

**BY ORDER OF THE COMMANDER
SPACE BASE DELTA ONE**

**SCHRIEVER SPACE FORCE BASE
INSTRUCTION 31-218**



17 MAY 2024

Security

**MOTOR VEHICLE
TRAFFIC SUPERVISION**

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This instruction implements DAFI 31-218, *Motor Vehicle Traffic Supervision*, and provides additional Air Force specific guidance. It assigns responsibilities and establishes procedures for motor vehicle traffic supervision on Schriever Space Force Base (SSFB). This includes, but is not limited to, granting, suspending, or revoking the privilege to operate a privately owned vehicle (POV); registration of POVs; administration of vehicle registration and driver performance records; driver improvement programs; police traffic supervision; and off-installation traffic activities. This publication applies to all uniformed members from all branches of the United States military, to include guard and reserve units, all Department of the Air Force (DAF) civilians, all Department of Defense (DoD) civilians and contractors, and all other personnel located within the confines of SSFB. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by 50 United States Code 797. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional's chain of command. This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 United States Code, Section 8013, and DoD Directive 7730.47, Defense Incident-Based Reporting System (DIBRS). The applicable Privacy Act SORN(s) F031 AF SF B, Security Forces Management Information Service, is available at <http://privacy.defense.gov/notices/usaf/>.
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SUMMARY OF CHANGES

This document has been revised and must be completely reviewed. This supplement was originally derived from AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, which was superseded on 18 August 2020. This instruction now incorporates subject matter from DAFI 31-218.

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1. Introduction.

1.1. **Program Management.** This instruction implements policy, assigns responsibility, and establishes procedures for motor vehicle traffic supervision on Air Force installations located in the continental United States (CONUS), outside the continental United States (OCONUS), and deployed locations, where implemented. This instruction provides additional Air Force specific guidance to complement guidance found in DAFI 31-218. The objective of traffic control programs is the safe and efficient flow of vehicles and pedestrians through reduction of factors contributing to accidents.

1.2. Responsibilities.

1.2.1. Installation Defense Force Commander (DFC). The DFC is the Installation Commander's principal advisor on issues pertaining to the lawful movement of personnel and traffic. The DFC exercises staff responsibility for directing, regulating, and controlling traffic, and enforcing installation rules pertaining to traffic control. DFCs assist traffic engineers by performing traffic control studies to gather information on traffic problems and use patterns.

1.2.2. Traffic Safety Coordinating Group (TSCG). The TSCG is the designated body chaired by the Space Base Delta 1 Commander (SBD 1/CC) who, in accordance with AFI 91-207, *The US Air Force Traffic Safety Program*, will prepare and review, as necessary, the SBD 1 Traffic Circulation Plan. The group evaluates, studies, proposes, and approves measures to mitigate traffic hazards and improve installation traffic safety.

1.2.2.1. The TSCG will include SBD 1 Safety (SBD 1/SE), 50th Security Forces Squadron (50 SFS), and 50th Civil Engineer Squadron (50 CES). The SBD 1 Staff Judge Advocate (SBD 1/SJA), Installation drug and alcohol program officials, and local community authorities may also attend.

1.2.2.2. The TSCG will meet semi-annually, or more frequently as directed or required.

1.3. **Delegation of Authority.** Installation Commanders may delegate their responsibilities under this instruction to their vice commanders, mission support commanders or other group commanders as appropriate and provided the individual does not occupy a position such as law enforcement which would constitute a conflict of interest. Commanders should coordinate letters of delegation through their SJAs.

1.3.1. SBD 1/CC delegates the authority under this supplement to the SBD 1 Vice Commander, Schriever (SBD 1/CV-S). This authority includes the suspension, revocation, and modifications of base driving privileges, as well as rebuttal authority. The term "approval authority" when used, will henceforth be exclusive to the SBD 1/CV-S.

1.4. **General.** Failure to observe the prohibitions and mandatory provisions in this paragraph of this publication by military members is a violation of Article 92(2) of the Uniform Code of Military Justice (UCMJ).

1.4.1. This instruction specifically adopts selected portions of the Colorado Revised Statutes (CRS) and El Paso County ordinances. Although not restated in full in this instruction, provisions of the CRS pertaining to motor vehicle and pedestrian traffic laws, which are not addressed herein, are expressly adopted, and made applicable to SSFB.

1.4.2. Upon entering through any access/entry point on SSFB, drivers automatically imply consent to have their vehicle searched and inspected by Security Forces (SF) upon request. These entry points include installation entry control points, as well as restricted and controlled areas and their respective entry control points.

1.4.3. Persons who drive on the installation shall be deemed to have given their consent to evidential tests for alcohol or other drug content of their blood, breath, or urine when lawfully stopped, apprehended, or cited for any offense allegedly committed while driving or in physical control of a motor vehicle on military installations to determine the influence of intoxicants.

1.4.3.1. A person subject to chemical tests, as stated above may request that an additional test be done privately. The person may choose a doctor, qualified technician, chemist, registered nurse, or other qualified person to do the test. The person must pay the cost of the test. The test must be a chemical test approved by the State of Colorado, and will be completed as soon as possible, with any delay being noted on the results.

1.4.3.2. The suspect is responsible for making all arrangements. If the suspect fails to or cannot obtain any additional test, the results of the tests that were done at the direction of a law enforcement official are not invalid and may still be used to support actions under separate service regulations and the UCMJ.

1.4.4. All operators of Motor and Non-Standard Motor Vehicles will comply with the CRS and local traffic laws on or off the installations, to include Government Owned Vehicles (GOV), POVs, Other than Government Motor Vehicle Conveyances (OGMVS), scooters, motorized scooters, sometimes known as go-peds or Mopeds, inline skates, rollerblades, skateboards, Segway human transports, gators, utility vehicles, etc.

2. Driving Privileges.

2.1. **Requirements for Driving Privileges.** Each Installation Commander will determine if international driver's licenses will be recognized and authorized for use on the installation. Take into consideration the local (civilian) jurisdiction's policy on recognition and acceptance of international driver's licenses. As a general rule, most CONUS civilian jurisdictions will honor use of international driver's licenses for short periods of time by non-resident visitors and assigned military personnel and dependents. When practical, Installation Commanders should incorporate local guidance to prevent conflicts and confusion.

2.1.1. Driving on SSFB is a privilege granted by SBD 1/CC. Drivers who fail to comply with applicable traffic laws and instructions while driving within the legal boundaries of SSFB may have their driving privileges suspended or revoked.

2.1.2. International driver's licenses are recognized and accepted on SSFB, IAW the state laws of Colorado.

2.1.2.1. Foreign operators must carry their driver's license from their home country.

2.1.2.2. Military personnel returning from an overseas assignment with an international driver's license must obtain a valid U.S. driver's license IAW the state laws of Colorado.

2.2. Stopping and Inspecting Personnel or Vehicles.

2.2.1. DAFI 31-101, *Integrated Defense*, and DAFI 31-145-O, *Antiterrorism (AT) Program Implementation*, require Installation Commanders to develop instructions and guidance that detail stop, inspection, search, and impoundment of motor vehicles at CONUS installation entry gates, to include Air Force restricted and controlled areas.

