

**BY ORDER OF THE COMMANDER
MACDILL AIR FORCE BASE (AMC)**

**MACDILL AIR FORCE BASE
INSTRUCTION**



31-218

9 SEPTEMBER 2023

SECURITY

**MOTOR VEHICLE TRAFFIC
SUPERVISION**

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This instruction implements Air Force Instruction (AFI) 31-218, *Motor Vehicle Traffic Supervision*, AFI 31-115, *Law and Order Operations*, and Department of the Air Force Instruction (DAFI) 91-207, *The Traffic Safety Program*. This instruction applies to Active Duty, Air Force Reserve, Air National Guard, Department of Defense (DOD) Civilians, non-affiliated Civilians, Guests, Contractors, and any other individuals on orders, residing, working, or visiting to MacDill Air Force Base (AFB). This instruction combines information from AFI 31-218 and AFI 31-115 to establish the rules of the road for MacDill AFB. It assigns responsibilities and establishes procedures for motor vehicle traffic supervision and parking on MacDill AFB including, but not limited to, granting, suspending, revoking privileges to operate privately owned vehicles (POV); traffic supervision, and governs the MacDill AFB parking program. This instruction also identifies local traffic enforcement procedures particular to MacDill AFB. Failure to comply with this instruction is punitive in nature and chargeable under Article 92 of the Uniformed Code of Military Justice (UCMJ), for military personnel. All non-military personnel will be charged through the Magistrate Court System. Ensure all records created as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with (IAW) the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See DAFI 90-160, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers

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SUMMARY OF CHANGES

This document contains changes and supersedes MacDill AFB Instruction, 31-116. It corrects grammatical errors, implement changes to **Table 5.1**. Suspension and Revocation of Driving Privileges, **Table 5.2**., Point Assessment for Traffic Violations, establishes MACDILLAFB Form 218, *MacDill AFB Long Term Parking Placard*, as a prescribed form, revises **Attachments 3** (Armed Forces Traffic Ticket Appeal Template – Active Duty), **Attachment 4** (Armed Forces Traffic Ticket Appeal Template – Civilian), and **Attachment 5** (Request for Administrative Case Review, Full or Limited Reinstatement of Installation Driving Privileges).

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Chapter 1

INTRODUCTION

1.1. Purpose. To implement AF and command policy, base guidance and procedure, assign responsibility, and establish procedures for motor vehicle traffic supervision on MacDill AFB. This instruction provides local procedures to implement the directives found in AFI 31-218 *Motor Vehicle Traffic Supervision* and DAFI 91-207, *The Traffic Safety Program*.

1.2. Delegation of Authority. The 6th Mission Support Group, Commander (6 MSG/CC), is designated by the 6th Air Refueling Wing Commander (6 ARW/CC) as authorized to sign Preliminary Suspension of Driving Privileges letters and Suspension/Revocation of Driving Privileges letters under the authority of AFI 31-218(I). The 6th Mission Support Group, Deputy Commander (6 MSG/CD), is designated by the 6 ARW/CC as the Traffic Violations Review Authority (TVRA) and will act under authority of AFI 31-218(I). The 6th Security Forces Squadron Commander (6 SFS/CC), 6 SFS Operations (6 SFS/S3), 6 SFS Reports and Analysis (6 SFS/S5R), and the 6th Air Refueling Wing Judge Advocate (6 ARW/JA) will act as advisors to the TVRA. The TVRA will consult with his or her advisors as needed to review traffic violation appeals.

1.3. General. This instruction specifically adopts selected portions of the Florida State Statutes (FSS) Title XXIII Motor Vehicle Chapter 316 State Uniform Traffic Control. Although not restated in full in this instruction, provisions of the FSS pertaining to motor vehicle and pedestrian traffic laws, which are not addressed herein, are expressly adopted and made applicable to MacDill AFB.

1.3.1. Criminal violations of the FSS are assimilated by the installation under Title 18, United States Code, Section 13, (18 U.S.C. 13), DODD 5525.4, *Enforcement of State Traffic Laws on DOD Installations*. Violations of FSSs may result in prosecution before the U.S. Magistrate or Federal District Court for civilian offenders.

1.4. Responsibilities. The 6 MSG/CC is designated the chairperson for the Traffic Safety Coordination Group (TSCG) and authority for traffic supervision programs. In the absence 6 MSG/CD may chair Traffic Safety Board. The 6 SFS/S3O 6 CES/CEC, 6 MDG, 6 ARW/JA, and 6 ARW/Safety will act as advisors for the traffic supervision programs.

Chapter 2

DRIVING PRIVILEGES

2.1. Operating a motor vehicle on MacDill AFB is a privilege, not a right. The use of a valid state, international or foreign driver's license is acceptable for operating a privately owned motor vehicle on MacDill AFB. Anyone who operates a vehicle on MacDill AFB shall be deemed to have given their consent (implied consent) to evidential tests for alcohol or drug content in their blood, breath or urine, when lawfully stopped or cited for any offense allegedly committed while driving or in actual physical control of a motor vehicle on the installation, to determine the influence of intoxicants. All personnel operating a vehicle on MacDill AFB will ensure their vehicles are properly insured, registered and in safe operating condition. They also agree to comply with all traffic rules of the installation.

2.2. A key part of the 6 ARW/CC's responsibility of protecting the installation is the requirement to prescribe procedures for inspecting persons, their property and vehicles at entry and exit points of the installation. Among the types of authorized inspections is a Random Installation Entry/Exit Vehicle Check (IEVC). An IEVC is the examination of a vehicle without the foundation for a search authorization. The installation commander determines when, where, and how to implement random checks based upon the Integrated Defense Risk Management Process (IDRMP) and through crime trend analysis.

2.2.1. IEVCs are generally conducted at entry gates and restricted areas in accordance with command policy and force protection measures. Individuals and vehicles attempting to enter/exit the installation are subject to IEVC policies and procedures enforced by Security Forces personnel, as directed by the installation commander.

2.2.2. IEVCs are not based upon probable cause to believe the vehicle contains property or contraband subject to search but are based on the commander's authority to ensure the health and safety of base personnel, to maintain the security of the installation, and to protect government property and national security interests. Protocols to ensure random selection will be published before execution of any IEVC.

2.3. Procedures for Installation Entry Point Vehicle Checks. When a properly identified vehicle IAW the IEVC protocol approaches the entry point, notify the driver the vehicle is subject to an IEVC by the authority of the installation commander and ask the driver for consent to perform the inspection. Advise the driver and all occupants of the vehicle they cannot enter the installation in the vehicle unless the vehicle is inspected.

2.3.1. If the driver (and/or owner of the vehicle who is present) refuses to consent to the IEVC, instruct the driver to proceed to a predesignated location out of inbound/outbound traffic lanes and await further instruction. At the predesignated location, advise the driver (and/or owner) that refusal to consent will result in being denied access to the installation and could result in one or more of the following: 1) loss of base driving privileges, 2) barment from the base and/or, 3) other administrative or civil actions. Ask the driver (and/or owner) once again for consent to perform the IEVC. If consent is still refused, Security Forces personnel will log the driver's identification and vehicle information, conduct a brief visual inspection of the exterior of the vehicle to ensure there is no overt risk to safety or security, then direct the driver to exit the installation immediately with the vehicle.

2.3.1.1. Security Forces personnel will notify the Base Defense Operations Center (BDOC) for blotter input and to ensure the vehicle does not enter the installation at another gate in order to avoid the IEVC.

2.3.1.2. Military members can be lawfully ordered to consent to the IEVC. Inform the member of the following: 1) these checks have been directed by the Installation Commander and, 2) a lawful order will ensue from 6 SFS personnel if member continues to object verbally or through physical actions (e.g., refusal to depart vehicle, locking of doors), to provide consent. If member fails to comply with the 6 SFS lawful order, they will be apprehended and charged with Article 92 of the UCMJ, *Failure to Obey Order or Regulation*.

2.3.2. If the driver (and/or owner of the vehicle who is present) consents to the IEVC, instruct the driver to proceed to a predesignated location out of inbound/outbound traffic lanes and to turn off the engine. Conduct a walk-around examination of the vehicle, whether it is being operated by a civilian or military member. Then direct all passengers to exit the vehicle in a safe manner. When the passengers have exited, instruct the driver to open the center console, glove compartment, hood, trunk and any other locked or closed compartments. When these steps are completed, instruct the driver to step away from the vehicle. Security Forces personnel then continue with the IEVC.

2.4. Procedures for Installation Exit Point Vehicle Checks. When a properly identified vehicle IAW the IEVC protocol approaches the exit point, motion to the driver to stop (or slow) and instruct the driver to proceed to a predesignated location out of inbound/outbound traffic lanes in order to safely conduct the IEVC. Notify the driver (or the owner of the vehicle who is present) that by the authority of the installation commander the vehicle is subject to a IEVC prior to being allowed to exit the installation. Different from an entry point vehicle check, consent is not requested.

2.4.1. If the driver (and/or owner of the vehicle who is present) refuses to comply with Security Forces' instructions or directives, advise him/her that refusal to comply could result in one or more of the following: 1) loss of base driving privileges, 2) barment from the base and/or, 3) other administrative or civil actions. If the driver (and/or owner) of the vehicle still refuses to comply, Security Forces personnel will log the driver's information and vehicle identification, notify BDOC, report the matter to the installation commander (or the commander's designee), and contact the installation Staff Judge Advocate (SJA) or on-call Judge Advocate as necessary to determine the appropriate course of action.

2.4.1.1. Civilian personnel who refuse to comply may be lawfully detained pending response by from the installation Magistrate and SJA.

2.4.1.2. Military members can be lawfully ordered to consent to the IEVC. Inform the member of the following: 1) these checks have been directed by the Installation Commander and 2) a lawful order will ensue from 6 SFS personnel if member continues to object verbally or through physical actions (e.g., refusal to depart vehicle, locking of doors), to provide consent. If member fails to comply with the 6 SFS lawful order, they will be apprehended and charged with Article 92 of the UCMJ, *Failure to Obey Order or Regulation*.

2.4.2. Regardless of the driver's (or owner's) compliance, proceed with the IEVC without delay as soon as practical. At the predesignated location instruct the driver to turn off the engine. Conduct a walk-around examination of the vehicle, whether it is being operated by a civilian or military member. Then direct all passengers to exit the vehicle in a safe manner. When the passengers have exited, instruct the driver to open the center console, glove compartment, hood, trunk and any other locked or closed compartments. When these steps are completed, instruct the driver to step away from the vehicle. Security Forces personnel continue with the IEVC.

2.5. While conducting IEVCs, Security Forces personnel may discover evidence to use as a foundation for a probable cause search (e. g., weapons, contraband, or government property in plain view). If such evidence is discovered during the course of inspecting a vehicle at an entry/exit point check, immediately stop the inspection and apprehend (military personnel) or detain (civilian personnel) the person(s) involved, if detention/apprehension is necessary under the circumstances. Barring exigent circumstances Security Forces personnel will notify BDOC and 6 SFS/S2I (or the Air Force Office of Special Investigations (AFOSI)) and consult the installation SJA or on-call Judge Advocate in order to pursue search authorization from a military commander or military magistrate. Immediate notification will be made to the following:

2.5.1. 6 SFS/S2 and AFOSI if drugs, a firearm or prohibited/dangerous weapon is found.

2.5.2. Explosive Ordnance Disposal (EOD) and AFOSI if explosives are found.

2.6. IEVC and random vehicle inspections will not be conducted on active-duty O-9 and O-10 personnel. All other personnel entering the installation are subject to IEVC and random vehicle inspections. **Exception: The 6 ARW/CC will not be subjected to an IEVC.**

2.7. Suspension or Revocation of Driving Privileges.

2.7.1. The Traffic Violations Review Authority (TVRA) has the authority to suspend, revoke, or restrict the privilege of operating a motor vehicle/vessel on MacDill AFB.

2.7.2. An individual whose driving privileges have been revoked or suspended by the TVRA or by state authorities will have his/her privilege to operate a government owned motor vehicle (GOV) revoked or suspended in the same manner and for the same duration as imposed by the TVRA or state authorities. If an individual is discovered operating their POV while their state license or on base driving privileges are suspended/revoked, on-duty Security Forces personnel will issue immediate notice of suspension of base driving privileges for a two-year period. Personnel apprehended or detained for impaired/intoxicated driving on, or off base will have their on base driving privileges immediately suspended/revoked for a period of one-year pending resolution of the incident. IAW AFI 31-218(I), 2-6.a., a "reasonable time period" to request an administrative hearing once a notice of suspension of base driving privileges has been issued is 14 calendar days. This suspension takes affect at the time of the vehicle stop. **Note:** If the individual stopped does not have an affiliation with MacDill AFB or any other DOD installation, they will still be issued the suspension/revocation of base driving privilege letter, but they will not have the right to an Administrative Hearing. These cases will be settled through the Magistrate Court System. If an individual is requesting limited driving privileges for a 30-day suspension resulting from the accumulation of traffic points or another incident not related to Driving Under the Influence (DUI) or Boating Under the Influence (BUI) or a

suspended/revoked license, the suspension will not take effect until after the TVRA has reviewed the case and made a decision on the individual's appeal.

2.8. Violators apprehended on MacDill AFB for DUI (DUI/0.08 BAC) will be immediately issued a Preliminary Notice of Suspension or Revocation of Driving Privileges letter for refusal to submit to a chemical test, conviction of intoxicated driving charge, or serious motor vehicle accident, which is detrimental to public safety or good order and discipline. IAW AFI 31-218(I), 2-6.a., a "reasonable time period" to request an administrative hearing once a notice of revocation of base driving privileges has been issued, is 14 calendar days. This suspension takes affect at the time of the vehicle stop. Individuals determined to have a blood alcohol content of 0.05 or greater but less than 0.08 will be cited for Driving While Impaired and six (6) points annotated on their MacDill AFB Drivers record in Air Force Justice Information System (AFJIS) and their driver's license suspended for six months. To be considered impaired it must be supported with other competent evidence such as the completed DD Form 1920, *Alcohol Incident Report* reflecting all the Field Sobriety Exercise results, Horizontal Gaze Nystagmus results and patrolman's supporting statement. If operator is determined to be impaired, they can either contact someone to remove their vehicle or it will be towed off the installation. Violators who are underage and proven to have been driving after consuming alcohol will have their license suspended for a period of one year.

