, personal injury, the vehicle is operable, and the estimated cost for repair of property is less than \$10,000.

5.4.1. GOVs. Security Forces response is dependent upon operational priorities and at the on-duty Flight Chief's discretion. Operators are responsible for exchanging all pertinent information (refer to [para. 5.2.1.](#)). If responders are unavailable, personnel will proceed to Bldg 548, BDOC to complete an accident report. Personnel must bring all vehicle information as well as the date, time, and location of the accident available to file in the report.

5.4.2. POVs. Security Forces does not respond to minor POV traffic accidents. Personnel will proceed to Bldg 548, BDOC to complete an accident report. Personnel must bring all vehicle information as well as the date, time, and location of the accident available to file in the report.

5.4.3. Fleeing the scene of an accident (i.e., failing to attempt to contact the vehicle owner or contacting Security Forces prior to leaving the scene of an accident) will result in a traffic ticket which carries a minimum of a 6-month suspension of driving privileges.

**5.5. Off-Base Vehicle Accidents.** The driver of any motor vehicle involved in an off-base traffic accident will immediately report the accident to local authorities. Local authorities should investigate off-base accidents. The on-call 39 ABW/JA will be contacted for all off-base accidents where the individual is being held by Jandarma or other local authorities or requires legal representation. Personnel should immediately notify BDOC at the first available opportunity. Note: Do not move the vehicle until local authorities, TNP or Jandarma respond. If the vehicle(s) are moved, the responding authorities will not investigate the accident, and the operator(s) could be held liable for repair cost to the vehicles involved.

5.5.1. Detachment 522, Office of Special Investigations (OSI), with the assistance of a certified 39 SFS traffic accident investigator, (if allowed) will conduct investigations of off-base traffic accidents involving fatalities of military members or military member involvement where homicide or suicide is suspected.

5.5.2. OSI will monitor the TNP investigation and/or facilitate liaison between the base and TNP. OSI or 39 SFS do not normally conduct investigations of other off-base traffic accidents but will obtain official police reports from the responding off-base law enforcement agency.

5.5.3. If 39 SFS is called to an off-base traffic accident involving a fatality or serious injury of a U.S. DoD employee or affiliated U.S. citizen, to preserve potential evidence and document the accident scene, 39 SFS member will respond with a video camera, still camera, on-duty interpreter, and an OSI agent, to facilitate liaison with TNP.

**5.6. Major Traffic Accidents.** The 39 SFS is responsible for investigating all on-base motor vehicle accidents that involve a fatality, personal injury, inoperable vehicles, or property damage exceeding the installation's established threshold (damages in excess of \$10,000) for major accidents. A trained accident investigator should accomplish and document the investigation of major accidents. The AF Form 1315, *Accident Report*, will be used to document all major vehicle accidents.

**5.7. Traffic Accident Notifications.** Security Forces will notify the following agencies of on-base motor vehicle accidents:

5.7.1. 39 ABW/SE for all vehicle accidents and vehicle mishaps.

5.7.2. 39 ABW Command Post (39 ABW/CP) for all major vehicle accidents.

5.7.3. 39 ABW/CC for all major vehicle accidents involving injuries or fatalities.

- 5.7.4. Alert photography for all major vehicle accidents requiring pictures.
- 5.7.5. Squadron Commander of a military member or affiliate involved in a vehicle accident.
- 5.7.6. First Sergeant of a military member driving a GOV involved in a vehicle accident.
- 5.7.7. Appropriate site manager for civilian employees involved in a vehicle accident.

**5.8. Impounding Rental Vehicles.** Additionally, below are local procedures.

5.8.1. Parking for unreasonable periods. Any motor vehicle stopped or parked in violation of installation parking rules for a period more than 72 hours. Includes parking lots (Army/Air Force Exchange Services, Bowling Center, Commissary, Passenger Terminal etc.), unless otherwise approved by the appropriate authority. The 72-hour warning period begins when the DD Form 2504, *Abandoned Vehicle Notice*, is placed on the vehicle. Note: Individuals on TDY or leave must arrange through their unit to monitor vehicles. Contact Security Forces if a DD Form 2504 is discovered on an individual's vehicle while they are on a TDY or leave.

5.8.2. Potential Threat/Hazard. Any motor vehicle deemed to present a potential threat, risk, public nuisance, or menace. Vehicles left unattended in or adjacent to a restricted, controlled, or off-limits area will be considered a potential threat/hazard and will be reason for vehicle impoundment.