2.2.2. Major Commands (MAJCOM) responsible for overseas military installations must provide their Installation Commanders with written guidelines governing stop, inspection, search, and impoundment of vehicles. This guidance must reflect host nation agreements and pass appropriate legal review. **Note:** A combatant commander or those commanding unified forces may direct guidance covering all installations under their command. In this case, MAJCOMs must review those policies before issuing their guidance.

2.2.3. 50 SFS is responsible for traffic enforcement (i.e., traffic stops, etc.) on SSFB; however, due to SSFB's proprietary jurisdiction, local law enforcement personnel (i.e., El Paso County Sheriff's Office, Colorado Springs Police Department, Colorado State Patrol, etc.) are authorized, by law, to assist with traffic enforcement.

2.2.3.1. 50 SFS personnel may conduct traffic stops, inspections (entry point checks), and searches of any vehicle on SSFB, including at installation entry control points, as well as restricted/controlled areas and their respective entry control points, for reasons specified in this instruction, and other governing directives, or if they believe the vehicle is unsafe or not properly equipped, as required by law. If a 50 SFS member determines a vehicle is in such condition that further operation would be hazardous, the vehicle will be driven to the nearest garage, place of safety, or immediately removed from SSFB. Should an installation entry controller detect a serious or hazardous violation, the vehicle will be denied entry to SSFB.

2.2.3.2. Stops and inspections of POVs within SSFB, other than at restricted areas or at an installation gate, are authorized only when there is a reasonable suspicion of criminal activity, or a violation of a traffic regulation, or as directed in this instruction, and other governing directives.

2.2.3.3. At the time of stop, the driver and occupants are required to display all pertinent documents, including but not limited to:

2.2.3.3.1. Documents that establish the identity and access credentials, for example, CAC; DD Form 1173, *United States Uniformed Services Identification and Privilege Card*; DA Form 1602, *Civilian Identification*; AF Form 354, *Civilian Identification Card*; Defense Biometric Identification System (DBIDS) pass; or other identification.

2.2.3.3.2. Proper POV registration documents.

2.2.3.3.3. Authorization to operate a government vehicle, if applicable.

2.2.3.3.4. Driver's license.

2.2.3.3.5. Proof of insurance.

2.2.3.4. Installation inspections (entry point checks) will be conducted IAW DAFI 31-115, *Law and Order Operation*, as well as DAFI 31-101, and the installation's Integrated Defense Plan.

2.2.3.5. Vehicle searches for the purpose of examination to uncover evidence of a crime or criminal intent will be conducted in accordance with DAFI 31-218 and DAFI 31-115. Probable cause searches require authorization of SBD 1/CV-S.

2.2.3.6. Consult with the SBD 1 Judge Advocate (SBD 1/JA) with additional questions pertaining to stops, inspections, and searches.

2.2.3.7. Traffic violators on SSFB will be cited by DD Form 1408, *Armed Forces Traffic Ticket*, as appropriate.

2.3. Implied Consent to Blood, Breath, or Urine Tests. This requirement must be outlined as part of installation newcomers' briefings and/or in-processing of newly assigned personnel. Refer to DAFI 31-218 for specific information.

2.3.1. 50 SFS will work with 50 FSS to ensure the Implied Consent laws are outlined as part of the installation's newcomers' briefings. In the event 50 SFS does not present information at the briefings, they may be incorporated into briefings provided by SBD 1/SE.

2.4. Implied Consent to Vehicle Impoundment. In addition to those conditions for impoundment listed in DAFI 31-218, paragraph 2-3, local situations may arise that require impoundment. The determination will be made by the Installation Commander or designee. Installation and unit commanders must view the abandonment of personal property as a personnel management issue and be diligent in deterring occurrences. Commanders must include the consequences when personal property is abandoned during familiarization and indoctrination training into units. Additionally, measures must be established to ensure personal effects are cleared prior to personnel departing on permanent change-of-station orders.

2.4.1. 50 SFS will work with 50 FSS to ensure the Implied Consent to Vehicle Impoundment consequences of abandoned personal property (vehicles) are outlined as part of the installation's newcomers' briefings. In the event 50 SFS does not present information at the briefings, they may be incorporated into briefings provided by SBD 1/SE.

2.4.2. The DFC is designated as the impoundment authority. The 50 SFS Reports and Analysis section (S5R) has been delegated approval authority for the purpose contacting a towing company for vehicle impoundment on SSFB. On-duty 50 SFS Flight Chiefs, with concurrence of 50th SFS Operations and Training (50 SFS/S3), will contact 50th SFS Reports and Analysis (50 SFS/S5R) to obtain approval to tow vehicles. For processing procedures not listed in this supplement, refer to DAFI 31-218 and 50 SFS local operating instructions.

2.5. Suspension or Revocation of Driving Privileges. Installation Commanders must incorporate procedures governing suspension and revocation in base publications or as a supplement to this instruction. Make these known to the base population. AF will follow the administrative due process for suspensions detailed in DAFI 31-218.

2.5.1. Suspensions.

2.5.1.1. Installation Commanders determine suspension and revocation guidance for non-moving violations, as well as what constitutes a non-moving violation on their installation (i.e., performing unauthorized repair; failure to register and insure vehicles; unauthorized modifications or alterations; failure to maintain safety standards, etc.). Make these standards part of the local installation traffic code and take reasonable steps to make them known to the general public.

2.5.1.2. Persons under the age of 21, when in the United States or where legal alcohol consumption age is 21, operating a motor vehicle with a Blood Alcohol Concentration (BAC) or Breath Alcohol Concentration (BrAC) level standard of .01 or higher is reason for automatic suspension. Refer to DAFI 31-218, para 2.4.a.(3).(a).(b).(c).(d) for additional guidance.

2.5.1.3. The .08 blood alcohol limit for presumptive intoxication determination may be reduced to reflect a more stringent local, state, or host nation standard.

2.5.1.3.1. Operating a motor vehicle with a BAC level of .05 but less than .08 may constitute driving while ability impaired (DWAI) and is a basis for suspension.

2.5.1.3.2. Immediate suspension of installation driving privileges, pending resolution of an intoxicated driving incident, is authorized for active duty military personnel, family members, retired members of the military services, DoD civilian personnel, and others with installation driving privileges, regardless of the geographic location of the intoxicated driving incident. Suspension is authorized for non-DoD affiliated civilians only with respect to incidents occurring on the installation. After a review of available information, installation driving privileges will be immediately suspended pending resolution of the intoxicated driving accident in the below circumstances:

2.5.1.3.2.1. Refusal to take or complete a lawfully requested chemical test to determine contents of blood for alcohol or other drugs may lead to suspension. Refer to [para 2.5.4](#).

2.5.1.3.2.2. Operating a motor vehicle with a BAC of .08 percent by volume (.08 grams per 100 milliliters) or higher.

2.5.1.3.2.3. Operating a motor vehicle with a BAC of .05 percent by volume but less than .08 percent blood alcohol by volume in violation of the law of the jurisdiction in which the vehicle is being operated if the jurisdiction imposes a suspension solely on the basis of the BAC level (as measured in grams per 100 milliliters).

