

**BY ORDER OF THE COMMANDER
RAF LAKENHEATH (USAFE)**

LAKENHEATH INSTRUCTION

31-102

15 JUNE 2020

Security



**MOTOR VEHICLE/TRAFFIC
SUPERVISION (PA)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense*. It defines responsibilities and procedures for the control of traffic in all areas for which the installation commander has jurisdiction through the interservice publication Air Force Instruction (AFI) 31-218 *Air Force Motor Vehicle Traffic Supervision* and Air Force Manual (AFMAN) 31-116, *Air Force Motor Vehicle Traffic Supervision*. This includes the Royal Air Force Lakenheath (RAFL) cantonment area, flightline, Military Family Housing areas and Royal Air Force Feltwell (RAFF). AFPD 31-1, AFI 31-218, *Air Force Motor Vehicle Traffic Supervision*, AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision, United Kingdom (UK) Visiting Forces Act 1952*, and the *Memorandum of Understanding between United States European Command represented by the former Headquarters (HQ) 3AF and the UK Ministry of Defence*, dated 20 Nov 1989, establish the authority for implementation of this instruction. This instruction is modeled on UK traffic law, specifically the *Road Traffic Act of 1988*, the *Public Passenger Vehicles Act of 1981* and the *Transport Act of 1985*. Failure to comply with this instruction could result in punitive or administrative action. This instruction applies to all military personnel, members of the civilian component (Department of Defense (DoD)/Department of the Air Force (DAF)), family members, United States (US) contractors, Ministry of Defence (MOD) employees, other UK nationals employed and all British and foreign nationals as applicable on RAFL and RAFF. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this

publication are maintained in accordance with Air Force Instruction (AFI) 33-322, Records Management and Information Governance Program, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 10 United States Code (USC) 8013, 44 USC 3101 and Executive Order (EO) 9347. The applicable Privacy Act Statutory Off Road Notification (SORN)(s) FO31 AF SP K, Vehicle Administration Records (June 11, 1997, 62FR 31793) and FO31 AF SPL, Traffic Accident and Violation Reports (June 11, 1997, 62FR 31793) is available at <http://privacy.defense.gov/notices/usaf/>.

SUMMARY OF CHANGES

All mention of Road Tax tokens was removed. **Attachment 3** Rules of the Road Violations Point Assessments were updated and corrected to match text of this instruction. Operator equipment for Motorcyclist was corrected to match governing AFI direction.

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1. Roles and Responsibilities.

1.1. Base Jurisdiction. For the purpose of this instruction, any reference to RAFL includes all on-base housing areas and RAFF. Security Forces (SF) personnel are not authorized to stop, search, or detain vehicles off-base.

1.2. Management Responsibilities.

1.2.1. 48th Fighter Wing (FW) Installation Commander (48 FW/CC) or designee. Cooperates with civil police agencies, other local government agencies, or civil traffic organizations concerned with traffic supervision and ensures traffic supervision is properly integrated in the overall installation traffic safety program. Letters of delegation should be drafted in this case and coordinated through 48 FW/SJA (Staff Judge Advocate) with the exception of all traffic matters as designated in 1.2.2 below.

1.2.2. 48th Fighter Wing Commander may delegate their responsibilities under AFMAN 31-116 and AFI 31-218 to their vice commanders, mission support group or mission support group deputy, or other group commanders as appropriate.

1.2.2.1. Unit Commanders and civilian equivalents. Ensure all persons within their area of responsibility are familiar with the contents of this instruction.

1.2.2.2. Will supply 48th Security Forces Squadron (SFS) Pass and Registration (48 SFS/S5PR) and Reports and Analysis (48 SFS/S5AR) with a monthly list of all permanent change of station (PCS), Retiring and Separating civilian personnel.

1.2.2.3. Will ensure all persons within their area of responsibility are familiar with the contents of this instruction, especially **Paragraph 2.5**.

1.2.3. 48th Mission Support Group Deputy Commander (48 MSG/CD) and 48th Mission Support Group Deputy Director (48 MSG/DD).

1.2.3.1. Designated as final authorities on all traffic related matters occurring on RAFL.

1.2.3.2. Designated officials to order administrative suspensions, revocations, or reinstatements of driving privileges on RAFL. **Note:** All suspensions/revocations of USAFE Permits are effective USAFE-wide unless otherwise stated.

1.2.3.2.1. Consider requests for all limited driving privileges, probation or reinstatement based upon the following reasons:

1.2.3.2.1.1. Mission Requirements.

1.2.3.2.1.2. Unusual personal or family hardships.

1.2.3.2.1.3. Delays exceeding 90 days, not attributed to the person concerned, in the formal disposition of an apprehension or charges that are the basis for any type of suspension or revocation

1.2.3.2.1.4. When there is no reasonably available alternate means of transportation to officially assigned duties. In this instance, a limited exception can be granted for the sole purpose of driving directly to and from the place of duty. The terms and limitations on a restricted driving privilege (for example, authorization to drive to and from place of employment or duty, or selected installation facilities such as hospital, commissary, and or other facilities) will be specified in writing and provided to the individual concerned. Persons found in violation of the restricted privilege are subject to revocation. The conditions and terms of probation will be specified in writing and provided to the individual concerned. The original suspension or revocation term in its entirety may be activated to commence from the date of

the violation of probation. In addition, separate action may be initiated based on the commission of any traffic, criminal, or military offense that constitutes a probation violation. Any DOD employees and contractors, who can demonstrate that suspension or revocation of installation driving privileges would constructively remove them from employment, may be given a limiting suspension/revocation that restricts driving on the installation or activity to the most direct route to and from their respective work sites.

1.2.3.2.2. Suspends or revokes an individual's driving privileges when they are facing civil court action which could result in a driving ban, pending disposition of the incident.

1.2.3.2.3. Considers reinstatement of installation driving privileges for individuals awaiting the results of civil court action.

1.2.3.3. Considers the recommendations of unit commanders, first sergeants, and/or competent medical authority to suspend driving privileges for reasons not covered elsewhere in this instruction.

1.2.3.4. Honors suspensions/revocations from civil police, court authorities, and from other military installations for those individuals that have inprocessed to the 48 FW.

1.2.3.5. Considers suspension or revocation when competent medical authority has recommended individuals be medically disqualified from driving, or identified as a problem drinker to the extent which renders them incapable of safely operating a motor vehicle.

1.2.3.6. Act as Final Authority on DD Form 1408 Rebuttals.

1.2.4. 48th Medical Group (48 MDG).

1.2.4.1. Responsible for conducting blood and urine tests for alcohol and illegal or abused drugs in a vehicle operator's system, who are detained, apprehended or suspected of any impaired driving offense, or any vehicle operator involved in a fatal accident. The agency requesting the Blood Alcohol Content (BAC)/Drug Screen shall verbally inform 48 MDG personnel of whether the authority for the BAC/Drug Screen is based on consent or search authorization. Release authority for both preliminary and certified results of alcohol and drug content in blood and urine upon request to 48 FW/SJA, 48 SFS/CC (Security Forces Commander) or appointed designees listed on the Release of Medical Information for Law Enforcement Purposes Letter, and the individual's commander and/or first sergeant.

1.2.4.2. Notifies 48 SFS Reports and Analysis section (48 SFS/S5AR) whenever competent medical authority has recommended an individual be medically disqualified from driving, or has been identified as a problem drinker or drug abuser to the extent which renders him or her incapable of safely operating a motor vehicle.

1.2.5. 48th Force Support Squadron (48 FSS). Responsible for forwarding a PCS listing or official orders for individuals who PCS from RAF Lakenheath to Security Forces Reports and Analysis and Security Forces Pass and Registration. PCS listing will be provided the month prior to the individual's actual PCS month.

1.2.6. Auto Hobby Complex (48 FSS/FSWT). Acts as the OPR for the RAFL vehicle sales area.

1.2.7. 48th Civil Engineer Squadron (48 CES). The 48 CES plans, designs, constructs, and maintains streets, highways, and abutting lands. CES selects, determines appropriate designs, procures, constructs, installs, and maintains permanent traffic and parking control devices in coordination with the Defense Force Commander (DFC) and installation safety officer. They ensure traffic signs, signals, and pavement markings conform to the standards in the current *Manual on Uniform Traffic Control Devices for Streets and Highways*. They also ensure planning, design, construction, and maintenance of streets and highways conform to National Highway Safety Program Standards and UK laws. Assigns an engineer responsible for orchestrating traffic control studies and the Reserve Parking Plan.

1.2.8. The Defense Force Commander (48 SFS/CC). Is the Installation Commander's principal advisor on issues pertaining to the lawful movement of personnel and traffic and exercises overall responsibility for directing, regulating, controlling traffic, and enforcing laws pertaining to traffic control.

1.2.9. 48th Security Forces Squadron/Reports and Analysis Section. (48 SFS/S5AR)

1.2.9.1. Upon receipt of PCS listing or official orders from 48 FSS, through Security Forces Management Information System (SFMIS) forward the computer generated traffic record to the gaining Security Forces unit or servicing military police function. In cases where personnel are separating, the records will be maintained in the Reports and Analysis database, following records custodian program disposition instructions.

1.2.9.2. Issues Notice of Suspension of Driving Privileges Letter for suspension up to 1 month.

1.2.9.3. Responds to direct inquiries by UK civil authorities about specific driver's status on a case-by-case basis.

1.2.9.4. Reports driving suspension and revocation action to the individual's state driver licensing authority, using return receipt through the US Postal Service.

1.2.9.5. Notifies 48th Logistics Readiness Squadron Vehicle Operations Element section (48 LRS/LGRDDO) of all individuals having their driving privileges suspended or revoked. 48 SFS will confiscate the individual's AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*, which will be kept in the evidence file and returned to 48 LRS/LGRDDO.

1.2.9.6. Upon completion of all necessary registration requirements, 48 SFS/AR will take possession of the USAFE Form 435 from a suspended driver.

1.2.9.7. Are solely responsible for the release of information on vehicle, driver and accident records under The Privacy Act of 1974 and Freedom of Information Act.

1.2.9.8. Annotates the duration of the suspension/revocation on SFS Web Enabled Record of Vehicles (SWERV) and Installation Access Control System (IACS) for vehicles and drivers that will be on base.

- 1.2.10. 48th Security Forces Squadron/Police Services Section (48 SFS/S3OP). Serves as the DFC designated representative for traffic related issues.
- 1.2.11. 48th Security Forces Squadron/Pass and Registration Section (48 SFS/S5PR).
 - 1.2.11.1. Designated as the sole registration point for all vehicles on RAFL.
- 1.2.12. 48th Security Forces Squadron/Operations Flight (48 SFS/S3).
 - 1.2.12.1. Issues Notice of Preliminary Suspension of Driving Privileges Letter upon authorization from the 48 MSG/CC or designated official to individuals apprehended or arrested for alcohol and/or drug-related driving offenses on/off the installation and to personnel arrested by civil police not previously reported to the Emergency Communications Center (ECC).
 - 1.2.12.2. Notifies the unit First Sergeant and/or Commander when an individual within their organization is involved in any type of vehicle accident.
 - 1.2.12.3. Conducts evidentiary tests for alcohol in the breath of vehicle operators who are detained, apprehended or suspected of any impaired driving offense, provided appropriate equipment and trained personnel are available.
 - 1.2.12.4. Issues Suspension of Installation Driving Privileges letter to individuals apprehended or arrested while operating a cellphone, texting or not wearing a seatbelt.
- 1.2.13. 48th Security Forces Squadron/Security Forces Investigations (48 SFS/S2).
 - 1.2.13.1. Acts as the OPR for the RAFL vehicle wheel clamping and impoundment program, to include operation of the Impound Storage Lot.
 - 1.2.13.2. Tows abandoned vehicles through a contracted agency (Lakenheath Auto Hobby Complex).
- 1.2.14. 48th Logistics Readiness Squadron (48 LRS/LGRDDO) tows privately owned vehicles (POV) when directed by 48th Security Forces Squadron Commander, Operations Officer or Operations Superintendent or the 48th Fighter Wing Anti-Terrorism Officer or higher for military necessity and government owned vehicles (GOV).
- 1.2.15. Individual Responsibilities.
 - 1.2.15.1. Abide by the rules and regulations as set forth in this instruction.
 - 1.2.15.2. Properly register, license and insure all vehicles In Accordance With (IAW) appropriate UK laws and AFIs.
 - 1.2.15.2.1. Ensure the vehicle they are operating is displaying a front and rear plate that it is registered to it and the road tax is current.
 - 1.2.15.2.2. Individuals are required to obtain a USAFE Form 435 and will not operate a vehicle within the United Kingdom until they are properly licensed and have received a USAFE Form 435 issued in their name. **Note:** No points may be assessed to the driver as they do not have a license to assess the points against, however, they may be apprehended for Article 92/Failure to Obey Regulation.

1.2.15.2.3. Every person operating a motor vehicle must have a current insurance policy (liability as a minimum) covering their vehicle. Proof of this insurance must be produced within 72 hours of a request/demand from competent authority (Security Forces, commander, first Sergeant, etc.). Proof includes an original, photocopy, or a copy of a current and valid motor vehicle or automobile liability policy, binder or certificate of motor vehicle or automobile liability policy.

1.2.15.3. De-register all vehicles or register Power of Attorney for shipment or sale with 48 SFS/Pass & Registration. Ensure correct deregistration of vehicles and surrender all installation vehicle registration documents prior to a PCS move, or upon selling or transferring ownership of a registered vehicle or cessation of employment.

1.2.15.4. If arrested or apprehended by British police for traffic-related offenses, will report this information to the nearest USAF ECC, or Unit Commander/First Sergeant within 24 hours of the incident.

1.2.15.5. Report involvement in all on or off base vehicle accidents involving an injury to military personnel or damage to military property to the ECC within 72 hours of the incident.

1.2.15.6. Maintain and keep current USAFE Form 435 if operating a vehicle on and/or off RAFL.

1.2.15.7. Operate only government owned vehicles (GOV) the individual is certified for and be able to provide proof of certification for these vehicles issued by the RAF Lakenheath LGRDDO.

1.2.15.8. Ensure all Privately Owned Vehicles comply with UK law in regards to legal tint levels on vehicle windows. Failure to do so may result in a DD Form 1408 fix-it ticket being issued, the tint being removed before the journey is resumed or the vehicle being impounded by UK Authorities. **Note:** For more specific information on the UK window tinting policy go to: <http://www.gov.uk/tinted-vehicle-window-rules>

1.3. Parking Warden Program.

1.3.1. Organizations may request to designate traffic wardens for parking areas and roadways in the specific area(s) of responsibility. Parking wardens may issue DD Form 1408, *Armed Forces Traffic Ticket*, to personnel or vehicles for designated parking violations only.