2.8.1. 6 SFS/S5R will forward all DUI or BUI cases to the installation TVRA and 6 ARW/JA after all evidence has been gathered and the report completed for review.

2.8.2. 6 SFS/S5R will provide 6th Logistics Readiness Squadron (6 LRS) Operator Records and Licensing Office (OR&L) the suspension/revocation listing monthly. This information will be tracked in the On-Line Vehicle Integrated Management System (OLVIMS) on an as needed basis and members will be notified in writing by 6 LRS/OR&L through their unit commander of notice to return their AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*, to 6 LRS/OR&L.

2.9. All assigned personnel, including active duty, DoD civilians, civilian contractors, and dependents with access to MAFB who were arrested for off-base impaired, or intoxicated incidents should notify their leadership chain, or employer, and must report to Building #203/Security Forces Headquarters within 24 hours after termination of the incident, or return to duty. At that time the individuals will be issued their preliminary suspension of base driving privileges for MAFB.

2.9.1. Non-Duty Hours: Report to Building #203/Security Forces Headquarters and make contact with Base Defense Operations Center (BDOC) to be issued your preliminary notice of suspension of base driving privileges.

2.9.2. During Duty Hours: Report to Building #203/Security Forces Headquarters and make contact with the S5R Administration & Reports Office to be issued your preliminary notice of suspension of base driving privileges.

2.10. All appeals of suspensions, revocation actions, or request for administrative hearings will be submitted to 6 SFS/S5R for review and forwarded through 6 SFS/CC and 6 ARW/JA to the TVRA for consideration/action. The 6 SFS/CC will ensure all information is included in the proposed request. 6 ARW/JA will review the case and make legal recommendations to the TVRA. Military individuals will be notified through their First Sergeant or Commander to contact

6 SFS/S5R to acknowledge the decision of the TVRA and receive a copy of the decision. Civilian and contractor employees will be notified to report to 6 SFS/S5R to acknowledge the decision of the TVRA. For civilian and contractor employees appealing: If they fail to report to 6 SFS/S5R for acknowledgment of the decision, forward the decision to them via certified mail. If granted limited privileges, they must keep this letter on them when operating a POV or GOV. Unit First Sergeants are the POC for notifying command leadership of suspension of driving privileges for civilian employees and contractors assigned to their unit.

2.10.1. The 6 ARW/JA and TVRA will conduct a review of the appeal case file within 14 days of final assembly of evidence.

2.10.2. Written requests must be submitted to 6 SFS/S5R to request hearings with the TVRA to vacate the suspension, pending investigation or resolution of the incident, within 14 days of notice.

2.10.3. If a hearing is requested, the suspension of driving privileges for DUI/BUI or driving on a suspended/revoked state license will remain in effect until a final decision has been made by the TVRA. If a decision has not been made within 30 days of the hearing date, full driving privileges will be restored until a final decision has been made by the TVRA.

2.10.4. If a hearing is requested, it will be in written format only. There are no personal appearances before the TVRA. If the individual requesting the administrative hearing is a military member, they may request assistance through the Area Defense Counsel or civilian counsel, at their own expense. Civilian individuals may be represented by civilian counsel at their own expense. The decision of the TVRA is final. The individual requesting the administrative hearing will be notified by the 6 ARW/JA Office as to the results. The individual requesting the hearing will be asked to report to 6 SFS/S5R in Bldg. 203, Rm 257 to acknowledge the results of the TVRA. If the individual is military, then they will be notified through their unit Commander/First Sergeant to contact 6 SFS/S5R. If the individual is civilian, they will be notified through the contact information provided in the request letter. If employed on the installation, the unit of employment will be notified through the First Sergeant. If they cannot be reached either by telephone or in person, the written results of the TVRA will be forwarded to the individual via certified mail.

2.11. Operating a motor vehicle/vessel with blood alcohol content (BAC) of 0.08 or higher is in violation of Florida law. Individuals determined to have a blood alcohol content of 0.05 but less than 0.08 may be cited as Driving while Impaired under AFI 31-218(I), chapter 5-3 table 5-2. For a driver to be considered Impaired, it must be supported with other competent evidence such as the completed DD Form 1920 reflecting all the Field Sobriety Exercise results, Horizontal Gaze Nystagmus results, and officers and offender's statements. **Note:** Each civilian offender who officers determine probable cause exists for citing offenders for "Impaired Driving" will be charged for Impaired Driving Under FSS 316.193, DUI on a United States District Court Notice Violation Notice (USDCVN).

2.12. The TVRA has the authority to grant or deny a request for restricted, limited, or full reinstatement of driving privileges. To request reinstatement of driving privileges, the suspended driver must submit a written request (**Attachment 5**) endorsed by his or her commander, to 6 SFS/S5R through 6 SFS/CC to the TVRA.

2.12.1. Requests for restricted, limited, or full reinstatement of driving privileges should include a full description of the hardship or mission impact that is incurred by not being able to drive, the steps the individual has taken to ensure the situation does not happen again, what areas on MacDill AFB driving is requested, and the route of travel to get to these areas from the base entry point. Mission impact must be in the area of “**go/no go.**” This standard implies the mission cannot be completed due to the individual’s inability to drive. Prior to any reinstatement of privileges being granted the individual requesting the limited privileges must show they have been issued a valid driver’s license. The burden of proof for reinstatement of driving privileges lies with the person applying for probation or restricted driving privileges. **Note:** Revocations for test refusals shall remain.

2.12.2. Prior to being granted restricted, limited, or full reinstatement of driving privileges resulting from a DUI, the requestor must provide notices of completion from the 6th Medical Group Alcohol and Drug Prevention and Treatment Program (ADAPT) course, and completion of Driver Improvement and Rehabilitation Course, from 6 ARW/Safety Office. If this was civil arrest for DUI, then the appropriate civilian drug and alcohol education course completion is required. Individuals must also have a completed/closed case file and AF Form 3545, AFJIS Incident Report in AFJIS.

2.12.3. If restricted, limited, or full reinstatement of driving privileges are granted and the individual is subsequently involved in a chargeable accident or moving violation, driving privileges shall be withdrawn. This is done in addition to any further suspension or revocation action taken for the offense that occurred.

2.12.4. Individuals granted limited driving privileges will have their current status annotated in AFJIS with the appropriate code, however, they will be annotated as suspended in DBIDS. Individual is responsible for maintaining the letter authorizing their limited privileges from the TVRA while operating any vehicle on the installation. Letter must be presented to the officer conducting the vehicle stop at the time of the stop. Once a suspension/revocation is completed, driving privileges are automatically restored in AFJIS/DBIDS. Vehicle operators must contact 6 SFS/S5R to be removed from DBIDS.

2.12.5. Individuals newly assigned who are discovered to have had their driving privileges suspended from their previous base/command, will have their driving privileges suspended on MacDill AFB.

2.13. The S5R office has been included on the installation Virtual Military Personnel Flight (MPF) out-processing checklist for Air Force Personnel. Civilian Personnel must also out-process through S5R. All agencies not utilizing Virtual MPF must add S5R to their unit out-processing checklists.

Chapter 3

MOTOR VEHICLE PARKING.

3.1. Vehicles cannot be parked, for 72 hours or more, at any location on the installation. Exception: See [paragraph 3.8](#) of this instruction. The vehicle will be issued a DD Form 1408, *Armed Forces Traffic Ticket*. On the same day the ticket is written, the issuing patrol officer will contact BDOC to utilize the NCIC terminal to run the vehicle identifiers; license plate number and/or Vehicle Identification Number (VIN) to identify the registered owner. The registered owner will be contacted and directed to move the vehicle immediately. If owner cannot be contacted or is not available (i.e., Leave or TDY) then the individual's chain of command or sponsor will be contacted. Illegally parked vehicles are not to be confused with suspected abandoned vehicles (as defined below). Illegally parked vehicles that do not meet the definition of abandoned vehicles will not be towed unless directed by SF Flight Chief or higher authority.

3.1.1. Abandoned vehicles are defined as any partially dismantled, non-operable, wrecked, junked, or derelict motor vehicle parked for more than 3 days on a public street, roadway, or public parking area, (i.e., Base Exchange, Commissary, Auto Hobby Shop, Dormitories, or base housing, etc.), or any vehicle for which the owner cannot be identified or has permanently departed the immediate vicinity of MacDill AFB. These vehicles will be considered abandoned by the owner until determined otherwise.

3.1.2. The vehicle will be issued a DD Form 1408 and the issuing patrol officer will follow the steps in [paragraph 3.4](#), when attempting to contact the registered owner. After 72 hours, if the owner cannot be identified or located, the vehicle will be issued a DD Form 2504, *Abandoned Vehicle Notice*. If no action is taken from owner after 3 duty days from being issued a DD Form 2504, the vehicle will be removed from the installation at the owner's expense. **Note:** This action will be documented by an entry in the installation law enforcement desk journal or blotter. After the vehicle has been removed, the installation law enforcement officer or the contractor will complete DD Form 2506, *Vehicle Impoundment Report* as a record of the actions taken. The DD Form 2507, *Notice of Vehicle Impoundment* will be forwarded by certified mail to the address of the last known owner of the vehicle to advise the owner of the impoundment action, and to request information concerning the owner's intentions pertaining to the disposition of the vehicle.

3.2. Parking is authorized only in areas clearly laid out or marked off on paved areas by paint, barriers, cones, signs, and/or at the direction of Security Forces personnel. Parking in non-designated spaces, including seeded areas, must be coordinated with 6 CES and approved by the 6 ARW/CC. Concrete markers will be used to identify the parking areas in approved seeded areas. Parking on unpaved areas is not authorized except during designated special events and when approved by the 6 ARW/CC.

3.3. Parallel parking is prohibited on any curbs in any approved parking areas on MacDill AFB to include any Combatant Command parking areas unless properly marked, e. g., white lines marked to indicate a parking space. All approved parallel curb parking will be parallel to the direction of traffic flow and only when there is a painted parking space on the pavement, with the exception of base housing where parking is in accordance with base housing regulations.

3.4. Parking is prohibited:

- 3.4.1. Within 15 feet of a fire hydrant or blocking a properly marked driveway of a fire station or aircraft-alert crew facility.
- 3.4.2. In a reserved space of another.
- 3.4.3. In a handicapped space without a handicapped permit or Disabled Veteran license plate issued to said person or without an authorized person present. This will result in suspension of installation driving privileges for 30-days.
- 3.4.4. In areas painted with diagonal lines. Exception: Motorcycles only.
- 3.4.5. In front of a garage or cubicle unless it is assigned to the vehicle operator.
- 3.4.6. Two-wheeled motor vehicles may park in a designated parking area as well as the "White Striped/No Parking Areas" at the end of parking lanes so as not to impede the flow of traffic unless the area is marked as "No Parking." Four-wheeled vehicles will not park in these spaces.

3.5. Recreational vehicles (RV) (defined as boats, jet skis, trailers regardless of size, unlicensed vehicle or vehicle license expired, 2/3/4 wheeled off-road vehicles (except properly base registered off-road only vehicles), campers, un-mounted campers/camper shells (for pickup trucks), motor-homes of all sizes, trucks other than pickups, and any vehicle that is inoperable or "awaiting restoration") are to be parked in the RV parking area in FamCamp or on SOCCENT road. RV's will not be parked on streets in base housing, dormitory and lodging parking lots except as follows:

- 3.5.1. When used as a primary vehicle by the owner; motor homes, campers, and trucks, (other than pick-ups), may be parked in the housing area for immediate packing and unpacking after a leave/PCS period.
- 3.5.2. Personnel will park their oversized vehicles or trailers that are not attached to their vehicles in the temporary parking lot located on the south side of Marina Bay Drive between the Combat Arms Training Range and the Outdoor Recreation Pavilion Area.
- 3.5.3. The RV lot is for recreational vehicles only. Boxed or loose items must be kept inside the vehicle and not on the ground.
- 3.5.4. Military personnel living in family housing and the FamCamp Park must remove their vehicles from the RV lot prior to final housing inspection. Military personnel residing in the dormitory must contact 6th Force Support Squadron/FSCO (Outdoor Recreation) and arrange removal of their vehicle prior to out-processing.
- 3.5.5. The 6th Force Support Squadron/FSCO maintains control of the installation Recreational Vehicle Parking Lots. This area is located on South Shore Ave. Base personnel need to contact Outdoor Recreation Department at 828-4982 to coordinate long-term parking of RVs. A fee may be charged to use this location. Outdoor Recreation is located in the FamCamp area.

3.6. Reserved Parking:

- 3.6.1. The TVRA is the approval authority for reserved parking requests. All reserved parking spaces are approved by the TVRA after coordination with his or her advisors for the traffic

supervision program. Designated reserved signs will be maintained by 6 CES/CEO. Reserved parking spaces will only be provided by 6 CES and must meet strict base standards. **Exception:** United States Special Operations Command (USSOCOM) and United States Central Command (USCENTCOM) establish procedures for requesting, approving, marking, and controlling reserved parking areas around their facilities.

3.6.2. Reserved parking spaces will be authorized at the respective duty locations for the following: Unit Commanders, First Sergeants, Wing Command Chief, Group Executive Support Noncommissioned Officer (NCO), officers and civilian personnel of equal rank who hold a two-letter office symbol, the senior E-9 of an organization, official government vehicles, qualified handicapped personnel with an affixed vehicle handicap decal, Disabled Veteran license plate, and carpools. Units wishing to provide recognition to outstanding performers may designate spaces for SNCO, NCO, and Airman/Civilian of the Quarter, or other award winners. These designated parking spaces may be obtained by re-designating a previously designated space through coordination with the 6 CES.

3.6.3. The following procedures apply for control and marking: Personnel requesting reserved parking spaces will submit requests to 6 CES/CEO utilizing an AF Form 332, *Base Civil Engineer Work Request*, requesting a bumper block marked with the word "RESERVED." Upon request approval, the 6 CES/CEO will fabricate and install the sign. Reserved spaces will only be provided by 6 CES and must meet base standards.