2.5.1.3.2.4. Operating a motor vehicle with a BAC of .05 percent by volume but less than .08 percent blood alcohol by volume and evidence suggests the individual was DWAI.

2.5.1.3.2.5. On an arrest report or other official documentation of the circumstances of an apprehension for intoxicated driving.

2.5.1.3.2.5.1. Documents supporting an immediate suspension using memorandums pre-signed by the approval authority will be processed for review as outlined in [paragraph 2.5.4.5](#).

2.5.2. Revocation.

2.5.2.1. The Installation Commander will immediately revoke driving privileges for a period of not less than 1 year when a serious incident involving a motor vehicle occurs and the Installation Commander determines immediate revocation of driving privileges is required to preserve public safety or the good order and discipline of military personnel.

2.5.2.2. The DFC develops plans and procedures to forward revocation, suspension, and driving records to gaining commanders and to initiate appropriate staff action when receiving similar records from losing commanders of inbound personnel.

2.5.2.3. Installation Commanders may impose multiple suspensions to run consecutively or concurrently.

2.5.3. Suspensions and revocations issued by another installation or service component may be honored by SSFB; however, SSFB will maintain their own suspension and revocation rosters independently from other installation rosters.

2.5.3.1. Upon notification of an inbound or newly arrived individual with suspended or revoked driving privileges, the 50 SFS/S5R will notify the individual's gaining unit commander. The commander will ensure the individual is aware his/her suspension or revocation is still in effect on SSFB. Individuals will be added to the Suspension/Revocation/Debarment Listing through the Air Force Justice Information System (AFJIS) and DBIDS.

2.5.3.2. 50 FSS includes 50 SFS/S5R in the Virtual Military Personnel Flight out-processing checklist. Prior to departing, outbound personnel will notify 50 SFS/S5R to verify no suspensions or revocations exist on their driving records. Upon existing suspensions or revocations, 50 SFS/S5R will send the traffic history to the individuals gaining installation using AFJIS.

2.5.4. Due Process for Suspensions and Revocations.

2.5.4.1. Suspension/Revocation Procedures. See [Table 1](#) below for guidelines. **Note:** These guidelines are not all-inclusive, and the approval authority reserves the authority to determine suspensions and revocations considering relevant circumstances on a case-by-case basis.

Table 1. Suspension/Revocation Guideline.

VIOLATION	SUSPENSION/ REVOCATION PERIOD	SUBSEQUENT VIOLATIONS
Careless Driving	60 days - Suspension	6 months - Suspension
Cell Phone While Driving – Use of a cell phone while vehicle is not safely parked or without the use of an approved hands-free device	30 days - Suspension	2 months - Suspension
Chemical Test - Refusal to submit to, or failure to complete, chemical test for the presence of alcohol, drugs, or other intoxicating substance	1 year - Revocation	2 years - Revocation
Distracted Driving (Other) – As defined under the <i>Terms</i> portion of this instruction, when accompanied by another driving offense	30 days - Suspension	2 months - Suspension
DUI/DWI - Driving Under the Influence and/or while intoxicated	1 year - Suspension or Revocation. See AFI 31-218	2 years - Revocation
DWAI - Driving While Ability Impaired	6 months - Suspension	1 year - Revocation
Handicap - Misuse of handicap parking spot	30 days - Suspension	6 months - Suspension
Hit and Run - Failure to report, failure to report to police, and leaving the scene of an accident involving less than disabling damage.	30 days - Suspension	6 months - Revocation
Hit and Run - Failure to report, failure to report to police, and leaving the scene of an accident involving death, personal injury, or disabling damage.	1 year - Revocation	2 years - Revocation
Insurance - Failure to provide proof of insurance valid at the time of the traffic stop within the permitted timeframe	1 year - Revocation	1 year - Revocation
License - Driving with a suspended, revoked, or cancelled license	2 years - Revocation	Permanent - Revocation

License - Driving without a valid license, other than for reasons above	1 year - Revocation	2 years - Revocation
Littering - Littering from a motor vehicle.	30 days - Suspension	30 days - Suspension
Parking - A vehicle receives three valid citations for parking violations in any six-month period	30 days - Suspension	6 months – Suspension
Points- Individuals who accumulate 12 traffic points within 12-consecutive months or 18 points within 24-consecutive months	6 months - Suspension	1 year - Revocation for maximum accumulation for two consecutive 12-month periods
Registration - Failure to provide proof of registration valid at the time of the traffic stop within the permitted timeframe	30 days - Suspension	60 days – Suspension
Restraints - Failure of the operator or their passengers/occupants to utilize restraint system devices while the vehicle is in motion	30 days - Suspension	30 days – Suspension
Reckless Driving	6 months - Suspension	1 year - Revocation
Speed - Excessive speed, in housing, that is 10 or more mph greater than the posted or implied limit	30 days - Suspension	6 months - Revocation
Speed - Excessive speed, in areas other than housing, that is 15 or more mph greater than the posted or implied limit	30 days - Suspension	6 months - Suspension

2.5.4.1.1. 50 SFS/S5R will be the OPR for all suspensions and revocations. SBD 1/JA will review each suspension or revocation for legal sufficiency. 50 SFS/S5R will forward all suspensions and revocations to the approval authority for a final determination.

2.5.4.2. 50 SFS will issue the written notice of suspension or revocation from the approval authority. The notice will specify the following: When the suspension or revocation becomes effective, which is normally 14 days after notification except for alcohol/drug related offenses; the period of time for which the suspension/revocation is effective; and the administrative hearing and appeal process.

2.5.4.2.1. When practicable, military members, federal employees, and contractor personnel will report with their supervisor to 50 SFS/S5R to personally receipt for the action and will sign an acknowledgement. Failure to observe the prohibitions and mandatory provisions in this section of this publication by military members is a violation of Article 92(2) of the Uniform Code of Military Justice (UCMJ).

2.5.4.2.2. Non-affiliated personnel (retirees, dependents, sponsored civilians, etc.) will be notified by certified mail. After a reasonable attempt has been made to notify the individual, (e.g., documented postal attempts), and contact has not been made with the individual, the suspension/revocation becomes effective immediately and is considered a refusal to sign.

2.5.4.3. Unit commanders may request the suspension or revocation of driving privileges of personnel under their command by forwarding supporting evidence/documents to 50 SFS/S5R. These requests will be processed in the same manner as directed previously in this supplement.

2.5.4.4. For offenses other than intoxicated driving, suspension or revocation of the installation driving privilege will not become effective until approval authority notifies the affected person and offers that person an administrative hearing. Suspension or revocation will take place 14 calendar days after written notice is received unless the affected person makes an application for a hearing within this period. Such application will stay the pending suspension or revocation for a period of 14 calendar days. Individuals may waive, in writing, the 14-day wait period. In this case, the suspension or revocation will be effective immediately upon the waiver.