1.3.2. Personnel must receive training from 48 SFS/S5AR prior to performing any official duty as a traffic warden.

1.3.3. Forward traffic warden letters of appointment to 48 SFS/S5AR.

2. Driving Permits.

2.1. General Requirements.

2.1.1. Permanent party members assigned to RAF Lakenheath/US Armed Forces, civilian components, and their dependents must have a valid USAFE Form 435 to operate any vehicle in the United Kingdom.

2.1.2. Individuals must provide proof of the following to receive a USAFE Form 435.

2.1.2.1. Valid (or military clause) stateside or overseas European command driver's license, or valid civilian (host nation or international) driver's license issued in their name at the time the USAFE Form 435 is issued.

2.1.2.2. Permanent party members must attend Local Driving Conditions course during base in-processing, successfully pass the associated test and obtain their USAFE Form 435 within 14 days of Wing Inprocessing at RAF Lakenheath.

2.1.3. The USAFE Form 435 will be signed by the individual and endorsed by Security Forces Pass and Registration personnel.

2.1.4. Refer to USAFE 51-712 for further requirements for obtaining the USAFE Form 435.

2.2. Learner USAFE Driving Permits.

2.2.1. Learner drivers must obtain a Learner USAFE Form 435 prior to driving on base. Individuals must provide proof of the following to receive a Learner USAFE Form 435.

2.2.1.1. A valid British Provisional driving permit.

2.2.1.2. Attendance of Local Driving Conditions course during Base in-processing and successful completion of associated test.

2.2.2. The USAFE 435 will be over stamped on the front with "Learner's Permit".

2.2.3. Any learner driving permit holder must be accompanied by driver with Full British License at least 21 years of age and licensed for three years.

2.2.4. Any vehicle operated by a learner must display a red "L" plate on the front and rear of the vehicle.

2.3. Motorcycle Operators.

2.3.1. Permanent party member of the US Armed Forces, Department of Air Force (DAF), Non-Appropriated Fund (NAF) and contractor civilians must have a motorcycle endorsement on their USAFE Form 435 to operate a motorcycle in the United Kingdom. Individuals must provide proof of the below items to receive a motorcycle endorsement on their USAFE Form 435.

2.3.1.1. A valid (or military clause) stateside driver's license or valid civilian driver's license with a motorcycle endorsement issued in their name at the time the USAFE Form 435 with motorcycle endorsement is issued.

2.3.1.2. Successful completion of the Motorcycle Safety Foundation (MSF) Course or State approved training within the last five years. The motorcycle safety training requirement applies to all personnel stationed on host-nation bases outside United States territories and must be completed every five years. **Note:** Until all the above requirements are met and a USAFE Form 435 with motorcycle endorsement is issued to an individual, they are not authorized to operate a motorcycle unless they are under supervision of a certified instructor during the MSF course.

2.3.2. Privately owned off-road vehicles will not be utilized on the installation.

2.4. USAFE Driving Permit Expiration Dates.

2.4.1. The USAFE Form 435 expiration will coincide with the member's DEROS or for entitled funded civilians one year not to exceed expiration of government issued id card. **Note:** An individual's stateside license or civilian license needs only to be current at the time of the USAFE Form 435 initial issue date and is not required to be current on subsequent dates.

2.4.2. DoD Retired personnel will not be issued a driving permit unless they obtain civilian competency status. Personnel that do not qualify for civilian competency status are entitled by UK Law to operate a vehicle on a valid stateside license for up to one year from the date of residency or entry into the United Kingdom.

2.5. Departing Personnel.

2.5.1. Individuals and all family members' PCSing from RAFL are required to surrender their USAFE Form 435, and all family members' USAFE Form 435s, when out-processing. If individuals are required to operate a vehicle after surrendering their USAFE Form 435, a copy of their orders will be stamped annotating they did possess a USAFE Form 435 and this will act as their permit until their final departure.

2.5.2. Individuals PCSing and driving to another USAFE assignment will obtain a new USAFE Form 435 with expiration date from Report No Later Than Date.

2.6. Temporary Duty (TDY) Personnel.

2.6.1. Individuals TDY to RAFL for a period greater than 30 days:

2.6.1.1. Are required to attend Local Driving Conditions prior to operating a vehicle in the United Kingdom. **Note:** It is the gaining unit's responsibility to ensure all TDY personnel attend the briefing.

2.6.1.2. Must possess a valid (or military clause) stateside driver's license or valid civilian driver's license issued in their name and a copy of their TDY orders on their person while operating a vehicle.

2.6.1.3. Must possess an AF Form 2293 or equivalent branch of military service Government Vehicle Driver's license to operate a GOV.

2.6.1.4. May operate POVs on and off RAFL for a period not to exceed the length of their TDY if items addressed in [Paragraphs 2.6.1.1](#) and [2.6.1.2](#) are met.

2.6.2. Individuals who are TDY to RAFL for a period of less than 30 days:

2.6.2.1. Must possess a valid (or military clause) stateside driver's license or a valid civilian driver's license issued in their name and a copy of their TDY orders on their person while operating a vehicle.

2.6.2.2. May operate POVs on and off of RAFL for a period not to exceed the length of their TDY if items addressed in [Paragraphs 2.6.2.1](#) and [2.6.1.3](#) are met.

3. Registration of Privately Owned Vehicles.

3.1. General Registration Requirements.

3.1.1. All civilian and military personnel who own or operate a vehicle while stationed at RAFL must register their vehicles with Security Forces Pass and Registration within three duty days of acquisition, upon arrival of the vehicle, or employment at RAFL. Members should provide as many of the documents in 3.2, 3.3, and 3.5 as possible/applicable. The USAFE Form 435 will be issued to all entitled personnel who provide full registration documentation.

3.1.2. Military personnel, members of the civilian component, and dependents must have a valid USAFE Form 435 to permanently register a POV on RAFL.

3.1.2.1. Permanent registration of a vehicle will not be accomplished until the entitled individual has successfully completed Course II/Local Driving Conditions. **Note:** Individuals must provide proof of a valid USAFE Form 435 with a motorcycle endorsement to register a motorcycle on RAFL.

3.1.2.2. Registration of Off Road Vehicles (ORV) is not required on RAFL as they are not authorized to be operated on the installation. **Exception:** A government owned ORV may be operated throughout the installation for official business.

3.1.3. IAW AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision Paragraph 3.6*, the DD Form 2220, *DoD Registered Vehicle Decal*, is not required for personnel to access Air Force Installations.

3.1.4. Vehicles failing Ministry of Transport (MOT) or having elapsed MOT are considered un-roadworthy and will not be driven or parked on public or installation roads except as allowed by British Law. If the time required to repair the vehicle exceeds UK time allowance the vehicle must be made Statutory Off Road Notification (SORN).

3.1.4.1. Military family housing residents with a SORN vehicle must store it in their personal-designated space. Dormitory residents may store a SORN a vehicle for the length of the deployment or TDY in the long term parking lot located at Bldg. 1319/Strike Eagle Complex or right hand side of the OSS Bldg. 1346 provided the same information is displayed in **Paragraph 4.3.1.1** of this instruction. Dormitory residents whose vehicles have been SORN while waiting repairs are only authorized to be stored in the OSS long term lot.

3.1.4.2. Undeclared SORN vehicles in unauthorized parking spaces will be towed immediately.

3.1.5. All vehicles must correctly display a front and rear plate (one plate only needs to be displayed while waiting for British Registration).

3.2. Tax Paid Vehicle. Individuals requiring base vehicle registration for a tax paid vehicle must provide proof of the following items to the Security Forces Pass and Registration within 3 days from the date of vehicle purchase:

3.2.1. V-5, *Vehicle Registration Document*, as prescribed by USAFEI 31-209 in their name or the V-5 in the seller's name and a signed bill of sale from the registered keeper, unless the seller accompanies the buyer.

3.2.2. Valid UK insurance certificate or temporary cover note.

3.2.3. Proof of purchase of Road Tax by new keeper.

3.2.4. A valid MOT inspection certificate .

3.2.5. Valid USAFE Form 435 for military personnel and US civilians issued from RAFL or a full British license for local nationals.

3.2.6. Valid identification card or base entry identification.

3.2.7. If unable to provide a V5/V5C2 base registration can be gained using proof from a British post office of the payment of a fee and submission of a V62 form displaying the vehicle registration number or a V62 form completed and submitted with payment at the Pass & Registration office.

3.2.8. Individuals have 3 duty days to report to Pass and Registration with all required documentation to complete base registration process and have their vehicle added to their USAFE Form 435.

3.3. Initial Base Registration for Importing Concession (Tax Free) Vehicles.

3.3.1. Sponsors importing a concession vehicle are required to report in person to Security Forces Pass and Registration and complete a Her Majesty Custom & Excise (HMCE) Form 941, *Request for Delivery of a Motor Vehicle Without Payment of Duty, Value Added Tax (VAT) and Car Tax*, as prescribed by USAFEI 31-209. Sponsors must produce title or state registration documents at that time. **Note:** Once HMCE Form 941 Custom Forms have been issued they cannot be reprinted or recalled.

3.3.2. After sponsors have picked up their concession vehicle from the port or are requiring base vehicle registration for concession vehicle, they must provide proof of the following items to the Security Forces Pass and Registration Representative:

3.3.2.1. Proof of ownership, i.e., title, registration document & lien letter.

3.3.2.2. Valid UK insurance certificate, temporary cover **Note:** Must be valid for at least 30 days at the time of the application and must be current on the effective date of the road tax issue.

3.3.2.3. A valid MOT inspection certificate if the vehicle is 3 years or older. **Note:** For non-European Union (EU) vehicles under three years old, a provisional SVA from an authorized service center is required in lieu of the MOT.

3.3.2.4. Valid USAFE Form 435 for military personnel and US civilians issued from RAFL.

3.3.2.5. Valid identification card.

3.3.2.6. Members importing vehicles, in a tax-free status, have 30 days to drive on their foreign plates. **Note:** There is no extension available beyond the first 30 days. Failure to comply may result in action being taken under UCMJ as per USAFEI 31-209. **Note:** The foreign plates displayed must be attached to the rear of the vehicle and have belonged to the vehicle being registered (no other plates can be used). **Note:** Paper plates are not acceptable in the UK. Pass and Registration will send off proof of ownership, insurance documentation, and MOT certificate to the Visiting Forces Driver and Vehicle Licensing Agency (DVLA) for the purpose of initially registering the vehicle in country. An extension of the 30 day deadline may be granted if documents have been sent by Pass and Registration to DVLA and the member is

waiting to receive UK registration documentation. It is imperative the member start the vehicle registration process as soon as the vehicle has been collected from the port of entry to ensure base registration requirements are met within the prescribed timeline. Tax-free vehicles imported into the UK are not authorized to be sold or pay importation taxes until 6 months of import unless approved by Her Majesty (HM) Customs. **Note:** Concession vehicles may only be driven by the registered owner and their family members. Allowing anyone other than a family member to operate a concession vehicle is prohibited.

3.3.2.7. Once registration has been completed, member has 72 hours to display both plates on the outside of the vehicle.

3.3.2.8. H M Revenue & Customs will not accept a request for tax assessment on imported tax-free vehicles once a HMCE Form 941 customs forms have been processed or within 6 months of registration.

3.3.2.9. Any imported vehicle unable to complete an MOT or SVA due to age of vehicle or parts being unavailable for conversion will need to follow the below procedure:

3.3.2.9.1. Within 30 days of import, the sponsoring member must report to the 48 FW/JA office and complete an affidavit stating a valid reason (decided by pass issuing authority) for the vehicle not being able to pass MOT/SVA. This should then be taken to Pass & Registration where a copy will be placed on the member's file, an entry placed on the SWERV vehicle system. **Note:** Any sponsor wanting to ship an unregistered vehicle must do so at their own expenses as a Form 430 CANNOT be issued to a vehicle which does not have UK Registration, in accordance with USAFEI 31-209.

3.3.2.9.2. Within the 30 days the sponsoring member should also gain a Memorandum for the Record signed by their Commander/Head of Organization stating that they are aware this member will not be registering the vehicle but will be responsible for ensuring the vehicle is shipped from the UK at the end of their tour.

3.3.2.9.3. Any vehicle unable to be registered will remain on the record of the sponsoring member and will count towards their tax free vehicle allocation.

3.4. Motorcycle Registration.

3.4.1. Individuals importing a concession vehicle (motorcycle) are required to report to Security Forces Pass and Registration with the motorcycle title, state registration documents or Lien Letter and complete a HMCE Form 941. **Note:** The HMCE 941 does not authorize the individual to operate the motorcycle on or off the installation until the following requirements are met; the individual is properly licensed within the United Kingdom and the motorcycle is registered through the RAFL Security Forces Pass and Registration.

3.4.2. After the motorcycle has cleared HMCE, sponsors are required to report to Security Forces Pass and Registration and provide proof of the following to register the motorcycle on the installation:

- 3.4.2.1. Proof of Ownership, i.e. title, registration documents, Lien Letter.
 - 3.4.2.2. Proof of Insurance, i.e. insurance certificate, temporary cover Note. **Note:** Must be valid for at least 30 days at the time of the application.
 - 3.4.2.3. A valid MOT inspection certificate. **Note:** For non UK or EU manufactured motorcycles under three years old, a provisional safety inspection (SVA) from an authorized service center is required in lieu of the MOT.
 - 3.4.2.4. A valid (or military clause) stateside license with motorcycle endorsement and a USAFE Form 435 with motorcycle endorsement. Members may obtain either a stateside endorsement or a British license, if available, at no cost to the government.
 - 3.4.2.5. Proof of completion of a Motorcycle Safety Foundation course within the past five years. **Note:** It is the individual's responsibility to ensure (if the motorcycle to be ridden is a concession vehicle ONLY the sponsor or a family member) with an individual with a proper motorcycle license drives the motorcycle to/from the course until they are properly licensed or have the motorcycle transported to the course site by way of a truck, trailer, etc.
- 3.5. Base Registration, Sale or Transfer of Concession (Tax Free) Vehicles.
- 3.5.1. Sponsors requesting to sell or transfer their concession vehicle must report to Security Forces Pass and Registration Section of the seller's assigned base with the purchaser to complete a 3AF Form 301, *Vehicle Transfer Request*. **Note:** The authorized sponsor must be present in order to transfer ownership. Dependents or others possessing a Power of Attorney will not be authorized to conduct this transaction.
 - 3.5.2. Sponsors selling or transferring a concession vehicle must receive an approval number from Security Forces Pass and Registration.
 - 3.5.3. Concession vehicles will not be sold or transferred to any non-entitled persons unless the Customs Duty/VAT has been paid.
 - 3.5.4. Married sponsors are authorized two tax-free vehicles and single personnel are authorized one tax-free vehicle.
 - 3.5.5. Sponsors transferring the vehicle must have a V-5 showing they are the registered keeper of the vehicle.
 - 3.5.6. If the transaction has been approved and the new owner is unable to register the vehicle, the vehicle will not be registered or operated on or off the installation until all requirements for registration are met.
 - 3.5.7. Sponsors selling/purchasing or transferring concession vehicles must report to Pass and Registration to update their USAFE Form 435 and those of family members.
 - 3.5.8. To register a Tax Free vehicle on RAF Lakenheath you will need to provide:
 - 3.5.8.1. V5 Registration Document in your name or New keepers slip and copy of a completed and signed 3AF Form 301, as prescribed by USAFEI 31-209.
 - 3.5.8.2. Valid British Certificate of insurance specific to the vehicle.
 - 3.5.8.3. Valid MOT Certificate or SVA.

