

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



AIR FORCE MANUAL 31-116

**OFFUTT AIR FORCE BASE
Supplement**

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Security

**AIR FORCE MOTOR VEHICLE
TRAFFIC SUPERVISION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement assigns responsibilities and establishes procedures for motor vehicle traffic supervision applicable to all motor vehicle traffic matters on Offutt AFB. This includes, but is not limited to, granting, suspending, or revoking the privilege to operate a privately owned vehicle (POV); administration of vehicle registration and driver performance records; driver improvement programs; police traffic supervision; and off-installation traffic activities. This instruction applies to all drivers on Offutt Air Force Base, to include the streets of Rising View Housing, the off-base Chapel and 55 FSS areas, Ehrling Bergquist Clinic, and the Base Lake area. For operation of vehicles on the flight line, OAFBI 11-250, Offutt Airfield Operations, further applies. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication.

SUMMARY OF CHANGES

This is a new Offutt AFB Supplement and supersedes Offutt AFB Instruction 31-116, Motor Vehicle Supervision. A complete review is required.

1.1. Program Management. This supplement implements and extends the guidance of Air Force Manual (AFMAN) 31-116, *Air Force Motor Vehicle Traffic Supervision*, which is derived from AFI 31-218(I), *Motor Vehicle Traffic Supervision*. Furthermore, in accordance with Department of Defense (DoD) Directive 5525.4, *Enforcement of State Traffic Laws on DoD Installations* and 18 U.S.C. § 13, *The Assimilative Crimes Act*, Offutt AFB assimilates Chapter 60, Motor Vehicles, Nebraska Revised Statutes. This instruction applies to all drivers on Offutt Air Force Base, to include the streets of Rising View Housing, the off-base Chapel and 55 FSS areas, Ehrling Bergquist Clinic, and the Base Lake area. For operation of vehicles on the flight line, OAFBI 11-250, *Offutt Airfield Operations*, further applies.

1.3.1. **(Added)** Traffic review and planning is delegated to the Mission Support Group Commander (55 MSG/CC). In the absence of the 55 MSG/CC, the Mission Support Group Deputy Commander (55 MSG/CD) will carry-out traffic review and planning responsibilities.

1.3.2. **(Added)** The authority to determine when, where and how to implement random installation entry/exit vehicle checks (RIEVCs) is delegated to the 55 MSG/CC.

1.3.3. **(Added)** 55 MSG/CC is designated as the suspension/revocation authority for all traffic actions and violations to include restoration of driving privileges and granting of restricted driving privileges. The Installation Commander further designates the 55 MSG/CC as the administrative hearing authority. The Defense Force Commander (DFC) is the point of contact for matters concerning traffic citation rebuttals and has the authority to void any issued citation.

1.3.4. **(Added)** 55 MSG/CC will appoint an Installation Parking Board and an Installation Traffic Safety Coordination Group to assist in the administration of traffic and parking management planning.

2.1. Requirements for Driving Privileges. The Installation Commander may extend or deny the privilege of operating a motor vehicle on the installation to anyone they deem appropriate.

2.1.1. **(Added)** Any new Nebraska resident with a valid license from another state must obtain a Nebraska license within 30 days. International driver's licenses are valid up to 60 days upon arrival at the installation, after which only valid state licenses are permitted.

2.3. Implied Consent to Blood, Breath or Urine Tests. Drivers give consent to evidential tests for alcohol or other drug content of their blood, breath, and/or urine as a condition to accepting installation driving privileges. This consent applies when lawfully detained, apprehended, or cited for any impaired driving offense committed while driving or in physical control of a motor vehicle on Offutt AFB.

2.4. Implied consent to Vehicle Impoundment. Removal and temporary impoundment of vehicles may occur if a privately owned vehicle (POV) is illegally parked for more than seven (7) consecutive days or if involved in a suspected intoxicated driving incident. Additionally, after attempts to locate and inform vehicle owners are unsuccessful, vehicles may be towed and impounded for real world and threats and/or major exercises when necessary to implement the installation barrier plan. As a condition to accepting installation driving privileges, drivers agree to reimburse an authorized agency or contractor for the cost of towing, storage, and disposal should a need arise to remove or impound their motor vehicle.

2.5. Suspension or Revocation of Driving Privileges. The Installation Commander and 55 MSG/CC have discretionary authority and may withdraw anyone's authorization to operate a vehicle on the installation, as long as due process is afforded to individuals whose driving privileges are suspended or revoked. A suspension is normally issued pending a formal decision by the Installation Commander or 55 MSG/CC; revocation of driving privileges is the withdrawal of driving privileges after an evaluation of the facts for the incident(s). Driving privileges can be suspended for serious violations or when lesser measures fail to improve a driver's performance. Suspension of driving privileges for up to 12 months or more may be ordered if a driver continually violates installation parking standards, or habitually violates other traffic standards considered non-moving in nature.

2.5.1.1. Installation government owned vehicle (GOV) or POV driving privileges will be immediately suspended for any driver suspected of an intoxicated driving incident pending resolution of the intoxicated driving incident.

2.5.1.4. If the vehicle operator is currently under installation suspension/revocation, the suspension/revocation will be imposed to run consecutively after the current base suspension/revocation.

2.5.1.5. **(Added)** All assigned personnel, to include active duty military, DoD civilians, civilian contractors, and dependents with access to Offutt AFB, who are arrested off base for intoxicated or impaired driving, must make a report to Security Forces within 24 hours after release to report that they were cited for intoxicated or impaired driving incident. First Sergeants (for enlisted personnel) or Commanders (for officers) will ensure military members are escorted for issue of a suspension letter:

2.5.1.5.1. **(Added)** During non-duty hours: Contact the Emergency Communications Center (ECC) via telephone to arrange issuance a notice of suspension of installation driving privileges memo. The ECC can be reached at 294-6110 or 294-6119.

2.5.1.5.2. **(Added)** During duty hours: Contact the Reports and Administration Section (55 SFS/MAR) to be issued a notice of suspension of installation driving privileges. The 55 SFS/MAR can be reached at 294-3185.

2.5.1.6. **(Added)** Once an individual has completed initial civil court proceedings, it is the offender's responsibility to provide their unit First Sergeant, Commander, or civilian equivalent with documentation on the outcome of the initial proceedings.

2.5.1.6.1. **(Added)** The unit First Sergeant or civilian equivalent is responsible for providing a copy of this documentation to 55 SFS/MAR, which will be added to the person's case file. This provides 55 WG/JA and the 55 MSG/CC pertinent information to make informed decisions concerning possible suspension or revocation of the offender's base driving privileges.

2.5.1.7. **(Added)** When temporary suspensions are followed by a longer suspension or revocation, the suspension/revocation period will be computed from the original suspension date, exclusive of any period during which driving privileges were restored pending resolution of charges.

2.5.2.2.1. **(Added)** The 55 SFS/MAR is responsible for administration of reports of moving traffic violations, suspensions, and revocations, including actions of military and state law enforcement authorities. Once command action is completed on each case file in the Security Forces Management Information System (SFMIS) (currently linked to MILPDS), 55 SFS/MAR will automatically transfer the individual history record via SFMIS to the Administration and Reports section of the gaining installation. A hard copy of all active suspension and revocation case files are forwarded via certified mail to the gaining servicing security forces unit. Upon receipt of gaining individual history, 55 SFS/MAR will send an electronic copy of the history to the individual's gaining commander through the unit First Sergeant if the file contains unfavorable information.