2.5.4.4.1. If, due to action by the Government, a hearing is not held within 14 calendar days, the suspension will not take place until such time as the person is granted a hearing and is notified of the action of the approval authority. However, if the affected person requests that the hearing be continued to a date beyond the 14-day period, the suspension or revocation will become effective immediately on receipt of notice that the request for continuance has been granted and remain in force pending a hearing at a scheduled hearing date.

2.5.4.4.2. If it is determined as a result of a hearing to suspend or revoke the affected person's driving privilege, the suspension or revocation will become effective when the person receives the written notification of such action. A reasonable effort will be made to notify the individual immediately following the hearing. In the event that written notification cannot be verified either through a return receipt for mail or delivery through command channels, the approval authority will determine the effective date on a case-by-case basis.

2.5.4.4.3. If the revocation or suspension is imposed after such hearing, the person whose driving privilege has been suspended or revoked will have the right to appeal or request reconsideration. Such requests must be forwarded through command channels within 14 calendar days from the date the individual is notified of the suspension or revocation resulting from the administrative hearing. The request will be submitted to 50 SFS/S5R, who will then forward the request to the approval authority. The suspension or revocation will remain in effect pending a final ruling on the request.

2.5.4.4.4. If driving privileges are temporarily restored (that is, for family hardship) pending resolution of charges, the period of revocation (after final authority determination) will still total the mandatory maximum "Subsequent Violation Time Period". The final date of the revocation will be adjusted to account for the period when the violator's privileges were temporarily restored, as this period does not count towards the revocation time.

2.5.4.5. For driving under the influence offenses, reliable evidence readily available will be presented promptly to the approval authority for review and authorization for immediate suspension of installation driving privileges.

2.5.4.5.1. Reliable evidence includes witness statements, military or civilian police report of apprehension, chemical test results if completed, refusal to consent to complete chemical testing, videotapes, and statements by the apprehended individual, field sobriety or preliminary breath tests results, and other pertinent evidence. Immediate suspension should not be based solely on published lists of arrested persons, statements by parties not witnessing the apprehension, or telephone conversations or other information not supported by documented and reliable evidence.

2.5.4.5.2. Reviews will be accomplished within the next duty day, following final assembly of evidence.

2.5.4.5.3. For active duty military personnel, final written notice of suspension for intoxicated driving will be provided to the individual in person, when practicable. If necessary, the notice will be forwarded to the individual's first sergeant or commander for immediate presentation to the individual. The individual will be required to provide written acknowledgement of receipt to 50 SFS/S5R. 50 SFS will provide the temporary suspension to the individual at the time of the incident, or when processing an immediate suspension. 50 SFS will maintain a copy of the temporary suspension and acknowledgement in accordance with records disposition schedules.

2.5.4.5.4. For civilian personnel, written notice of suspension for intoxicated driving will normally be provided without delay via certified mail. 50 SFS will provide the temporary suspension to the individual at the time of the incident, or when processing an immediate suspension. 50 SFS will maintain a copy of the temporary suspension and acknowledgement in accordance with records disposition schedules. If the person is employed on the installation, such notice will be provided to the individual in person, when practicable. If necessary, it will be forwarded through the military or civilian supervisor. When the notice of suspension is forwarded through the supervisor, the person whose privileges are suspended will be required to provide written acknowledgment of receipt of the suspension notice to 50 SFS/S5R.

2.5.4.5.5. Notices of suspension for intoxicated driving will include the following:

2.5.4.5.5.1. The fact that the suspension can be made a revocation under DAFI 31-218, paragraph 2-4b.

2.5.4.5.5.2. The right to request, in writing, a hearing before the SBD 1/CC or designee to determine if installation driving privileges will be restored pending resolution of the charge; and that such request must be made within 14 calendar days of the final notice of suspension.

2.5.4.5.5.3. The right of military personnel to be represented by counsel at his or her own expense and to present evidence and witnesses at his or her own expense. Installation commanders will determine the availability of any local active duty representatives requested.

2.5.4.5.5.4. The right of DoD civilian employees to consult with a labor and employment attorney prior to holding a hearing for a civilian employee and have a personal representative present at the administrative hearing in accordance with applicable laws and regulations.

2.5.4.5.5.5. Written acknowledgment of receipt to be signed by the individual whose privileges are to be suspended or revoked.

2.5.4.5.5.6. If a hearing is requested, it must take place within 14 calendar days of receipt of the request. The suspension for intoxicated driving will remain in effect until a decision has been made by the installation commander or designee but will not exceed 14 calendar days after the hearing while awaiting the decision. If no decision has been made by that time, full driving privileges will be restored until such time as the accused is notified of a decision to continue the suspension.

2.5.4.5.5.7. Hearings on suspension actions pertaining to drunk or impaired driving pending resolution of charges will cover only the following pertinent issues of whether:

2.5.4.5.5.7.1. The law enforcement official had reasonable grounds to believe the person was driving or in actual physical control of a motor vehicle under the influence of alcohol or other drugs.

2.5.4.5.5.7.2. The person was lawfully cited or apprehended for a driving under the influence offense.

2.5.4.5.5.7.3. The person was lawfully requested to submit his or her blood, breath, or urine to determine the content of alcohol or other drugs and was informed of the implied consent policy (consequences of refusal to take or complete the test).

2.5.4.5.5.7.4. The person refused to submit to the test for alcohol or other drug content of blood, breath, or urine; failed to complete the test; submitted to the test and the result was .08 or higher BAC, or between .05 and .08 in violation of the law of the jurisdiction in which the vehicle is being operated if the jurisdiction imposes a suspension solely on the basis of the BAC level; or showed results indicating the presence of other drugs for an on-post apprehension or in violation of State laws for an off-post apprehension.

2.5.4.5.5.7.5. The testing methods were valid and reliable and the results accurately evaluated.

2.5.4.5.5.8. For revocation actions for intoxicated driving, the revocation is mandatory on conviction or other findings that confirm the charge. (Pleas of nolo contendere are considered equivalent to guilty pleas).

2.5.4.5.5.8.1. Revocations are effective as of the date of conviction or other findings that confirm the charges. Test refusal revocations will be in addition to any other revocation incurred during a hearing. Revocations for multiple offenses will run consecutively when taking into consideration if offenses occurred on the same occasion or different times, dates. The exception is that test refusal will be one-year automatic revocation in addition to any other suspension.

2.5.4.5.5.8.2. The notice that revocation is automatic may be placed in the suspension letter. If it does not appear in the suspension letter, a separate letter must be sent, and revocation is not effective until receipt of the written notice.

2.5.4.5.5.8.3. Revocations cancel any full or restricted driving privileges that may have been restored during suspension and the resolution of the charges. Requests for restoration of full driving privileges are not authorized.

2.5.4.6. Requests for administrative appeal/hearing are made by submitting a request in writing and indorsed by their commander (military members and dependents, or DoD employees) or their supervisor (contractors).

2.5.4.6.1. Requests will be submitted to 50 SFS/S5R who will work with Schriever Mission Support (MS-S) representatives to establish a hearing date with the SBD 1/CC or designee. 50 SFS/S5R will inform the individual of the hearing time, date, and location. 50 SFS/S5R will also coordinate with SBD 1/JA.