5.8.3. 39 SFS Investigations section (39 SFS/S2I) is responsible for impounding vehicles. Impounded vehicles will be towed by 39 LRS/LGRV and stored at the 39 SFS impound lot. Requests for towing should be made through the Vehicle Operations dispatcher by 39 SFS/S2I or BDOC. Only mission essential operations will delay the towing of vehicles designated for impoundment.

5.8.3.1. 39 SFS/S2I is responsible for conducting an inventory of the vehicle's contents IAW DoDI 6055.04. All documentation will be kept on file with 39 SFS/S2I. 39 SFS/S2I will provide copies of DD Form 2505, *Abandoned Vehicle Removal Authorization*, if a contracted wrecker service is used and DD Form 2506, *Vehicle Impoundment Report*, to 39 LRS/LGRV.

5.8.3.2. If contraband is found during the inventory, the inventory will immediately cease, the vehicle will be secured by 39 SFS/S2I as a crime scene, and OSI will be contacted for further instruction.

5.8.3.3. The owner of an impounded or towed vehicle is responsible for any fees associated with storage of the vehicle. Impoundment fees are based on a \$25 initial impoundment fee plus \$1 for each day of impoundment. The 39 SFS/S2I will not release the vehicle until the owner has completed a DD Form 1131, *Cash Collection Voucher* that has been processed through the 39th Comptroller Squadron (39 CPTS).

5.8.3.4. The 39 SFS and 39 LRS/LGRV are neither responsible nor liable for any damages incurred to an impounded vehicle while being towed or stored. This includes all rental vehicles and GOVs. Damage expenses are the responsibility of the owner or assigned unit.

5.8.4. 39 SFS/S2I will make every attempt to contact the abandoned vehicle owner, if the owner has not already presented himself/herself to the BDOC or 39 SFS/S2I. There shall be three attempts made to locate the owner of the vehicle, with each subsequent attempt occurring at least 30 days after the previous attempt. After three attempts, the matter shall be turned over

to the 39 ABW/JA for coordination on declaring the vehicle abandoned. Once declared abandoned, the vehicle will become the property of the U.S. government for disposal.

BRANDON L. MCBRAYER, Colonel, USAF  
Commander

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

AFI 10-701, *Operations Security (OPSEC)*, 24 July 2019

AFI 44-102, *Medical Care Management*, 22 April 2020

DAFI 90-160, *Publications and Forms Management*, 14 April 2022

DAFI 91-207, *The Traffic Safety Program*, 22 May 2023

DoDI 5200.48, *Controlled Unclassified Information (CUI)*, 6 March 2020

DoDI 6055.04, *DoD Motor Vehicle and Traffic Safety*, 27 August 2021

DoDM 5200.01 V3\_AFMAN 16-1404V3, *Information Security Program: Protection of Classified Information*, 24 February 2012