- 3.5.8.4. Valid Road Tax – proof of purchase by new keeper/buyer.
- 3.5.8.5. All DFP's for the household.
- 3.5.8.6. If the vehicle is a motorcycle, the members MSF card (or State equivalent), US License and signed memorandum for the record from the squadron/organization motorcycle safety representative.
- 3.5.9. Selling of all POV's will be completed in designated areas/Lemon Lot. Selling of POV's is not permitted in a public parking lot. **Note:** Vehicles that are parked in the Lemon Lot for sale and have not been registered IAW with procedures in **Paragraph 3.5.9.1**, may be towed or clamped at the owner's expense.
 - 3.5.9.1. To register a vehicle in the Lemon Lot for sale, you must provide the following documentation:
 - 3.5.9.1.1. Current MOT (cannot expire during the period of advertisement).
 - 3.5.9.1.2. Current V5 in your name.
 - 3.5.9.1.3. Current road tax (cannot expire during the period of advertisement).
 - 3.5.9.1.4. Proof of current insurance.
 - 3.5.9.1.5. Applicable space rental monetary fees.
 - 3.5.9.1.6. Completed agreement to remain in front windscreen.
- 3.6. Termination of Concession Vehicle Entitlements. Individuals who lose their concession vehicle entitlements in the United Kingdom cannot retain any tax-free vehicles. They must apply to pay the Customs Duty/VAT on the vehicle as assessed by HMCE.
 - 3.6.1. Civilian individuals electing to remain in the UK are required to report to Security Forces Pass and Registration no later than 30 days prior to separation from the US Armed Forces or civilian component status to complete all appropriate paperwork.
 - 3.6.2. Security Forces Pass and Registration will forward all paperwork to HMCE, who will determine the amount of Custom Duty/VAT due.
 - 3.6.2.1. HMCE will forward information concerning the amount of tax due and instructions on payment of the tax to the individual through Security Forces Pass and Registration.
 - 3.6.2.2. The individual must report to Security Forces Pass and Registration with the appropriate documents and payment of the Custom Duty/VAT as set forth by HMCE. **Note:** Payment must be in the form of a certified check or British Postal money order for the exact amount. Cash will not be accepted.
 - 3.6.3. Security Forces Pass and Registration will then forward the appropriate documents and payment to HMCE Cumbernauld.
- 3.7. Military or Civilian Component Members Retiring or Separating in the United Kingdom.
 - 3.7.1. Retiring personnel may apply to retain their tax-free vehicles at the time of their retirement and are required to complete the following:

- 3.7.1.1. Report to Security Forces Pass and Registration with V-5 for all vehicles, complete a Request to Stay in Country Letter, **Note:** Request for Payment of UK Customs & Excise Revenue on Privately Owned Vehicles if requested by HMCE.
- 3.7.1.2. Security Forces Pass and Registration will forward all documents to HMCE.
- 3.7.2. If for any reason a retiring or retired individual scraps, or sells a concession (tax-free) vehicle he or she must report to Security Forces Pass and Registration for completion of appropriate paperwork as addressed in **Paragraph 3.9** **Note:** Retiring personnel are not authorized to obtain any other tax-free vehicles other than those they retained at the time of retirement unless their employment status changes.
- 3.8. Release of Concession (Tax Free) Vehicles to Insurance Companies.
- 3.8.1. Concession vehicles will not be released to an insurance company unless the owner for the vehicle receives “total loss” compensation.
- 3.8.2. Individuals releasing concession vehicle to insurance companies due to a total loss claim must provide Security Forces Pass and Registration a letter from the parent insurance company stating that the insurer accepts responsibility for the payment of any customs revenue for the vehicle.
- 3.8.2.1. The letter must contain the policy number, a statement that the insurer will pay assessed revenue and all particulars on the insured. **Note:** This letter must be from the insurance company or underwriter and not from the insurance broker.
- 3.8.2.2. Security Forces Pass and Registration personnel will review the letter from the insurance company to ensure all information is contained prior to forwarding the required document to HMCE.
- 3.8.2.3. Only after all items addressed in **Paragraphs 3.7.1** through **3.8.2.2** have been met may an owner accept total payment for the loss from the insurer and release the vehicle to the company.
- 3.9. Sale of Concession (Tax Free) Vehicles for Scrap.
- 3.9.1. Individuals may sell a tax free vehicle which has been damaged beyond economical repair for scrap to an authorized scrap dealer, with approval from HMCE.
- 3.9.2. Individuals wishing to sell their vehicle to an authorized scrap dealer must complete the following:
- 3.9.2.1. The sponsor must report to Security Forces Pass and Registration to complete a 3AF Form 5, *Request to Pay Customs and Excise Duty on a Concession Vehicle*, as prescribed by USAFEI 31-209.
- 3.9.2.2. The sponsor will present the 3AF Form 5 to the authorized scrap dealer to complete the entire portion of section 10.
- 3.9.2.3. Return to Security Forces Pass and Registration with the 3AF Form 5 completed by the scrap dealer and all applicable USAFE Form 435s for renewal.
- 3.9.2.4. Security Forces Pass and Registration will retain one copy and original signed copy to the UK/Central Vehicle Registrar and forward the V-5 to DVLA, Swansea.

- 3.9.2.5. Actual sale of the vehicle as scrap will not be completed until the owner receives the clearance documents from HMCE. HMCE will notify the owner through Security Forces Pass and Registration of either the approval or disapproval of the sale. If the member receives more than 99 British pounds they will be notified of the amount of customs duty and VAT owed by HMCE through the Pass & Registration office.
- 3.10. Irregular Disposal of Concession Vehicles.
- 3.10.1. Upon notification of an irregular concession vehicle disposal Security Forces Pass and Registration will complete a 3AF Form 5.
- 3.10.2. Security Forces Pass and Registration will forward the 3AF Form 5 to Her Majesty Revenues and Customs (HMRC) and a copy to UK/Central Vehicle Register.
- 3.10.3. HMRC will determine the amount of Customs Duty/VAT due by the concession (tax-free) vehicle's registered owner.
- 3.10.4. HMRC will forward the amount due to Security Forces Pass and Registration who will in-turn notify the concession (tax-free) vehicle's registered keeper of the amount due by e-mail. Payment should be made in accordance with USAFEI 31-209.
- 3.11. Purchase of A New/Unregistered Concession (Tax Free) Vehicle. Sponsors purchasing a concession vehicle are required to report in person to Security Forces Pass and Registration and complete a HMCE Form 941. Powers of Attorney authorizing other persons to accept delivery of a vehicle or request HMCE Form 941s are not accepted by HMCE. Only in emergency situations will Security Force Pass and Registration contact HMCE and request an exception to policy. Request for exception based on convenience or nicety will not be processed.
- 3.11.1. Individuals must provide a purchase order or agreement containing the Vehicle Identification Number (VIN) from the dealer, or stateside/foreign title/registration or lien letter to Security Forces Pass and Registration.
- 3.11.2. Security Forces Pass and Registration will not release blank or unsigned HMRC Form 941's. The military sponsor or authorized civilian must be present at Security Forces Pass and Registration to complete and sign the form. **Note:** An authorized civilian must present their passport with a civilian component endorsement or a letter from the head of personnel from the squadron/organization confirming component status.
- 3.11.3. The Customs & Excise HMCE Form 941 will be completed in six copies. Three copies of the form will be taken to the dealer by the applicant or mailed to PTU Dover. Two copies are mailed to the Vehicle Processing center and one copy is retained by the applicant.
- 3.11.3.1. If the car is not purchased, the applicant must return all copies of the HMCE Form 941 to Security Forces Pass and Registration.
- 3.11.3.2. Applicant will not hand carry the HMCE Form 941 to the port, without prior approval from the Port Authorities.
- 3.12. V55/5, *Application for British Vehicle Registration*, as prescribed by USAFE Instruction 31-209.

3.12.1. Individuals requesting initial United Kingdom registration must report to Security Forces Pass and Registration to complete the V55/5 no later than 30 days from when the owner received the vehicle from the port or dealer. Individuals must provide the following documents to Security Forces Pass and Registration within the same 30 days of taking delivery of the vehicle. If this is not completed within the allotted time period a deduction of exempt status will be enforced by DVLA. You should also supply:

3.12.1.1. State/Foreign Registration/Title or lien letter.

3.12.1.2. Original or e-mailed certificate of UK motor vehicle insurance or temporary cover Note. Faxes are not acceptable by DVLA. **Note:** Must be valid for at least 30 days at the time of the application and must be current on the effective date of the road tax issued.

3.12.1.3. A valid MOT inspection certificate if the vehicle is 3 years or older. **Note:** For non-EU vehicles that are not 3 years old, a safety inspection (SVA) from an authorized service center is required in lieu of the MOT.

3.12.1.4. HMCE Form 941.

3.12.1.5. Road tax arrears (if required) or an affidavit from the 48 FW/SJA if the vehicle has not been driven.

3.12.2. Security Forces Pass and Registration will forward all documentation to the Vehicle Registrar Office (VRO). All paperwork will be returned through the mail directly to Security Forces Pass and Registration.

3.12.3. The sponsor registering the vehicle will receive an e-mail from Security Forces Pass and Registration stating the package has been received from DVLA.

3.13. First Time Renewal of Road Tax.

3.13.1. Around the 5th of the calendar month prior to the expiration of Exempt Road Tax, the DVLA will forward a reminder notice directly to the vehicle owner through the mail. However, a renewal reminder letter is not required for renewal purposes.

3.13.2. Individuals requesting road tax renewal must provide Security Forces Pass and Registration with the following original documents:

3.13.2.1. A valid MOT inspection certificate if the vehicle is 3 years or older.

3.13.2.2. Full V-5 Registration Document or V62 form and fee/V5C2.

3.13.2.3. Sterling check or sterling money order for the exact amount of road tax due. **Note:** Cash will not be accepted. **Note:** DVLA will check the vehicle being taxed has valid insurance and will refuse to issue road tax if no insurance is in place.

3.13.3. Security Forces Pass and Registration will prepare a V10, *Vehicle License Application*, as prescribed by USAFE Instruction 31-209, *Control of Concession Vehicles Within The United Kingdom* issue the individual a receipt and forward all appropriate paperwork to the DVLA. It can take up to seven working days for the payment to process and the road tax to be valid. DVLA will mail new V5 to the member within two to four weeks. **Note:** If the road tax has expired the vehicle must be parked until valid under UK Law.

3.14. Shipping Concession (Tax Free) Vehicles out of the United Kingdom.

3.14.1. Sponsors shipping vehicles out of the United Kingdom are required to report in person to Security Forces Pass and Registration with the original V-5 and be registered with a UK plate number for the vehicle to be shipped.

3.14.2. Security Forces Pass and Registration will complete a DD Form 430, *Military/Civilian Registration and Certificate of Title of Motor Vehicle*, as prescribed by USAFE Instruction 31-209 and give this to the individual shipping the vehicle together with the shipping pack to include the export customs information forms and directions for Government preparation and shipment. The individual shipping the vehicle is required to take the DD Form 430 to the port when shipping the vehicle.

3.14.3. Once the vehicle has been received at the port the individual shipping the vehicle is required to report to Security Forces Pass and Registration with the following documents to de-register the vehicle.

3.14.3.1. USAFE Form 435 for sponsor and all family members.

3.14.3.2. V-5C/4 signed and dated by the individual showing the date of export.

3.14.3.3. Proof of shipment stating exact vehicle details.

3.14.4. Security Forces Pass and Registration will forward the V-5 to the DVLA.

3.15. Handicap Parking Decal Vehicle Registration.

3.15.1. Members of the US Armed Forces, civilian components, and their dependents who require a handicap parking decal must provide Security Forces Pass and Registration a letter signed by a doctor at RAF Lakenheath or an off base recognized National Health Service General Practitioner (NHS GP) or hospital stating the requesting person or their dependent has a physical handicap requiring this privilege including an expiry date (if applicable).

3.15.2. Security Forces Pass and Registration will then issue the individual a Handicap Parking Vehicle Decal which is to be displayed on the dash of the individual's vehicle. **Note:** On-base handicap decals are not valid for handicap parking privileges off the installation. Personnel who wish to obtain off-base handicap parking privileges should contact the Social Services Department of the county council in which they reside, i.e. Norfolk, Suffolk etc.

3.15.3. Local nation handicap parking decals will be recognized by on base authorities.

3.16. Miniature Motorized Scooters and gopeds. Due to their inherent small size and relatively high speed, miniature motorized scooters, gopeds, and similar recreational vehicles are not to be registered on RAF Lakenheath. Such vehicles do not conform to on-road vehicle safety requirements, and owners are prohibited from operating them on or off road.

3.17. De-Registration of Vehicles for RAF Lakenheath, sponsors should check with the Pass and Registration section for details of all vehicles registered to them at least one month before final out date and ensure all vehicles owned/purchased by them are correctly de-registered from their account at Pass and Registration before PCS.

3.17.1. Sponsors must produce one of the following to correctly de-register their vehicles

- 3.17.1.1. V5C/1 Section 6 with the details of a new registered keeper completed and both signatures in Section 8. If the seller/purchaser does not have a V5 to sell/purchase a vehicle they can attend the Pass and Registration office with a completed Form 62 plus cheque made payable to DVLA for the administration fee.
- 3.17.1.2. V5C/3 Section 9 with the details of a UK government licensed motor trader, insurer or dismantler completed and the declaration signed in both places.
- 3.17.1.3. V5C/4 Section 11 with documentation showing proof that the vehicle has left the UK or is in the hands of a manufacturer or shipper for export and no longer in the control of the sponsor.
- 3.17.2. If the vehicle being de-registered is still under customs restrictions refer to requirements as listed in **Paragraph 3.5.** above.
- 3.17.3. No Power of Attorney will be accepted for the sale, scrap or shipment of any vehicles.
- 3.17.4. Failure to clear all vehicle from a sponsors account may cause the sponsor to be placed on administrative hold.

4. Traffic Codes.

4.1. Alcoholic Beverages. No person shall consume an alcoholic beverage while operating or while within the passenger compartment of a motor vehicle.

4.1.1. No person shall possess an open container of alcoholic beverage within the passenger compartment of a motor vehicle that is on an Air Force Installation.