2.5.4.6.2. Failure to appear for the scheduled hearing without notification and approval by the appropriate SFS or MS-S representatives may result in forfeiture of the privilege to an administrative hearing.

2.5.4.7. Members whose driving privileges have been suspended may request restoration of driving privileges pending investigation or resolution of the incident by submitting a written request, indorsed by their commander (military members and dependents, or DoD employees) or supervisor (contractors) to 50 SFS/S5R. SBD 1/JA will review the request for legal sufficiency and provide a recommendation to the approval authority. 50 SFS/S5R will then forward to the approval authority for final determination. The request for restoration must be received by 50 SFS/S5R no later than 10-calendar days following the date of receipt of the suspension or revocation letter.

2.5.4.8. Reinstatement of driving privileges shall be automatic, provided all applicable revocations have expired, proper proof of completion of remedial driving course and/or substance abuse counseling has been provided, and reinstatement requirements of individual's home state and/or the state the individual may have been suspended in have been met.

2.5.4.9. A notice to suspend a SSFB-assigned individual's driving privileges for off-base offenses will be administered by 50 SFS/S5R immediately following either the notice of the arrest, receipt of documents substantiating a suspension, or upon direction of the approval authority.

2.5.4.10. Unit commanders who wish to request early reinstatement of driving privileges for personnel under their command must submit the request in writing to 50 SFS/S5R, who will forward to the approval authority for consideration and disposition.

2.5.4.10.1. The request must contain justification for reinstatement. Once action is taken by the approval authority, the request and disposition will be forwarded to 50 SFS/S5R for required action and filing.

2.5.4.11. Any individual, other than those whose privileges were suspended for intoxicated driving offenses, may request limited driving privileges on a case-by-case basis. Written requests, indorsed by the individual's commander (military members and dependents or DoD employees) or supervisor (contractors), if applicable, for limited driving privileges will be submitted through 50 SFS/S5R.

2.5.4.11.1. Probation or restricted driving privileges will not be granted to any person whose driver's license or right to operate motor vehicles is under suspension or revocation by a State, Federal, or host nation licensing authority. Prior to application for probation or restricted driving privileges, a State, Federal, or host nation driver's license or right to operate motor vehicles must be reinstated. The burden of proof for reinstatement of driving privileges lies with the person applying for probation or restricted driving privileges. Revocations for test refusals will remain.

2.5.4.11.2. SBD 1/JA will review the request for legal sufficiency and provide a recommendation to the approval authority. 50 SFS/S5R will then forward to the approval authority for final determination. The final approval authority would be the SBD 1/CC or designee.

2.5.4.12. Personnel operating a GOV convicted of a moving violation or at fault in a traffic mishap shall attend the SBD 1/SE Course V, Driver Improvement and Rehabilitation Course.

2.6. Alcohol and Drug Abuse Programs. After coordination with the SJA, unit commanders will direct drug and/or alcohol testing within 24 hours of suspected alcohol related motor vehicle/traffic incidents or misconduct, episodes of aberrant or bizarre behavior or where there is reasonable suspicion of drug use and the member refuses to provide consent for testing. Commanders are also encouraged to ensure Blood Alcohol Tests (BAT) are taken as soon after the incident as possible to determine the level and intensity of alcohol involvement. For additional information refer to DAFI 31-218.

2.6.1. 50 SFS will process alcohol and drug-related driving offenses IAW established instruction, guidance, and procedures.

3. Privately Owned Vehicle Operation Requirements.

3.1. **General.** The Installation Commander will identify requirements to operate a motor vehicle on the installation.

3.2. **Motorcycles, Motor Scooters and Mopeds.** See AFI 91-207 for requirements to operate motorcycles, motor scooters and mopeds on AF installations. Refer to AFI 91-207, para 4.4., for motorcycle training requirements.

3.3. **AF Form 75, Visitor/Vehicle Pass.** AFJIS, DBIDS generated vehicle/visitor passes, or the AF Form 75 are methods to control and identify personnel and vehicles on a temporary basis. Specific procedures can be found in DAFMAN 31-101 V3, *Installation Perimeter Access Control*, when implemented.

3.4. **Handicapped Person Identification.** Honor local and state-issued handicap decals, placards, signs, etc., on all Air Force installations. Upon request from a medical practitioner, Installation Commanders may authorize issue of a locally devised card or form in OCONUS or deployed locations where decals are not issued. Locally devised decals will contain an issue and expiration date and be issued and displayed per local procedures.

3.5. **Vehicle Registration and Insurance at Air Force Installations.** Personnel who possess appropriate credentials to access Air Force Installations are required to possess valid registration and insurance at all times. Failure to produce proof of valid registration and/or insurance could be grounds for suspension/revocation.

4. Traffic Planning and Codes.

4.1. Installation Traffic Codes.

4.1.1. Restraint systems.

4.1.1.1. Require the use of child safety seats consistent with state, territory, or host nation laws. If there is no state, territory or host nation law, all children under 4 years of age regardless of weight or less than 50 pounds regardless of age shall be properly secured in an appropriate child restraint system. Children ages 4 through 7, weighing 50 pounds or more and less than 4 feet 9 inches shall be properly secured in a booster seat or other appropriate 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 booster seat. The child safety seat or booster seat will be certified by the manufacturer to meet all applicable federal performance standards or host nation requirements and will be installed in accordance with the manufacturer's instructions.

4.1.1.2. All drivers and passengers on Air Force installations will wear seat belts, or in the case of infants, be properly restrained.

4.1.2. Radar Detection Devices. The use of radars or laser detection devices are prohibited on Air Force Installations.

4.1.3. Off-road vehicle usage: Installation Commanders or their designee determines if, when, and where off-road vehicles may be operated on base. In many areas, the operation of off-road vehicles is unregulated while other jurisdictions have strict requirements concerning age, safety training, and vehicle equipment. Generally, some "on-street" safety practices such as reflective vests, gloves, headlights, and goggles may not apply when operating off-road in a recreational capacity. However, ensure full compliance with local, state, or host nation requirements. When necessary, develop additional procedures and guidance locally and publish in the installation traffic safety plan or supplement to this instruction. Ensure environmental considerations are reviewed prior to designating any off-road vehicle use area.

4.1.3.1. For SSFB off-road vehicle usage, refer to [Attachment 2](#).

4.1.4. SSFB Motor Vehicle Traffic Code. Refer to [Attachment 2](#) for the SSFB Motor Vehicle Traffic Code.

4.1.5. Law Enforcement/SF Traffic Stops. When signaled, by either SF emergency equipment or hand and arm signals, the driver will pull to the shoulder or median, to completely clear the right-of-way. Failure to observe the prohibitions and mandatory provisions in this paragraph of this publication by military members is a violation of Article 92(2) of the Uniform Code of Military Justice (UCMJ).

4.1.5.1. All occupants of the vehicle will stay in the vehicle until directed otherwise by SF.

4.1.5.2. The driver of the vehicle must be prepared to provide a valid driver's license, vehicle registration, proof of insurance, installation access credential, and any other appropriate documentation requested.