3.6.4. Units, sections, and agencies may reserve "Off-Street" parking spaces for loading as necessary to their operation; however, these zones will not impede the flow of traffic. Loading Zones shall be clearly marked with yellow diagonal lines on pavement or by signs stating, "No Parking/Loading Zone." Organizations will coordinate with 6th Security Forces, Police Services (6 SFS/S3OS) and 6 CES/CEC prior to marking the area.

3.6.5. Units, sections, or agencies will not (except as authorized herein) reserve or otherwise prohibit parking in any authorized or designated parking space.

3.6.6. Reserved parking spaces are not transferable. When an organization moves to a new location, requests for reserved parking spaces must be resubmitted as prescribed above, and existing signs and/or markings removed.

3.7. During visits by higher headquarters, temporary signs may be posted with the following terminology: "Reserved for Inspector," or "Inspector General," or other similar terminology.

3.8. Long Term Parking: Service members and civilian personnel with vehicles parked on base due to deployment or extended TDY for longer than 72 hours must comply with one of the following provisions. In all cases the vehicle owner must ensure their vehicle registration and insurance is up to date for the entire period of parking.

3.8.1. Deployed/TDY personnel residing in base housing or dormitories will park their vehicles at their resident or dormitory parking area. Deployed/TDY dormitory personnel who leave their vehicle in their assigned dormitory parking areas will fill out a MacDill AFB Form 218, *MacDill AFB Long Term Parking Placard*, (**Attachment 6**) and have it signed by their commander or First Sergeant acknowledging permission to leave their vehicle parked in the dormitory parking area of their assigned dormitory. Deployed/TDY members will place MACDILLAFB 218 (**Attachment 6**) clearly displayed on their vehicle's dashboard in plain view, or the vehicle will be towed at the owner's expense.

3.8.2. Deployed/TDY personnel may store vehicles in **their** unit's parking lot, or the base general storage parking lots with approval from their Commander or First Sergeant. Base general parking lots are located between Hillsborough Loop Drive and Hanger Loop Drive in front of building 295 and in the parking lot in front of building 297. Personnel will have their information filled out on a MACDILLAFB 218 visibly displayed on the dashboard or the vehicle will be towed at the owner's expense.

3.8.3. Deployed/TDY personnel who use the MACDILLAFB 218 will not place any operational security, privacy act, and/or other controlled unclassified information in the comments section of the form (e.g., deployed location and duration, personal cell/home numbers, home addresses, etc.).

3.8.4. Those organizations who per base guidance are authorized to establish their own parking policies (USCENTCOM and USSOCOM), may establish internally designated long term parking areas and procedures.

3.8.5. A portion of the North Boundary Road is located within an Instrument Landing System (ILS) critical area. It must be protected when certain inclement weather conditions exist to prevent vehicle interference with the navigational signal emitted from the ILS. Traffic control devices are installed on the North Boundary Road and appears as a steady red light when activated, alerting vehicles to STOP and hold position for aircraft operations. All vehicle operators must comply with posted signs and traffic control devices.

Chapter 4

TRAFFIC PLANNING AND CODES

4.1. Drivers entering MacDill AFB during the hours of darkness are required to use their parking lights or daytime running lights when approaching MacDill AFB entrance gates. Motorcycles and motor scooters that do not have parking lights or daytime running lights will use their low beam headlights when approaching entrance gates.

4.1.1. Headlights will be turned on when the motorcycle, motor scooters and motorized bicycles are in motion.

4.1.2. Motorcycle Operator/Passenger Safety Equipment. Personal Protective Equipment (PPE). Motorcycle (to include mopeds, motor scooters and pocket bikes) and All-Terrain Vehicle (ATV) (both Three/Four-Wheeled vehicle riders) riders will wear appropriate head protection. Head Protection consist of a helmet, certified to meet current Federal Motor Vehicle Safety Standard No. 218 (DOT), United Nations Economic Commission for Europe (UNECE) Standard 22.05, British Standard (BS) 6658, or Snell Standard M2005 or higher, shall be worn and properly fastened under the chin. For personnel riding motorcycles and ATVs outside the United States, helmets must also meet the host nation standards. Commanders may authorize use of combat helmets for operating tactical vehicles (e.g., motorcycles and ATVs) during operations and training, based on a formal risk assessment IAW AFI 90-802, *Risk Management*. If time is critical, a real time risk assessment will be used. All operators and passengers will wear proper eye protection. Eye protection can be goggles, wrap around glasses, or a full-face shield designed to meet or exceed American National Standards Institute (ANSI) Standard Z87.1, UNECE 22.05 or BS6658 in effect when manufactured, will be properly worn. A windshield or fairing does not constitute proper eye protection. Host nation equivalent is acceptable if it meets or exceeds ANSI Standard Z87.1. All operators and passengers will wear protective clothing consisting of a long-sleeved shirt or jacket; long trousers and full-fingered gloves or mittens are required. Gloves or mittens will be made from leather or other abrasion-resistant material. Wearing of a motorcycle jacket and pants constructed of abrasion resistant materials such as leather, Kevlar® and/or Cordura®, containing impact absorbing padding is strongly encouraged. Riders are encouraged to select PPE that incorporates fluorescent colors and retro-reflective material. Operators and passengers will wear proper foot protection consisting of sturdy over-the-ankle footwear that affords protection for the feet and ankles. It is the inherent responsibility of the operator to ensure his or her passengers are wearing all appropriate safety equipment. If a passenger is found to be in violation of this paragraph, the operator would be issued the citation and all applicable points will be assessed against the operator's record.

4.1.2.1. Tactical Motorcycle and ATV Rider Protection. In addition to the above listed items, government-owned motorcycles and ATV operators during off-road operations should also wear kneepads, shin guards, and padded full-fingered gloves.

4.1.3. Persons riding on a motorcycle will ride on permanently affixed regular/standard motorcycle seats. No more than one passenger will be carried on any motorcycle or scooter with passenger accommodations. Passengers are not allowed on mopeds.

4.1.4. All motorcycles will be equipped with a functional headlight, at least one mirror on each side of the handlebars, fenders on all wheels, a muffler, functioning turn signals, license plate, and front and back brakes.

4.1.5. Any motorcycle operated with a passenger shall be equipped with a permanent seat and footrests for such passengers. The operator and passenger will use foot pegs or floorboards.

4.1.6. Motorcycles will not be operated more than two abreast in a single lane of traffic. Contractors operating motorcycles on Air Force installations must be licensed and must comply with all installation safety requirements, except training.

4.1.7. The use of headphones while operating a motorcycle, and motor-driven cycle is unauthorized. Motorcycle helmet intercom systems and a single earpiece Bluetooth/GPS system are authorized to be used.

4.2. No person will be transported in or on a vehicle while in a standing position. EXCEPTIONS: In buses where suitable handholds are provided or when operating a motorized scooter. When riding in the cargo compartment, personnel will be seated on the floor and not the wheel well or up against the tailgate, fasten their seatbelt (if installed), and remain seated until the vehicle is properly parked or stopped. The number of personnel riding in a passenger car, station wagon, carryall, or cab of a truck shall not exceed the number prescribed for the said vehicle or the number of seatbelts installed. All passengers will use seatbelts at all times when a GOV or POV is in motion. Commanders may approve personnel to be transported in vehicles without fixed seats for duty operations only after completion of a risk assessment IAW AFI 90-802, *Risk Management*. Transport is limited to on base and short distances. Each passenger will remain seated wholly within the body of the vehicle and will not have open sides or rest against the tailgate. **Note: This requirement does not mandate that vehicles manufactured prior to 1963 be retrofitted with safety belts.**

4.2.1. Use child safety seats consistent with state, territory, or host nation laws. If there is no state, territory or host nation law, all children 5 years of age or younger, regardless of weight or less than 50 pounds regardless of age are to be properly secured in a federally approved child restraint system. Children 3 years old and younger must be in a separate car-seat or the vehicles built-in child seat. Children ages 4 through 7, weighing 50 pounds or more and less than 4 feet 9 inches are to be properly secured in a booster seat or other federally approved child restraint system. Children ages 8 and above and no less than 4 feet 9 inches in height will be properly secured in a vehicle seat belt or federally approved child restraint system. It's highly encouraged to have all children 12 years old and younger ride in the back seat of a vehicle when possible. Regardless of sitting positions in the vehicle all children under the age of 18 years old must be in a seat belt or a federally approved child restraint system. The child safety seat or booster seat must be certified by the manufacturer to meet all applicable federal performance standards or host nation requirements and installed in accordance with the manufacturer's instructions.

4.2.2. Riding on the outside of vehicles is permitted only when specific authorization is noted in USAF Instructions or Technical Orders (i.e., Fire Dept., etc.).

4.3. Off-road vehicles (i.e., dirt bikes, UTVs, ATVs, golf carts, etc.) are not authorized to be driven on base either off road or on the pavement unless they are government or General Services Administration (GSA) vehicles. These vehicles must be stored or parked in an

authorized area and do not require base registration decals; however, vehicle owners must maintain current state vehicle registration and insurance.

4.3.1. Operators of government ATVs must attend an approved ATV training course prior to operating the vehicle on the installation. All riders must wear all protective gear as required IAW DAFI 91-207, Chapter 3.

4.3.2. Government ATVs must be driven on the hard surface unless contingencies or increased security measures dictate off-road use.

4.3.3. ATVs are restricted to a maximum speed of 25 mph.

4.3.4. ATVs will not be operated within 50 feet of any flammable/combustible operation of storage facility.

4.4. When towing vehicles, only use tow accessories as specified by the vehicle manufacturer.

4.5. All vehicles carrying a load that exceeds the end of the vehicle by more than one-half the length of the permanent bed or cargo-carrying structure of the vehicle must have a red flag attached to the end of the load.

4.6. Driving on an unpaved area is permissible only under conditions where leaving the paved surface is necessary to avoid obstructions on the road, when performing authorized facility/grounds maintenance or when directed by Security Forces personnel.

4.7. No vehicle will be operated with only its parking lights illuminated during the hours of darkness, except when at or approaching the entrance gates.

4.8. Emergency and/or Alert Force response force vehicles will not be operated in any manner that endangers personnel or property. Emergency vehicles have the right of way when using emergency equipment (lights/sirens). For the purpose of this supplement, the term "Emergency Vehicle" applies only when these vehicles are responding to an emergency or exercise with appropriate emergency devices in use.

4.9. Bicycles, Roller Blades, Scooters, and Motorized Scooters/Bicycles/Hoverboards/Skateboards and Other Manually Operated Vehicles.

4.9.1. Operators of these devices must wear an approved helmet. A helmet is considered approved if it is from an organization such as ANSI, Snell Memorial Foundation or Consumer Product Safety Commission.

4.9.2. Operators will not wear headphones, earphones, earplugs, or any other listening device, which impairs hearing while operating a manually operated or motorized vehicle. Operators will not use cell phones/text messaging devices while in motion. **Exception:** Hands-free cell phone devices are authorized.

4.9.3. Operators are prohibited from holding on to other vehicles in motion. Allowing animals to pull users of these devices on the street or sidewalk presents a safety hazard and is prohibited.

4.9.4. These devices will not be parked on sidewalks so as to obstruct doorways or impede pedestrian traffic.

4.9.5. During hours of darkness, bicycles will be equipped with and use working headlights and taillights with approved reflectors. Persons using all other devices will be required to wear a headlamp in hours of darkness. All persons will wear highly visible outer garment containing

retro-reflective material during hours of darkness or reduced visibility. Riders are recommended to wear a highly visible outer garment during daylight hours.

4.9.6. Organizational bicycles (government owned) are permitted on the aircraft parking aprons. Privately owned bicycles are prohibited from the flight line area. **Note:** All bicycles are prohibited from taxiways and runways.

4.9.7. Any individual operating a bicycle under the power of an electric or gas motor but not classified as a Moped will not operate the vehicle on any sidewalk. They will operate on the right-hand shoulder of the roadway. Operators will wear an approved bicycle helmet and reflective vest when bicycle is powered by the motor. Bicycle will be equipped with a fixed front light/taillight. Front light will be on while under electric or gas power operation. No person under the age of 16 may operate or ride upon a motorized bicycle.

4.9.8. Rollerblading, skate boarding, hoverboards, and other similar devices are permitted only on the jogging path and sidewalk in base housing. Also, in addition to an approved helmet, operators of the types of devices must wear protective knee and elbow pads. Skateboards, scooters and any other similar devices, powered by a motor are not authorized on the roadways of MacDill AFB. Children 12 and under will not operate a motorized skateboard, scooters, hoverboards, bicycles, or any other similar device powered by a motor unless under supervision of their parent or legal guardian. Children under 16 will not operate a motorized bicycle. Operators will not wear headphones, earphones, earplugs, or any other listening device which impairs hearing while operating any motor-powered scooter, bicycle, skateboards hoverboard or any other motored powered conveyance not consider a street legal operated vehicle. Operators will not use cell phones/text messaging devices while in motion. The only exception to this rule is the wearing of hands-free cell phone devices.

4.10. Pedestrians.

4.10.1. Requirements for MAFB roadways and approved paths. Individuals jogging, running or walking at night or during inclement weather (e.g., fog, rain, sleet, snow), **will:** 1) wear clothing/accessories containing retro-reflective properties visible from the front and back, 2) conduct activity in well-lit areas. Individuals **will not:** 1) jog, run or walk on any roadway during peak traffic periods; peak traffic hours are defined as 0630-0800, 1100-1300, and 1530-1700, Monday through Friday, 2) jog, run or walk on the flight line without clearance through the 6th Operations Support Squadron, Airfield Operations.

4.10.2. Pedestrians/Joggers will use crosswalks, if available, when crossing streets. Pedestrians have the right-of-way when in marked crosswalks. **Note:** Pedestrians must stop; and look both ways to ensure traffic has stopped prior to entering the crosswalk.

4.10.3. Pedestrians/Joggers will not walk or jog on any vehicle roadway during peak traffic hours or while wearing headphones. Headphones are only authorized on the jogging path but will be removed when crossing any roadway or street.