2.5.2.2.2. **(Added)** If newly assigned individual are identified as having a current suspension or revocation, 55 SFS/MAR will request a hard copy of the case file from the previous servicing security forces unit and the person's information will be added to the base suspension/revocation/debarment/warrant (SRBW) list and the Defense Biometric Identification System (DBIDS). Offutt AFB will automatically honor revocations issued by other installation commanders, regardless of service component affiliation, when the period of revocation is one year or less; however, revocations for more than one year will be reviewed by the 55 MSG/CC and 55 WG/JA.

2.5.2.2.2.1. **(Added)** The individual's First Sergeant or supervisor will escort the individual to 55 SFS/MAR to sign the suspension or revocation letter once a final determination is made to suspend or revoke. 55 SFS/MAR will provide a copy of the letter will be provided to the individual's organization chain-of-command, and SRBW and DBIDS systems updated to reflect the final decision. 55 SFS/MAR will maintain an electronic version of the SRBW list and provide to the S-3 Operations section weekly for use in the event DBIDS is non-operational.

2.5.2.2.2.2. **(Added)** Personnel with revoked driving privileges may request restricted driving privileges in accordance with [paragraph 2.5.7](#).

2.5.3. **(Added)** Reciprocal State-Military Action. Offutt AFB will honor revocations and suspensions issued by state driver-licensing authorities for suspension and revocation of driving privileges. Additionally, 55 SFS/MAR will notify the licensing authority of the State where a license is issued, via US Postal Service Certified Mail, when a person's installation driving privileges are revoked following final adjudication of an intoxicated driving offense or for refusal to submit to a BAC/BrAC test on base.

2.5.3.1. **(Added)** Personnel who receive a suspension or revocation of a State-issued driver's license will report the suspension/revocation to 55 SFS/MAR the next duty day. 55 SFS/MAR will notify 55 WG/JA for a recommendation and request a suspension or revocation decision (as applicable) from 55 MSG/CC.

2.5.4. **(Added)** Administrative Due Process for Suspensions and Revocations.

2.5.4.1. **(Added)** When 55 MSG/CC is considering suspending or revoking someone's driving privileges, the person will be notified in writing by 55 SFS/MAR on what action is being considered and the reason for it. This notice is coordinated with 55 WG/JA.

2.5.4.2. **(Added)** Except for intoxicated driving incidents outlined under [paragraphs 2.5.1.1.](#) through [2.5.1.5.](#), an individual's driving privileges will not be suspended or revoked until they are notified (or reasonable attempts made) and offered an opportunity to present evidence on their own behalf. Only in unusual circumstances will verbal notifications be made. The Installation Commander or designee will authorize an immediate preliminary suspension based on reliable evidence for offenses outlined under [paragraphs 2.5.1.1.](#) through [2.5.1.5.](#) Such evidence can include refusal to consent to chemical testing, chemical test results, video recordings, written statements, field sobriety test results witness statements, a military or civilian police report, or other evidence.

2.5.4.3. **(Added)** For active duty military personnel and DoD affiliated civilians, a written notice of preliminary suspension will be sent to the individual's Commander or First Sergeant. For contract personnel, the written notice will be forwarded to their supervisor. The individual will be directed by their Commander or First Sergeant to report to the 55 SFS/MAR to receipt for the Notice of Preliminary Suspension of Base Driving Privileges letter.

2.5.4.3.1. **(Added)** Non-DoD affiliated civilians and offenders not associated with the installation will be presented the written Notice of Preliminary Suspension of Base Driving Privileges letter either in person (preferred) or by certified mail.

2.5.4.4. **(Added)** The individual will be advised of the following when issued the Preliminary Suspension of Base Driving Privileges letter:

2.5.4.4.1. **(Added)** Suspension can become a revocation.

2.5.4.4.2. **(Added)** Offenders have a right to request restoration of immediately suspended driving privileges pending investigation or resolution of the incident. Such requests must be submitted through 55 SFS/MAR within five (5) duty days from the date the individual acknowledges the "Notice of Preliminary Suspension of Base Driving Privileges" letter. Contact 55 SFS/MAR for instructions on submitting a request for restoration of base driving privileges.

2.5.4.4.3. **(Added)** Right to present evidence. Individuals have five (5) duty days after being notified of a proposed suspension or revocation to submit evidence on their behalf through 55 SFS/MAR. Evidence may include legal documents, police reports, written witness statements, and pictures. Additionally, an individual may request a personal appearance before the suspension/revocation authority. The suspension/revocation authority may grant a personal appearance, IAW AFI 31-218(I) and AFMAN 31-116. Contact 55 SFS/MAR for instructions on submitting evidence.

2.5.5. **(Added)** For immediate suspension under [paragraphs 2.5.1.1.](#) through [2.5.1.5.](#) involving intoxicated driving offenses, the suspension will become a revocation on conviction, non-judicial punishment, or through the adjudicative administrative process.

2.5.6. **(Added)** Any new suspension or revocation will cancel any partial or restricted driving privileges previously granted. Furthermore, 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.

2.5.7. (Added) Restricted Driving Privileges. The 55 MSG/CC may authorize restricted driving privileges to offenders whose privilege to drive on military installations was suspended or revoked. All requests for restricted driving privileges must be in writing and endorsed by the individual's Commander or civilian equivalent. Contact 55 SFS/MAR for instructions on submitting requests and processing.

2.5.7.1. (Added) Restricted driving privileges or reinstatement will not be given to any person whose civilian driver's license is under suspension or revocation by a State licensing authority.

2.5.7.2. (Added) With the exception of vehicle operators who refuse (for on- and off-base offenses) to submit to a chemical test of their breath, blood or urine for the presence of alcohol or drugs, any individual whose driving privileges have been revoked for a conviction, non-judicial punishment, or a military or civilian administrative action resulting in the suspension or revocation of a driver's license for intoxicated driving may:

2.5.7.2.1. (Added) Request reinstatement of limited driving privileges. The 55 MSG/CC may, in their sole discretion, approve or disapprove such a request. Contact 55 SFS/MAR for a formatted template of the request memorandum.

2.5.7.2.2. (Added) If the alcohol incident occurred in Nebraska, offenders may request permission to install and have monitored, at their own volition and expense, an ignition interlock device for the duration of the time their driving privileges would have been revoked. If a request is made, the individual must include a copy of the valid Nebraska Department of Motor Vehicles-issued Ignition Interlock Permit (IIP). Further information for IIP can be found at: <https://dmv.nebraska.gov/fr/ignition-interlock-permit>. The Installation Commander or designee may, in their sole discretion, approve or disapprove such a request.

2.5.7.3. (Added) 55 SFS/MAR will ensure the person's civilian State driving credentials are valid prior to the request being forwarded for a decision.

2.5.7.4. (Added) If approved, the individual will be notified by letter and 55 SFS/MAR will update this status in the DBIDS. The individual must have the letter in their possession when operating a vehicle and must present the document upon request.

2.6.1. (Added) Commanders will ensure military personnel convicted of, or receiving an official administrative action for, intoxicated (drug or alcohol related) motor vehicle operation are referred for alcohol and drug abuse evaluation. The provisions of this paragraph do not limit the Commander's prerogative concerning other actions that may be taken against an offender under separate Service/agency policies. Unit First Sergeants (or equivalent) will ensure this referral is documented during the Command Action phase and reflected on the AF Form 3545A, *Incident Report*, Section VIII- Commander's Action – Offender Identifier, which is then forwarded to 55 SFS/MAR.