4.1.1.1. For the purposes of this section, "open container of alcoholic beverage" means any bottle, can, jar or other receptacle that contains a beverage with one-half of one percent or more of alcohol by volume and that has been opened, has had its seal broken or the contents of which have been partially removed. "Passenger compartment" means the area of a motor vehicle designed for the seating of the driver and other passengers of the vehicle. Passenger compartment includes an unlocked glove compartment and any unlocked portable devices within the immediate reach of the driver or any passengers. Passenger compartment does not include the trunk, a locked glove compartment or the area behind the rearmost upright seat of a motor vehicle that is not equipped with a trunk. Violation of this rule will result in the driver receiving a traffic ticket and five points will be assessed to their license.

4.1.1.2. This section does not apply to a passenger in any bus, limousine, taxi, or a passenger in the living quarters of a motor home off of the installation.

4.2. Drunken Driving

4.2.1. All drivers give consent to evidential tests for alcohol or other drug content of their blood, breath, and/or urine as a condition of accepting installation driving privileges. This consent applies when lawfully detained, apprehended, or cited for any impaired driving offense committed while driving or in physical control of a motor vehicle on the installation.

4.2.2. If the percentage of alcohol is 0.08 (percent of weight by volume of alcohol in the blood based on grams of alcohol per 100 milliliters of blood); or more, the person is

considered drunken driving and in violation of Article 111, *Uniform Code Military Justice* (UCMJ).

4.2.3. In the UK, a converted level of a BAC or Breath Alcohol Content (BrAC) of 0.08 percent or greater is considered intoxicated by civil authorities. Blood alcohol level below 0.08 will be considered with other competent evidence by on base authorities in accordance with **Paragraph 4.2.2** in determining whether an individual was under the influence of intoxicants for military prosecution or administrative action.

4.2.4. Upon authorization from 48 MSG/CC or designee, any individual apprehended for an alcohol or drug-related driving incident will be issued a Notice of Preliminary Suspension of Driving Privileges. Upon issuance of a preliminary letter of suspension from either the ECC or Security Forces Reports and Analysis, the individual will surrender their USAFE Form 435.

4.3. Suspensions/Revocations.

4.3.1. Persons undergoing suspension/revocation action must surrender their USAFE Form 435 to Security Forces Reports and Analysis prior to the end of the first duty day after the suspension/revocation takes effect. USAFE Form 435 will be stored with the member's file located at Bldg 977. The duration of the suspension/revocation will be annotated on both the SFMIS and IACS system for vehicles that will be on base. Properly licensed, insured, and authorized individuals may operate the vehicle. Family members having installation driving privileges may re-register the vehicle IAW this instruction.

4.3.1.1. A suspension is a temporary action after successful completion of which the driving privileges will automatically be restored. Revocation is a termination of driving privileges at the end of which, application may be made to reobtain driving privileges.

4.3.1.2. All Government Vehicle Operators must turn in their AF Form 2293 to 48 SFS/S3 Operational Flight upon notification of suspension or revocation of base driving privileges.

4.3.1.3. Personnel who are assigned a flightline driving competency card must have their flightline driving authorization revoked upon suspension/revocation of base driving privileges IAW LAKI 13-202, *Flightline Driving*, **Paragraph 2.2.6**

4.3.2. Individuals whose driving privileges are being suspended/revoked may request an administrative hearing within 10 calendar days of receipt of the notification letter. The 48 MSG/CC may decide to stay the suspension or revocation until the actual administrative hearing. If no request for a hearing is made, the suspension/revocation order takes effect upon the issuance date of the notification letter.

4.3.3. Requests for all limited driving privileges, probation or reinstatement will be submitted in writing and evaluated on a case-by-case basis. If a request is not submitted at the administrative hearing, the request will be routed through the individual's unit commander and 48 SFS Reports and Analysis to the 48 MSG/CC. Individuals receiving limited driving privileges will be notified (provided the individual's driver's license is valid and current) in writing. This approval memorandum will be in the individual's

possession when operating a motor vehicle. Limited privileges will be automatically voided if stopped for subsequent alcohol/drug related driving incidents.

4.3.4. The 48 MSG/CC may consider the reinstatement of driving privileges for persons awaiting the results of civil court action.

4.3.5. 48 SFS Reports and Analysis does not automatically report suspension/revocation action to United Kingdom civil authorities, but will respond to direct inquiries about a specific driver's status on a case-by-case basis.

4.3.6. 48 SFS Reports and Analysis will report driver's revocation/suspension action to the individual's state driver's license authority, using return receipt US Postal Service.

4.3.7. The 48 MSG/CC will honor suspensions/revocations from civil police and/or civil court authorities, and personnel who PCS'd to RAF Lakenheath that are under a current mandatory suspension/revocation from their previous assignment.

4.3.8. Individuals receiving suspension or revocation of driving privileges from off-base authorities are required to report to 48 SFS Reports and Analysis within 72 hours with copies of the British Court findings.

4.3.9. Commanders may direct individuals to attend the Course V, Driver Improvement Program (DIP) prior to reinstatement of suspended driving privileges. The DIP is designed to improve driving habits and knowledge. People should complete this course once. Attendance by Driving Under the Influence offenders is not appropriate.

4.3.10. Any member who has been issued a temporary suspension letter while awaiting test results may, if the results return negative, apply immediately in writing through 48 SFS Reports and Analysis for reinstatement of their driving privileges.

4.4. Long Term Parking.

4.4.1. There are two designated areas on RAFL (parking lot [back two rows] on Douglas Avenue adjacent to Building 1319, Strike Eagle Complex) Douglas AVE next to 48 OSS bldg. #1346 where individuals departing the local area on TDY orders, deployment orders or extended periods of leave, consisting of 7 days or longer may park their vehicles or as described in 3.1.4.1. The traffic safety board may designate additional long term parking areas as necessary.

4.4.1.1. All personnel who wish to utilize long term parking on RAFL must use either of these parking areas. Vehicles parked in these area must display a properly filled out long term parking pass with the contact information of a designated individual who can move the vehicle. This information should include the name, unit, address, and phone numbers of the individual left in charge of the vehicle.

4.4.1.2. Vehicles failing to display this information or parked outside of these designated areas for more than 7 days are considered abandoned and subject to citations, towing, booting, and impoundment as the situation may dictate.

4.4.2. Recreational vehicles, utility vehicles, trailers and "For Sale" vehicles are not authorized to be parked in these parking lots. Vehicles requiring maintenance or awaiting parts, as described in 3.1.4.1 are only authorized in the 48 OSS parking lot. Any vehicle

in violation of this policy will be cited with a DD Form 1408 and are subject to towing, booting or impounding as the situation dictates.

4.5. Vehicle Towing, Impoundment Procedures and Wheel Clamping Procedures.

4.5.1. Persons accepting installation driving privileges have given their written consent for the removal and temporary impoundment of their POVs under certain conditions which are explained to them during registration procedures. AFI 31-218, **Paragraph 4-2** provides standards and procedures for impoundment actions to include owner notification, towing, storage, protection, searching and inventories of impounded vehicles.

4.5.2. Disposition instructions for “tax free/concession” vehicles are outlined in HMCE Value Added Tax (Personal Relief for Special Visitors) Order 1992. Disposition procedures for all other impounded vehicles will be coordinated by 48 SFS Investigations IAW AFI 31-218 and AFMAN 31-116.

4.5.3. Vehicles are subject to impoundment or wheel clamping for the following reasons:

4.5.3.1. Vehicles with expired road tax (14 days or more).

4.5.3.2. Vehicles not in compliance with base registration requirements as set forth in **Chapter 3** of this instruction.

4.5.3.3. Vehicles with expired stateside or European license plates (45 days or more).

4.5.3.4. Fictitious display license plate.

4.5.3.5. Any unsafe vehicle as identified in **Attachment 3** of this instruction.

4.5.3.6. Unauthorized vehicles parked in handicap parking spaces.

4.5.3.7. Abandoned vehicles.

4.5.3.8. As directed by competent military authority (48th Security Forces Squadron/Operations Officer or higher, 48 FW Anti-Terrorism Officer or higher) may direct the immediate impoundment of vehicles for military necessity. **Note:** During increased Force Protection Conditions, the 48 FW/CV may suspend normal vehicle impoundment procedures and implement a more stringent requirement to facilitate an increase in force protection procedures. This may include immediate removal and impoundment of vehicles, without notification to owners, when deemed necessary.

4.5.4. If a condition listed in **Paragraphs 4.4** through **4.4.5** of this document exists and it is determined the vehicle will be impounded; 48 SFS/S2 will impound the vehicle.

4.5.4.1. Once a vehicle is impounded, it is the owner’s responsibility to pay all towing and storage fees incurred.

4.5.4.2. All appeals for impounded vehicles will be directed to the 48 MSG/CC for final adjudication.

4.5.5. If a condition listed in **Paragraphs 4.4** through **4.4.3.8** of this document exists and it is determined the vehicle will be immobilized through the use of a wheel clamp, 48 SFS/S2 will complete the following:

4.5.5.1. A warning sticker will be conspicuously placed on the driver's side window, warning the driver of the clamp to prevent damage to the vehicle.

4.5.5.2. All violators will be instructed to report to 48 SFS/S2 to have the clamp removed.

4.5.5.3. If after 3 days and DD FM 2504, *Abandoned Vehicle Notice* as prescribed by AFI 31-218, the owner fails to contact 48 SFS/S2, the vehicle will be impounded.

4.5.6. Use of the vehicle clamping device or vehicle impoundment does not preclude the violator from being issued an AF Form 1408 and appropriate action being taken against the registered owner.

4.6. Abandoned Vehicle Program.

4.6.1. An abandoned vehicle is defined as the legal and/or registered owner leaving the vehicle in one place for a period of seven consecutive calendar days, with no intention of returning for it, making it road legal, or making legal arrangements to transfer ownership to another individual. AFI 31-218, [Paragraph 6-4](#), sets forth specific procedures for vehicle towing and impoundment.

4.6.2. Security Forces Investigations is the OPR for the abandoned vehicle program, to include operation of the Security Forces Impound Lot which is north of Rochester Road adjacent to the 48 LRS/LGRDDO Parking Area.

4.6.3. If a vehicle is suspected of abandonment, notify the ECC. The vehicle will be cited with a DD Form 1408 per [Paragraphs 4.3](#) through [4.3.8](#) of this document. Once the 72 hours has expired, a DD Form 2504 will be issued and forwarded to 48 SFS/S2 for further action.

4.6.3.1. Upon receipt of the DD Form 2504, 48 SFS/S2 will make all reasonable attempts to contact the registered owner or responsible party of the vehicle. If 48 SFS/S2 is unable to identify or contact a registered owner or responsible party for the vehicle, a member of 48 SFS/S2 will contact the 48 FSS Auto Hobby Complex will tow abandoned vehicles to the Security Forces Impound Lot.

4.6.3.2. Attempts to contact the registered owner or responsible party will be continued for 45 calendar days, at which time the vehicle will be disposed of as abandoned property.

4.6.4. The registered owner or responsible party of the vehicle is liable for any damage incurred to the vehicle during the towing and/or impoundment process. SFS will not release vehicle to registered owner until proof of relevant towing/impoundment fees have been paid to the relevant agency.

4.7. Reserved Parking Spaces/Traffic Altering Request.

4.7.1. Reserved parking will be limited to mission essential personnel, rank of Colonel and above, commanders working at squadron level or higher, First Sergeants, Wing Command CMSgt and disabled parking. Any deviation must be approved by the 48 MSG/CC or delegated representative. **Note:** MSG/CC has designated spaces for Deployed Spouse Permit Parking (DS Permit Parking) in the parking lots of the BX, Commissary and Hospital.

4.7.2. Reserved parking spaces will not exceed 10 percent of the base parking spaces available on the installation.

4.7.2.1. Reserved parking spaces will be revalidated every 3 years.

4.7.2.2. Reserved parking spaces for bicycle, motorcycle and visitors are considered separate parking spaces and are not counted against the 10 percent stated in **Paragraph 4.6.2 Note:** RAF Lakenheath does not utilize car pool parking.

4.7.3. All requests for additional reserved parking spaces or traffic altering request will be forwarded to 48 CES via AF Form 332, *Base Civil Engineer Work Request*, as prescribed by AFI 32-1001, *Operations Management*.

4.7.4. 48 CES will coordinate all traffic related work orders through the following:

4.7.4.1. 48 CES/CEO. (Operations Flight).

4.7.4.2. 48 CES/CEF. (Fire Department).

4.7.4.3. 48 SFS/S3OP. (Police Services).

4.7.4.4. 48 FW/SE. (Safety).

4.7.5. All reserved parking spaces not properly coordinated will be removed without notice. **Note:** Civil Engineering will not process any requests without the approval of 48 MSG/CC or designated representative.

4.8. Presentation of Documents. The following documents must be presented immediately upon demand by proper authorities: USAFE Form 435 and proper identification card. **Note:** You must have proof of insurance and MOT certificate but drivers are not required to have it in their possession. The individual must be given 72 hours to produce these documents by issuing a “fix-it” ticket.

4.9. Vehicle Accidents. UK civilian police have first right of refusal for on scene investigation of all off-base traffic accidents. 48 FW/SE has authority to investigate off-base traffic accidents within the limits established in the SOFA. They will maintain a close liaison with civilian police agencies and Security Forces as required.

4.10. Flightline Driving. Violations of flightline specific driving rules contained in Lakenheath Instruction 13-202, *Flightline Driving*, will be handled by Airfield Management personnel. Violators will be reported or escorted to Airfield Management Operations. This does not preclude Security Forces personnel from enforcing standards set forth in this instruction on the airfield.

4.11. Traffic Citations.

4.11.1. UK, other foreign nationals, and non-base affiliated civilian offenders may be issued a DD Form 1408 for minor traffic offenses on the installation which will be forwarded to the head of Squadron/Organization or Company for all contractors and the RAF Lakenheath Station Commander (RAF/CC) for MOD staff for action.

4.11.2. UK, other foreign nationals and non-base affiliated civilian offenders involved in major traffic offenses, i.e. Drunken Driving, serious accident, and reckless driving will be detained on scene and released to Suffolk County Constabularies or should they decline to respond, the Ministry of Defense Police.

4.12. On Base Contractors. Each contractor gaining access to RAF Lakenheath or RAF Feltwell will receive a memorandum from the 48 FW/CC for general driving safety requirements.

4.13. Base Speed Limits. Base speed limits are as follows:

4.13.1. Parking lots are 5 Miles Per Hour (MPH) except where posted.

4.13.2. All roadways are 25 mph except where posted.

4.13.3. Military Formations (PT, Marching, etc.): 5 mph when passing formations and/or pedestrians IAW **Paragraph 5.7** of this instruction.