4.11. Speed Limits.

4.11.1. The speed limit on MacDill AFB is 25 mph unless otherwise posted.

4.11.2. The maximum speed limit in parking lots is 5 mph.

4.11.3. The maximum speed limit while backing is 5 mph.

- 4.11.4. The maximum speed limit in the Base Housing areas is 15 mph.
- 4.11.5. The maximum speed limit in the Hangar Loop Industrial Complex area is 25 mph.
- 4.11.6. The maximum speed limit on Hanger Loop Road in the vicinity of the Child Development Center is 15 MPH when flashing yellow light is active. All other times the maximum speed limit is 25 MPH.
- 4.11.7. The authority for emergency and/or alert force response vehicles to exceed the posted speed limit during actual emergency situations rests with owning units. At no time will speeds exceed 10 mph over posted speed limits. **Note:** No vehicle will exceed the speed limit during routine exercise situations, other than 801X exercises as outlined in 6 ARW 801X Alert and Standby Force Procedures Plan.
- 4.11.8. The speed limit for all vehicles entering/exiting the installation is 5 miles per hour within 50 feet of the gates, unless otherwise posted.

4.12. Vehicle Accidents.

4.12.1. All vehicle accidents will be reported to the BDOC. The driver of a vehicle involved in any accident shall, if physically and mentally capable, immediately report such accident to the BDOC. When the driver of such a vehicle is physically and/or mentally incapable of giving an immediate report as required and there is another occupant in the vehicle capable of reporting the accident, then he or she shall be responsible for notifying the BDOC. Major vehicle accidents will be recorded on the AF Form 1315, *Accident Report*, to include narrative and sketch portion. Minor vehicle accidents do not need the detailed traffic accident investigator narrative format required for major accidents.

4.12.1.1. Patrols will respond to minor vehicle accident calls to verify only a minor vehicle accident has occurred. Patrols will rule out any criminal acts (e.g., DUI, Hit and Run) and ensure drivers have a valid driver license with current insurance information. Insurance information will be exchanged; if one party refuses to exchange insurance information the responding patrol will complete an AF Form 1315 and AFJIS incident report. A blotter entry will be accomplished to include the accident type, time and date, location, name(s) of vehicle operator(s) unit (or address when civilian not affiliated with military), vehicle description, license number(s), a brief summary of any damage, and circumstances behind the cause of the accident. **Note:** Individuals involved in a government vehicle accident determined to be at fault will be required to attend a government approved drivers improvement course or approved civilian equivalent. Failure to do so will result in the loss of their on base driving privileges. Classes will be coordinated/approved and conducted through the 6 ARW Safety Office.

4.12.1.2. Anyone initially arriving at an accident scene before any Emergency Response Units should stop and render aid to any injured person and notify the Security Forces.

4.12.1.3. The BDOC will dispatch appropriate Security Forces units to accomplish accident investigative and traffic control for all major accidents. A blotter entry and AFJIS incident report will be accomplished to include the accident type, time and date, location, name(s) of vehicle operator(s) unit (or address when civilian not affiliated with military), vehicle description, license number(s), a brief summary of any damage, and circumstances behind the cause of the accident. All insurance information will be recorded on the AF

Form 1315 to include Insurance Company and Insurance Policy number. If the drivers of the vehicles wish to make a written statement, the AF Form 1168, *Statement of Suspect/Witness/Complaint* will be used. Security Forces patrol personnel will ensure all information is exchanged between vehicle operators of all vehicle accidents that Security Forces patrols respond to or record at BDOC.

4.12.1.4. The driver of a vehicle involved in an accident resulting in injury or death to any person or damage to any vehicle shall immediately stop the vehicle at the scene of the accident and notify the BDOC. The driver will remain at the scene of the accident until all requirements of the accident investigation have been satisfied and Security Forces have released all individuals involved. **Note:** Notify AFOSI of accidents resulting in death or if death is a likely future outcome.

4.12.1.5. For accidents involving a GOV, the user of the vehicle must turn in the vehicle to the 6 LRS Vehicle Management Flight for inspection, opening of work orders to repair the vehicle and return it to a safe and serviceable condition. In addition to blotter entry and AFJIS Incident Report, and SF 91 Form, *Motor Vehicle Accident (Crash) Report*, will be completed by the driver, and the responding officer will sign as officer in the appropriate area. Failure to do so can result in the finding of a vehicle abuse incident.

4.12.2. Major vehicle accidents are defined as:

4.12.2.1. Disabling damage to a POV/GOV requiring towing.

4.12.2.2. Accidents that are difficult to explain (i.e., no correlation between damage and accident, chain-of-events, arson suspected, fraudulent claim anticipated, etc.).

4.12.2.3. Any bodily injury or death. For accidents involving severe bodily injury or death, tests of driver's blood, breathe, or other bodily fluids will be conducted to confirm if alcohol or drug use played a contributing factor in the accident.

4.12.3. **Property damage above the amount established by Installation Commanders.** Installation Commanders may set differing amounts for government versus private vehicle and property damage. Monetary damage amounts for major accidents are typically \$10,000. The investigation of major accidents should be accomplished by a trained accident investigator.

4.12.4. Medical authorities, (Hillsborough County Coroner Office), will examine the bodies of those persons killed in a motor vehicle accident to include drivers, passengers, and pedestrians subject to military jurisdiction. They will also examine the bodies of dependents, who are 16 years of age or older, if the sponsors give their consent. Tests for the presence and concentration of alcohol or other drugs in the person's blood, bodily fluids, or tissues will be made as soon as possible and where practical within 8 hours of death. The test results will be included in the medical reports. **Note:** Notify AFOSI of accidents resulting in death or if death is a likely future outcome.

4.12.5. As provided by law and medical conditions permitting, a blood or breath sample will be obtained from any surviving operator whose vehicle is involved in a fatal accident.

4.12.6. Individuals requesting a private test of their blood, breathe or urine to determine if they are under the influence of alcohol or blood will do so at their own expense immediately without delay. These tests must have a verified chain of custody and completed in the presence of a 6

SFS patrolman involved in investigating the accident. The 6th Medical Group will only test willing volunteers or military personnel. Tests by off base medical facilities must be an accepted test by the State of Florida.

4.12.7. Major vehicle accidents will be fully investigated by Security Forces personnel and reported on AF Form 1315.

4.12.8. When a GOV is involved in either a minor or major vehicle accident, the GOV will be listed as vehicle number 1 on the AF Form 1315. Accidents involving POV's, the vehicle determined to be at fault will be listed as vehicle 1 on the AF Form 1315.

4.12.9. All drivers need to report their accidents to their supervisor to complete an Air Force Form 978, *Supervisors Mishap Report*, Worksheet or equivalent.

4.12.10. Operators of a GOV involved in an accident will undergo mandatory testing of their blood, breathe or urine to determine if the operator was under the influence of drugs and or alcohol.

4.13. Hit and Run Incidents Involving Vehicles.

4.13.1. A hit and run incident is when an individual reports a vehicle striking another vehicle which they witnessed, and the vehicle departs the scene. If an individual reports a hit and run involving their parked vehicle, there must be substantial amount of proof to support their claim of a hit and run occurring on the installation. Accomplish an AFJIS Incident Report, for Damage to Personal Property for accidents reported as a hit and run where a suspect/subject is not identified. If an individual is reporting damage to their vehicle but the damage does not correlate with another vehicle striking the vehicle or damage consist of scratches or dents caused by another vehicle's door opening (door dings), then accomplish an AFJIS Incident Report as Damage to Personal Property. If the area has surveillance cameras, investigating patrols will obtain a copy of any video showing the incident.

4.14. Installation Parking Warden Program.

4.14.1. The 6 SFS/S3OS, will manage the Installation Parking Warden Program. The Unit Commander, Director, or Agency Chief, exercising jurisdiction over a particular facility or building, will recommend parking wardens for the building/facility to the 6 SFS/S3OS. Appointment letters provided to the respective units by 6 SFS/S3OS will identify the name, grade, building, organization, and duty phone of the individual appointed by the 6 SFS/CC upon completion of training. Prior to a Unit Commander appointing civilians (either DOD or contractor) as a parking warden, ensure duties are covered under the scope of their contract or duty requirements.

4.14.2. A listing of a unit's parking wardens will be provided and maintained by 6 SFS/S3OS. The parking warden list will be updated annually and whenever a parking warden has departed the organization or no longer performs parking warden duties and forwarded to 6 SFS/S3OS. Parking Wardens will arrange training through the Security Forces Police Services Section and will follow the same ticket writing procedures as the Security Forces. Parking Wardens will issue the DD Form 1408 to all violators.

4.14.3. 6 SFS/S3OS will ensure Parking Wardens are trained on the installation parking rules and instructions and how to write parking tickets (DD Form 1408).

4.15. Parking Warden Duties.

4.15.1. Parking Wardens will maintain a listing of reserved parking spaces assigned to their building/facility and of people authorized to use the reserved parking. Handicap, government vehicle, and mission parking are reserved but are not assigned to any specific person or vehicle.

4.15.2. Parking Wardens will enforce compliance with these parking rules and instructions by writing parking tickets and/or calling Security Forces to report a vehicle for towing according to this instruction. Parking Wardens will cite all parking violations based on this Instruction. Internal operating instructions may be used as a secondary enforcement document. Parking Wardens will forward tickets (DD Form 1408) to 6 SFS/S5R for processing. Parking Wardens must annotate the back of the pink copy of the ticket with their contact information so the violator can report to their office to provide personal information. If after three duty days (72 hours) violators have not reported to them to complete the ticket, they will contact the Visitor Control Center at Dale Mabry Gate (828-3809 or 2737) and request the vehicle information be checked through NCIC to complete the ticket. Parking Wardens, after they have completed the ticket will forward the ticket to 6 SFS/S5R within 72 hours from issuance. 6 SFS/S5R will not accept incomplete tickets from Parking Wardens.

4.16. Installation Tickets, DD Form 1408/USDCVN.

4.16.1. Active-duty military, reserve, guard, individual mobilization augmentee (IMA) personnel on active duty orders, civilian employees operating GOVs, assigned to MacDill AFB units, who commit traffic offenses on base will be issued a DD Form 1408. DD Forms 1408 will also be written to civilian personnel for violations covered by the MacDill AFB Traffic Code that are not covered by the Florida State Statute. All other civilian/dependent or contractor personnel not performing duties in an official capacity and who are 18 years of age or older will be issued a USDCVN. USDCVN can be issued anywhere within the confines of MacDill AFB exercising exclusive jurisdiction. A copy of the USDCVN and any traffic violation reports on military personnel and DOD civilian employees will be forwarded to the commander or supervisor of the violator.

4.16.2. Parking tickets will be issued on DD Form 1408 for active-duty military personnel and members of the reserve and guard on orders, and all others/civilians. Civilian violators can be issued a USDCVN for parking violations; however, violators will be present at the time of issue.

4.16.3. Unit Commanders of ticketed personnel will sign the back of a DD Form 1408 during the ticket rebuttal process as outlined in AFMAN 31-201V7, paragraph 1.3. If personnel issued a DD Form 1408 do not initiate rebuttal procedures within 5 duty days of receiving the ticket, the ticket will be processed, and forwarded through command channels to the Service member's commander, to the commander of the military family member's sponsor, or to the civilian's supervisor or employer as the installation commander may establish. 6 SFS/S5R will automatically assess points for all DD Forms 1408 not rebutted in the required five-day rebuttal period. The S5R will file and maintain a copy of the DD Form 1408 or USDCVN.

4.16.4. Upon receipt of a DD Form 1408 that will be rebutted, the unit commander of the individual involved will endorse the DD Form 1408 for the infraction the violator wishes to rebut. If action taken by the unit commander cannot be completed by the suspense date, the unit commander will contact 6 SFS/S5R and request an extension.

4.16.5. An individual may rebut a DD Form 1408 by submitting a letter (**Attachment 4**) through his or her unit commander to the 6 SFS/CC. If approved, the letter will be endorsed by the commander and forwarded to 6 SFS/CC through 6 SFS/S5R. The Security Forces patrolman issuing the ticket will write a statement detailing the traffic stop as to why the ticket was issued and the instruction given to the violator. The 6 SFS/CC will concur or non-concur and forward the letter to the 6 ARW/JA, for a legal opinion then forwarded to the TVRA with recommendations for final determination.

4.16.5.1. When issuing a USDCVN, patrolmen must enter the street address followed by the organization or unit of assignment (if employed on the installation) in the Street Address block. Additionally, patrolmen input the citation into AFJIS. Administration and Reports will make a copy of the USDCVN and forward it to the unit commander, first sergeant, or supervisor. Ensure contact telephone numbers are included.

4.16.5.2. Individuals who receive a USDCVN on MacDill AFB will have traffic points assessed against their base driving record and have the option of paying the fine or attending Magistrate Court. The USDCVN can only be appealed before the Magistrate Court. Points are not forwarded to the Department of Motor Vehicles of the individual's home state Driver's License. There is no option of attending an approved Traffic Safety/Improvement course for violators through the Central Violations Bureau to have points removed or instead of paying a fine as indicated on the back of the yellow copy of the USDCVN.

4.16.5.3. Offenses written for individuals found not guilty in Magistrate Court will receive corresponding action within AFJIS and no points or penalties will be levied against their driving record.

4.17. Intoxicated Drivers.

4.17.1. It is unlawful for any person in a vehicle, motorized or other, operated on MacDill AFB to have an open container of an alcoholic beverage in his or her possession.

4.17.2. A person who is charged with intoxicated driving is one who has a blood-alcohol level of 0.08 grams or more of alcohol per 100 milliliters of blood, or 0.08 grams or more of alcohol per 210 liters of breath.

4.17.2.1. A person is impaired when that person has a blood-alcohol level between 0.05 and 0.79 grams of alcohol per 100 milliliters of blood, or between 0.05 and 0.79 grams of alcohol per 210 liters of breath.

4.17.3. If an active duty military member is detained on MacDill AFB for suspected DUI, refuses a chemical test of breath, blood, urine, or any combination thereof, after an AF Form 1176, *Authority to Search and Seize*, has been authorized, the member will be charged under UCMJ Article 92 for failure to obey a lawful order.