2.6.2. (Added) Active duty Air Force and members of the Air Force Reserve Command and Air National Guard (when activated longer than 30 days), whose installation driving privileges were suspended or revoked as a result of an alcohol related incident, will receive a minimum of 6-hours of awareness education before reinstatement of base driving privileges can be requested. Unit First Sergeants or civilian equivalents will ensure 55 SFS/MAR is notified of the date the individual completed the 6-hour awareness education class/training and document the completion on Section VIII of the AF Form 3545A, *Incident Report*.

3.1. General. Personnel must possess the following to operate a motor vehicle on the installation:

3.1.1. **(Added)** A valid State or international driver's license (within appropriate classification), supported by documentation authorizing base entry. Access credentials will vary based upon the status of the individual (authorized person, contractor, vendor, etc.) entering the installation.

3.1.2. **(Added)** A state registration certificate as required by the State in which the vehicle is registered. Note: Pursuant to Nebraska Revised Statutes, Section 60-363, in the case of a motor vehicle or trailer operated by a public power district registered pursuant to Nebraska Revised Statutes, Section 60-3,228, the registration certificate shall be kept at the principal place of business of the public power district.

3.1.2.1. **(Added)** Vehicle owners awaiting arrival of home-state registration/decals must possess a Department of Motor Vehicle (DMV) receipt or other proof from their home-state indicating the registration has been renewed. Security Forces will confirm registration is valid through National Crime Information Center (NCIC) prior to granting base access.

3.2.2.2. **(Added)** Commercial/company vehicles with photo copied registration or DMV receipt will be verified through license plate number/year information on the registration photo copy or DMV receipt and NCIC validation prior to granting base access.

3.2.2.3. **(Added)** If a vehicle is purchased locally from an individual and no in-transits are issued, the bill of sale is adequate for base entry, but expires after 30 days. Vehicles without valid registration or documentation (in-transit, bill of sale, registration renewal/new transit plates) will be denied base access.

3.1.3. **(Added)** Valid proof of insurance, with a policy effective date and an expiration date, is required. Evidence of insurance may be displayed in physical format or an electronic image on an electronic device. If a person displays evidence of insurance on an electronic device, the person is not consenting for law enforcement to access other contents of the device; however, whenever a person presents an electronic device for purposes of evidence of insurance, the person presenting the electronic device assumes liability for any damage to the device. An individual cited for failure to provide proof of financial responsibility or evidence of insurance must provide proof the next duty day (72 hours if cited during the weekend) after being cited for driving without insurance to the 55 SFS/MAR section. Failure to provide valid proof within the prescribed time may result in a one year revocation of base driving privileges.

3.1.4. **(Added)** Proof of compliance with safety and emissions inspection for the State or local jurisdiction in which the vehicle is registered, if required.

3.1.5. **(Added)** Rental vehicles are considered POVs for purposes of base entry/access control.

3.1.6. **(Added)** The use of privately owned all-terrain vehicles (ATVs), snowmobiles, go-carts, or any off-road vehicle are prohibited from being operated on Offutt AFB (government-owned, off-road vehicles are the exception).

3.3. AF Form 75, Visitor/Vehicle Pass. Visitors operating a vehicle are required to report to the Visitor Control Center (or USSTRATCOM Gate during non-duty hours), with their sponsor to obtain a DBIDS pass or AF Form 75, Visitor's Pass. The DBIDS pass or AF Form 75 will be issued in accordance with the Installation Defense and Antiterrorism Plan.

3.4. Handicapped Person Identification. Persons temporarily handicapped, such as utilizing crutches, may request a temporary reserved parking space by letter to the 55 MSG/CD. A reserved parking allocation should be requested for handicapped employees at their duty location. Use of handicapped parking spaces by non-handicapped personnel is prohibited.

4.1. Installation Traffic Codes. A major focus of installation traffic planning is circulation control. The base traffic engineer, DFC, Chief of Safety, and other members of the Base Traffic Control Plan committee develop the traffic circulation plan. The base traffic control plan committee will include a representative from the 55 SFS Installation Security Section (55 SFS/MAI). 55 SFS/MAI will provide advice on the impact to current security plans and assist with traffic control studies; 55 SFS/MAR will provide accident/incident data for evaluation, when requested; and Airfield Management will provide program oversight for flight line vehicle operations IAW AFI 13-213, *Airfield Driving*.

4.1.1.1. **(Added)** In accordance with Nebraska Revised Statutes, Section 60-6,270, any person in Nebraska who drives any motor vehicle which has or is required to have an occupant protection system or a three-point safety belt system shall ensure that all children up to eight years of age being transported by such vehicle (a) use a child passenger restraint system of a type which meets Federal Motor Vehicle Safety Standard 213 as developed by the National Highway Traffic Safety Administration, as such standard existed on January 1, 2009, and which is correctly installed in such vehicle and (b) occupy a seat or seats, other than a front seat, if such seat or seats are so equipped with such passenger restraint system and such seat or seats are not already occupied by a child or children under eight years of age. In addition, all children up to two years of age shall use a rear-facing child passenger restraint system until the child outgrows the child passenger restraint system manufacturer's maximum allowable height or weight.

4.1.3. Off-road vehicle operation is prohibited with the exception of and GOVs used in performance of official duties and commercial vehicles when in the performance of work required by contract.

4.1.5. **(Added)** Speed Regulation.

4.1.5.1. **(Added)** The speed limit on Offutt AFB is 25 mph unless otherwise posted, or as follows;

4.1.5.2. **(Added)** Housing Areas: Rising View Housing area is 20 mph (exception: Lockbourne Drive and Kennedy Blvd is 25 mph); Coffman Heights is 15 mph, unless otherwise posted; General's Row (SAC Blvd to Lincoln HWY) is 20 mph; Chief's Row Lincoln HWY to Grants Pass is 20 mph.

4.1.5.3. **(Added)** Speed limits in and around the dormitories are posted and vary between 10 and 15 mph.

4.1.5.4. **(Added)** School zones are 15 mph when children are present or school zone lights are flashing.

4.1.5.5. **(Added)** Flightline speed limits are in accordance with OAFBI 11-250, *Offutt AFB Airfield Operations*.

4.1.5.6. **(Added)** Inside the Martin Bomber Building (Bldg. 301D) and the Bennie L. Davis (BLD) Maintenance Facility (Bldg. 457) the speed limit is 5 mph.

4.1.5.7. **(Added)** Parking lot speed limits are 10 mph.

4.1.5.8. **(Added)** Base Lake area speed limit is 15 mph.

4.1.5.9. **(Added)** Operators will not exceed 5 mph when backing a vehicle.

4.1.6. **(Added)** Driver Distractions.

4.1.6.1. **(Added)** Headphones and earphones. The wearing of headphones and/or earphones is prohibited while driving a motor vehicle on base. This does not negate wearing of hearing protection when conditions and good judgment dictate its use such as when driving in noise hazard construction areas. This restriction does not apply to helmet intercom systems worn by motorcycle operators and their passengers, or a vehicle operator with a Blue Tooth type device in one ear.

4.1.6.2. **(Added)** Vehicle operators shall not use cell phones while the vehicle is in operation, except when using a hands-free device or hands-free operating mode. Land Mobile Radios (LMR) are primarily listening devices and are not restricted. Cell phones and other devices, used only in push-to-talk (walkie-talkie, direct connection) mode are considered LMRs only if required and issued for the performance of official government duties.