4.1.6. Traffic Control Devices. All traffic control devices and signs will conform to the Manual of Uniform Traffic Control Devices.

4.1.6.1. All SBD 1 agencies will coordinate with the Traffic Safety Committee before changing or altering traffic control devices and signs.

4.1.6.2. The DFC is not required to give prior public notice before erecting barricades to close certain roadways or redirect traffic when prior notice is not possible.

4.1.7. Speed Measuring Devices. Only authorized 50 SFS personnel will utilize radar and laser-based speed-measuring devices on SSFB; no other personnel are authorized to use these devices on the installation. **Note:** As mentioned previously, local law enforcement personnel may assist with traffic enforcement and may utilize their agency devices to detect violators.

4.1.7.1. SF members authorized to utilize speed-measuring devices must be trained by a certified instructor. The 50th Security Forces Squadron Training Section (50 SFS/S3T) is responsible for ensuring a certified instructor is available to provide the training. This training must meet training and certification requirements prescribed by the State of Colorado, if applicable. 50 SFS/S3T will maintain records of certification and training conducted.

4.2. Traffic Accident Investigation.

4.2.1. A major traffic accident is any accident involving a fatality, injury, or 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. MAJCOMs will determine the level of training required.

4.2.1.1. Air Force Space Command has designated that investigators who are graduates of the "Traffic Management and Collision/Accident Investigators Course" fulfill the level of training required to handle major traffic accidents.

4.2.1.2. The classification of motor vehicle accidents is made according to injuries or property damage sustained.

4.2.1.2.1. Severity of injury. Any injuries sustained or suspected by emergency personnel, to include 50 SFS, during a motor vehicle accident constitutes a major vehicle accident:

4.2.1.2.1.1. Fatal accident. A motor vehicle accident that results in fatal injuries to one or more personnel. A fatal injury is one that results in death within 12 months of the accident causing the injury.

4.2.1.2.1.2. Incapacitating injury. An injury, other than fatal, that prevents the injured person from walking, driving, or normally continuing the activities that he or she was capable of performing before the accident. Examples are severe lacerations, broken or distorted limb, skull fracture, crushed chest, internal injury, unconsciousness when taken from the accident scene, or inability to leave the accident scene without help.

4.2.1.2.1.3. Non-incapacitating evident injury. An injury, other than fatal and incapacitating, that is evident to any person at the scene of the accident. Examples are lump on head, abrasions, or minor lacerations.

4.2.1.2.1.4. Possible injury. An injury reported or claimed that is not a fatal, incapacitating, or non-incapacitating evident injury. Examples are momentary unconsciousness, claim of injuries that are not evident, limping, or complaint of pain, nausea, or hysteria.

4.2.1.2.2. Severity of vehicle damage:

4.2.1.2.2.1. Disabling damage. Any damage to a vehicle such that it cannot be driven (or towed in the case of trailers) from the scene of the accident in the usual manner by daylight after simple repairs, and without further damage or hazard to itself, other traffic elements, or the roadway. Any disabling damage caused by a motor vehicle accident that prevents the vehicle from being safely driven constitutes a major vehicle accident.

4.2.1.2.2.2. Functional damage. Any non-disabling damage to a vehicle that affects operation of the vehicle or its parts. Examples are doors, windows, hood, and trunk lids that will not operate properly; broken glass that obscures vision; or any damage that could prevent the motor vehicle from passing an official motor vehicle inspection.

4.2.1.2.2.3. Other motor vehicle damage. Any damage to a vehicle that is not disabling will be classified as a minor vehicle accident. Such damage usually affects only the load on the vehicle or the appearance of the motor vehicle. Examples are damage to hubcaps, trim, or grill; glass cracks that do not interfere with vision; dents; scratches; body punctures; or damage to load.

4.2.2. Generally, a detailed accident investigation includes, but is not limited to, an AF Form 1315, *Accident Report*, field sketch, scale diagram (if death or serious bodily harm), and accident narrative.

4.3. Traffic Accident Investigation Reports.

4.3.1. Military members report information to Security Forces if they are on/off base resulting in accidents involving injuries or damage to military property. Local guidance will capture procedures to accomplish these notifications and the timeframes to report. Installation Commanders determine what agencies to notify and for what type of accidents to notify them. The DFC must develop a local notification matrix or other procedures to ensure proper notification of appropriate base and civilian agencies are conducted. Develop and publish these notification procedures locally.

4.3.1.1. The Base Defense operations Center (BDOC) shall refer to Quick Reference Checklist #65 or 66 (whichever is applicable) for SSFB personnel and notification matrix.

4.3.2. Security Forces will act as the focal point for gathering off-base accident information of military affiliated personnel. Record the information in the Security Forces blotter, along with the associated case number from the investigating police agency. When possible, Security Forces Reports and Analysis (S5R) will obtain copies of major accident reports prepared by investigating civilian police agencies to accompany off-base accident reporting information.

4.3.3. Security Forces respond to all on-base major vehicle accidents (unless local conditions or policies prohibit) to accomplish the following:

4.3.3.1. Render first aid and arrange for medical assistance.

4.3.3.1.1. The driver of a vehicle involved in or witness to an accident will stop immediately, as close to the scene as possible without obstructing traffic and notify 50 SFS. Failure by military members to obey the mandatory provisions in this paragraph is a violation of Article 92 (2) of the UCMJ.

4.3.3.2. Protect personal property.

4.3.3.3. Normalize traffic.

4.3.3.4. Identify witnesses and personnel involved.

4.3.3.5. Conduct a formal investigation.

- 4.3.3.6. The DFC (with Installation Commander approval) will develop local response and investigative procedures for various types of accidents to include minor vehicle accidents. She/He may delegate this authority to on-duty Security Forces supervisory personnel.
- 4.3.4. Record accident information in the Security Forces blotter. This information should 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 and license number(s)/plate. Also, include a brief summary of any damage and circumstances behind or causing the accident, as well as any traffic citations issued.
- 4.3.4.1. Traffic Accident Investigation Reports. 50 SFS is primarily responsible to conduct vehicle traffic accident investigations on the installation.
- 4.3.4.1.1. All major traffic accidents will be reported immediately to BDOC at 567-6464. All minor traffic accidents will be reported, as soon as possible but no later than 24 hours after the accident. **Exception:** Cold reporting per local authorities. Failure by military members to obey the mandatory provisions in this section is a violation of Article 92 (2) of the UCMJ.
- 4.3.4.1.1.1. In the event that SSFB authorities direct or the Colorado State Patrol goes on cold reporting (severe snow conditions) status due to inclement weather, the Security Forces will use the same guidelines. For any accident where intoxication is not suspected, no injuries or loss of life has occurred, both parties have insurance and registration, and the damage does not disable the vehicles, the parties will be required to report the accident to on-duty 50 SFS within 72 hours during regular duty hours (Monday- Friday, 0730-1630).
- 4.3.4.1.1.2. Minor traffic accident investigations will be recorded as directed by the DFC.
- 4.3.5. Investigation conducted by Security Forces and/or Air Force Office of Special Investigations (AFOSI) of any traffic accident will take precedence over any other types of investigations relating to the accident. This precludes the loss of any potential evidence that may later have to be introduced in any criminal/judicial proceedings. (**Example:** Any safety related investigation and/or any other investigation that may hamper accident investigation practices by Security Forces and/or AFOSI.)
- 4.3.5.1. Investigations of off-installation accidents involving government vehicles will be conducted in cooperation with the civilian law enforcement agency. Statements will be accomplished by driver(s), witness(s), and victim(s), if applicable. A Standard Form 91, *Motor Vehicle Accident Report*, and a Standard Form 94, *Statement of Witness*, will also be accomplished. These forms will be coordinated through unit Vehicle Control Officers/NCOs and forwarded to the 21 LRS.
- 4.3.6. For major vehicle accidents, any accident involving injuries, or any accident involving damage to government property, remain at the scene until released by the incident scene commander or senior official.