4.17.3.1. BDOC will: During duty hours, contact the 6 MDG Laboratory Clinic informing them of the need to withdraw blood and/or urine from a military member refusing implied consent. During non-duty hours contact the MacDill Command Post for notification of the on-call/standby Laboratory Technician. The military member will be transported to the 6 MDG for withdrawal of their blood and/or urine to determine the level of intoxication or

unlawful influence of a possible controlled substance, abuse of prescription narcotics or prohibited controlled substances.

4.17.3.2. The 6 MDG Laboratory will: Utilize the sample collection, chain of custody, and reporting process IAW current Armed Forces medical Examiner System (AFMES) guidelines. Timing of sample collection is essential due to metabolic processes.

4.17.3.3. In order to expedite the collection process, the 6 MDG Laboratory will provide the required AFMES chain of custody form and Requesting Official memorandum in the event blood and/or urine collection is requested.

4.17.3.4. Responding Security Forces personnel will: Accomplish the appropriate documentation to substantiate the DUI, e.g., DD Form 1920, AF Form 1168, and an AFJIS Incident Report, *Incident Report*. Civilians are not subject to search and seizure laws governed by the UCMJ; therefore, if they should refuse a chemical test of their breath, a DD Form 1920 and AFJIS Incident Report will be accomplished, and the individual issued a USDCVN.

4.17.3.5. Active-duty military and civilians apprehended for DUI will be processed using AFJIS Incident Report. Commanders will take appropriate action based upon evidence presented in the AFJIS Incident Report, DD Form 1920, and AF Form 1168. Civilian violators will be processed through the Magistrate Court system. 6 SFS will provide the AFJIS Incident Report, DD Form 1920, AF Form 1168, USDCVN and all other documentation to 6 ARW/JA for action.

4.17.3.6. Use of the non-portable (Florida Department of Law Enforcement (FDLE) approved) breath testing device is the primary means by which chemical tests will be conducted for blood alcohol levels at MacDill AFB. Breath testing will be conducted by individuals who are state certified. The 6 SFS does not have a non-portable breath testing device. All personnel will be transported to the Hillsborough County Sheriff Office (HCSO) for testing. If the HCSO non-portable breath testing device is to be used, the individuals will be transported from the scene to the testing station. Extraction of blood or bodily fluids will be used as a secondary method or in the absence of any approved breath-testing methods for military personnel or personnel covered under the UCMJ. Do not take blood in lieu of transporting to the HCSO non-portable breath device.

4.18. Off/On-Installation Traffic Activities.

4.18.1. If a local agency requests information regarding an on-base accident or incident of interest to that local authority, they may receive all information pertaining to the incident with the exception of Privacy Act information. The local agency will make the request through 6 SFS/S5R. Any reports or accidents that Security Forces receive from local agencies will be filed through AFJIS and given a case file number in order to be filed appropriately.

4.18.2. Traffic rules applicable to the operation and control of motor vehicles on MacDill AFB are outlined in the Florida State Motor Vehicle Code and the MacDill Air Force Base Traffic Rules and Regulations.

4.18.2.1. The following rules and regulations shall govern the operation of motor vehicles, bicycles, and traffic control within the jurisdictional limits of MacDill AFB. In cases not specifically covered by this supplement, that portion of the Florida Motor Vehicle Code

that covers the traffic violation shall apply by assimilation as provided by Title 18, United States Code, Section 13, *Laws of States Adopted for Areas Within Federal Jurisdiction*. All vehicle operators shall comply with these rules.

4.18.2.2. AFI 31-218(I), as supplemented, and the Florida Motor Vehicle Code are directive in nature and prescribe a uniform traffic code. It is applicable to all military personnel and civilians who are assigned/attached to, employed/residing on, visiting and/or entering MacDill AFB. Violators will be dealt with in accordance with AFI 31-218(I), as supplemented, DAFI 91-207, *The US Air Force Traffic Safety Program*, Federal Statutes, and/or the Uniform Code of Military Justice.

4.19. Miscellaneous.

4.19.1. The owner of a motor vehicle will be the subject in all vehicle complaints where the operator of said vehicle cannot be determined.

4.19.2. Erection, removal, destruction, or tampering with any traffic sign, signal, or device is prohibited without the prior approval of 6 SFS/CC and the installation traffic engineer. Unresolved differences will be brought before the Traffic Safety Board chaired by the TVRA.

4.19.3. No person shall throw or leave litter, garbage, debris of an accident, or refuse on or about a roadway, parking lot, or any other area, except in designated receptacles. Those observed littering shall be cited, and military members may be subject to punitive action under the UCMJ. Civilians could be barred from base and/or issued USDCVN.

4.19.4. The owner of a vehicle having broken, defective or prohibited (e.g., tinted windows, headlights, taillights, and fog lights) equipment can be issued a DD Form 1408 or USDCVN with instructions to repair the vehicle. If a DD Form 1408 is issued, the individual has 72 hours to complete the repairs and report to the BDOC in building 203 to show the repairs have been completed. If a USDCVN is used, then the individual cited must either pay the fine or contest the ticket in court. Even if a court date is requested the individual must still fix the defective equipment within 72 hours of the stop. If the equipment has been corrected, the individual must contact BDOC to show the item has been fixed. BDOC will hold all fix it tickets for three duty days and then forward to the issuing patrolman for input in AFJIS if not corrected. If corrected, the DD Form 1408 will be annotated to reflect the correction on the traffic ticket and forwarded to 6 SFS/S5R for information and no points will be annotated on their MacDill AFB driving record. If the defect is not corrected, the ticket will be processed. Fix-it-tickets should only be given on a DD Form 1408. Two points will be annotated on their MacDill AFB record and the fine will be imposed.

4.19.5. On base, no person will drive any vehicle in any race, speed competition or contest, drag or acceleration contest, exhibition of speed or acceleration, or participate in any such race, competition, contest, test, or exhibition unless the event is authorized by 6 MSG/CC.

4.19.6. The Installation Traffic Engineer, Traffic Safety Coordinating Group (TSCG) or Security Forces may direct the use of official traffic control devices (e.g., electronic or traffic control points) to be placed that would change the normal flow of traffic temporarily or for special events. When such devices are in place, no motor vehicle operator will operate a vehicle other than directed by such devices.

4.19.7. Traffic Complaints: Personnel witnessing an individual violating a traffic law may file a traffic complaint with the BDOC or installation patrols. The traffic complaint will be forwarded to 6 SFS/5R and, if known, to the individual's unit commander. Three separate traffic complaints on the same individual from different complainants are grounds for a suspension of driving privileges. The TVRA will determine period of suspension.

4.20. Bumper Stickers: Any bumper sticker, decal, or other vehicle marking that offends good order and discipline or otherwise violates the Uniform Code of Military Justice or other applicable directives and regulations is prohibited. 6 SFS will handle issues dealing with this paragraph the same as a traffic complaint. The complaint will be taken, a blotter entry made, and the issue will be forwarded to the unit commander, first sergeant, or agency chief. Prior to completing enforcement actions, 6 ARW/JA will be notified and consulted with to ensure that the bumper sticker, decal, or other vehicle marking does in fact offend good order and discipline or violate the Uniform Code of Military Justice or other applicable directives or regulations.

4.20.1. Offensive or Obscene Materials: Any motor vehicle that displays or materials, writings, or decals fitting the definition of indecent or disparaging, will be denied entrance onto MacDill AFB and its associated properties. Indecent is defined as any material, writing, or decal, which is grossly offensive to modesty, decency, or propriety, or shocks the moral sense because of its vulgar, filthy, or disgusting nature, or its tendency to incite lustful thought. Motor vehicle operators, who are willing to remove the material, will be allowed to proceed. Motor vehicle operators, who are not willing to remove the decal, will be denied access until the decal is removed. Before denying a vehicle entrance to MacDill AFB as a result of offensive or obscene materials, 6 ARW/JA will be notified and consulted with to ensure the denial of entry is legally permitted.

4.20.2. Political bumper stickers are allowed as long as they comply with 4.20.1. Political signs, banners, or posters, not obviously considered to be a bumper sticker displayed on a private vehicle are unauthorized.

4.21. Troop/Formation-Movement.

4.21.1. Troop movements/formations will use the extreme right side of the roadway and move with the flow of traffic.

4.21.2. At intersections, road guards will be posted at least 25 yards prior to the formation reaching the intersection.

4.21.3. During daylight hours, only the outer most personnel are required to wear highly visible garments such as vest or jackets, to maintain formation visibility to traffic. During the hours of darkness or reduced visibility, a reflective vest or belt will be worn, by all. A traffic wand may be used; however, it does not replace requirement for reflective outer garment worn by all personnel.

4.21.4. Vehicles approaching a troop movement will reduce speed to 10 miles per hour (mph) and pass only on the command of the troop commander.

Chapter 5

DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM

5.1. AFJIS will be used to record vehicle traffic accidents, moving and non-moving violations, and suspension or revocation actions for members of MacDill AFB. AFJIS will be used to forward all traffic violations to gaining installation for personnel undergoing a permanent change of station. **Note: Driving in violation of a suspension or revocation imposed under this regulation will result in the original period of suspension or revocation being increased by 2 years. In addition, administrative action may be initiated based on the commission of any traffic, criminal, or military offenses, for example, active-duty military personnel driving on the installation in violation of a lawful order.** Detailed traffic violation breakdowns/rules can be found in [Attachment 2](#) of this supplement.

Table 5.1. Suspension/Revocation of Driving Privileges.

Assessment 1: Suspension for a period of 30 days.
VIOLATION: Accumulation of more than 9 points but less than 12 points within 12 months.
VIOLATION: Refusal of IEVC. (Could result in denial of base access or barment from the installation and other administrative or punitive actions)
VIOLATION: Operating a vehicle without current insurance. See Note 9 , Table 5.2.
VIOLATION: Parking in a designated handicap space without permit or Disabled Veteran license plate.
Assessment 2: Suspension for a period of 6 months.
VIOLATION: Convicted of impaired driving where the blood-alcohol level is between 0.05 and 0.79 grams of alcohol. Notify Home State Licensing Office/Department of Motor
Assessment 3: One-year revocation is mandatory
VIOLATION: Operating a vehicle with knowledge of the presence of marijuana or other illegal drugs in vehicle.
VIOLATION: Using a motor vehicle to transport stolen government or privately owned
VIOLATION: Accumulation of 12 points within 12 months.
VIOLATION: Accumulation of 18 points within 24 months.
VIOLATION: Refusal to submit to or failure to complete chemical tests (implied consent)
VIOLATION: Manslaughter (or negligent homicide by vehicle) resulting from the operation of a motor vehicle. Driving or being in actual physical control of a motor vehicle while under the influence of intoxicating liquor (0.08% or greater on DOD installations; violation of civil law off base). Driving a motor vehicle while under the influence of any narcotic, or while under the influence of any other drug (including alcohol) to the degree rendered incapable of safe vehicle operation. Use of a motor vehicle in the commission of a felony. Fleeing the scene of an accident involving death or personal injury (hit and run). Perjury or making a false statement or affidavit under oath to responsible officials relating to the ownership or operation of motor vehicles. Unauthorized use of a motor vehicle belonging to another, when the act does not amount to a felony. (1-year revocation is

<p>VIOLATION: Mental or physical impairment (not including alcohol or other drug use) to the degree rendered incompetent to drive. Commission of an offense in another State, which, if committed on the installation, would be grounds for suspension or revocation. Permitting an unlawful or fraudulent use of an official driver’s license. Conviction of fleeing, or attempting to elude, a police officer.</p> <p><u>Conviction of racing on the highway. (Suspension for a period of 6 months or less or</u></p>
<p>TRAFFIC COMPLAINTS: An on-base traffic complaint can result in suspension of on base driving privileges as determined by the TVRA. Three or more traffic complaints within a 12-month time period may result in a suspension of on base driving privileges. Time length to be determined by TVRA in relation to offense.</p>
<p>Assessment 4: Two-year revocation is mandatory</p>
<p>VIOLATION: Driving while driver’s license or installation driving privileges are under suspension. A 2–year revocation is mandatory on determination of facts by installation</p>

5.2. The Traffic Point System. Individuals cited for speeding within the 15 mile per hour zone between Bayshore Boulevard and Tampa Point Boulevard near the MacDill Child Development Center or in the base housing area will have twice the number of points assessed for the violation. Monetary fines on USDCVN will remain the same. Security Forces Patrolmen citing violators will annotate “double point violation” in the remarks section of the DD Form 1408/USDCVN.

5.3. Point System Application.

5.3.1. The 6 SFS/CC has delegated the authority to assess or void traffic points on DD Form 1408 and USDCVN issued to civilians and military dependents to the Chief, Plans and Program (6 SFS/S5). The number of points assessed will be recorded on the individual's driving record within AFJIS. Suspensions or revocations will also be indicated.

Table 5.2. Point Assessment for Traffic Violations.

Violation	Points Assessed
Reckless Driving (willful and wanton disregard for the safety of persons	6
Owner knowingly and willfully permitting a physically impaired person to operate the owner’s motor vehicle.	6
Fleeing the scene (hit and run) - property damage only.	6
Driving a vehicle while impaired (BAC more than 0.05 percent and less than 0.08 percent).	6
Use of a cellular phone without the use of hands-free device.	3
Texting while operating a motor vehicle.	3
Use of portable headphones, earphones, or other listening devices except for hands- free cellular phones.	3
Speed Contests. (Drag Racing/Racing)	6
Speed too fast for conditions.	2
Speed too slow for traffic conditions, and/or impeding the flow of traffic. causing potential safety hazard.	2
Failure of operator or occupants to use available restraint system while moving (operator-assessed points).	2

Failure to properly restrain children in a child restraint system while moving (when child is 5 years of age or younger or the weight of child does not exceed 50 pounds). (See Note 4)	2
Speeding: One to 10 miles per hour over the posted speed limit.	3
Speeding: Over 10 but not more than 15 miles per hour above posted speed limit.	4
Speeding: Over 15 but not more than 20 miles per hour above posted speed limit.	5
Speeding: Over 20 miles per hour above the posted.	6
Following too close.	4
Failure to yield right of way to emergency vehicle.	4
Failure to stop for school bus or school-crossing signals.	4
Failure to obey traffic signals or instructions of an enforcement officer or traffic warden; or any official regulatory traffic sign or device requiring a full stop or yield of right of way; denying entry; or improper passing.	4
Failure to yield (no official sign involved).	4
Improper turning movements (no official sign involved).	3
Failure to yield to pedestrians in designated walkway/crosswalk.	3
Wearing of headphones/earphones while driving motor vehicles (two or more wheels).	3
Failure to wear approved helmet and/or reflectorized vest while operating or riding on a motorcycle, MOPED, or a three or four-wheel vehicle powered by a motorcycle-like engine.	3
Improper Overtaking.	3
Other moving violations (involving driver behavior only).	3
Operating an unsafe vehicle. (See Note 3)	2
Driver involved in accident is deemed responsible (only add points assessed for specific offenses).	1
Operating a radar detection device to indicate the presence of speed recording instruments or to transmit simulated erroneous speed (prohibited on DOD installations)	3
Unattended Child under 12 years of age left in vehicle. Animals are included if a danger exists to animal. (See Note 4)	6
Improper Registration (fraudulent tags).	4
Misuse of handicap decal or Disabled Veteran license plate.	3
Illegally parked in designated handicap area (no decal, Disabled Veteran license plate, or placard displayed).	3
Unattended Vehicle (while running)	3
Abandoned Vehicle.	3
Improper Parking. (See Note 6)	2
Improper Registration (expired or unregistered).	2
Operating a vehicle without a license. (See Note 9)	3
Notes:	
1. Applies to not using or when child restraint system is improperly installed, i.e., car seat, infant carrier, booster seat, belt/strap modification (when required by manufacturer), etc. Assess four points when no restraint system of any kind is used.	