4.1.7. **(Added)** Noise Control. Personnel will control the volume of amplified sound (radio, CD player, etc.) from inside their vehicle, so that it will not be audible for a distance in excess of fifty (50) feet.

4.1.8. **(Added)** Miscellaneous traffic rules.

4.1.8.1. **(Added)** U-Turns. U-turns are only allowed at installation gates when directed by Security Forces, on dead end streets, or at gates closed to traffic.

4.1.8.2. **(Added)** Overtaking a vehicle. Overtaking and passing is prohibited when any of the following conditions exist:

4.1.8.2.1. **(Added)** Within a parking lot.

4.1.8.2.2. **(Added)** When the vehicle(s) are marked "Explosives" or a convoy of vehicles is transporting explosives.

4.1.8.2.3. **(Added)** Formations of marching personnel proceeding in the same direction on the roadway will not be passed, unless signaled to do so by the person in charge of the formation. When passing troop formations the speed limit is 10 mph.

4.1.8.2.4. **(Added)** Buses (including the base shuttle bus) will not be passed from either direction, when the stop-arm is out, red warning lights are flashing, or while stopped to load or unload passengers.

4.1.8.2.5. **(Added)** On any single lane road of one-way traffic. Exception: Passing is permitted when overtaking a slow moving vehicle, such as a street sweeper or forklift.

4.1.8.2.6. **(Added)** Do not drive through an area that is posted, marked, or barricaded by means of barriers, cones, or similar devices.

4.1.8.3. **(Added)** Unattended children and pets in a vehicle. Children under seven will not be left in any motor vehicle without supervision (a responsible individual). Pets will not be left unattended in motor vehicles, if there is a danger to the pet.

4.1.8.4. **(Added)** Vehicle maintenance. Significant vehicle maintenance, such as an engine overhaul, brake relining, etc., is prohibited on the installation, except at approved locations such as the Base Auto Skill Center. Minor maintenance such as oil/coolant changes is permissible, provided fluids, parts, etc., and are properly disposed of by an approved method.

4.2.1. A major traffic accident is any accident that involves a fatality or an accident victim displays or claims injury in which medical assistance is requested or required, or any accident where vehicle and/or private property damage is likely to exceed \$20,000, or any when a vehicle is inoperable as a result of the accident. This applies to government as well as private vehicles and property damages. A minor accident is any accident that does not meet the standards of a major accident.

4.3.1.1. **(Added)** Accidents on base involving Government vehicles, Government property, or those involved in a major accident must be reported to the Security Forces immediately. Minor accidents will be reported in accordance with AFI 31-218(I), paragraph 4-6.

4.3.1.2. **(Added)** Report off-base accidents to security forces immediately if the accident involves injuries to military personnel or damage to Government vehicles or Government property.

4.3.1.3. **(Added)** Security forces will report all accidents involving injuries to military personnel or damage to Government property to the Wing Command Post and 55 WG/SE. Other notifications will be made using the appropriate notification matrix or checklist.

4.3.1.4. **(Added)** Hit-and-Run Accidents. Security Forces require sufficient evidence the accident occurred on Offutt AFB in order to investigate the report. Sufficient evidence may include, but is not limited to, witnesses and vehicle parts left at the scene of the accident, etc. When there is insufficient evidence that a Hit-and-Run accident occurred, the incident will be categorized as damage/vandalism to the property.

4.3.3.6.1. **(Added)** Major vehicle accidents will be investigated by a 55 SFS member certified in major accident investigations. In all cases, Security Forces will respond to on-base major vehicle accidents.

4.3.3.6.2. **(Added)** Minor POV accidents occurring on the installation which involves no personal injury, only involve minor damage to POVs, and the POV can be safely and normally driven from the scene under its own power, may be handled by drivers exchanging insurance information. Authority to determine if a minor accident requires detailed investigation is delegated to the on-duty security forces Flight Leader or Flight Chief. The OAFB Form 3120, *Minor Traffic Accident Worksheet* will be utilized for minor vehicle accidents when required.

4.3.4. Include the following information in the Security Forces blotter: Was a seat restraint used at the time of the accident, and where applicable, if air bags deployed. Also document when a POV becomes inoperable as a result of an accident, and if any traffic citations were issued.

4.3.6. **(Added)** Accident data and trend analysis will be made available to agencies requesting the data for reporting and analytical purposes. With the exception of requests filed under the Freedom of Information Act, the DFC determines which agencies receive accident and incident data. 55 SFS/MAR will process requests for accidents as Privacy Act requests. An Offutt Form 3121, *55th Security Forces Document Request*, will be utilized for the request.

4.4.1.1. **(Added)** The Installation Parking Board manages all parking spaces on base, excluding those areas under the control of USSTRATCOM. Parking information for these excluded areas should be directed to USSTRATCOM Command Security (USSTRATCOM/J050).

4.4.1.2. **(Added)** The Installation Parking Board (IPB) approves and assigns all reserved parking spaces, such as visitors, GOVs, handicapped, etc.). Units submit requests for additional parking spaces with justification in writing to 55 MSG/CD for approval. Do not request additional spaces for the purpose of carpooling. Establishment of extended reserved parking by individuals and/or units without IPB approval is prohibited.

4.4.1.3. **(Added)** Annual Revalidation. Automatic allocations need not be revalidated; however, unit-submitted spaces must be revalidated each year, not later than 1 March. Revalidation letters must include justification and map identifying the locations. Reserved parking spaces not revalidated annually will be eliminated.

4.4.2.1. **(Added)** Permanently mounted signs, freestanding signs, curb plate, or pavement marking may designate reserved parking spaces. Reserved parking spaces are reserved 24 hours a day, every day, unless specified otherwise. Signs must not hinder any snow removal processes. Management and maintenance of these devices, including marking, is the responsibility of 55 CES.

4.4.2.2. **(Added)** Yellow lined parking slots fall within the 25-meter standoff area and, in the event FPCON CHARLIE or higher is implemented, or as directed by the Installation Commander, vehicles parked in these area must be moved immediately.

4.4.3.1. Offutt AFB uses parking wardens (unit personnel). The 55 MSG/CD is the overall authority for this program. Selected personnel will be designated in writing by the Commander of the unit to which the facility is assigned. The letter will specify a minimum of one primary and alternate in the grade of E-5 or above, or the civilian grade of GS-6 or above. Parking wardens enforce parking requirements only to areas associated with their organization or areas of responsibility.

4.4.3.1.1. **(Added)** Personnel selected as Parking Wardens will contact the 55 SFS training section (55 SFS/S3T) to coordinate training.

4.4.3.1.2. **(Added)** 55 SFS/S3T will train Parking Wardens on the correct procedures to complete tickets, including the routing process of issued tickets to 55 SFS/MAR. After training is complete, a DD Form 1408, *Armed Forces Traffic Ticket*, booklet will be issued to the parking warden. A copy of the appointment letter will be maintained on file with 55 SFS/MAR.

4.4.3.1.3. **(Added)** Citations received more than 10 days after the date written will not be processed. Incomplete tickets or tickets written by personnel not designated as parking monitors will not be processed.

4.4.4. **(Added)** Vehicles will only be parked within marked parking stalls, except in front of housing units in Rising View Housing, Coffman Heights and in front of the historic residences on Custer Drive and Sherman Turnpike. All other on-street/parking lot parking where lined stalls do not exist is prohibited.