4.14. Motorcycles, Mopeds and Gopeds. For motorcycles and other self-propelled, open, 2-wheel, 3-wheel, and 4-wheel vehicles powered by a motorcycle-type engine, the following traffic rules apply:

4.14.1. Headlights will be on at all times when in operation.

4.14.2. Passengers. Passengers are not authorized on government owned motorcycles, ATVs or three-wheeled vehicles unless they are specifically designed (as determined by the manufacturer) to carry a passenger and there is a valid operational need for the passenger to ride with the operator. Any non-government owned motorcycles operated with a passenger must be equipped with a seat for such passenger.

4.14.3. Operators or passengers of a motorcycle or motor-driven cycle shall at all times wear an approved protective helmet on their head in an appropriate manner safely secured. Riders must wear eye protection. Long sleeved shirt/jacket, full-fingered gloves/mittens, long trousers, and sturdy footwear providing ankle support are required. A highly visible outer garment is highly recommended during the day and outer garment containing retro-reflective material is highly recommended for night driving.

4.15. Bicycles/skateboards/skating.

4.15.1. Personnel must wear a properly fastened and approved helmet, during hours of darkness riders will wear retro-reflective vest/jacket or outer garment containing retro-reflective material.

4.15.2. Bicycles ridden during the hours of darkness will be equipped with a white front light visible for 500 feet, red rear reflector, red rear light visible from a distance of 300 feet, and amber/yellow pedal reflectors (front and back on each pedal).

4.15.3. It is prohibited to operate a bicycle, walk, jog, run, skate or skateboard while wearing portable headphones, earphones, use/talk on cellular phones/iPods, or use other listening or entertainment devices (other than hearing aids) on the roadways. Use of listening devices impairs recognition of emergency signals, alarms, announcements, approaching vehicles, human speech, and outside noise in general.

4.16. To the maximum extent possible, vehicle occupants shall not ride in areas of a vehicle without fixed seats. Upon completion of a written risk management evaluation, unless time critical, and approved by the unit commander, for duty operations only, personnel may be transported in vehicles without fixed seats. Transport is limited to short distances on DoD installations only, if each passenger remains seated wholly within the body of the vehicle all

installed seat belts are in use, the vehicle cargo area has no open sides, and no person is resting against a side area or gate that may open.

4.17. Designated Parking Space/Area.

4.17.1. The only authorized general parking spaces (excluding quarters driveways) on RAFL are those marked with white/yellow lines or shaded brick/concrete and recognized as a parking space. Although UK traffic law permits limited parking in areas marked or not marked with double, dashed or diagonal yellow lines, these areas on RAFL are considered non-designated and parking is prohibited.

4.17.2. Vehicles are not authorized to park on grass, dirt or seeded areas unless directed to for special functions. These areas will be designated by sign or as directed by traffic/parking personnel.

4.18. Driver Distractions. Vehicle operators on a DoD Installation and operators of GOVs will not use cell phones to include texting unless the vehicle is safely parked or unless they are using a hands-free device. The wearing of any other portable headphones, earphones, or other listening devices (except for hand-free cellular phones) while operating a motor vehicle is prohibited. Use of those devices impairs driving and masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, and human speech.

4.19. Offensive display on vehicles. Offensive material may include, but are not limited to the following elements: the use of offensive/derogatory terms based on race, color, religion, sex, national origin, vandalism/degrading graffiti, hate group activity, discriminatory epithets, signs or symbols. Vehicles with such displays have the potential to negatively impact the installation human relations climate. Vehicle operators will be cited and given 72 hours to remove all offensive material.

4.20. Smoking with a child in the vehicle. It is unlawful for any adult to smoke in a vehicle containing any child aged 18 and under. This applies to any vehicle that is wholly or partly enclosed by a roof. This law does not include a convertible car with the roof completely down.

5. Traffic Circulation.

5.1. Locale. RAFL is located in an area of normally light to heavy traffic on the roadways adjacent to and through the installation. Lords Walk Road runs east-west and separates the southern border of the RAFL main base proper from Liberty Village. The A1065 runs north-south and borders the east side of RAFL. Wangford Farm Road (designated a C road) runs east-west and is located north of RAFL main base. The B1112 runs north-south and is located west of RAFL. Peak traffic hours occur Monday-Friday, 0700-0830, 1130-1300, and 1600-1730. RAFF is located in an area of normally light traffic and will not be addressed here.

5.2. Special Features of Traffic. The roadways both on and off the installation present three definite hazards. First, the roads are constructed for British automobiles and larger US manufactured vehicles have difficulty maneuvering. Second, British roads are constructed for right-hand drive vehicles and a large percentage of the vehicles driven by base personnel are left-hand drive. Third, limited parking on the installation compounds problems with traffic flow during peak periods.

5.3. Circulation Control.

5.3.1. Consists of the following major road arteries, one-way traffic flow patterns, and designation of high traffic roadways.

5.3.2. The major arteries within the fenced portion of RAFL are Norwich, Yarmouth and Boston Roads. The major arteries within the cantonment area of RAFL are Plymouth, York, Richmond and Bradford Roads and Douglas Avenue, (See [Attachment 2](#)). Individuals are prohibited from formation running or skating on these major road arteries during the peak traffic hours of 0700-0830, 1130-1300, and 1630-1730 Monday-Friday. While utilizing these road for running, jogging or walking all sidewalks and crosswalks will be utilized. Road guards or safety spotters will be utilized to safely control traffic for formation runs or group running events.

5.3.3. RAFL one-way traffic flow occurs on Dudley Road, a portion of York Road and a portion of London Road. RAFF one-way traffic flow occurs on Pickenham Road, Downham Street and Birdsvew Square.

5.3.4. Norwich and Yarmouth Roads are designated as high traffic density roadways, especially during the identified peak hours.

5.4. Adverse Road And Weather Conditions.

5.4.1. Adverse road and weather conditions occur in and around RAFL, normally during winter months. Preplanning for fog, black ice, and flooding is recommended for all vehicle operators.

5.4.2. RAFL experiences heavy fog conditions from October through January with early morning fog as the greatest threat during December and January. The Command Post (CP) will announce current fog conditions over the base public address system.

5.4.3. During periods when visibility falls below 1/4 mile, GOVs will not be operated off base unless the reason is mission-essential and privately owned vehicle operators should reduce speed and exercise extreme caution. Only essential vehicles are permitted to operate on the flightline and then at a reduced speed commensurate with the conditions. During periods when visibility falls below 1/10 mile, only EMERGENCY GOVs will be permitted to depart the base or operate on the flightline and privately owned vehicle operators should consider postponing their journeys. Flightline vehicle speed limits will be reduced to 5 mph. The operation of POVs on the flightline will be discouraged by all supervisors and prohibited at the discretion of Airfield Management Operations during limited visibility.

5.4.4. The hazard of sheet ice (black ice) on the roadways is a serious problem occurring predominantly between 1900-0900, November through March. Historically, January and February are the most hazardous months due to the difficulty in detecting the presence of ice on the roadway. Caution should be utilized by vehicle operators when driving off base and vehicles operating on the flightline will be reduced to essential vehicles only when conditions for black ice are present.

5.4.5. Flooding does occasionally occur during heavy rainstorms. When these conditions occur, individual actions will be taken to reroute traffic around flooded areas. The following areas are known to exhibit drainage problems: intersection of Norwich and

Plymouth Roads, Richmond and Yarmouth Roads, Bedford Road adjacent to Building 904/Fitness Center, Building 998/BX parking lot, and Bangor Road adjacent to Building 250/Lakenheath Youth Programs.

5.4.6. Road Conditions: (See [Attachment 4](#))

5.4.6.1. When weather conditions dictate a change in driving conditions and/or school delays/closures, the CP will make the appropriate notifications ([Paragraph 5.4.6.5](#)). In the event of road conditions Hazardous roads or Impassable Roads, the CP will initiate an information only recall. Commanders and directors can direct a recall or direct delayed reporting at their discretion based on mission needs. Therefore reporting instructions will vary depending on unit, job, and place of residence.

5.4.6.1.1. To find out the current driving condition and to check the status of DoDEA school delays/closures, the first option should be to access <http://www.lakenheath.af.mil> from a government computer or from home. Alternately, personnel can call the weather line at DSN 226-3541 (or commercial 01638-523541). The information will also be broadcast on local radio stations.

5.4.6.2. Weather Condition Change Process. The following outlines the process for changing weather conditions.

5.4.6.2.1. The on-duty SF Flight Chief or designated representative will ensure:

5.4.6.2.2. Contact is made with base weather to ascertain weather report and condition.

5.4.6.2.3. Weather Sweeps. SF patrols will routinely check high volume traffic routes on base for severe road or weather conditions and report information to the ECC. The ECC will crosscheck with RAF Mildenhall Base Defense Operation Center and local civilian police to ascertain road conditions for Suffolk County.

5.4.6.2.4. Whenever weather and road conditions make driving hazardous and increase the likelihood of accidents (i.e., excessive fog, snow, ice), the on-duty Flight Sergeant or designated representative (ECC) will contact the DFC (48 SFS/CC) to recommend a weather condition change. The DFC is designated authority to change to road condition Cautious Driving.

5.4.6.2.5. SF patrols will continue to verify road conditions throughout the day and ensure updates are immediately relayed if the weather continues to deteriorate or improve.

5.4.6.3. The DFC or designated representative will contact the CP and initiate a three way call with the MSG/CC to recommend road condition changes (Hazardous Roads/Impassable Roads).

5.4.6.4. The MSG/CC or designated representative determine appropriate delayed reporting of Mission Essential Services Only (MESO).

5.4.6.5. The CP will contact the following agencies when notified of a change in road/weather condition, MESO status, or school/bus delay/closure:

5.4.6.5.1. 48 SFS/ECC to confirm the official change in road/weather condition. SFS will make a blotter entry, change road condition sign at installation entry

points, and brief personnel at entry points on driving conditions/speed limitations.

5.4.6.5.2. 48 OSS/OSW (Weather Flight) will update the Weather Line information and school reporting procedures.

5.4.6.5.3. 48 FW/PA to update the Lakenheath intranet web page, update the public access webpage and the Commander's Access Channel slides. PA will send out base-wide email informing the base populace of the change in road/weather condition and any other pertinent safety information.

5.4.7. Squadron commanders will individually make determination on selective recalls and notifications within their units.

5.4.8. All MESO delays or cancellations still require Essential Service Personnel (ESP) to report for severe weather operations as determined by squadron commanders, and are instructed to proceed with care and caution.

5.5. Special Event Contingencies. The planning, supervision and direction of traffic control procedures required for such events as open house, football games, bazaars, air shows, and base carnivals will be the responsibility of the Security Forces Police Services section (48 SFS/S3OP). Any agency or organization planning/hosting such an event must coordinate with 48 SFS/S3OP at least 30 days prior to the event date. 48 SFS/S3OP will ensure 48 FW/SE reviews all traffic control plans before implementation.

5.6. Traffic Signs. When possible, traffic control signs and devices will be in compliance with British standards. Those where there are no equivalent British sign or device will be based on the Manual on Uniform Traffic Control Devices (MOUTCD). The Wing Safety office will be responsible for monitoring traffic control devices used on the installation. The Base Civil Engineer is responsible for the construction, procurement, placement and maintenance of the required control devices based on work orders submitted by Safety.

5.7. Military Formations. You may not pass a marching or running formation until signaled by the person controlling the formation. The speed limit while passing formation is no faster than 5 mph. Personnel conducting physical fitness training are present everywhere on base. You are required to yield to runners on all roadways, intersections, and crosswalks. Road guards or safety spotters will be utilized to safely control traffic.

5.8. Off-Base Driving Restrictions. It is prohibited to pass any vehicle on a 2 lane undivided rural non-trunk road (Non-trunk road, locally maintained 'A', 'B' or 'C' and unclassified roads. These are known as 'local roads'). Exceptions: Passing is allowed on dual carriageways; or a slow moving vehicle on a single carriageway. Slow-moving vehicles. A slow-moving vehicle is defined as any vehicle traveling less than 30 mph. When passing slow-moving vehicles, drivers have the responsibility to do so only where passing is safe and authorized by UK traffic laws. Any driver who violates the no-passing policy will face appropriate action under this instruction, Article 92 of the UCMJ, or other lawful authority. This specifically may include revocation of USAFE Form 435.

Figure 5.1. No Passing Policy.



6. Emergency Vehicles.

6.1. Emergency Vehicle Lights. Only emergency vehicles will be equipped with blue or red emergency lights and must conform to the color specified for emergency services vehicles in the traffic code of the host country law. In accordance with United Kingdom law, only fire, police and ambulance vehicles may be equipped with blue lights. Fire service control, explosive ordinance disposal and base disaster mobile command post vehicles may be fitted with red warning beacons for use at the scene of an emergency. All other vehicles authorized to operate on the taxiways and runways (i.e. airfield management, maintenance vehicles, flight safety, and alert/reflex trucks) will be equipped with hazard warning lights (four-way flashers) or yellow warning beacons as required by the Department of Transportation. **Note:** Non-emergency vehicles currently fitted with blue lights may not operate their blue lights off of the installation, and should replace blue beacons with appropriate yellow airfield beacons through attrition.

6.2. Permissible Conduct For Emergency Vehicle Operators.

6.2.1. When responding to an emergency call, pursuing an actual or suspected violator of the law and responding to but not returning from a fire, medical, or other emergency response, operators of authorized emergency vehicles may:

6.2.1.1. Park or stand in any area the emergency responders deem beneficial to the response, irrespective of another provision of this instruction.

6.2.1.2. Proceed past a red or stop signal or stop sign, after slowing as necessary for safe operation.

6.2.1.3. Exceed a maximum speed limit, as long as the operator does not endanger life or property.

6.2.1.4. Disregard any regulation governing the direction of movement or turning in specified directions.

6.2.1.5. Seatbelts must be worn while on duty; however, seatbelts can ONLY be removed during a tactical response to a real-world emergency.

6.2.2. Security Forces and Air Force Office of Special Investigations (AFOSI) personnel may operate an authorized vehicle without utilizing the audible or visual signals required if the operator is responding to an emergency call or pursuing a suspected violator when they reasonably believe that:

6.2.2.1. Knowledge of the presence of the Security Force Member or AFOSI Agent will cause the suspect to:

6.2.2.1.1. Destroy or lose evidence of a suspected felony.

6.2.2.1.2. End a suspected continuing felony before the Security Force Member or Special Agent has obtained sufficient evidence to establish grounds for apprehension.

6.2.2.1.3. Evade apprehension or prevent identification of the suspect or the suspect's vehicle.

6.2.3. Due to traffic conditions on a roadway, emergency vehicle operators must be aware that vehicles moving in response to the audible or visual signals may increase the potential for a collision or unreasonably extend the duration of the pursuit.

6.2.4. Operators of authorized emergency vehicles are not relieved from the duty to operate their vehicle with appropriate regard for the safety of all persons or the consequences of reckless disregard for the safety of others.