2. When two or more violations are committed on a single occasion, points may be assessed for each individual violation.
3. This measure should be used for minor vehicle safety defects or when a driver or registrant fails to correct a minor defect (e.g., a burned-out headlight) or a prohibited item (e.g., tinted license plate covers, headlights, taillights, and fog lights) within the 72-hour grace period.
4. AFJIS Incident Report will also be accomplished. Revocation of driving privileges for one year will be considered by the commander. **Example:** If children or animals were left in dangerous conditions in vehicle, e.g., in hot weather where interior temperatures may reach dangerous levels, keys left accessible to children or where conditions are deemed hazardous by a reasonable person.
5. When a vehicle has a handicap decal displayed or Disabled Veteran license plate, but the occupant is not the registered decal, Disabled Veteran license plate, or placard registrant and is not dropping off or picking up the handicapped registrant. Also includes parking in an area designated for "Van" access only, and handicap registrant has parked another vehicle class instead.
6. When designated in local parking plan (e.g., double parked, parked in reserved parking, against the flow of traffic and those areas designated for emergency vehicles).
7. When driver is discovered operating a vehicle with an expired license, vehicle will be moved to nearest parking area until a licensed driver can operate the vehicle.
8. Emergency vehicles are authorized to park in any area deemed necessary to affect a response.
9. Driver's privileges are suspended for 30 days unless proof is provided within 72 hours to 6 SFS/S5R that the operator's insurance was valid at the time of the traffic stop. If insurance was not valid at the time, then 6 SFS/S5R will issue a 30-day suspension to the operator.
10. Points will not be assessed if 30-day suspension is enforced. The element of knowledge is satisfied if the person has been previously cited for suspended or revoked driver's license, admits to knowledge of the cancellation, suspension, or revocation, or the person received notice of cancellation, suspension or revocation.

5.3.2. Unit commanders have the option to send military members or DOD civilians to Course V, Drivers Improvement, if warranted. When an individual completes Course V, the 6 ARW/SE will notify 6 SFS/S5R of Course V completion.

Chapter 6

IMPOUNDING PRIVATELY OWNED VEHICLES/ABANDONED VEHICLES

6.1. The Security Forces Impound Lot is designated the impoundment lot on MacDill AFB for vehicles associated with criminal investigations. The 6th Security Forces Squadron, Investigations Section (6 SFS/S2) is the office of responsibility for procedures for impounding vehicles on MacDill AFB. Refer to AFI 31-218(I), for further information not covered in this section on impounding Privately Owned Vehicles/Abandoned Vehicles.

6.2. Consent to impoundment. Personnel operating a vehicle on MacDill AFB in conjunction with the installation traffic instruction agree to the removal and temporary impoundment of privately owned motor vehicles that are either parked illegally, or for unreasonable periods, interfering with military operations, creating a safety hazard, disabled by accident, left unattended in a restricted or control area, or abandoned, agree to reimburse the United States for the cost of towing and storage should their motor vehicle, because of such circumstances, be removed and impounded.

6.3. The towing of one POV by another privately owned vehicle is permitted only with a tow bar. It is recommended that a sign be placed in the rear window of the towed vehicle advising other drivers that the “Vehicle is Under Tow.”

6.4. Any vehicle on MacDill AFB will be deemed to be abandoned if it meets one of the following: 1) is not in an operational condition; 2) fails to meet all base/state registration and insurance requirements; and/or 3) has been parked in the same location for 72 hours or more without approval of the Security Forces Operations Section. If a vehicle is deemed abandoned the vehicle will be removed from the installation at the owner’s expense.

6.5. A vehicle that meets the above-mentioned criteria will be cited by Security Forces personnel utilizing a DD Form 1408, and a DD Form 2504simultaneously.

6.6. If the vehicle has not been removed within 72 hours after aforementioned citation, a DD Form 2506will be accomplished and an off-base towing company will be notified to remove the vehicle. Upon arrival of the towing company, a blotter entry will be accomplished, and the vehicle will be removed from the installation. The towing company is responsible for following Florida Statutes 715.07, *Vehicles Parked on Private Property; Towing*, and Florida Statutes 715.109, *Sale or Disposition of Abandoned Property*, to locate the owner and/or dispose of the vehicle. In the event a vehicle is determined by the 6 SFS/CC to be a hazard or force protection concern, it may be immediately removed from the installation using an off-base towing company and 6 SFS personnel will complete a DD Form 2506 as a record of the actions taken. The DD Form 2507 (Notice of Vehicle Impoundment) will be forwarded by certified mail to the address of the last known owner of the vehicle to advise the owner of the impoundment action, and to request information concerning the owner’s intentions pertaining to the disposition of the vehicle. The 6 SFS/S2 office will compete this action.

6.7. The registered owner of the vehicle is responsible to the towing company for any and all charges associated with the expense of towing the vehicle.

ADAM D. BINGHAM, Colonel, USAF
Commander

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

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

DAFI 31-115, *Law and Order Operations*, 18 August 2020

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

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

AFI 90-802, *Risk Management*, 1 April 2019

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

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

DODD 5525.4, *Enforcement of State Traffic Laws on DOD Installations Florida Motor Vehicle Code*, 2 November 1981

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

6 ARW 801X, *Mobility Nuclear Operations*, 20 February 2019

Florida Statutes 715.07, *Vehicles Parked on Private Property; Towing*

Florida Statutes 715.109, *Sale or Disposition of Abandoned Property*

Title 18, United States Code, Section 13, *Laws of States Adopted for Areas Within Federal Jurisdiction*

UCMJ, Article 92, *Failure to Obey Order or Regulation*,

Prescribed Forms

MACDILLAFB Form 218, *MacDill AFB Long Term Parking Placard*

Adopted Forms

AF Form 1168, *Statement of Suspect/Witness/Complaint*

AF Form 1176, *Authority to Search and Seize*

AF Form 1315, *Accident Report*

AF Form 332, *Base Civil Engineer Work Request*

AF Form 3545, *AFJIS Incident Report*

DAF Form 847, *Recommendation for Change of Publication*

DD Form 1408, *Armed Forces Traffic Ticket*

DD Form 1920, *Alcohol Incident Report*

DD Form 2504, *Abandoned Vehicle Notice*

DD Form 2506, *Vehicle Impoundment Report*

DD Form 2507, *Notice of Vehicle Impoundment*
SF 91, *Motor Vehicle Accident (Crash) Report*
United States District Court Violation Notice

Abbreviations and Acronyms

6 ARW—6th Air Refueling Wing

6 CES—6th Civil Engineer Squadron

6 LRS—6th Logistics Readiness Squadron

6 MSG—6th Mission Support Group

6 SFS—6th Security Forces Squadron

ADAPT—Alcohol and Drug Prevention and Treatment Program

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFJIS—Air Force Justice Information System

AFMAN—Air Force Manual

AFMES—Armed Forces Medical Examiner System

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

ANSI—American National Standards Institute

ATV—All-Terrain Vehicle

BAC—Blood and Alcohol Content

BDOC—Base Defense Operations Center

BEPC—Base Entry Point Check

BUI—Boating Under the Influence

BX—Base Exchange

CC—Commander

CD—Deputy Commander

CEC—Civil Engineer Construction

CEO—Civil Engineer Operations

DAFI—Department of the Air Force Instruction

DAVIDS—Driver and Vehicle Information Database

DBIDS—Defense Biometric Identification System

DD/DOD/DODD—Department of Defense
DIBRS—Defense Incident Based Reporting System
DFC—Defense Forces Commander
DOC—Department of Commerce
DOT—Department of Transportation
DPAS—Defense Property and Accounting System
DUI—Driving Under the Influence
EO—Executive Order
FCIC—Florida Crime Information Center
FDLE—Florida Department of Law Enforcement
FSCO—6th Force Support Squadron Outdoor Recreation
FSS—Florida State Statutes
GOV—Government Owned Vehicle
GPS—Global Positioning System
GSA—General Services Administration
HCSO—Hillsborough County Sheriff's Office
IMA—Individual Mobilization Augmentee
IAW—In Accordance With
JA—Judge Advocate
MAFBI—MacDill Air Force Base Instruction
MARCENT—Marine Corps Forces Central Command
MDG—Medical Group
MPF—Military Personnel Flight
MPH—Miles Per Hour
NCIC—National Crime Information Center
NCO—Noncommissioned Officer
NCOIC—Noncommissioned Officer In Charge
OJT—On the Job Training
OPR—Office of Primary Responsibility
OR&L—Operator Records and Licensing Office
ORV—Off Road Vehicle
PCS—Permanent Change of Station

POC—Point of Contact

POV—Privately Owned Vehicle

PPE—Personal Protective Equipment

RDS—Records Disposition Schedule

IEVCs—Random Installation Entry/Exit Vehicle Checks

RV—Recreational Vehicle

S2—Intelligence and Investigations

S3—Security Forces Operations

S3OS—Security Forces Police Services/Confinement/Gate Operations

S5V—Security Forces Visitor Control Facility

S5ESS—Security Forces Defense Biometric Identification System/Electronic Security Systems

S5R—Reports and Analysis

SE—Safety

SEG—Ground Safety

SJA—Staff Judge Advocate

SNCO—Senior Noncommissioned Officer

SOCENT—Special Operations Command Central

SSN—Social Security Number

TDY—Temporary Duty

TSCG—Traffic Safety Coordination Group

TVRA—Traffic Violations Review Authority

UCMJ—Uniform Code of Military Justice

USCENTCOM—United States Central Command

USC—United States Code

USDCVN—United States District Court Violation Notice

USSOCOM—United States Special Operations Command

UNECE—United Nations Economic Commission for Europe

VIN—Vehicle Identification Number

VRF—Visitor Reception Facility

Attachment 2

MACDILL AIR FORCE BASE TRAFFIC RULES AND REGULATIONS

A2.1. The following rules and regulations shall govern the operation of motor vehicles, bicycles, and traffic control within the jurisdictional limits of MacDill AFB. In cases not specifically covered by this supplement, that portion of the Florida State Motor Vehicle Code that covers the traffic violation shall apply by assimilation as provided by Title 18, United States Code, Section 13, *Laws of States Adopted for Areas Within Federal Jurisdiction*, 32 CFR 634.25 and AFI 31-218(I), as supplemented, and the Florida Motor Vehicle Code are directive in nature and prescribe a uniform traffic code. It is applicable to all military personnel and civilians who are assigned/attached to, employed/residing on, visiting and/or entering MacDill AFB. Violators will be dealt with in accordance with AFI 31-218, as supplemented, DAFI 91-207, *The US Air Force Traffic Safety Program*, Federal Statutes, and/or the Uniform Code of Military Justice.

A2.2. Vehicle Registration.

A2.2.1. Registration Required In Vehicle. The operator of the vehicle must have the current state vehicle registration paperwork in their vehicle at all times while operating their privately owned vehicle on MacDill AFB.

A2.2.2. Fictitious Display. Vehicle operators shall not display on or attach to the vehicle any fictitious state plate, DD Form 2220 or AF Form 75, nor shall any vehicle operator utilize a state plate, DD Form 2220 or AF Form 75, for any vehicle other than the one for which the documents were issued.

A2.2.3. Mandatory Insurance. 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 to the Base Defense Operations Center (BDOC), or 6 SFS/S5R. Failure to provide proof of insurance will result in suspension of installation driving privileges for 30 days. 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 or electronic e-version from insurance on electronic device.

A2.3. Driver's License.

A2.3.1. Legible License to be Carried and Exhibited on Demand. Every military member, family member, DoD civilian, and US civilian contractor licensee shall have a legible and valid state driver's license in their immediate possession at all times when operating a motor vehicle and shall display the license upon demand by Security Forces. Further, all persons operating a GOV shall have a legible and valid AF Form 2293 in their immediate possession or an active record on file with the 6th Logistics Readiness Squadron (6 LRS) Operator Records and Licensing Office (OR&L). Newcomers to MacDill AFB must appear at the 6 LRS/OR&L Office and be activated before operating a GOV.

A2.3.2. Restricted License. No person shall operate a motor vehicle in any manner in violation of the restrictions imposed on a restricted license issued to him or her.

A2.3.3. Altered/Fraudulent License. No person shall knowingly display, cause, or permit to be displayed or have in his possession a canceled, revoked, suspended, fictitious, or fraudulently altered driver's license.

A2.3.4. 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.

A2.3.5. Permit Unauthorized Minor to Drive. No person shall knowingly permit his child or ward or any person under the age of sixteen years to drive a motor vehicle when such person is not duly licensed or insured.

A2.3.6. 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/or insured.

A2.4. Vehicle Movement.

A2.4.1. Passing. No vehicle shall pass another vehicle on MacDill AFB except on a one-way, two-lane street, or when the vehicle is impeding the normal flow of traffic.