4.4.5. **(Added)** Do not park within fire lanes (designated by a curb painted red or posted as such) or within 15 feet of a fire hydrant.

- 4.4.6. **(Added)** Operators shall not stop, park, or leave any vehicle, whether attended or unattended, upon the paved or main traveled part of any roadway when the vehicle can be parked off the roadway.
- 4.4.7. **(Added)** Do not park or stand, impeding the flow of traffic, down the center or traveled portion of any installation parking lot.
- 4.4.8. **(Added)** Do not park against the flow of traffic.
- 4.4.9. **(Added)** Do not park on sidewalks or in such a manner to obstruct sidewalks, curbs, street shoulders, and grass areas unless designated by 55 SFS during special events.
- 4.4.10. **(Added)** Do not park on the mailbox side of the street in Rising View Housing.
- 4.4.11. **(Added)** Parking along the circle at the Offutt Inn is for Distinguished Visitors only.
- 4.4.12. **(Added)** Motorcycles may park in the cross-hashed lines at the end of a parking row, except when adjacent to a designated handicap parking space.
- 4.4.13. **(Added)** Parking along the curb in cul-de-sacs within Rising View Housing and Coffman Heights is prohibited.
- 4.4.14. **(Added)** SAC Memorial Chapel and Capehart Chapel parking lots are normally for chapel patrons only.
- 4.4.15. **(Added)** Parking during snow removal.
- 4.4.15.1. **(Added)** On street parking is prohibited anytime a snow emergency is declared.
- 4.4.15.2. **(Added)** Dormitory personnel must use dormitory overflow parking as designated by their dormitory managers during snow removal. Housing residents must park their vehicles in garages, carports, or driveways during declared snow emergencies. Extra vehicles may be parked temporarily (less than 3 days) in the Capehart Shoppette, Tumpane Road Parking Lot and the Willow Lakes Golf Course overflow (lower) parking lot. Once snow removal has been completed, the vehicles must be removed from the temporary parking location.
- 4.4.15.3. **(Added)** During snow removal operations, all parking lots will be open parking except for reserved parking around Bldg. 500 or those spaces identified by above ground signs.
- 4.4.15.4. **(Added)** The use of free standing signs and stanchions in parking lots interferes with parking lot maintenance, especially in regards to snow removal and shall therefore be minimized. Extended use of free standing signs and stanchions is subject to the approval of the 55 CES/CL. Failure to remove standing signs and stanchions when requested by 55 CES/CL may result in their removal.
- 4.4.16. **(Added)** Recreational Vehicle Parking Requirements. Parking of motorized recreational vehicles longer than 20 feet in length, travel/utility trailers, and boats anywhere other than designated areas in [Attachment 2](#) is prohibited.
- 4.4.17. **(Added)** Semi-Tractor/Tractor Trailer Parking. Parking semi-tractors or tractor-trailers in Rising View Housing or Coffman Heights is prohibited. If needed, vehicles may be parked in the Willow Lakes overflow (lower) lot. Ensure a note is placed in the windshield that includes operator local location (address) and contact information, including a telephone number.

4.4.18. **(Added)** Parking vehicles which are of "For Sale." Vehicles will not be parked on the installation for the sole purpose of advertising the vehicle, except in the lot operated by 55 FSS. Vehicles may be operated and parked on Offutt AFB with a sign displaying the owner's desire to sell the vehicle if the vehicle is being used as a regular mode of transportation.

4.4.19. **(Added)** Long-term/TDY parking is authorized in parking lot #30, located east of Bldg. 500, between Comsat Drive and Recon Rd. Vehicles will be locked and all valuable items removed.

4.4.19.1. **(Added)** Vehicle operators are encouraged to assign a caretaker for the vehicle and report the storage and caretaker information to their supervisor, First Sergeant or Commander in the event the vehicle must be moved or is involved in a crime.

4.4.19.2. **(Added)** Commanders may also allow individuals to park their vehicles in the vicinity of the workplace if ample parking is available. Minimum standoff distances during increased Force Protection Conditions should be met when designating the parking location.

4.4.20. **(Added)** Willow Lakes Golf Course lower parking lot may be used for golf course patrons, billeting residents with parking permits, and snow removal. All other parking is prohibited unless otherwise directed.

4.2.21. **(Added)** POV Parking within Bldg. 301-D (Martin Bomber Bldg.). Refer to the Base Parking Plan for a complete listing and parking matrix of individual's authorized to park their POVs within Bldg. 301-D. The 55 CES/CEU maintains this document.

4.5. Off-installation Traffic Activities. The Security Forces Administration and Reports section (55 SFS/MAR) will request incident/accident/traffic reports from local civil authorities having jurisdiction over the incident when required. Upon request, 55 SFS will supply information requested by local civil authorities as required.

4.5.1. **(Added)** Active duty military members are required to immediately notify the Emergency Communications Center, and their supervisor, First Sergeant or Commander when they are detained/arrested by civil authorities for DWI/DUI or any other incident (this does not include minor traffic citations) resulting in incarceration.

4.6. (Added) Traffic Violation Reports.

4.6.1. **(Added)** 55 SFS/MAR will process requests for tickets, accidents, incident and other related documents created by the 55 SFS as Privacy Act requests. An Offutt Form 3121, *55th Security Forces Squadron Document Request*, is used to request these types of documents. Responses to requests for information contained in approved systems of records will be processed using the guidelines shown in AFI 33-332, *Privacy Act Program*, and installation Privacy Act Program office guidelines.

4.6.2. **(Added)** When releasing information to an authorized third party, 55 SFS/MAR will document the disclosure on the AF Form 771, *Accounting of Disclosures*, or similar method that capture all information required by the AF Form 771.

4.6.3. **(Added)** Requests for information made by insurance companies or legal entities will be handled using the guidelines issued by HQ ACC Privacy Act Office and the 55th Wing Privacy Act Office.

4.7. (Added) Traffic Citations. Offutt AFB utilizes the DD Form 1408, *Armed Forces Traffic Ticket*, and the *US District Court Violation Notice* (USDCVN) for traffic violations.

4.7.1. **(Added)** Individuals who refuse to provide their SSN during USDCVN or DD Form 1408 issuance may have their base driving privileges suspended/revoked for a period of up to 1-year, after coordination through 55 WG/JA and approval by 55 MSG/CC.

4.7.2. **(Added)** The DD Form 1408 may be issued by security forces personnel assigned to the 55 SFS and parking wardens in the Parking Warden Program. Parking wardens will be trained by the security forces training section and security forces personnel will be trained in accordance with Career Field Training and Education Plan.

4.7.3. **(Added)** DD Form 1408. The Commander or First Sergeant will be notified by 55 SFS/MAR when any military personnel or DoD civilian employees are cited with the DD Form 1408. The DD Form 1408 are distributed as follows:

4.7.3.1. **(Added)** The pink copy is provided to the violator with normal reporting instructions and instructions on how to rebut the ticket. The Security Forces member will write stamp or place a label on the back of the pink copy given to the violator with the following: "If you wish to rebut this citation contact the Security Forces Administration and Reports section (55 SFS/MAR) at 294-3185 within 5 duty days. If you do not notify 55 SFS/MAR of the rebuttal request within 5 duty days, your right to rebut the citation is voided and the citation will be processed. Please notify your Commander or First Sergeant within 24 hours or next duty day."