IABI 31-106, *American Pass and Registration Procedures*, 2024

JP 3-13.3, *Operation Security (OPSEC)*, 6 January 2016

#### *Abbreviations and Acronyms*

**39 ABW**—39th Air Base Wing

**39 ABW/A5**—39th Air Base Wing Plans and Programs

**39 ABW/CC**—39th Air Base Wing Commander

**39 ABW/CD**—39th Air Base Wing Deputy Commander

**39 ABW/CP**—39th Air Base Wing Command Post

**39 ABW/JA**—39th Air Base Wing Judge Advocate

**39 ABW/SE**—39th Air Base Wing Safety

**39 ABW/SEF**—39th Air Base Wing Flight Safety

**39 ABW/SEG**—39th Air Base Wing Occupational Safety

**39 CES**—39th Civil Engineering Squadron

**39 CES/CC**—39th Civil Engineering Squadron Commander

**39 CES/CEMP**—39th Civil Engineering Squadron Programming Office

**39 CES/CECED**—39th Civil Engineering Squadron Primary and Alternate Base Traffic Engineer

**39 CPTS**—39th Comptroller Squadron

**39 FSS/CC**—39th Force Support Squadron Commander

**39 LRS/CC**—39th Logistics Readiness Squadron Commander

**39 LRS/LGRV**—39th Logistics Readiness Squadron Vehicle Management

**39 MDG**—39th Medical Group

**39 MSG/CC**—39th Mission Support Group Commander  
**39 SFS**—39th Security Forces Squadron  
**39 SFS/S2I**—39th Security Forces Squadron Investigations  
**39 SFS/S3LE**—39th Security Forces Squadron Police Services  
**39 SFS/S5PR**—39th Security Forces Squadron Pass and Registration  
**39 SFS/S5RA**—39th Security Forces Squadron Reports and Analysis  
**728 AMS**—728th Air Mobility Squadron  
**728 AMS/SE**—728th Air Mobility Squadron Safety  
**AB**—Air Base  
**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFRC**—Air Force Reserve Command  
**AFJIS**—Air Force Justice Information System  
**ANG**—Air National Guard  
**ANSI**—American National Safety Institute  
**ASTM**—American Society for Testing and Materials  
**ATV**—All Terrain Vehicle  
**BAC**—Blood-Alcohol Content  
**BDOC**—Base Defense Operation Center  
**BrAC**—Breath Alcohol Content  
**CPSC**—Consumer Product Safety Commission  
**CUI**—Controlled Unclassified Information  
**DAFI**—Department of the Air Force Instruction  
**DFC**—Defense Force Commander  
**DoD**—Department of Defense  
**DoDDS**—Department of Defense Dependent Schools  
**DoDI**—Department of Defense Instruction  
**DoDM**—Department of Defense Manual  
**DUI**—Driving Under the Influence  
**DVD**—Digital Versatile Disc  
**DWI**—Driving While Impaired  
**GLV**—Government Leased Vehicle

**GOV**—Government Owned Vehicles  
**HMMWV**—High Mobility Multipurpose Wheeled Vehicle  
**IABI**—Incirlik Air Base Instruction  
**IAW**—In Accordance With  
**JP**—Joint Publication  
**KPH**—Kilometer Per Hour  
**MPH**—Miles Per Hour  
**OPR**—Office of Primary Responsibility  
**OPSEC**—Operations Security  
**OSI**—Office of Special Investigation  
**PCII**—Protected Critical Infrastructure Information  
**PCS**—Permanent Change of Station  
**POC**—Point of Contact  
**POV**—Privately Owned Vehicle  
**PPE**—Personal Protection Equipment  
**PTD**—Personal Transportation Device  
**SUV**—Sports Utility Vehicle  
**Sq/CC**—Squadron Commander  
**TDY**—Temporary Duty  
**TNP**—Turkish National Police  
**TSCG**—Traffic Safety Coordination Group  
**TurAF**—Turkish Air Force  
**UNECE**—United Nations Economic Commission for Europe  
**U.S.**—United States  
**UCMJ**—The Uniform Code of Military Justice  
**USAFE IMT**—United States Air Forces in Europe Information Management Tool  
**VIN**—Vehicle Identification Number

***Prescribed Forms***

None

***Adopted Forms***

AF Form 332, *Base Civil Engineer Work Requests*

AF Form 1000, *IDEA Application*

AF Form 1315, *Accident Report*

DAF Form 847, *Recommendation for Change of Publication*

DD Form 1131, *Cash Collection Voucher*

DD Form 1408, *Armed Forces Traffic Ticket*

DD Form 2708, *Receipt for Inmate or Detained Person*

DD Form 2504, *Abandoned Vehicle Notice*

DD Form 2505, *Abandoned Vehicle Removal Authorization*

DD Form 2506, *Vehicle Impoundment Report*

U.S. Air Forces in Europe Information Management Tool (USAFE IMT) 181, *Vehicle Operator's Permit for Türkiye*

## Attachment 2

## EXAMPLE OF TRAFFIC TICKET REBUTTAL

## Figure A2.1. Example Of Traffic Ticket Rebuttal, Part 1.

MEMORANDUM FOR 39 SFS/S5RA

FROM: 39XX/XXX

SUBJECT: Rebuttal for Traffic Violation for Rank First Mi. Last: Ticket Number G123456

1. On 29 January 2023 at approximately 2136L, I, John P. Doe, was cited with a traffic violation (Ticket#: G123456). The patrol, SrA Jan Goode, asked for my documents and did not state why I was being pulled over. She returned with my citation then stated that I exceeded the speed limit by driving 48 kilometers per hour (kph) in a 40 kph zone. I did not exceed 43 kph. I have included two witness memorandums to support this. My vehicle has a rather large LED screen which displays my speed in kilometers. This is easily seen by passengers in my vehicle. Also, my speedometer is accurate as I have had it checked by the base auto hobby shop to ensure it is calibrated correctly.