7. DD Form 1408, Armed Forces Traffic Ticket Processing, Disposition and Appeal Procedures.

7.1. Ticket Processing. This chapter describes requirements for unit commanders, first sergeants or designated officials to follow when processing traffic tickets issued to individuals or their units for violations listed in AFI 31-218 and AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, and **Attachment 3** of this instruction. It also describes disposition and appeal procedures.

7.1.1. DD Form 1408 Issuing Procedures. When issuing a DD Form 1408, patrolmen will write, stamp or place a label on the back of the pink copy given to the violator with the following: "If you wish to rebut this citation report to 48 SFS Reports and Analysis (S5AR), Bldg. #977/ Rm G39, within 5 duty days. If you do not notify 48 SFS Reports and Analysis of rebuttal request, it is assumed you do not wish to rebut the citation. Report this citation to your Commander or First Sergeant within 24 hours or next duty day".

7.1.2. If issuing a citation for a fix-it-ticket each violation must be written on a separate DD Form 1408.

7.1.3. Warning citations may be issued and will be posted to the members driving records but no points for the offence will be assigned.

7.2. Security Forces Processing and Disposition of DD Form 1408, Armed Forces Traffic Ticket.

7.2.1. If the violator does not notify 48 SFS Reports & Analysis within five duty days of request to rebut the citation, 48 SFS Reports & Analysis will complete the administrative process and endorse the infractions on the DD Form 1408. However, 48 SFS Reports and Analysis must still notify the violators' first sergeant and commander of the violation. If the violator is assigned to another installation, forward the citation to the assigned installation for action. It is the responsibility of the installation which the member is assigned to input the citation and complete the administrative action in SFMIS.

7.2.1.1. Notification to the violators' first sergeant and commander can be accomplished either via e-mail, base information transfer system (BITS) or official mail; however, the process must be standardized and provide accountability.

7.2.1.2. If the violator does not wish to rebut the violation, Reports & Analysis inputs the citation into SFMIS; the Reports & Analysis clerk will then check the appropriate response on the back of the citation and the violator requires no further action. **Note:** If through accumulation of points or offense the violator has met the requirement to revoke/suspend their driving privileges, notify the installation commander or designee for approval to revoke/suspend the violators driving privileges. Then advise the violator's first sergeant/commander (for military members) they need to escort the member to 48 SFS Reports & Analysis for issuance of revocation/suspension letter. If unable to contact the violator of the revocation/suspension, it will be sent via certified mail.

7.2.2. If an individual is cited for a serious/apprehendable offense such as drag racing on the installation, driving while under revocation/suspension, speeding over double the speed limit, the DD Form 1408 will be processed through 48 SFS Reports & Analysis as outlined in Incident Report Procedures. The nature of these incidents may generate a report. If so, process the report and ticket together.

7.2.3. When there is not enough information to locate the subject/owner of the vehicle, the ticket will be either given back to the security forces member to be voided or will be placed on a memorandum for the DFC to void. Prior to voiding the ticket, the Reports & Analysis office will make every effort and attempt to determine ownership of the vehicle. If the ticket has administrative errors, it will be returned to 48 S3/S3OP for correction. If the ticket needs to be voided, the issuing security forces member or DFC may do so. No other person has the authority to void the ticket. This ensures the integrity of the ticket issuing process.

7.3. Security Forces Processing DD Form 1408, *Armed Forces Traffic Ticket*, rebuttals.

7.3.1. If a member wishes to rebut a citation, log the DD Form 1408 into a local suspense tracking system and SFMIS.

7.3.1.1. If the violator requests to rebut the citation, Reports & Analysis clerk will obtain the answers to the following questions to give to the rebuttal authority:

7.3.1.2. Is the citation a suspendable/revocation offense?

7.3.1.3. If the rebuttal authority allows, does the offender wish to make a personal appearance or rather have a written rebuttal?

7.3.1.3.1. If the offender wishes to rebut the citation, then their unit commander or section commander will be forwarded the citation and all evidence for further action.

7.3.1.3.2. The violator will be given instructions on how to rebut the citation.

7.3.1.3.3. 48 SFS Reports & Analysis will provide a template for a written rebuttal and inform the violator that their Commander must endorse rebuttal of the DD Form 1408 for infractions the violator wishes to rebut.

7.3.2. 48 SFS Reports & Analysis will set a 14-day suspense for appeal/command action.

7.3.3. 48 SFS Reports & Analysis will complete blocks 19-23 on the back of the white copy and annotate any prior history, points assessed, and the suspense date. In the "Report of Action Taken on Traffic Violation", black out the words "No Action Taken"; this is not an option. If applicable, attach the driving history for the violator from SFMIS. Forward the white copy to the violator's commander for action. If a DD Form 1408 was issued during the course of an accident investigation, attach a copy of the accident report to the ticket when it is sent for command action.

7.3.4. If response on command action is not received by the due date, forward a memorandum, which can be electronic, "Notice of Late Suspense," giving an additional 7-day suspense. If the additional suspense is not met, send a "Notice of Second Late Suspense," memorandum to the unit commander with a courtesy copy to the group commander. Suspense extensions will be granted by DFC on case-by-case basis. Notices of Late Suspense can be completed electronically as long as 48 SFS Reports and Analysis maintains a copy of the read receipt.

7.3.5. Once finalized, record command action and enter it into the SFMIS case database. File the original DD Form 1408 as required by AFMAN 33-363, *Management of Records*.

7.3.6. Procedures for Rebutting the DD Form 1408.

7.3.6.1. The violator must submit a rebuttal letter articulating his/her position to the DFC through S5AR within 14-days of receipt of the ticket. The letter must be endorsed by his/her commander. The purpose of this endorsement is to ensure commander-level involvement. The commander must add comments supporting the violator's guilt or innocence.

7.3.6.2. 48 SFS Reports and Analysis will obtain a written statement from the Security Forces patrolman or Parking Warden who issued the ticket for inclusion in the rebuttal package. The completed package will be forwarded to the DFC for his/her annotation/recommendation and subsequently to the rebuttal authority (wing commander or designee) for final decision. Once the rebuttal authority has made a

decision, 48 SFS Reports and Analysis will notify the violator of the final outcome of his/her ticket rebuttal in writing.

WILLIAM L. MARSHALL, Colonel, USAF
Commander, 48th Fighter Wing

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

AFPD 31-1, *Integrated Defense*, 21 June 2018

AFI 11-215, *USAF Flight Manuals Program*, 22 December 2008

AFI 24-301, *Vehicle Operations*, 1 November 2008

AFI 31-218, *Motor Vehicle Traffic Supervision*, certified current as 15 July 2011

AFI 32-1001, *Operations Management*, 1 September 2005

AFI 33-364, *Records of Disposition*, 22 Dec 2006

AFMAN 33-363, *Management of Records*, certified current as 21 July 2016

AFMAN 31-116, *Motor Vehicle Traffic Supervision*, 9 May 2012

USAFEI 31-209, *Control of Concession Vehicles Within The United Kingdom*

3AFI 51-701, *Control Procedures for the Supply of Tax-Free Gasoline and Diesel Fuel in the United Kingdom*, 1 December 2008

Lakenheath Instruction 13-202, *Flightline Driving*, 11 March 2009

United Kingdom (UK) *Visiting Forces Act 1952*

Memorandum of Understanding between US European Command Represented by HQ 3AF and the UK Ministry of Defence HM Customs and Excise Value Added Tax (Personal Relief for Special Visitors) Order 1992

Road Traffic Act of 1988

Public Passenger Vehicles Act of 1981

Transport Act of 1985

Manual on Uniform Traffic Control Devices for Streets and Highways, 1 December 2009

Adopted Forms

AF Form 3, *Hazard Abatement Plan*

AF Form 75, *Visitor/Vehicle Pass*

AF Form 332, *Base Civil Engineer Work Request*

AF Form 847, *Recommendation for change of Publication*

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

DD Form 430, *Military/Civilian Registration and Certificate of Title of Motor Vehicle*

DD Form 1408, *Armed Forces Traffic Ticket*

DD Form 2220, *DoD Registered Vehicle Decal*

DD Form 2504, *Abandoned Vehicle Notice*

3AF Form 5, *Request to Pay Customs and Excise Duty on a Concession Vehicle*

3AF Form 301, *Vehicle Transfer Request*

USAFE Form 435, *Driving/Fuel Permit*

HM Custom & Excise Form 941, *Request for Delivery of a Motor Vehicle Without Payment of Duty, VAT and Car Tax*

V-5, *Vehicle Registration Document*

V10, *Vehicle License Application*

V55/5, *Application for British Vehicle Registration*

V890, *SORN Declaration*

Prescribed Forms

None

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFOSI—Air Force Office of Special Investigations

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

BAC—Blood Alcohol Content

BITS—Base Information Transfer System

BrAC—Breath Alcohol Content

CP—Command Post

CVR—Central Vehicle Registrar

DAF—Department of the Air Force

DIP—Driver Improvement Program

DFC—Defense Force Commander

DoD—Department of Defense

DVLA—Driver and Vehicle Licensing Agency

ECC—Emergency Communication Center

ESP—Essential Service Personnel

EO—Executive Order

EU—European Union

FW—Fighter Wing
GOV—Government Owned Vehicle
HQ—Headquarters
HM—Her Majesty
HMCE—Her Majesty Custom & Excise
HMRC—Her Majesty Revenues and Customs
IAW—In Accordance With
MESO—Mission Essential Services Only
MOD—Ministry of Defense
MOT—Ministry of Transportation
MOUTCD—Manual on Uniform Traffic Control Devices
MPH—Miles Per Hour
MSF—Motorcycle Safety Foundation
NAF—Non-Appropriated Funds
NHS GP—National Health Service General Practitioner
OPR—Office of Primary Responsibility
ORV—Off Road Vehicle
PA—Privacy Act
PCS—Permanent Change of Station
POV—Privately Owned Vehicle
RAFF—Royal Air Force Feltwell
RAFL—Royal Air Force Lakenheath
RDS—Records Disposition Schedule
SF—Security Forces
SFS—Security Forces Squadron
SFMIS—Security Forces Management Information System
SJA—Staff Judge Advocate
SVA—Safety Visual Assessment
SORN—Statutory Off Road Notification
TDY—Temporary Duty
UCMJ—Uniform Code of Military Justice
UK—United Kingdom

US—United States

USC—United States Code

USAF—United States Air Force

USAFE—United States Air Forces in Europe

VAT—Value Added Tax

VIN—Vehicle Identification Number

VRO—Vehicle Registration Office

Terms

Crosswalk—That part of the roadway distinctly indicated for pedestrian crossing by lines, lights or other markings on the surface. These include Zebra, Pelican and US style crosswalks.

Designated Parking Space/Area—The only authorized general parking spaces (excluding quarters driveways) on RAFL are those marked with white/yellow lines or shaded brick/concrete and recognized as a parking space. Although UK traffic law permits limited parking in areas marked or not marked with double, dashed or diagonal yellow lines, these areas on RAFL are considered non-designated and parking is prohibited.

Driver—Any person who drives or is in actual physical control of a motor vehicle. A driver is in physical control when in position to manipulate the controls of a motor vehicle to regulate or restrain its operation and movement. For example, sitting in a parked car behind the steering wheel, with the ignition keys in his or her possession or in the ignition switch. The engine does not have to be running or the gears engaged. Driver is interchangeable with operator.

Emergency Vehicles—Fire Department equipment, Security Forces vehicles, ambulances, mobile command post, 48 MSG/CC and 48 MSG/CD vehicles, AFOSI and Explosive Ordnance Disposal vehicles. For the purpose of this instruction, the term emergency vehicle applies only when such vehicles are employing either flashing red or blue flashing lights and/or siren. At all other times, these vehicles will observe traffic control devices and instructions. Responding emergency vehicles will use the proper emergency equipment (lights and/or siren) and exercise caution at all times.

Government Owned Vehicle (GOV)—A motor vehicle owned, rented or leased by the Department of Defense (DoD). This includes vehicles owned, rented or leased by AAFES or NAF activities of the DoD. It also includes those vehicles rented, when authorized on official orders, by personnel TDY to this location.

Motor Vehicle—Any vehicle driven or drawn by mechanical power and manufactured primarily for use on public streets, roads and highways including Off-Road Vehicles.

Motorcycle—A motor vehicle having a seat for the use of the rider and sometimes a single passenger and designed to travel with not more than three wheels in contact with the ground. The term motorcycle will be used throughout this instruction, to include all powered two or three wheeled vehicles (excluding those manufactured as passenger cars).

Off-Road Vehicle (ORV)—A motorized vehicle with three or more wheels designed primarily for off-road use. Sometimes referred to as ATV, ATE, or ORE.

Park—The standing of a vehicle, whether occupied or not.

Right-of-Way—When used within the context of the regulation of the movement of traffic on a roadway means the privilege of the immediate use of the roadway.

Roadway—That portion of a street improved, designed, or ordinarily used for vehicular travel, exclusive of the berm or shoulder.

Roundabout—British traffic control device used at intersecting streets to facilitate ease of traffic congestion. Flow of traffic is clockwise and vehicles entering must yield to traffic on their right.

Sidewalk—That portion of street or area adjacent to the street intended for the use of pedestrians.

Stop—Complete cessation from movement. Stop, stopping, or standing, if prohibited, means any stopping of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directives of a police officer or traffic control sign or signal.

Traffic Control Devices—Signs, signals, markings, lights, or devices placed by a proper official to regulate, warn, or guide traffic.

Vehicle—Motor vehicles, battery operated vehicles, horse-drawn wagons/carriages, bicycles, etc., capable of transporting operators and/or passengers.

Yield—The driver of a vehicle approaching a yield sign or pavement marking shall slow down to a speed reasonable for the existing conditions and shall yield right-of-way to any vehicle or pedestrian in the intersection, roundabout, or approaching on another highway.

Attachment 2**MAJOR ROAD ARTERIES**

A2.1. The major road arteries on RAFL are Boston Drive; Norwich, Yarmouth, Plymouth, York, Richmond and Bradford Roads; and Douglas Avenue (highlighted on the map below).