4.7.3.1.1. **(Added)** Once notice to rebut the citation has been provided to 55 SFS/MAR, an individual must submit a letter to 55 SFS/MAR through their Commander or civilian equivalent within 14 days of the date of the citation. The purpose of this endorsement is to ensure commander-level consideration and involvement.

4.7.3.1.2. **(Added)** The 55 SFS/MAR will process the rebuttal letter and forward to the DFC for a determination if the ticket will be voided or processed as normal.

4.7.3.1.3. **(Added)** An electronic notification will be made to the service member's Commander or First Sergeant, to the Commander or First Sergeant of the family member's sponsor, or to the civilian's supervisor or employer for administrative action within the unit/organization. The notification will normally be accomplished via e-mail. If e-mail is not available, the Base Information Transfer System (BITS) or official mail will be used.

4.7.3.1.4. **(Added)** The Commander will take or recommend proper disciplinary or administrative action within 20 days of notification. If needed, the commander or First Sergeant may request an extension through 55 SFS/MAR.

4.7.3.1.5. **(Added)** The Commander will forward the results of any action to 55 SFS/MAR.

4.7.3.1.6. **(Added)** The yellow and white copy is retained by 55 SFS/MAR for processing and tracking until the electronic notification is answered by the Commander, Section Commander, or First Sergeant. When command action is received, 55 SFS/MAR will review it for action taken, annotate the information in SFMIS, with the moving or non-moving violation and any points assessed. The white and yellow copies of the DD Form 1408 are filed and retained for one year after action is complete.

4.7.3.2. **(Added)** The DFC will advise the Installation Commander, through 55 WG/JA, when action being taken by the reviewing commander appears to be inadequate or excessive.

4.7.4. **(Added)** DD Form 1408 "Fix-it-Ticket." A vehicle identified as having an inoperative headlight, taillight, turn signal or any safety hazard to the vehicle operator, passengers or others may be issued a "Fix-it-Ticket." The operator/owner then has five duty days to take corrective action. Each violation will be written on a separate DD Form 1408. The operator/owner must report to 55 SFS/MAR with proof of repair in order to have the citation voided. Failure to report the corrective action will result in citation processing.

4.7.5. **(Added)** US District Court Violation Notice (USDCVN) (formerly referred to as a CVB Form 1805).

4.7.5.1. **(Added)** This form is used to cite traffic violations under Chapter 60, Motor Vehicles, Nebraska Revised Statutes and the citation may be referred to the Federal Magistrate's Court for prosecution under the Assimilative Crimes Act, 18 U.S.C., Sections 7 and 13 and the delegation memorandum in DoDD 5525.4, Enforcement of State Traffic Laws on DoD Installations (enclosure 1), and other violations of Federal law to the U.S. Magistrate. Security Forces may use this form to cite for any offense(s) listed in the Collateral Forfeiture Schedule (CFS) (**Attachment 3**) by any and all offenders on Offutt, AFB includes active duty military personnel, civilians, including government employees, contractors and family members, as well as civilians not affiliated with the base or Department of Defense. All USDCVN's will be forwarded to 55 SFS/MAR for appropriate processing actions. The following exceptions apply:

4.7.5.1.1. **(Added)** Any personnel operating a GOV will be issued a DD Form 1408.

4.7.5.1.2. **(Added)** Any personnel operating a vehicle on the flightline will be, issued a DD Form 1408.

4.7.5.1.3. **(Added)** Offenses not listed on the CFS will be handled using a DD Form 1408, or AF Form 3545, *Incident Report*, as deemed appropriate.

4.7.5.2. **(Added)** USDCVN Issuing Procedures

4.7.5.2.1. **(Added)** The USDCVN may only be issued by personnel assigned to the 55 SFS who have been trained and have the training annotated in their training records. Individuals in on-the-job (OJT) status can issue citations under direct supervision of a member who has been properly trained.

4.7.5.2.2. **(Added)** The USDCVN will only be issued in areas of exclusive or concurrent jurisdiction. Offutt AFB falls under the U.S. District Court, Nebraska District, with a Location Code of NE3A.

4.7.5.2.3. **(Added)** Blank USDCVN citation books will be maintained and issued by 55 SFS/MAC Police Services. USDVC book are accountable items and 55 SFS members will be issued one USDVC citation book at a time after training has been completed.

4.7.5.2.4. **(Added)** Only one violation will be reported on each citation. For additional violations, use additional citations.

4.7.5.2.5. **(Added)** All information must be printed by hand and in blue or black ink. Press hard and print legibly as it must go through to the pink and yellow copies.

4.7.5.2.6. **(Added)** The yellow copy and envelope portion will be issued to the offender. The back of the white and pink copy will be used to record probable cause statement, witness names or any notes concerning the incident. The white and pink copies will be reviewed by the on-duty

SF Flight Chief and routed with the on-duty flights daily paperwork to 55 SFS/MAC for review prior to being filed by 55 SFS/MAR. The pink copy will be available at 55 SFS/MAR for review by the issuing security forces member prior to attending court.

4.7.5.2.7. **(Added)** The use of stickers/labels or stamps on a USDCVN is strictly prohibited.

4.7.5.2.8. **(Added)** Refer to the Central Violations Bureau (CVB) Agency Manual, for further instructions on completing the USDCVN.

4.7.5.2.9. **(Added)** While USDCVN citations are handled by the Federal Magistrate outside of the military chain-of-command, offense data may be tracked and forwarded to senior leadership in the interest of public safety and to ensure security clearance eligibility.

4.7.5.2.10. **(Added)** A copy of the USDCVN and any traffic violation reports on military personnel, civilian employees and contractors will be forwarded to the Commander or supervisor of the violator. This allows tracking by leadership in the interest of public safety and to ensure security clearance eligibility.

4.7.5.3. **(Added)** Voiding a USDCVN.

4.7.5.3.1. **(Added)** In the event an error is made on a USDVC, DO NOT SHRED IT. Accomplish a Memorandum for Record (MFR), depicting the circumstances that led to the initial issuance and subsequent voiding of the citation. Citations can only be voided by the issuing security forces member, Federal Magistrate, or Central Violations Bureau.

4.7.5.3.2. **(Added)** Write "VOID" across the front of the USDCVN and forward the MFR and both copies of the voided citation to the 55 SFS/MAC who will review the documents to ensure all requirements have been met. The documents will then be forwarded to 55 SFS/MAR for disposition.

4.7.6. **(Added)** Magistrate Court.

4.7.6.1. **(Added)** Offenses referred to the Federal Magistrate are listed in the CVS with the penalties. Referral to the Federal Magistrate's Court neither precludes, nor requires further administrative action, based on the offense involved.

4.7.6.2. **(Added)** Persons receiving a USDCVN may be given the option of paying a fine for minor traffic violations. More serious charges require court appearance. All individuals have the option to appear in Federal Magistrate Court to contest any citation. The security forces member who issued the citation may also be required to appear and testify, if the violator wishes to contest the violation, or is ordered to appear.

4.7.6.2.1. **(Added)** Those wishing to appear in in Magistrate Court should follow the instructions on the back of their citation. The CVB will mail a notice containing the court location, date and time of appearance to the offender.

4.7.6.2.2. **(Added)** On street or paid parking is available around the Nebraska Federal Building. Reserved parking for GOVs (very limited availability) is available in the attached parking garage.