2. Please contact me at DSN 676-XXXX for any questions or concerns.

FIRST MI LAST, Rank, USAF

Duty Title

1st Ind, Squadron/CC

MEMORANDUM FOR 39 SFS/CC

Concur/Non-Concur

**Figure A2.2. Example Of Traffic Ticket Rebuttal, Part 2.**

FIRST MI LAST, Rank, USAF  
Commander, 39th Squadron

2nd Ind, 39 SFS/CC

MEMORANDUM FOR 39 WSSG/CC

Concur/Non-Concur

FIRST MI LAST, RANK, USAF  
Commander, 39th Security Forces Squadron

3rd Ind, 39 WSSG/CC

MEMORANDUM FOR 39 SFS/S5RA

Approve/Disapprove

FIRST MI LAST, RANK, USAF  
Commander, 39th Weapons Systems  
Security Group

### Attachment 3

#### 39 ABW PARKING TRAFFIC WARDEN PROGRAM

**A3.1. Background.** A Parking Traffic Warden Program (“Warden Program”) may be established by an installation commander as an administrative means of processing traffic violations on the installation. Installation commanders in overseas areas are authorized to modify traffic policies and procedures when dictated by host nation relationships, treaties, and agreements, and when traffic operations under military supervision necessitate measures to safeguard and protect morale, discipline, and good order on the installation. To ensure the continued protection of morale, discipline, and good order at 39 ABW, and the continued compliance with host nation agreements, the following policy memorandum serves to establish a Warden Program at 39 ABW.

#### **A3.2. Responsibilities.**

##### A3.2.1. Parking Traffic Wardens.

A3.2.1.1. Standards. At time of appointment, the Warden must: be in the grade of E-5 or above; not have any pending disciplinary actions; not have received a traffic violation within the last six months; and be recommended by the member’s First Sergeant or supervisor to serve as a Warden.

A3.2.1.2. Initial Training. Must receive initial training from the Warden Manager within 45 days of appointment. No action may be taken in an official Warden capacity without first receiving initial training.

A3.2.1.3. Semi-Annual Training. To maintain currency, all Wardens must receive refresher training from the Warden Manager every six months.

A3.2.1.4. Ticket Books. Each squadron will be issued one ticket book containing Department of Defense Form 1408s (DD 1408s). This book is to be shared amongst all squadron Wardens. It is the responsibility of the squadron Wardens to ensure the ticket book is not lost, stolen, or damaged. Should any issues arise with the ticket book, or the ticket book is running low on DD 1408s, a squadron Warden will contact the Warden Manager for further guidance.

A3.2.1.5. Ticketing. Each Warden, upon receiving appropriate training from the Warden Manager, will have authority to issue citations via a DD 1408. Prior to issuing a ticket, Wardens are encouraged to reference the Traffic Policies Pocket Guidebook to ensure the appropriate violations are captured.

##### A3.2.2. Parking Traffic Warden Manager.

A3.2.2.1. Standards. The Warden Manager will: be in the grade of E-6 or above; be a current 3POX1; not have any pending disciplinary actions; not have received a traffic violation within the last six months; and be appointed by 39 SFS/CC in writing.

A3.2.2.2. Alternate. Upon request of the Warden Manager, an Alternate Warden Manager may be appointed by 39 SFS/CC, pursuant to the standards laid forth in 2.2.1, to assist the Primary Warden Manager for a specified time.

A3.2.2.3. Oversight. The Warden Manager will maintain oversight of the Warden Program, to include: training squadron Wardens; tracking active squadron Wardens;

ensuring squadrons maintain a minimum of two Wardens at all times; ordering and issuing ticket books to squadrons, as needed; collecting tickets from squadron Wardens for AFJIS processing by 39 SFS/S5RA; providing oversight on the identification and removal of abandoned vehicles; and any other duties as determined by 39 SFS/CC. **Note:** issues of noncompliance will be routed to 39 SFS/CC for further action.

#### A3.2.3. 39 SFS/S5RA.

A3.2.3.1. Processes DD 1408s submitted through the Warden Manager.

A3.2.3.2. Issues letters of revocation or suspension of driving privileges and processes appeals.

#### A3.2.4. 39 ABW First Sergeants.

A3.2.4.1. Upon receipt of a Form 1408, ensure the member understands his/her right to appeal the ticket with 39 SFS/S5RA.

A3.2.4.2. Ensure any driving suspension or revocation is filed in the member's PIF and transferred to the next duty location.

#### A3.2.5. 39 ABW Squadron Commanders.

A3.2.5.1. Appoints, in writing to the Parking Manager, two Wardens and ensures at least one Warden is active and available at any given time, as outlined in [para. 2.1.1](#). If, at any time, it is not possible to maintain two Wardens, coordination will be made with 39 SFS/CC.