A2.4.2. One-Way Streets. Upon a roadway designated and signposted for one-way traffic, a vehicle shall be driven only in the direction of travel designated.

A2.4.3. Drive in One Lane/Unsafe Lane Change. A vehicle shall be driven within a single lane and shall not be moved from that lane until the driver has first ascertained that the movement can be made safely.

A2.4.4. Following Too Closely. The driver of a motor vehicle shall not follow another vehicle more closely than is reasonable and prudent, having due regard for the speed of the vehicles, traffic, and upon the weather and condition of the roadway.

A2.4.5. POV Usage on Other Than Paved Roads. No POV shall use a gravel or dirt road on MacDill AFB unless for official business.

A2.4.6. Off Road Vehicle (ORV) usage is prohibited on MacDill AFB. *Exception:* GOV ORV on official business.

A2.4.7. Driver Behavior/Inattentive Driving. No person shall drive in an unsafe manner or in a manner that creates an unsafe condition. An example of unsafe driver behavior might be the use of a cell phone or radio if its use causes the driver to swerve or lose situational awareness of his surroundings, failing to dim headlights to prevent blinding other drivers, road rage, or any inattentive action made by the driver, which causes an accident. Used for incidents that does not meet the criteria of Reckless Driving.

A2.4.8. Inattentive Backing. All vehicle operators will ensure the area is clear of vehicles, pedestrians, and obstacles when backing a vehicle from any parking space, parking lot, roadway, or driveway. When there is limited line of sight, a spotter should be used.

A2.5. Position To Make Turns.

A2.5.1. 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.

A2.5.2. Signal Before Turning. No person shall turn any vehicle without giving an appropriate signal by hand and arm or vehicle-signaling device.

A2.6. Speed.

A2.6.1. The basic speed limit on MacDill AFB is 25 MPH unless otherwise posted.

A2.6.2. Reasonable and Prudent. 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.

A2.6.3. Excessive Speed. A person shall not exceed the posted speed limit. The speed limit on MacDill AFB is 25 MPH unless otherwise posted. Points will be annotated on the individuals MacDill AFB Drivers record accordingly:

A2.6.3.1. 1 - 10 mph = 3 points

A2.6.3.2. 11 - 15 mph = 4 points

A2.6.3.3. 16 - 20 mph = 5 points

A2.6.3.4. Over 20 mph = 6 points

A2.6.4. Speed Not to Impede Traffic. No person shall drive a motor vehicle at such a slow speed as to impede or block the normal and reasonable movement of traffic, except when reduced speed is necessary for safe operation or in compliance with the law.

A2.6.5. Racing. No person shall drive any vehicle in any race, speed competition, contest, drag race, acceleration contest, test of physical endurance, exhibition of speed or acceleration, or for the purpose of making a speed record on a street, and no person shall in any way participate in any such race, competition, contest, test, or exhibition as a starter, timer, scorekeeper, etc., for the event.

A2.7. Serious Moving Violations.

A2.7.1. Leaving the Scene of Accident (Death, Injury, Complaint of Injury, or Damage). The driver of any vehicle involved in an accident resulting in injury to or death of any person shall immediately stop the vehicle at the scene, or as close as possible, and render/summon aid. The driver will provide his name, address, and registration number of the vehicle he is driving to the other driver. The driver will notify the BDOC at Commercial 813-828-3322 immediately.

A2.7.2. Leaving the Scene of Accident-Unattended Vehicle. The driver of a vehicle that collides with any unattended vehicle shall immediately stop and shall then attempt to locate and notify the operator or owner of the vehicle. The driver will provide their name, address, and registration number of the vehicle he is driving or will leave in a conspicuous place on the vehicle a written notice with the same information. The driver will notify the BDOC at Commercial 813-828-3322 immediately.

A2.7.3. Leaving the Scene of Accident-Fixture by Roadway. The driver of any vehicle involved in an accident resulting only in damage to fixtures or other property will notify the BDOC immediately.

A2.7.4. Implied Consent to Test. Any person who operates a motor vehicle on MacDill AFB gives consent to a test or tests of his blood, breath, urine, or other bodily substance for the purpose of determining alcohol concentration or drug content if the person was driving or in actual physical control of a motor vehicle and suspected of being under the influence of

intoxicating liquor or drugs. A refusal to submit to the test will result in an automatic suspension of driving privileges for 12 months to run in succession to any other suspension the individual receives.

A2.7.5. DUI (Liquor, Drug, Toxic Vapor, or Combination Thereof). It is unlawful for any person to drive or be in actual physical control of any vehicle on MacDill AFB while under the influence of intoxicating liquor, any drug, a vapor releasing substance containing a toxic substance, or any combination thereof if the person has an alcohol concentration of 0.08 and higher, or while there is any drug or its metabolite in the person's body showing influence.

A2.7.6. Driving While Impaired (Liquor, Drug, Toxic Vapor, or Combination Thereof). It is unlawful for any person to drive or be in actual physical control of any vehicle on MacDill AFB while impaired by liquor, any drug, a vapor releasing substance containing a toxic substance or any combination thereof if the person has an alcohol concentration of 0.05 to 0.08 or while there is any drug or its metabolite in the person's body showing impairment.

A2.7.7. Reckless Driving. No person will drive any vehicle with a culpable disregard of foreseeable consequences to others from the act or omission involved. Recklessness is not determined solely by reason of the happening of an injury, or the invasion of the rights of another, nor by proof alone of excessive speed or erratic operation, but all these factors may be admissible and relevant as bearing upon the ultimate question: whether, under all the circumstances, the operator's manner of operation or physical control of the vehicle was that heedless nature which made it actually or imminently dangerous to the occupants or the rights or safety of others. It is operating or physical control of the vehicle with such a high degree of negligence that if death were caused, the operator or individual in physical control would have committed involuntary manslaughter, at least.

A2.7.8. Drinking and Driving. Persons under the age of twenty-one are not permitted to consume or be in possession of an alcoholic beverage at any time, nor will they drive or be in actual physical control of a motor vehicle if he/she has an alcohol concentration of 0.01 or above.

A2.7.9. Fleeing or Attempting to Elude Security Forces. Any person who operates a motor vehicle and willfully fails or refuses to bring the vehicle to a stop, or flees, or attempts to elude a pursuing Security Forces vehicle when given a visual or audible signal to bring the vehicle to a stop. A signal under this section that is given by a Security Forces member pursuing a vehicle may be by hand, voice, emergency light, or siren. The Security Forces member giving the signal must be on duty. If the Security Forces member is in a vehicle, the vehicle must be appropriately marked as a Security Forces vehicle.

A2.8. Right of Way.

A2.8.1. Car on Right-Open Intersection. 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.

A2.8.2. 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.

A2.8.3. Yield from Stop Sign. The driver of a vehicle shall stop in obedience to a stop sign and shall yield to vehicles within the intersection or approaching so closely as to constitute an immediate hazard.

A2.8.4. Yield from Driveway/Parking Lot. The driver of a vehicle about to enter a road from a driveway or parking lot shall yield the right of way to all closely approaching vehicles on the road.

A2.8.5. Yield to Emergency Vehicles. Upon the immediate approach of an authorized emergency and/or alert force response vehicle equipped with at least one lighted lamp illuminated and exhibiting a red and/or blue light or lens, the driver of every vehicle shall yield right of way and immediately pull to the right hand edge or curb and stop until the emergency vehicle has passed.

A2.8.6. 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.

A2.8.7. Yield to Pedestrians. The driver of a vehicle shall yield to any pedestrian about to enter, entering, or in a marked crosswalk.

A2.9. Traffic Control Devices.

A2.9.1. Obedience to Security Forces Member. No person shall willfully fail or refuse to comply with any lawful order or direction of a Security Forces Member or other authorized person performing traffic control duties.

A2.9.2. Obedience to Traffic Control Device. The driver of any vehicle shall obey the instructions of any official traffic-control device, unless otherwise directed by a Security Forces member or yielding to an emergency vehicle.

A2.9.3. Obedience to Instrument Landing System (ILS) Approach Critical Areas. The driver of any vehicle shall obey the North Boundary Road ILS Traffic Control Device when active. When active this light is critical to Airfield Flight Operations for aircraft on final approach to Runway 05/23. ([Attachment 7](#))

A2.10. Stops and Miscellaneous Violations.

A2.10.1. Stop Sign/Line. Every driver of a vehicle approaching a stop sign shall stop before entering the crosswalk on the near side of the intersection or in the event there is no crosswalk, shall stop at a clearly marked stop line, but if none, then at the point nearest the intersecting roadway where the driver has a view of approaching traffic.

A2.10.2. Yield Sign/Line. The driver of a vehicle approaching a yield sign or pavement marking shall in obedience to such sign or marking slow down to a speed reasonable for the existing conditions and shall yield the right of way to any vehicle in the intersection or approaching on another roadway so closely as to constitute an immediate hazard. If a driver is involved in collision with a vehicle in the intersection after driving past a yield sign or marking without stopping, such collision shall be deemed prima facie evidence of his failure to yield right of way.

A2.10.3. Crossing Fire Hose. No vehicle shall be driven over any unprotected hose of the fire department when laid down on any street, parking lot, or driveway to be used at any fire or alarm of fire without consent of the fire department official in command.

A2.10.4. Placing Hazardous Material on Roadway. No person shall throw or deposit upon any roadway any glass, nails, tacks, wire, cans, or any other substance likely to injure any person, animal, or vehicle.

A2.10.5. Driving Upon a Sidewalk. A person shall not drive any vehicle upon a sidewalk area except upon a permanent or duly authorized temporary driveway.

A2.10.6. Door as a Traffic Obstruction. A person shall not open any door on a motor vehicle unless it is reasonably safe to do so and can be done without interfering with the movement of other traffic. A person shall not leave a door open on a side of a motor vehicle available to moving traffic for a period of time longer than necessary to load or unload passengers.

A2.10.7. Mechanical Raising and Lowering Devices. A person shall not raise or lower the height of a motor vehicle by mechanical means while the motor vehicle is in motion.

A2.10.8. Dumping Smoking Materials, Refuse, Garbage, or Debris on Road. No person shall dump, deposit, place, throw, or leave refuse, garbage, debris, filthy odoriferous objects, substances, smoking materials, or other trash upon or along a roadway. If the act is committed from a motor vehicle, the driver of the vehicle shall be presumed to be the offender.

A2.10.9. Wearing Headphones/Earphones. No motor vehicle operator will wear headphones, earphones, or other listening device while operating a motor vehicle, which impedes hearing and detection of impending danger. The only exception to this rule is the use of hands-free communication equipment. Operators will use extreme cautionary measures and remain alert at all times, to minimize potential distractions.

A2.10.10. Open Alcoholic Beverage Containers. No open containers containing alcoholic beverages are allowed within the passenger compartment. This includes any liquor bottles in which the manufacturer's seal has been broken.

A2.10.11. Children Unattended in Vehicle. Children will not be left unattended in a motor vehicle under the age of 12.

A2.10.12. Pets Unattended in Vehicle. Pets will not be left unattended in motor vehicles unless adequate ventilation and water are supplied.

A2.10.13. Pets Off Leash. No pet will be left off leash within the vicinity of a traffic environment; pet owners must keep constant control of their pets to prevent any possible traffic hazard.

A2.10.14. Improper Vehicle Towing. Any vehicle being towed by another vehicle other than a wrecker must be occupied, shall be securely fastened to the other vehicle by a tow bar, and must have emergency flashers operating.

A2.10.15. Excessive Sounding of Horn. No person shall sound their horn unless for essential warning.

A2.10.16. Use of Radar Detection devices on MacDill AFB is strictly prohibited. Radar detection devices will not be openly displayed in any fashion inside any vehicle whether turned on or not.

A2.10.17. Excessively Loud Music. No person shall operate a vehicle with the vehicle's audio system or any other type of audio system in the vehicle at a level where it may be heard at a

distance of 50 feet. Music, which includes profanity, disparaging terms or is offensive in nature is determined excessively loud if it can be heard outside the vehicle.

A2.10.18. Unauthorized Use of an Emergency Vehicle. No person shall operate a vehicle with emergency signaling devices (i.e., lights, sirens, etc.) when not responding to an emergency situation. In addition, no person shall operate a vehicle equipped with emergency signaling devices unless the vehicle is authorized as an emergency vehicle.

A2.10.19. Failure to Yield to Stopped Emergency Vehicles. All personnel operating a vehicle on the roadways of MacDill AFB, when approaching any emergency vehicle stopped on the roadways with their emergency lights operating will merge completely to next available lane to give sufficient room for emergency personnel to operate. If another lane is not available, then operators must slow down to 20 mph under the posted speed limit and safely give emergency operators enough room as possible without leaving the roadway.

A2.11. Vehicle Equipment.

A2.11.1. Child Passenger Restraint. Vehicle operators will use child safety seats consistent with state, territory or host nation laws. If there is no state, territory or host nation law, all children 5 years of age or younger, regardless of weight or less than 50 pounds regardless of age are to be properly secured in a federally approved child restraint system. Children 3 years old and younger must be in a separate car-seat or the vehicles built-in child seat. Children ages 4 through 7, weighing 50 pounds or more and less than 4 feet 9 inches are to be properly secured in a booster seat or other federally approved child restraint system. Children ages 8 and above and no less than 4 feet 9 inches in height will be properly secured in a vehicle seat belt or federally approved child restraint system. It's highly encouraged to have all children 12 years old and younger ride in the back seat of a vehicle when possible. Regardless of sitting positions in the vehicle all children under the age of 18 years old must be in a seat belt or a federally approved child restraint system. The child safety seat or booster seat must be certified by the manufacturer to meet all applicable federal performance standards or host nation requirements and installed in accordance with the manufacturer's instructions.

A2.11.2. Seatbelts Required. All persons riding in a motor vehicle will have passenger restraint devices engaged and worn as directed by the vehicle manufacturer. 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. 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. Seatbelts will be worn by all military Service members and Reserve Component members on active Federal Service driving or riding in a POV/GOV whether on or off the installation. **Note: This requirement does not mandate that vehicles manufactured prior to 1963 be retrofitted with safety belts.**

A2.11.3. When Lights are Required. Every vehicle upon a road from dusk to dawn and at any other time, when there is insufficient light to render clearly discernible persons and vehicles at a distance of 500 feet ahead, shall display lights or illuminating devices. Required on GOVs (encouraged on POVs) at all times when the vehicle is in motion or standing, but not parked.