Figure A2.1. Major Road Arteries



Attachment 3

RULES OF THE ROAD VIOLATIONS (POINT ASSESSMENTS)

Figure A3.1. Rules Of The Road Violations (Point Assessments)

RULES OF THE ROAD VIOLATIONS – POINTS ASSESSMENTS			
Note: Points assessment are listed and other offenses and/or infractions not listed can be found in Air Force Manual 31-116 and AFI 31-218 (I)			
Offense #	Offense Description	Summary of Offenses contained in description	Points Assessed
Vehicle Registration			
A.3.1.1	Registration Required in Vehicle	The current registration card USAFE Form 435 shall be carried at all times and be subject to immediate inspection by Security Forces.	1
A.3.1.2	Attachment/ Display of Valid Plates	Plates shall be displayed on the front and back of a motor vehicle. Every number plate shall be maintained so as to be clearly legible, positioned to be clearly visible, and permanently affixed to the vehicle to prevent the plate from swinging or falling from the vehicle. Tinted plate covers of any form are not authorized.	3
A3.1.3	Fictitious Display	Vehicle operators shall not display on or attach to the vehicle any fictitious number plate, nor shall any vehicle operator utilize a number plate for any other vehicle than the vehicle for which the documents are issued.	3 points --6 month Suspension
A3.1.4	Failure to maintain mandatory MOT	Motor vehicle operators must maintain a current MOT. Note: Vehicles less than three years old do not require MOT. Verification of MOT can be used by utilizing the following website: https://www.vehicleenquiry.service.gov.uk/ .	3
A3.1.5	Members found driving a SORN'd vehicle other than to a scheduled MOT appointment.		4
A3.1.6	Member failed to declare a vehicle SORN		3
A3.1.7	Failure to ensure valid road tax has been applied to a POV.	Vehicle operators must ensure all vehicles registered to them maintain a valid road tax. Failure to ensure proper road tax requirements will be a violation. Verification of road tax can be used by utilizing the following website for currency: https://www.vehicleenquiry.service.gov.uk/	3
A3.1.8	Mandatory Insurance	Motor vehicle operators must have a current insurance policy covering their vehicle. Proof	3

		of this insurance must be produced within 72 hours of a request/demand from competent authority (SF, Commander, First Sergeant, etc.). Proof includes an original, photocopy, or a copy of a current and valid motor vehicle or automobile liability policy or certificate of motor vehicle or automobile liability policy.	
A.3.1.9	Failure of Member to register vehicle within required timescale from initial import – Zero Points citation only		
A3.2	Driver's License		
A3.2.1	Legible Permit/License to be Carried and Exhibited on Demand	Every military, family, DOD civilian and US civilian contractor member licensee shall have their legible & valid USAFE Form 435 in their immediate possession at all times when operating a motor vehicle & shall display the license upon demand by Security Forces. Further, all persons operating a GOV shall have a legible & valid AF Form 2293 in their immediate possession & shall produce the license upon demand by Security Forces.	1
A3.2.2	Restricted License	No person shall operate a motor vehicle in any manner in violation of the restrictions imposed on a restricted license issued to them.	3 points --6 month Suspension
A3.2.3	Altered/Fraudulent License	No person shall knowingly display, cause, or permit to be displayed or have in their possession a canceled, revoked, suspended, fictitious, or fraudulently altered driver's license.	3 points --6 month Suspension
A3.2.4	Using Driver's License of Another	No person shall use the driver's license of another individual, nor shall any person lend his driver's license to any other person or knowingly permit the use thereof by another.	3 points --6 month Suspension
A3.2.5	Permit Unauthorized Minor to Drive	No person shall knowingly permit his child or ward or any person under the age of seventeen years to drive a motor vehicle when such person is not duly licensed or insured.	3
A3.2.6	Permit Unauthorized Person to Drive	No person shall authorize or knowingly permit a motor vehicle owned by him/her or under his/her control to be driven by any person who is not duly licensed and insured.	3
A3.2.7	Operating a Vehicle Without a USAFE Form 435	Individuals are required to obtain a USAFE Form 435 and will not operate a vehicle within the United Kingdom until they are properly licensed and have received a USAFE Form 435 issued in their name. Note: No points may be assessed to the driver as they do not have a	Zero

		license to assess the points against, however, they may be apprehended for Article #92 Failure to Obey Regulation.	
A3.2.8	Operating a Vehicle Without a Valid USAFE Form 435	Individuals are required to ensure their USAFE Form 435 is current and not expired	2
A3.3	Vehicle Movement		
A3.3.1	POV Usage of Other Than Paved Roads	No POV shall use a gravel or dirt road on RAFL unless for official business.	1
A3.3.2	Off Road Vehicle (ORV) Usage	Prohibited on RAFL. Exception: GOV ORV on official business.	1
A3.3.3	Failure to Use Due Caution While Backing (Inattentive Backing)	Any person who fails to utilize caution while backing will be guilty of an offense. Note: If a spotter was utilized and the vehicle strikes another vehicle/object, the spotter shall be guilty of the offense.	3
A3.3.4	Inattentive Driving		3
A3.4	Position To Make Turns		
A3.4.1	Left Turn at Intersections/ Roundabouts.	The approach for a left turn and a left turn shall be made as close as practicable to the left-hand curb or edge of the roadway.	3
A3.4.2	Right Turn at Intersections/ Roundabouts	The driver of a vehicle intending to turn right shall approach the turn in the extreme right-hand lane lawfully available to traffic moving in the direction of travel of the vehicle. The driver shall make the turn to the correct lane immediately available for his direction of travel.	3
A3.4.3	U-turns	No vehicle shall make a U-turn while on a roadway.	3
A3.4.4	Improper Turning Movements	No official signal involved	3
A3.5	Speed		
	Note: Security Forces will utilize both Lidar and Radar speed measuring devices to monitor vehicle speeds on the installation. Certification and calibration data for Security Forces speed measuring devices is available from the SF Amory Bldg. #1094		
A3.5.1	Reasonable and Prudent/Too Fast for Conditions	A person shall not drive a vehicle at a speed greater than is reasonable and prudent under the circumstances, conditions, and actual or potential hazards existing. In every event, speed shall be so controlled as may be necessary to avoid colliding with any object, person, vehicle, or other conveyance on the road.	2

A3.5.2	Speed too slow for traffic conditions/impeding the flow of traffic	Causing a potential safety hazard.	2
A3.5.3	Excessive Speed	1-10 mph over posted speed limit	3
A3.5.4	Excessive Speed	11-15 mph over posted speed limit	4
A3.5.5	Excessive Speed	16-20 mph over posted speed limit	5
A3.5.6	Excessive Speed	20+ mph over posted speed limit	6
A3.5.7	Speed Contests	To include drag racing	6
A3.6	Serious Moving Violations		
A3.6.1	Drunken Driving	It is unlawful for any person to drive or be in actual physical control of any vehicle on RAFL while intoxicated with an alcohol concentration of 0.08 (presumptive level) and higher or under the influence of an impairing substance. Note: Based upon the subject's actions while operating a vehicle and performance of field sobriety tests in conjunction with an obtained blood alcohol content of less than .08, a subject may still be apprehended for Drunken Driving IAW Article 111, UCMJ.	Note: Preliminary Suspension of Driving Privileges/ Revocation of Driving Privileges/ UCMJ Punitive Article, Article 111, Drunken Driving - Points Assessed = 6
A3.6.2	Underage Drinking & Driving	No person under the age of eighteen will drive or be in actual physical control of a motor vehicle if he has an alcohol concentration of 0.01 or above	
A3.6.3	Driving While Impaired	It is unlawful for any person to drive or be in actual physical control of any vehicle with an alcohol concentration less than 0.08 but more than 0.05.	6
A3.6.4	Drunk Driving Accessory	Anyone who causes or knowingly permits an intoxicated or impaired individual to operate a motor vehicle, or who has neglected to take reasonable steps to prevent such operations, is guilty of an offense.	6
A3.6.5	Open Container	It is unlawful for an operator to keep in a vehicle any bottle, can, or receptacle containing any alcoholic beverage which has been opened, seal broken, or the contents of which have been partially removed, unless the container is kept in an area of the vehicle not occupied by the operator or passengers.	5
A3.6.6	Evading a Police Officer	Any person who, while operating a motor vehicle and with the intent to evade, willfully flees or otherwise attempts to elude a pursuing	6

		SF patrolman or MDP officer, is guilty of an offence	
A3.6.7	Reckless Driving	Anyone who operated a vehicle in a manner that demonstrates a willful and wanton disregard for the safety of persons either inside or outside the vehicle or nearby property shall be guilty of an offense	6
A3.6.8	Fleeing the Scene of an Accident	The operator of any vehicle involved in an accident will report the accident to 48 SFS and comply with the following or will be guilty of an offense. The operator of any vehicle involved in an accident resulting in injury to any person or death of any person shall immediately stop the vehicle at the scene of the accident, render reasonable assistance to any person injured in the accident, and notify 48 SFS/ECC at DSN 314-226-2333 or commercial 01638 522333 and await SF patrolman arrival	6 points -- Revocation for period of one (1) year is mandatory for fleeing the scene of an accident involving death or personal injury
A3.6.9	Fleeing the Scene	Hit & Run – property damage only	6
A3.6.10	Reckless Driving	Willful and wanton disregard for the safety of persons or property	6
A3.6.11	Unattended Child	Anyone who leaves a child under the age of 12 unattended in a vehicle will be guilty of an offense.	6 points-- possible 1 year revocation
A3.6.12	Unattended Pet	Anyone who leaves their pet unattended in a vehicle when danger to the pet exists. Example: During extreme heat or cold.	6 points-- possible 1 year revocation
A3.6.13	Unrestrained Pet	When in a vehicle make sure dogs or other animals are suitably restrained so they cannot distract you while you are driving or injure you, or themselves, if you stop quickly. A seat belt harness, pet carrier, dog cage or dog guard are ways of restraining animals in cars.	3 Points – Possible Reckless Driving if the cause of an accident
A3.6.14	Smoking with minor in the vehicle	It is unlawful for any person to smoke in a vehicle containing anyone aged 17 and under	2
A3.7	Right Of Way		
A3.7.1	Car on Right-Open Intersection/ Roundabout	When two vehicles enter or approach an intersection from different streets at approximately the same time, the driver of the vehicle on the left shall yield right of way to the vehicle on the right or in the roundabout.	3

A3.7.2	Yield Right at T Intersection	When a vehicle is on a continuing street and a vehicle is on the terminating street, the vehicle on the terminating street shall yield right of way.	3
A3.7.3	Failure to Yield	No official sign Involved	4
A3.7.4	Failure to Yield to Emergency Vehicles		4
A3.7.5	Yield to Pedestrians	The driver of a vehicle shall yield to any pedestrian about to enter, entering, or in a marked crosswalk.	4
A3.7.6	Following Too Close	Not allowing safe distance for stopping related to speed and conditions	4
A3.7.7	Following Fire Truck/500 feet	The driver of any vehicle other than on official business shall not follow closer than 500 feet of any fire apparatus responding to an alarm.	4
A3.7.8	Failure to Stop for School Bus or School-Crossing Signals		4
A3.7.9	Failure to obey traffic signals or traffic instructions of an enforcement officer or traffic warden; or any other official regulatory traffic sign or device requiring a full stop or yield of right of way; denying entry or requiring direction of traffic		4
A3.7.10	Improper Overtaking/Passing		4
A3.7.11	Failure to Stop During Reveille/Retreat.	Anyone operating a motor vehicle who fails to come to a complete stop during Reveille/Retreat shall be guilty of an offense.	4
A3.7.12	Use of a Mobile Phone While Operating a Motor Vehicle.	Anyone using a mobile telephone without the use of a hands-free device, to include either talking or texting, while operating a motor vehicle on a roadway or in any traffic environment shall be guilty of an offense. Note: For the first offense, the violator will receive a mandatory seven (7) day suspension of driving privileges. For the second offense, the violator will receive a mandatory fourteen (14) day suspension of driving privileges. For the third offense, the violator will receive a mandatory thirty (30) day suspension of driving privileges. Note: First Responders or Law Enforcement in the performance of official duties are exempt.	3
A3.7.13	Excessive Noise	Anyone who operates a motor vehicle with a stereo that can be heard a distance of 100 feet from the vehicle or whose vehicle creates excessive engine noise will be guilty of an offense.	3
A3.7.14	Improper Wear of Headphones	Anyone who utilizes portable headphone, earphones, or other listening devices while operation a motor vehicle, running, jogging,	3

		walking, bicycling, or skating on RAFL/RAFF roadways, with the exception of a hands-free telephone headset or shall be guilty of an offense.	
A3.7.15	Misuse of Handicap Decal	Anyone found to be falsely utilizing a handicap decal in a handicapped parking location shall be guilty of an offense.	3
A3.7.16	Operating a Radar Detection Device	Anyone who is found to be operating or in possession of a RADAR/LIDAR detection/jamming device capable of giving either early warning or projecting an erroneous speed reading shall be guilty of the offense.	3
A3.7.17	Improper Towing	Anyone who tows another vehicle without using a tow bar or other devise specifically designed and intended for towing a vehicle will be guilty of an offense. Note: Tow straps are not authorized by UK law	2
A3.7.18	Operating an Unsafe Vehicle	Anyone found to be operating a motor vehicle in an unsafe manner shall be guilty of the offense.	3
A3.7.18.1	Not using headlights in the hours of darkness.		3
A3.7.18.2	Not using headlights in conjunction with windshield wipers during rain, sleet, snow, hail, or other precipitation.		3
A3.7.18.3	Driving a motor vehicle with the passenger area overloaded with more passengers than the vehicle was designed for.		3
A3.7.18.4	When body part of the driver/or passengers are projecting from the moving vehicle.		3
A3.7.18.5	Driving a vehicle with a load improperly secured.		3
A3.7.18.6	Driving with view obstructed, windows frosted/fogged over, covered with road film, stickers, decals, sunshades, or anything that would obstruct the driver's view.		3
A3.7.18.7	Driving a defective vehicle (unsafe, broken, or in-operative equipment).		3
A3.7.18.8	Defective/missing lights.		3
A3.7.18.9	Worn/bald tires.		3
A3.7.18.10	Broken/cracked vehicle glass.		3
A3.7.18.11	Broken/missing rearview/side mirrors.		3
A3.7.18.12	Failure to engage Parking Brake causing damage to other vehicles or property		3
A3.7.19	Failure to Utilize Child Passenger Restraint.	A person shall not operate a motor vehicle on the road when transporting a child three (3) years of age up to 135cms (4ft 5ins) in height or their twelfth birthday (whichever comes first) unless the child is properly secured in the appropriate child restraint seat. Note:	2