A3.2.5.2. Ensures members who receive more than six (6) traffic points within a 12-month period, or who receive a traffic violation severe enough to warrant suspension/revocation, are recommended for suspension/revocation to 39 ABW/CC, or delegee, through 39 SFS/S5RA.

#### A3.2.6. 39 ABW Judge Advocate.

A3.2.6.1. Review the Warden Program for compliance with host nation law any time the Incirlik Base Joint Security Plan (IBJSP) or other joint treatise is updated.

A3.2.6.2. Review suspension/revocation appeals when routed.

#### A3.2.7. 39 ABW Commander.

A3.2.7.1. Identifies high-risk drivers and authorizes the issuance of preliminary suspension or revocation letters concerning traffic offenders and serves as the approving authority for all restricted driving requests. Delegable, in writing, to no lower than a 39 ABW Group Deputy Commander who may act as 39 ABW/CC's representative.

A3.2.7.2. Review and approve or deny all suspension/revocation appeals. Delegable, in writing, to no lower than a 39 ABW Group Deputy Commander who may act as 39 ABW/CC's representative.

### **A3.3. Policy.**

A3.3.1. Host Nation Restrictions on Traffic Enforcement. Pursuant to the IBJSP, only Joint Security Patrols (JSPs)—policing units comprised of at least one member of 39 ABW Security Forces Squadron (39 ABW/SFS) and at least one member of 10th Main Jet Base Command

Security Battalion (10 MJBC/SB)—have authorization to stop a vehicle involved in violation of traffic rules to implement procedures of law enforcement and traffic controls. *See* IBJSP, para. 6.a. If a vehicle is stopped, the Turkish joint member must approach first; only upon determination that the operator is a U.S. national will the U.S. security patrol be permitted to approach and implement U.S. procedures. *Id.* at [para. 7.e](#).

#### A3.3.2. Parking Traffic Wardens.

A3.3.2.1. Appointment. Wardens shall be appointed for periods of no less than six months in accordance with the requirements of [para. 2.1.1](#).

A3.3.2.2. Training Requirements. Wardens will receive training from the Warden Manager on proper use of the DD Form 1408, *Armed Forces Traffic Ticket*, current traffic and parking guidelines at Incirlik AB, and the scope of their authority, as outlined in [para. 2.3](#). Training is conducted by the Warden Manager on a re-occurring and/or as needed basis to ensure enough Wardens are available to meet Warden Program intent.

A3.3.2.3. Use of DD Form 1408. Wardens are permitted to issue the Form 1408 only to uniformed U.S. Forces personnel observed in violation of parking or traffic rules, as outlined in [Table 3.4](#). Uniformed personnel will be provided with the pink copy and the remaining copies will be turned in to the Warden Manager for further processing within three (3) business days. Form 1408s not turned in within three (3) business days will not be processed.

#### A3.3.3. Area and Scope.

A3.3.3.1. Authority. Pursuant to the IBJSP, Wardens are only authorized to approach and issue tickets to uniformed U.S. Forces personnel. Wardens are not permitted to pull over or stop any moving vehicle. If a Warden has concerns about the operation of a motor vehicle, they are to contact BDOC, Commercial +90-0322-316-3200 / DSN: 676-3200, immediately and provide all relevant information so that a JSP may respond.

A3.3.3.2. Area of Responsibility – Generally. All Wardens are responsible for the area immediately surrounding their Squadron buildings.

A3.3.3.3. Area of Responsibility – Common Areas. In addition to the area immediately surrounding Squadron buildings, Wardens will monitor the parking areas immediately adjacent to the Base Exchange/Official Document Center/Commissary, Incirlik Club Complex, and Fitness Centers. Rotations will be established on an annual basis by the Program Manager.

A3.3.3.4. Scope. In their assigned areas of responsibility, Wardens will: identify and report abandoned vehicles to the Program Manager; identify and report damaged vehicles to the First Sergeant for correction; and identify parking and traffic violations pursuant to [Table 3.4](#) and issue tickets via Form 1408s. Wardens may request proper identification and registration records for suspected violations of [Table 3.4](#).

A3.3.3.5. Permissive Scope. In addition, at their discretion, Wardens may:

A3.3.3.5.1. Upon witnessing a traffic violation committed by a moving vehicle, follow the moving vehicle from a safe distance until the vehicle stops, at which point the Warden may approach and issue a ticket via Form 1408. This action may only be completed if the individual is uniformed U.S. Forces personnel.

A3.3.3.5.2. Issue a Form 1408 for any parking violation observed outside of their assigned area.