4.8. (Added) Blood Alcohol and Breath Alcohol Concentration Standards. The following Blood Alcohol Content (BAC) or Breath Alcohol Content (BrAC) standards constitute an intoxicated driving incident:

4.8.1. **(Added)** Refusal to take or complete a lawfully requested chemical test to determine Blood Alcohol Content (BAC) or Breath Alcohol Content (BrAC) for alcohol or other drugs;

4.8.2. **(Added)** Persons under the age of 21 operating a motor vehicle with a BAC or BrAC level standard of .01 or higher;

4.8.3. **(Added)** Operating a motor vehicle with a BAC or BrAC level standard of 0.08 percent by volume or higher. Offutt AFB assimilates the State of Nebraska standard. Furthermore, operating a commercial vehicle, as defined in Nebraska Revised Statutes, Section 60-465, with a BAC/BrAC of .04 or higher, is an intoxicated driving incident.

4.8.4. **(Added)** If the percentage of alcohol in a 21 year or older person's blood is less than 0.05 percent, presume the person is not intoxicated. If the BAC/BrAC percentage is 0.05 percent but less than 0.08 percent, a person will be presumed impaired. This standard will be compared with other competent evidence in determining whether the person was under the influence of alcohol. Individuals will not be allowed to operate a motor vehicle until a recommendation is received from 55 MSG/CC.

4.9. (Added) Standards and Procedures for Intoxicated Drivers.

4.9.1. **(Added)** If a security forces member reasonably suspects an individual driving or in control of a vehicle is impaired, he/she will request and conduct field sobriety tests on the individual. Only qualified personnel will conduct field sobriety tests and that qualification must be documented on the individual's training record.

4.9.2. **(Added)** If an individual suspected of driving under the influence refuses to perform the standardized Air Force field sobriety tests, their refusal and security force observations will be annotated on the DD Form 1920.

4.9.3. **(Added)** Security forces may use Portable Breath Testers (PBT) to aid in the establishment of probable cause. In order to use the PBT, security force users must have been trained by the Nebraska Department of Motor Vehicles and possess a Class C Permit. Permits will be maintained by 55 SFS/MAC.

4.9.4. **(Added)** Use only breath-testing devices listed on the approved NHTSA conforming products list published in the Federal Register. Only qualified personnel administer breath tests. Personnel will be trained by the Nebraska Department of Motor Vehicles and will receive a Class B Permit. Copies of permits for qualified personnel will be maintained by 55 SFS/MAC. If blood or urine testing will be conducted, qualified medical personnel will be used to obtain the samples and conduct the tests. Chain-of-custody for test results will be maintained.

4.10. (Added) Voluntary Breath and Bodily Fluid Testing Based on Implied Consent.

4.10.1. **(Added)** The suspect will be asked to consent to a chemical test of bodily fluids or breath in accordance with the Implied Consent Policy, as defined in [paragraph 2.3](#). The individual does not have the right to have an attorney present before deciding if they will or will not take the test.

4.10.2. **(Added)** Ehrling Bergquist Clinic (Specimen Collection Lab) will perform extraction of urine and blood. During non-duty hours, on-call personnel will be notified and respond to conduct the extraction.

4.10.3. **(Added)** If a person suspected of intoxicated driving refuses to submit to a breath test, do not administer a test except as specified in [paragraph 4.11](#).

4.11. (Added) Involuntary Extraction of Bodily Fluids in Traffic Cases.

4.11.1. **(Added)** If an individual refuses to submit to a breath test, further search authority actions will be coordinated through 55 WG/JA to obtain valid search and seizure authorizations. A person subject to the UCMJ who does not consent to chemical testing, and who subsequently refuses a lawful order to surrender to the test, may be forced to submit to an involuntary extraction of bodily fluids. Probable cause must exist to believe the individual was driving or was in control of a vehicle while under the influence of an intoxicant.

4.11.2. **(Added)** Authorization for nonconsensual extraction of blood sample for evidentiary purposes by qualified medical personnel is independent of and not limited by provisions defining medical care. Only qualified medical personnel administer extractions and then may use only reasonable measures to accomplish the procedure. Assistance to overcome an individual's resistance to the extraction is normally provided by law enforcement personnel or owning unit personnel, acting under orders from the member's Commander. Do not use any form of life endangering force to effect nonconsensual extractions.

4.11.3. **(Added)** Nonconsensual extraction will not interfere with or delay proper medical attention. Medical personnel determine the priority given to involuntary fluid extractions when other medical treatment is required.

5.1. Use AF Form 1313, *Driver Record*, when SFMIS is not available.

5.1.1. If filling out the AF Form 1313, use the following codes in the "accident classification" block: Individuals who are principals in a motor vehicle accident are identified as "Driver 1" subject or "Driver 2" victim.

5.2.3. **(Added)** The point system applies to civilian government personnel operating government vehicles on and off the installation and to their POVs driven on-base, if issued a DD Form 1408 or USDCVN citation. It applies to military personnel operating GOVs and POVs on or off the installation. Furthermore, the point system applies to dependents and other individuals subject to this instruction operating POVs on the installation. Unless an individual submits a rebuttal, points are assessed according to the AFI 31-218(I), AFMAN 31-116 and [Table 5.3](#) of this instruction. Points will also be assessed for individuals found guilty by a military or civilian court if applicable (e.g. driving vehicle while impaired).

5.2.4. **(Added)** If a person accumulates 12 traffic points within 12 consecutive months or 18 traffic points within 24 consecutive months, the individual's driving privileges will be revoked for one year.

5.2.5. **(Added)** Reinstatement of driving privileges, upon termination of the suspension or revocation, is automatic.

5.2.6. **(Added)** Accumulated points reduction opportunity: Anyone completing a Sarpy County Sheriff's Office Safety Program, 4 or 8-hour Traffic Ticket Dismissal Class, who obtains their Commander's (or Director's) permission and written support, may present their completion certificate to 55 SFS/MAR and three (3) points will be deducted from their points accrual from the most recent infraction. Class information is available at: <http://apps.sarpy.com/sheriff/safetyprogram/default.html> . Other Sarpy County classes and classes from other jurisdictions will not be accepted. This point reduction is available only once per every three (3) years.

5.3. (Added) Disposition of Driving Records. Follow AFI 33-364, *Records Disposition – Procedures and Responsibilities*, to maintain and destroy records of military personnel released from active duty. Driving records remain active in the case of immediate reenlistment, change of officer component or military and civilian retirement or when continued access to an installation is authorized. Retain or destroy records in accordance with AFI 33-364 for records on civilian personnel who are terminating on-base employment.

5.3.1. **(Added)** The Security Forces Management Information System (SFMS) (currently linked to MILPDS) will automatically transfer the individual history record to the gaining installations 55 SFS/MAR section (Air Force only). A hard copy of all active suspension/revocation case files are forwarded via certified mail to the gaining servicing security forces organization or law enforcement servicing unit for other Services. Additionally, for other Services, a printed SFMS report describing an individual's driving record will be generated and mailed to the gaining law enforcement servicing unit.

5.3.2. **(Added)** 55 SFS/MAR will coordinate obtain a legal review from the base legal office for personnel gained to the installation who have an active suspension/revocation of base driving privileges from another installation. The legal review and DFC recommendation will be provided to the 55 MSG/CC for determination of continuing the existing suspension or revocation.

5.3.2.1. **(Added)** 55 SFS/MAR will notify the gaining Unit Commander or First Sergeant of the 55 MSG/CC decision and, if necessary, obtain the individuals signature on the Notice of Revocation of Base Driving Privileges letter issued by the 55 MSG/CC. The letter will contain the effective dates from his/her original suspension/revocation.