4.3.6.1. The driver of any vehicle involved in an accident will give his/her name, address, the registration number of the vehicle he or she is driving, insurance company with policy number, and provide his/her driver's license upon request to:

4.3.6.1.1. Any person injured.

4.3.6.1.2. Any occupant of the vehicle collided with.

4.3.6.1.3. Any person acting for such persons.

4.3.6.2. The driver of a vehicle who has damaged an unattended vehicle shall:

4.3.6.2.1. Report the accident to SF immediately, not to exceed 24 hours following the accident.

4.3.6.2.2. If the accident involves personnel on duty or results in damage to government property, the scene must be secured by the first person on the scene pending arrival of SF.

4.3.6.3. Operators of POVs involved in traffic accidents will, if safe to do so, remove the vehicle from obstructing traffic flow.

4.3.6.3.1. When vehicles are rendered inoperable, BDOC will arrange to have the vehicle removed from the roadway, or the vehicle owner may obtain a tow company of their choice.

4.3.6.3.2. POVs involved in traffic accidents that result in serious injuries or fatalities shall be towed by a tow company to an impound lot, if requested by the on-the-scene traffic accident investigator. The vehicle may be needed for further investigation or as evidence.

4.3.6.3.3. Inoperable military/government vehicles involved in traffic accidents will be removed from the scene by a military/government tow company or approved contracted tow company coordinated through the appropriate 21 LRS representatives.

4.3.6.3.4. In the event a vehicle accident leaves debris (i.e. broken glass) in the roadway and the vehicle can move on its own power, the 50th SFS will coordinate the clean-up.

4.3.6.3.4.1. For major vehicle accidents that require the vehicle to be towed, the tow company will assist with the debris clean-up if necessary.

4.3.6.3.4.2. All vehicle accidents involving HAZMAT clean-up will be handled by the 50th CES Fire Department.

4.3.7. Requests for information can be obtained from 50 SFS/S5R and will be released in accordance with the Privacy Act and the Freedom of Information Act.

4.4. Parking.

4.4.1. Reserved Parking. When not addressed by MAJCOMs, Installation Commanders determine reserved parking guidance for their installations. Number of available spaces, facility design and layout, traffic flow and number of vehicles using facilities will help determine the number and location of reserved parking spaces. Make guidance and procedures governing reserved parking a part of the installation supplement to this instruction, separate traffic control instruction or installation-parking plan. The publication must address approval, issue, control, and review of reserved parking and should give special consideration to bicycle, motorcycle, visitor, and carpool parking. Consideration should also be given to labor and management contracts when designating parking. Handicap parking is regulated under the Uniform Federal Accessibility Standards and applies to all Air Force installations.

4.4.1.1. Refer to **Attachment 3** for the SSFB Reserved Parking Plan.

4.4.2. Use distinctive emblems, decals, stickers, etc., to control parking space assignments and to indicate authorized use of the parking slot. MAJCOMs (or Installation Commanders if not addressed by the MAJCOM) may develop guidance concerning the issue and control of the identification media discussed above. Designation of parking spaces by name, grade, rank, or title should be avoided due to force protection concerns.

4.4.3. Installations may create a parking wardens' program to monitor and cite parking violators at their facilities.

4.4.3.1. If utilized, installations will develop a local publication to supplement/implement this instruction addressing the parking warden program. The supplement will include a requirement for individual unit commanders to delegate a minimum of one primary and alternate at the grade of E-5 or above, in writing. All monitors will issue parking tickets on the DD Form 1408. 50 SFS/S5R will obtain a letter with the current monitors and maintain the letter on file.

4.4.3.2. Monitors will be trained by the Security Forces unit on the correct procedures to complete tickets, including the routing process of issued tickets to 50 SFS/S5R. The main difference between a DD Form 1408 issued by a Security Forces member and one by a parking monitor is the special instructions on the back of the pink copy that directs the violator to contact the monitor within 24 hours or next duty day who issued the ticket instead of Security Forces. Monitors will provide contact information on parking tickets to enable violators to provide information necessary to complete the citation.

4.5. **Off-Installation Traffic Activities.** The DFC must develop procedures for the sharing and exchanging of information with civil authorities. Local procedures must cover the receiving, processing, and securing of traffic and related incident reports received from other investigative agencies. Unit commanders will be notified when personnel under their authority are involved in serious off-base incidents (i.e., major accidents, DUI, hit and run, etc.).

4.5.1. (The DFC will, by way of Memorandum of Agreement/Memorandum of Understanding, or through local collaborative, coordinate with local law enforcement agencies to ensure the prompt exchange of information.

4.5.1.1. 50 SFS/S5R will request reports from civil authorities when SSFB-assigned personnel are involved in serious off-base incidents. Once reviewed, 50 SFS/S5R will secure and process the reports in same manner as if the incident occurred on the installation.

5. Driving Records and The Traffic Point System.

5.1. **Driving Records.** Use AFJIS to record vehicle traffic accidents, moving and parking violations, suspension or revocation actions and traffic point assessments involving military and DoD civilian personnel, their family members, and other personnel operating motor vehicles on a military installation. When filling out the form, use the following codes in the “accident classification” block:

5.1.1. Identify individuals who are principals in a motor vehicle accident as “Driver 1” subject or “Driver 2” victim.

5.1.2. Identify accidents appropriately with “MVA” minor vehicle accident; “MJVA” major vehicle accident; “NLD” no liability determined; “PD” property damage; “PI” personal injury; “G” government; “P” private; “V” vehicle; and “FO” fixed object.

Table 2. Point Assessment for Moving Violations.