A2.11.4. Headlights on Motor Vehicles. Every motor vehicle other than a motorcycle or motor driven cycle shall be equipped with at least two and no more than four headlights with at least one on each side of the front of the motor vehicle and white in color.

A2.11.5. Headlights Covers. Only clear transparent material/covers may be mounted in front of headlights, fog lamps, or auxiliary driving lamps.

A2.11.6. Taillights. Every motor vehicle, trailer, semi-trailer and pole trailer, and any other vehicle which is being drawn shall be equipped with two taillights mounted on the rear which when lighted shall emit a red light plainly visible from 1000 feet to the rear and stop lamps visible from 300 feet.

A2.11.7. License Plate Light. Every motor vehicle shall be equipped with either a taillight or a separate lamp, which will illuminate, with only a white light, the rear number plate and render it clearly legible from a distance of 50 feet to the rear. It shall be wired to activate whenever the headlights are illuminated.

A2.11.8. Horn Required. Every motor vehicle when operated shall be equipped with a horn in good working order and capable of emitting sound audible under normal conditions from not less than 200 feet but no horn shall emit an unreasonably loud or harsh sound or whistle.

A2.11.9. Muffler Required. Every motor vehicle shall at all times be equipped with a muffler in good working order and in constant operation to prevent excessive or unusual noise and no person shall use a muffler cutout, bypass, or similar device. It will be adjusted to prevent the escape of excessive fumes or smoke.

A2.11.10. Mirror Required. Every motor vehicle, which is so constructed or loaded as to obstruct the driver's view to the rear, shall be equipped with a mirror so located as to reflect a view of the road for a distance of at least 200 feet to the rear.

A2.11.11. Windshield Wipers Required. The windshield on every motor vehicle (except motorcycles and ATVs) shall be equipped with a device for cleaning rain, snow, or other moisture from the windshield and will be maintained in good working order.

A2.11.12. Windshield Required. Every motor vehicle, other than a motorcycle or golf cart, shall be equipped with an adequate windshield.

A2.11.13. Unsafe Vehicles. No person shall drive or move on any road any motor vehicle and/or trailer unless the required equipment is in good working order and the vehicle is in such safe mechanical condition as not to endanger the driver, occupants, or any person upon the road.

A2.12. Motorcycles.

A2.12.1. Rider and Passenger Seating. 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.

A2.12.2. 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 will not be operated more than two abreast

in a single lane of traffic however, motorcycles should be operated in a staggered line with a two-second interval between motorcycles as taught by the Motorcycle Safety Foundation.

A2.12.3. **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.

A2.12.4. **Motorcycle Between Lanes.** A person shall not operate a motorcycle between the lanes of traffic or between adjacent rows of vehicles.

A2.12.5. **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 cutout, bypass, or similar device.

A2.12.6. **Motorcycle Equipment Required.** A motorcycle and motor-driven cycle shall be equipped with a rearview mirror on each handlebar, seat, footrests for the operator, and at least one amber or white in color headlight. Any motorcycle operated with a passenger shall be equipped with seat and footrests for such passengers.

A2.12.7. **Lighted Lamps are Required.** Motorcycles or motor driven cycles shall display illuminated headlights at all times the motorcycle is in motion.

A2.12.8. The use of headphones while operating a motorcycle, and motor-driven cycle is unauthorized. Motorcycle helmet intercom systems and Bluetooth/GPS systems are authorized to be used.

A2.13. Pedestrians.

A2.13.1. **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 is impossible for the driver to yield.

A2.13.2. **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.

A2.13.3. **Crossing at Other than Crosswalks (Yield to Vehicles).** Every pedestrian crossing a roadway at any point other than a marked crosswalk or within an unmarked crosswalk at an intersection shall yield right of way to all vehicles upon the roadway.

A2.13.4. **Pedestrians on Roadways.** Where sidewalks are provided, it shall be unlawful for any pedestrian to walk on the roadway. Where sidewalks are not provided, any pedestrian shall walk only on the left side of the roadway or its shoulder facing traffic, which may approach from the opposite direction. In cases where separation of pedestrian and motor vehicle traffic is not feasible, military personnel in uniform must wear reflective accessories during periods of reduced visibility (hours of darkness, inclement weather, etc.) as outlined in DAFI 91-207, *U.S. Air Force Traffic Safety Program*. Personnel in civilian attire are encouraged to wear light-colored clothing or reflective accessories.

A2.13.5. Wearing Headphones/Using Cell Phones. The wearing of portable headphones, earphones, or other listening devices while jogging/running, bicycling, or skating/skateboarding on roads and streets is prohibited. The use of hands-free phone equipment is allowed, but personnel must use caution because of the potential for distraction.

A2.14. Bicycles.

A2.14.1. 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.

A2.14.2. Riding on Bicycles. No person shall ride bicycle other than upon or astride a permanent and regular seat attached thereto.

A2.14.3. Clinging to Vehicles. No person riding upon any bicycle, coaster, roller skates, sled, or toy vehicle shall attach the same or himself to any moving vehicle.

A2.14.4. 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 right-hand curb or edge of the roadway, unless passing another bicycle, preparing for a left turn, or to avoid hazards.

A2.14.5. 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.

A2.14.6. Required Equipment on Bicycles. Every bicycle when in use at nighttime or reduced visibility, shall be equipped with a lamp on the front, which shall emit a white light, a lamp on the rear, which shall emit a red light and a red reflector on the rear. Flashing lights and other reflectors may help 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 stop on dry, level, clean pavement.

A2.14.7. Bicycle Rider Safety Equipment. All persons riding upon a bicycle, including those in child seats, will wear an Underwriters Laboratory-approved bicycle helmet when moving. Reflective vest or safety belt is required as outerwear at all times for government owned bicycles.

A2.14.8. Wearing Headphones/Using Cell Phones. No bicyclist will wear headphones, earphones, or other similar devices, which impede 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 phone equipment is allowed, but bicyclists must use caution because of the potential for rider distraction.

A2.14.9. Individuals operating a bicycle under the power of an electric or gas motor but not classified as a Moped will not operate the vehicle on any sidewalk. They will operate on the right-hand shoulder of the roadway. Operators will wear an approved bicycle helmet and reflective vest when bicycle is powered by the motor. Bicycle will be equipped with a fixed front light and taillight. Front light will be on while under electric or gas power operation. No person under the age of 16 may operate or ride upon a motorized bicycle.

A2.15. Parking Violations.

A2.15.1. Stopping, standing or parking is prohibited:

A2.15.1.1. On a sidewalk.

- A2.15.1.2. Blocking a driveway.
- A2.15.1.3. Within an intersection.
- A2.15.1.4. Prohibited by signs or pavement markings.
- A2.15.1.5. Within 15' of a fire hydrant
- A2.15.1.6. On a crosswalk.
- A2.15.1.7. Within 20' of a crosswalk within an intersection.
- A2.15.1.8. On roadway side of any vehicle stopped or parked at the edge or curb of street.
- A2.15.1.9. Parking so as to impede traffic or blocking another vehicle.
- A2.15.1.10. Except for normal usage, vehicles for sale can only be parked in approved 6th Force Support Squadron (6 FSS) locations.
- A2.15.1.11. Disabled/Handicapped parking by unauthorized vehicles.
- A2.15.1.12. Non-Designated parking space.
- A2.15.1.13. Straddling designated parking space.
- A2.15.1.14. On a seeded or dirt packed area.
- A2.15.1.15. Reserved parking space as listed/approved in Base Parking plan by unauthorized vehicles.
- A2.15.1.16. Against the flow of traffic.
- A2.15.1.17. Engine is running or keys are left in the ignition and vehicle is unoccupied by a licensed individual.
- A2.15.1.18. For the purpose of major vehicle repairs unless parked in an area designated for this purpose.
- A2.15.1.19. Any area not designated by an authorized parking space, which is identified by two parallel white lines.

A2.16. Skateboards, Roller Blades, Roller Skates, Motorized Scooters.

A2.16.1. Prohibition and rules:

- A2.16.1.1. Will not be used on roads when sidewalks are present and available (Housing Area). Will not be used outside Housing areas with the exception of the jogging path.
- A2.16.1.2. Will not interfere with or impede motor vehicle traffic.
- A2.16.1.3. All personnel must properly wear an approved ANSI, Consumer Product Safety Commission or Snell Memorial Foundation certified helmet while skating (including skateboarding, rollerblading, roller-skating, and hoverboarding) or riding a kick-scooter on MacDill AFB. The chinstrap must be properly fastened under the chin while wearing the helmet. The wear of elbow and kneepads are required (wrist guards are encouraged) in installation skate parks. At other times, use of elbow pads, kneepads, and wrist guards are optional but highly encouraged.

A2.16.1.4. Will not be used on roads between dusk and dawn. Unless equipped with a lamp on the front headgear, which shall emit a white light, a lamp on the rear, which shall emit a red light and a red reflector on the rear/back.

A2.16.1.5. Will not engage in acrobatic or unsafe acts except in an area designated for this purpose and only under parental supervision.

A2.16.1.6. Will not be used in parking lots, during facility hours of operation, or when cars are operating in the immediate vicinity.

A2.16.1.7. Will not be used on major road arteries as defined in [paragraph 5.3](#) of this instruction.

A2.17. Suspensions Resulting From Tickets or Point Assessments.

A2.17.1. Violation: More than 9 points within 12 months. Assessment: 30-day suspension.

A2.17.2. Violation: 12 points with 12 months. Assessment: 1-year suspension.

A2.17.3. Violation: 18 points within 24 months. Assessment: 1-year suspension.

A2.17.4. Violation: Operating a vehicle without insurance: 30 days suspension.

A2.18. Driver Distractions.

A2.18.1. Vehicle operators on a DOD Installation and operators of Government owned vehicles will not use cell phones for talking or texting, unless the vehicle is safely parked or unless they are using a hand-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. Use of a cell phone while driving, (talking or texting) without a hands-free device will be considered a "primary offense", meaning that violators will be able to be stopped solely for this offense, and assessed points as a moving violation. Vehicle Operators should note the potential for driver distractions such as eating and drinking, operating radios, CD players, global positioning equipment, and so on. Whenever possible this should only be done when the vehicle is safely parked.

Attachment 3

SAMPLE FORMAT FOR APPEAL OF ARMED FORCES TRAFFIC TICKET –
ACTIVE DUTY

A3.1. Note: Place the below information on appropriate letterhead.

Figure A3.1. Sample Format For Appeal Of Armed Forces Traffic Ticket – Active Duty.

Date

MEMORANDUM FOR 6 MSG/CD

FROM: SSgt John Doe
Unit and Duty Phone

SUBJECT: Appeal of Armed Forces Traffic Ticket (Ticket rebuttals must be received within 14 days of receipt of ticket)

1. Use this paragraph to describe incident.
2. Use this paragraph to present justification for appeal; present facts, evidence, or witnesses to support your case.

FIRST MI LNAME, Rank, USAF
Duty Title

1st Ind, Your Commander's Organization/Office Symbol or (*If Applicable*,
your COCOM Officer in Charge Endorsement, if a member of USCENTCOM,
SOCCENT, MARCENT or USSOCOM)

Date

MEMORANDUM FOR 6 SFS/CC

Recommend this appeal be granted/denied.

Your Commander's Organization/Office
Symbol or your COCOM Officer in Charge
Signature Block, (If a member of
USCENTCOM, SOCCENT, MARCENT or
USSOCOM, *If Applicable*)

Note: Above indorsement is an example of a same page indorsement, if there is not enough space for the indorsement on the first page of the Memorandum, consult Department of the Air Force Handbook (DAFH) 33-337, The Tongue and Quill, for proper formatting for separate page indorsement.

Attachment 4**SAMPLE FORMAT FOR APPEAL OF ARMED FORCES TRAFFIC TICKET -
CIVILIANS****Figure A4.1. Sample Format For Appeal Of Armed Forces Traffic Ticket – Civilians.**

John Doe
56B Bayshore Blvd
MacDill AFB FL 33621

SUBJECT: Appeal of Armed Forces Traffic Ticket

6 SFS/CC
2505 SOCOM Memorial Way
MacDill AFB FL 33621

1. Use this paragraph to describe incident.
2. Use this paragraph to present justification for appeal; present facts, evidence, or witnesses to support your case.

JOHN DOE

MEMORANDUM FOR 6 SFS/S5R	
Recommend this request be approved/denied. Include any other supportive comments as applicable.	
Your Commander's Organization/Office Symbol or your COCOM Officer in Charge Signature Block, (If a member of USCENTCOM, SOCCENT, MARCENT or USSOCOM, <i>If Applicable</i>)	
Note: Above indorsement is an example of a same page indorsement, if there is not enough space for the indorsement on the first page of the Memorandum, consult Department of the Air Force Handbook (DAFH) 33-337, The Tongue and Quill, for proper formatting for separate page indorsement.	

Attachment 6

SAMPLE MACDILL AFB FORM 218

A6.1. Note: Download form at <https://www.e-publishing.af.mil/>.

Figure A6.1. Sample Macdill AFB Form 218.

		MacDill AFB Long Term Parking Placard	
Vehicle Owner Information			
Name	<input type="text"/>	Rank	<input type="text"/>
Unit	<input type="text"/>		
Vehicle Storage Location Dates			
Storage Start Date	<input type="text"/>	Estimated Retrieval Date	<input type="text"/>
Storage Location	<input type="text"/>		
Contact Information of Vehicle Key Holder			
Name	<input type="text"/>	Work Phone	<input type="text"/>
Relationship	<input type="text"/>		
First Sergeant Information			
First Sergeant's Name	<input type="text"/>		
First Sergeant' Work Phone	<input type="text"/>		
Approval			
Approver's Name	<input type="text"/>		
Commander's Signature	<input type="text"/>		
Comments			
<input type="text"/>			

Attachment 7

NORTH BOUNDARY ROAD TRAFFIC CONTROL DEVICE

Figure A7.1. North Boundary Road Traffic Control Device.