6.1. Impounding a vehicle: Is also justified when a vehicle is illegally parked for more than 7 consecutive days, if involved in a suspected intoxicated driving incident, and vehicles may be towed when parked in a location not in compliance with the base barrier plan.

6.2.1. **(Added)** When possible, attempt to locate the owner of the vehicle and have the vehicle removed. If reasonably feasible, allow another responsible person to drive or tow the vehicle, if they first have permission from the owner, operator, or person empowered to control the vehicle. However, in these situations, the Security Forces (or towing contractor) are not responsible for safeguarding the vehicle.

6.2.2. **(Added)** The Security Forces Investigations section (55 SFS/MAD) is the focal point for coordination and tracking of all vehicles towed and/or impounded as a result of official government business on Offutt AFB. If a vehicle must be towed, 55 SFS/MAD will be contacted prior to towing and/or impoundment.

6.3.1. **(Added)** The installation utilizes a wrecker service for official government sanctioned towing and temporary impoundment of vehicles from Offutt AFB. The 55 SFS is the authorized representative for Offutt AFB when removal and impound of a privately owned vehicle is required within the jurisdiction of Offutt AFB. All fees and charges associated with the tow and storage of the vehicle are assessed to the vehicle owner.

6.3.2. **(Added)** When a vehicle is impounded for evidentiary or law enforcement purposes (held on Offutt AFB), hold it for as long as necessary until proper disposition/coordination with 55 WG/JA. Unless directed otherwise by competent authority, release vehicles and property when no longer needed.

6.3.2. **(Added)** 55 SFS/MAD will coordinate disposition in accordance with Title 10, USC 2575, *Disposition of Unclaimed Property*, and DoD Manual 4160.21-M, *Defense Material Disposition: Disposal Guidance and Procedures*, (when Defense Logistics Agency is used), before taking action to dispose of vehicles not claimed by the owner or an authorized agent.

6.3.3. **(Added)** Once impounded, a vehicle is considered abandoned 60 days after making reasonable good faith efforts to contact the owner or when the owner is contacted and fails to take appropriate steps to assume responsibility for the vehicle.

6.3.3.1. **(Added)** If the owner is known and fails to take appropriate action, the vehicle (evidentiary) will be transferred to Lost and Unclaimed Property and held for an additional 180 days prior to final disposition, as approved by the Property Disposal Board.

6.3.3.2. **(Added)** When owners decline to recover their vehicles, attempt to secure release of the vehicle by having the registered owners complete and sign the DD Form 2507, *Notice of Vehicle Impoundment*. The 60-day waiting period does not apply when the owner releases the vehicle to the Air Force on DD Form 2507, signed letter, power of attorney, or other legally recognized document.

6.3.3.3. **(Added)** If the vehicle was towed and impounded at a wrecker company's storage site and the vehicle is not of evidentiary use, the wrecker company may take legal action under the laws of Nebraska after 60 days to dispose of the abandoned property.

GAVIN P. MARKS, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

(Added) Chapter 60, Motor Vehicles, Nebraska Revised Statutes

Prescribed Forms

(Added) OAFB Form 3120, *Minor/Major Vehicle Accident Worksheet*

(Added) OAFB Form 3121, *Document Request*

Adopted Forms

(Added) *US District Court Violation Notice (USDCVN)*

Attachment 2 (Added)**PARKING POLICIES FOR RVS AND OVERSIZE VEHICLES**

A2.1. (Added) Don't park U-Hauls, camper-type vehicles, and boats in the BX or Commissary parking lots. Vehicle will be towed at the owner's expense.

A2.2. (Added) Personnel driving U-Haul or camper type-vehicles:

A2.2.1. (Added) U-Haul or camper-type vehicles which are the primary mode of transportation may be parked as follows when the operator is staying at the lodging facility indicated and a pass has been issued by the lodging facility:

A2.2.1.1. (Added) Quarters 13; park behind the quarters.

A2.2.1.2. (Added) Malmstrom and Offutt Inns.

A2.2.1.3. (Added) Temporary Lodging Facility; park in designated space if the vehicle will fit. If the vehicle will not fit, short-term parking is available in the golf course lower lot. Park additional vehicles at the golf course lower lot. Do not park in commercial strip malls – vehicles may be towed.

A2.3. (Added) U-Haul or camper-type vehicles towing a car:

A2.3.1. (Added) Detach the car, drive it, and park the U-Haul or camper type vehicle in one of the lots across the street west of the Offutt Inns Guest Reception Center. The U-Haul or camper type vehicle must be removed within three days or the vehicle may be towed at the owner's expense.

A2.4. (Added) Oversize vehicles, campers, U-Hauls, etc., must initially enter the installation through STRATCOM Gate to be logged.

A2.5. (Added) Towing boats, campers, etc.:

A2.5.1. (Added) Overnight parking (no more than 24 hours to accommodate removal from long-term storage prior to use); park the trailer in one of the lots across the street west of Offutt Inns Guest Reception Center and detach the tow vehicle.

A2.5.2. (Added) For long term parking, contact the RV storage lot at 294-5564/2034 (Outdoor Recreation).

A2.6. (Added) Guests requiring an extension. Return to the Offutt Inns Guest Reception Center for extension of a parking pass.

Attachment 3 (Added)

CENTRAL VIOLATIONS BUREAU SCHEDULE H, OFFUTT AIR FORCE BASE
NEBRASKAFigure A3.1. (Added) Central Violations Bureau Schedule H, Offutt Air Force Base
Nebraska.

VIOLATION	DESCRIPTION OF VIOLATION	COLLATERAL
NRS § 16-228	Disturbing the peace.	\$50.00
NRS § 18-1741.01	Handicapped parking infraction	\$150.00
	2nd infraction within 1 year	\$300.00
	3rd infraction within 1 year	\$500.00
NRS § 28-441	Possession or use of drug paraphernalia.	\$100.00
NRS § 28-523	Disposal of rubbish on property (littering).	\$50.00
NRS § 53-186.01	Public consumption of alcohol.	\$50.00
NRS § 60-362	Operating vehicle without current registration	
	1-20 days	\$25.00
	21-30 days	\$35.00
	31-40 days	\$50.00
	41-50 days	\$100.00
	51 days and over	\$200.00
NRS § 60-484	Driving with no issued license.	\$50.00
NRS § 60-489	No Driver's License in possession	\$30.00
NRS § 60-3,167	Uninsured motorist or no proof of insurance	\$25.00
NRS § 60-4,108	Driving while license suspended or revoked	\$125.00 \$150.00
NRS § 60-6,151	Failure to yield right-of-way to emergency vehicles	\$100.00
NRS § 60-6,166	Within 15 feet of a fire hydrant or in fire lane or zone.	\$10.00
NRS § 60-6,186	Exceeding the posted speed limits	
	By 1-5 mph	\$10.00
	By 6-10 mph	\$25.00
	By 11-15 mph	\$75.00
	By 16-20 mph	\$125.00
	By 21-35 mph	\$200.00
	By 36 and over mph	\$300.00
NRS § 60-6,211.08	Public consumption & open container inside vehicle	\$50.00
NRS § 60-6,212	Careless driving	\$100.00
NRS § 60-6,213	Reckless driving	\$250.00
NRS § 60-6,267	Child passenger restraint violation	\$25.00
NRS § 60-6,270	Seatbelt law violation (4 & 7-day	\$25.00
NRS § 60-6,286	Muffler violation	\$25.00