		Exceptions to this are the under the following circumstances: If a child needs to be transported in a taxi and right child restraint is not available for a short distance in an unexpected necessity, if the right child restraint is not available, where two occupied child seats in the rear prevent the fitment of third child seat and when a person who is transporting a child requiring emergency medical care (Reference UK Department of Transportation Pamphlet).	
A3.7.20	All persons riding in a motor vehicle will have passenger restraint devices engaged and worn as directed by the vehicle manufacturer.	This does not apply to US motor vehicles manufactured prior to 1966. Passengers are prohibited from riding in POV truck beds. Passengers are prohibited from riding in GOV truck beds, unless authorized as mission essential and on-base only (refer to AFI 91-207 for further details). It is the inherent responsibility of the operator to ensure all passengers are in compliance with this Paragraph and thus, if a passenger were to be in violation of this Paragraph , the operator would be issued the citation and the points assessed would be against same. Note: For first offense violator will receive a mandatory seven (7) day suspension of driving privileges, second offense fourteen (14) days, third offense thirty (30) days.	2
A3.7.21	Other Moving Violations.	Anyone who is found to be behaving in an unsafe or erratic manner while operating a motor vehicle, but has not committed a violation already listed in this code, shall be guilty of an offense.	3
A3.7.22	Driver Involved in an Accident Deemed Responsible.	Anyone who has been involved in a motor vehicle accident that is later found to have caused the accident shall be guilty of the offense. Note: This is only added to a previous violation.	1
A3.8	Non-Moving Violations		
A3.8.1	Parking Violations. Stopping, standing or parking is prohibited in the following areas.		
A3.8.1.1	On a sidewalk.		2
A3.8.1.2	Blocking a driveway		2
A3.8.1.3	Within an intersection or roundabout.		3
A3.8.1.4	Anywhere prohibited by signs or pavement markings		2

A3.8.1.5	Within 15 feet of a fire hydrant		3
A3.8.1.6	Within 20 feet of a crosswalk or on a crosswalk		3
A3.8.1.7	On roadway side of any vehicle stopped or parked at the edge or curb of the street		2
A3.8.1.8	Parking so as to impede traffic or blocking another vehicle.		3
A3.8.1.9	Except for normal usage, vehicles for sale can only be parked in approved 48 FSS locations.		2
A3.8.1.10	Disabled/Handicapped parking by unauthorized vehicles		2
A3.8.1.11	Non-designated parking space which is identified by two parallel white lines or designated brick pattern. (The commissary is an example of designated parking using brick shading.)		2
A3.8.1.12	Straddling designated parking spaces.		2
A3.8.1.13	On a seeded or dirt packed area.		2
A3.8.1.14	Reserved parking space as listed/approved in Base Parking Plan by unauthorized vehicles.		2
A3.8.1.15	Against the flow of traffic.		0
A3.8.1.16	For the purpose of major vehicle repairs unless parked in an area designated for the intended purpose.		2
A3.8.2	Unattended Vehicle While Running.	Anyone who leaves a vehicle unattended while running anywhere on RAFL shall be guilty of an offense. Note: First responder vehicles are exempt.	3
A3.8.3	Abandoned Derelict/Disabled Vehicle.	The following applies to vehicles left unattended longer than a seven day period, in a state of disassembly, or non-operational/road worthy	2
A3.8.4	Failure to post mandatory documents.	Examples: Not posting a required long-term parking pass or SORN documentation in the long-term parking lot or failing to post the 48 FSS resale information when it is parked in the resale lot.	2
A3.9	Flightline Offenses		
A3.9.1	Operating a vehicle on the Flightline without an AF Form 483, <i>Certificate of Competency</i> .	Anyone who operates a motor vehicle on the flight line without an AF Form 483, or after the driver's certification has been suspended/revoked, shall be guilty of an offense.	6
A3.9.2	Anyone who operated a motor vehicle on the flightline with a valid AF Form 483 on record but not in their possession will be guilty of an offense.		3
A3.9.3	Failure to yield to the right-of-way on the flightline.	Anyone who fails to follow flightline right-of-way protocol as directed in LAKI 13-202, <i>Flightline Driving</i> , will be guilty of an offense.	4

A3.9.4	Improper Flightline Parking.	Anyone who fails to park a vehicle as directed in LAKI 13-202, <i>Flightline Driving</i> , will be guilty of an offense.	2
A3.9.5	Failure to Display/Obtain Flightline Pass.	Anyone operating a privately owned motor vehicle on the flightline without a flightline pass shall be guilty of this offense. Note: Not applicable in approved free zones	1
A3.10	Motorcycles		
A3.10.1	Rider and Passenger to Have Seat	A person operating a motorcycle shall ride only upon the permanent and regular seat attached thereto and the operator shall not carry any other person nor shall any other person ride on a motorcycle unless it is designed to carry more than one person.	2
A3.10.2	Muffler Required	A person shall not operate a motorcycle unless it is equipped with a working muffler or noise reduction equipment. A person shall not use a muffler cut-out, bypass, or similar device.	2
A3.10.3	Operators or passengers of a motorcycle or motor-driven cycle shall at all times wear an approved protective helmet on their head in an appropriate manner safely secured. Riders must wear eye protection.	Long sleeved shirt/jacket, full-fingered gloves/mittens, long trousers, and sturdy footwear providing ankle support are required. A highly visible outer garment is highly recommended during the day and outer garment containing retro-reflective material is highly recommended for night driving Note: It is the inherent responsibility of the operator to ensure his or her passengers are wearing all appropriate safety equipment and thus if a passenger were to be in violation of this Paragraph the operator would be issued the citation and the points assessed would be against same.	3
A3.10.4	Lighted Lamps are Required	Motorcycles or motor driven cycles shall display illuminated headlights at all time the motorcycle is in motion.	2
A3.10.5	Depriving a Motorcycle Full Use of Lane	All motorcycles are entitled to the full use of a lane and a person shall not drive a motor vehicle in such a manner as to deprive any motorcycle of the full use of a lane. Motorcycles operated two abreast in a single lane is not authorized.	3
A3.10.6	Passing in Same Lane Occupied by Vehicle	The operator of a motorcycle shall not overtake and pass in the same lane occupied by the vehicle being overtaken	3
A3.11	Pedestrians		

A3.11.1	Pedestrian in Crosswalk	When traffic control signals are not in place or not in operation, the driver of a vehicle shall yield the right of way, slowing down or stopping if need be to yield, to a pedestrian crossing the roadway within a crosswalk when the pedestrian is upon the half of the roadway upon which the vehicle is traveling or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger. No pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible for the driver to yield.	0
A3.11.2	Passing Vehicle Stopped for Pedestrian	When any vehicle is stopped at a marked crosswalk or at any unmarked crosswalk at an intersection to permit a pedestrian to cross the roadway, the driver of any other vehicle approaching from the rear shall not overtake and pass the stopped vehicle.	3
A3.12	Bicycles.		
A3.12.1	Traffic Laws Apply to Persons Riding Bikes	Every person riding a bicycle upon a roadway or upon any shoulder adjoining a roadway is granted all the rights applicable to a driver of a vehicle and shall abide by all traffic laws, except as Noted below.	0
A3.12.2	Riding on Bicycles	No person shall ride bicycle other than upon or astride a permanent and regular seat attached thereto.	0
A3.12.3	Clinging to Vehicles	No person riding upon any bicycle, scooter, coaster, roller skates, sled, or toy vehicle shall attach the same or himself to any moving vehicle	2
A3.12.4	Riding on Roadways	A person operating a bicycle upon a roadway at less than the normal speed of traffic shall ride as close as practicable to the left hand curb or edge of the roadway, unless passing another bicycle, preparing for a right turn, or to avoid hazards.	0
A3.12.5	Carrying Articles	No person operating a bicycle shall carry any package, bundle, or article which prevents the driver from keeping both hands on the handlebars.	0
A3.12.6	Required Equipment on Bicycles	Every bicycle when in use at nighttime shall be equipped with a lamp on the front which shall emit a white light, a lamp which shall emit a red light and a red reflector on the rear (and amber pedal reflectors if manufactured after 1 Oct 85). Flashing lights and other reflectors may help	0

		you be seen but must not be used alone. Every bicycle shall be equipped with a brake which will enable the operator to make the braked wheel skid on dry, level, clean pavement.	
A3.12.7	Bicycle Rider Safety Equipment	All persons riding, including those in child seats, will wear an Underwriters Laboratory approved helmet when moving. Riders will wear a brightly colored upper outermost garment during the day and reflective upper outermost garment at night.	0
A3.12.8	Wearing Headphones/Using Cell Phones	No operator will wear headphones, earphones, use hand-held cellular telephones or other similar devices which covers both ears and/or impedes hearing and detection of impending danger while riding in the traffic environment or any other area where contact with vehicular traffic may occur. The use of hands-free communication equipment is allowed, but operators must use caution because of the potential for rider distraction.	3
A3.13	Suspension Resulting From Tickets or Point Assessments		
A3.13.1	Violation: 6 points within 180-day period.		Assessment: one (1) month suspension.
A3.13.2	Violation: 3 traffic tickets (parking included) within a 90-day period.		Assessment: 90 day-suspension
A3.13.3	Violation: 5 traffic tickets (parking included) within 180-day period.		Assessment: 180-day suspension.
A3.13.4	Violation: 12 points within 1 year period.		Assessment: one (1) year suspension.
A3.13.5	Violation: 18 points within 18 months.		Assessment: two (2) year suspension.
A3.14	Not wearing seatbelts/driving using a cell phone without a hands free device		
A3.14.1	First Violation		Suspension for 7 days.
A3.14.2	Second Violation		Suspension for 14 days.
A3.14.3	Third violation		Suspension for 30 days.
A3.14.4	Driving a vehicle for an extended period of time without mandatory insurance, proof of vehicle ownership, MOT, road tax, or driving a		Suspensions will vary

	<p>SORN'd vehicle other than to its mandatory MOT appointment will result in a suspension of the members driving privileges. An extended period of time will be greater than one month.</p>	<p>depending on the period of time the violator continually did not have mandatory requirements. All suspensions will be routed through the individuals Commander, 48 SFS and 48 MSG/CC or designated representative.</p>
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Attachment 4**WEATHER DELAY/EARLY RELEASE PROCEDURES/WORKSHEET****A4.1. Road Conditions:**

A4.1.1. Roads are Clear: Unrestricted. Ideal road, visibility and temperature conditions exist. **Note:** Information will be posted at installation gates, public web site and weather line.

A4.1.2. Cautious Driving: Caution, but no restrictions. Road surface is wet or slushy, visibility is restricted and temperatures are low. **Note:** Information will be posted at installation gates, public web site and weather line.

A4.1.3. Hazardous Roads: Mission-essential and emergency vehicles only; 2-hour delayed reporting for all others (school and work). Road surface is hazardous, visibility is severely restricted, and/or temperature is very low. **Note:** Recall (Type 4-Information) will be initiated to announce 2-hour delayed reporting for both Department of Defense DoDDS and non-mission essential. Information will be posted at installation gates, public web site and weather line.

A4.1.4. Impassable Roads: Road and school closures. Mission-essential and emergency vehicles only. Road surface is very hazardous, visibility is extremely restricted and temperatures are extremely low. **Note:** Recall (Type 4-Information) will be initiated to announce road and school closure. Follow-up information recall will be conducted to move from road condition Impassable to any other road condition. Information will be posted at installation gates, public web site and weather line.

A4.2. Early Release: If deteriorating conditions warrant early release of personnel, the commander will direct a staggered release to preclude traffic jams.

A4.3. Mission Essential Services Only (MESO): Once MESO is determined, wing services and functions not listed below, or specifically added by the appropriate commander, will close (or not open until MESO terminates). Any commander-designated additions will be passed via recall notification.

A4.3.1. 48 FW.

A4.3.1.1. Wing Operations Center (WOC).

A4.3.1.2. Command Post (CP).

A4.3.1.3. CC-directed additions.

A4.3.2. Mission Support Group (MSG).

A4.3.2.1. Fire Department.

A4.3.2.2. Emergency Communication Center (ECC) and Base Patrols.

A4.3.2.3. Communications Center.

A4.3.2.4. CES Service Call Desk.

A4.3.2.5. Lodging Facilities.

A4.3.2.6. Dining Facility.

A4.3.2.7. Transportation Dispatch.

A4.3.2.8. Fuels Control Center.

A4.3.2.9. Commander directed additions.

A4.3.3. Operations Group.

A4.3.3.1. OSS Weather Personnel.

A4.3.3.2. Commander-directed additions.

A4.3.4. Retail operations (Services, AAFES, and DeCA) will not open if MESO is declared prior to normal opening time. If already operating when MESO is declared, the only retail operations likely to be extended are gas stations and Shoppettes (announced separately over the Commander's Channel, Giant Voice public announcement, or 48 FW Recall Procedures).

A4.4. Delays/MESO:

A4.4.1. "Delayed reporting authorized," means road conditions are very hazardous and individuals should take whatever time they need to arrive at work safely. Coordinate delays with individual supervisor.

A4.4.2. If warranted, opening of the DoDEA Schools will be delayed two hours and the bus schedule will be slipped accordingly.

A4.4.3. MESO: If adverse weather/road conditions dictate a large-scale cessation of normal operations, the wing commander will declare the base MESO.

A4.5. Standard Advisory for Weather Delay/MESO Checklist:

A4.5.1. This winter weather advisory is for the Mildenhall/Lakenheath/Feltwell Communities. Road conditions are: Roads are Clear____Cautious Driving _____Hazardous Roads _____Impassable Roads_____

A4.5.2. Delayed reporting is authorized; individuals should take whatever time is necessary to arrive at work safely. Coordinate delays with personnel supervisor.

A4.5.3. DoDEA Schools and buses will:

A4.5.3.1. Run as scheduled _____

A4.5.3.2. Be delayed 2 hours _____

A4.5.3.3. Be canceled for the day _____

A4.5.4. Local schools and buses will:

A4.5.4.1. Run as scheduled _____

A4.5.4.2. Be delayed 2 hours _____

A4.5.4.3. Be canceled for the day _____

A4.6. Standardized Advisory for Early Release Checklist:

A4.6.1. This winter weather advisory is for the Mildenhall/Lakenheath/Feltwell communities. Road conditions are: Roads are Clear____Cautious Driving _____Hazardous Roads _____Impassable Roads

A4.6.2. The commander has authorized the following staggered release of personnel:

A4.6.2.1. Stagger 1 is for personnel living in outlying areas greater than 15 miles to 20 miles with last names beginning with A-K. All persons living in areas greater than 20 miles away will be released. Stagger 1 will begin at _____ hours.

A4.6.2.2. Stagger 2 is for personnel living in outlying areas greater than 15 miles to 20 miles with last names beginning with L-Z. Stagger 2 will begin at _____ hours.

A4.6.2.3. Stagger 3 is for remaining personnel living less than 10 miles from base. Stagger 3 will begin at _____ hours.

A4.6.2.4. Stagger 4 is for on-base residents who will be released at the official end of their duty day or declaration of MESO.

A4.6.3. DoDEA Schools will:

A4.6.3.1. Maintain their normal schedule _____

A4.6.3.2. Close at _____ hours; bus schedules will adjust accordingly.

A4.6.4. Local schools will:

A4.6.4.1. Maintain their normal schedule _____

A4.6.4.2. Close at _____ hours; bus schedules will adjust accordingly.

A4.6.5. MESO will be implemented at _____ hours and will remain in effect until _____ hours. Services and operations not designated, as MESO will close.

Figure A4.1. Additional instructions:

Note: If individuals have questions or need further guidance, contact individual supervisor or commander.