Violation	Points Assessed
Reckless driving (willful and wanton disregard for the safety of persons or property).	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 vehicle while impaired (BAC more than 0.05 percent and less than 0.08 percent).	6
Speed contests.	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 devices while moving (operator assessed points).	2
Failure to properly restrain children in a child restraint system while moving (when child is 4 years of age or younger or the weight of child does not exceed 45 pounds).	2
One to 10 miles per hour over posted speed limit.	3
Over 10 but not more than 15 miles per hour above posted speed limit.	4
Over 15 but not more than 20 miles per hour above posted speed limit.	5
Over 20 miles per hour above posted speed limit.	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 traffic 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 requiring direction of traffic.	4

Improper passing.	4
Failure to yield (no official sign involved).	4
Violation: Improper turning movements	3
Wearing of headphones/earphones while driving motor vehicles (two or more wheels).	3
Failure to wear an 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 2).	2
Driver involved in accident is deemed responsible (only added to points assessed for specific offenses).	1
<p>NOTES:</p> <p>1. When two or more violations are committed on a single occasion, points may be assessed for each individual violation.</p> <p>2. This measure should be used for other than minor vehicle safety defects or when a driver or registrant fails to correct a minor defect (Example: A burned out headlight not replaced within the grace period on a warning ticket).</p>	

Table 3. Point Assessment for Non-Moving Violations.

Violation	Points Assessed
Unattended Child under 12 years of age left in vehicle. Animals are included if a danger exists to the animal. See note #4.	6
Improper Registration (fraudulent tags).	4
Misuse of handicap decal. See note #2.	3
Illegally parked in designated handicap area (no decal, license or placard displayed).	3
Unattended Vehicle (while running).	3
Abandoned Vehicle.	3
Improper Parking. See note #3.	2
Improper Registration (expired or unregistered).	2
<p>NOTES:</p> <ol style="list-style-type: none"> 1. When two or more violations are committed on a single occasion, points may be assessed for each violation. 2. When a vehicle has a handicap decal displayed, but the occupant is not the decal or placard registrant and is not dropping off or picking up the handicapped registrant. Also includes parking in an area designated for “Van” access only, and handicap registrant has parked another vehicle class instead. 3. When designated in local parking plan (i.e., double parked, parked in reserved parking, against the flow of traffic and those areas designated for emergency vehicles). 4. Revocation of driving privileges for one year will be considered by the SBD 1/ CV-S. Example: If children or animals were left in dangerous conditions in vehicle (i.e., in hot weather where interior temperatures may reach dangerous levels, keys left accessible to children, or where conditions are deemed hazardous by a reasonable person.) 5. Emergency vehicles are authorized to park in any area deemed necessary to affect a response. 	

5.2. Point System Procedures.

5.2.1. Distribute citation copies and process point assessments with 50 SFS/S5R.

5.2.2. Installation Commanders may suspend or revoke driving privileges as provided by this instruction regardless of whether the improvement measures identified in DAFI 31-218 are accomplished.

5.3. **Disposition of Driving Records.** Follow AFI 33-322, 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 according to AFI 33-322.

5.4. **Traffic Citations.** When issued any traffic citation, military, civil service, and non-appropriated funds (NAF) personnel operating vehicles on SSFB will report it to the appropriate commander or first sergeant within 24 hours or the next duty day. DoD contractors and NAF personnel will report citations to their supervisor within the same allotted time. Failure by military members to obey the mandatory provisions in this paragraph is a violation of Article 92 (2) of the UCMJ.

5.4.1. Family members of military sponsors receiving a citation on SSFB should immediately inform their sponsors who, in turn, will report it to their commander or first sergeant within 24 hours or the next duty day.

5.4.2. Civilians not otherwise addressed do not have mandatory reporting requirements.

5.5. **50 SFS/S5R will:** Process violations by visiting military or DoD civilians. 50 SFS/S5R will forward the DD Form 1408 and accompanying AFJIS Incident Report, if applicable, to the law enforcement authority at the individual's base of assignment.

5.6. **Traffic Violation Reports.**

5.6.1. 50 SFS/S3 will forward all traffic citations, accident reports, and incident or complaint reports involving traffic and parking offenses to 50 SFS/S5R by the next duty day.

5.6.2. 50 SFS/S5R will forward traffic citations, accident reports, and incident or complaint reports involving traffic and parking offenses to the appropriate military or civilian commander for corrective action by way of administrative or judicial action consistent with the UCMJ or Federal law.

5.6.3. 50 SFS/S5R will transmit, electronically when practicable, copies of citations and incidents to the commander, through the first sergeant when appropriate, for action.

5.6.4. For moving violations which involve a formal rebuttal by the violator, the unit commander may maintain an electronic copy of the citation or report until final reports of action of the rebuttal have been forwarded.

5.6.5. Unit commanders are responsible for forwarding, to the installation alcohol and drug abuse facility, a copy of all reports on military personnel and DoD civilian employees apprehended for intoxication.

6. **Impounding Privately Owned Vehicles.**

6.1. **Standards for Impoundment.** The on-duty SF Flight Sergeant/Chief, or above, will determine when the vehicle will be driven or moved without owner's consent if the owner cannot be contacted or the owner refuses and conditions in DAFI 31-218 are present.

6.2. Procedures for Impoundment. At times, civilian law enforcement or civilian government agencies will request the Air Force impound an on-base vehicle for reasons not related to military issues. Staff such requests through the SJA and DFC. When appropriate, comply and support such requests and impound the vehicle for a reasonable period. Release the vehicle if civil authorities do not take custody of the vehicle within a reasonable period as determined by Installation Commanders.

6.2.1. Refer to [Attachment 2](#) for SSFB impoundment and the “Denver Boot” procedures.

6.3. Disposition of Vehicles After Impoundment. Impoundment and disposition of POVs is a high-risk process. It is imperative an installation has a detailed plan to: Ensure wide publicity of base impoundment rules; have a process to provide reasonable notice of impoundment and an opportunity to reclaim a vehicle; conduct a review of proposed disposal by appropriate base offices, to include the SJA, prior to taking action; and a process to obtain retail records of these actions in the event of litigation or high-level inquiry. Further information on impoundment can be found in DAFI 31-218.

6.3.1. See [Attachment 2](#) of this instruction for SSFB procedures for the disposition of vehicles after impoundment.

DAVID G. HANSON, Colonel, USSF
Commander, Space Base Delta 1

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

AFI 91-207, *The US Air Force Traffic Safety Program*, 25 July 2019
AFI 33-322, *Records Management and Information Governance Program*, 27 July 2021
Colorado Revised Statutes (C.R.S.)
DAFI 31-101, *Integrated Defense (ID)*, 24 March 2020
DAFMAN 31-101 V3, *Installation Perimeter Access Control*, 26 Feb 2020
DAFI 31-115, *Law and Order Operation*, 17 August 2020
DAFI 31-145-O, *Antiterrorism (AT) Program Implementation*, 13 November 2022
DAFI 31-218, *Motor Vehicle Traffic Supervision*, 13 Jul 2017
DoDI 6055.04, *Traffic Safety Program*, 27 August 2021
SSFB 31-1, *SSFB Integrated Defense Plan*

Prescribed Forms

None

Adopted Forms

AF Form 75, *Visitor/Vehicle Pass*
AF Form 354, *Civilian Identification Card*
AF Form 1168, *Statement of Suspect/Witness/Complainant*
AF Form 1315, *Accident Report*
DA Form 1602, *Civilian Identification*
DD Form 1173, *United States Uniformed Services Identification and Privilege Card*
DD Form 1408, *Armed Forces Traffic Ticket*
DD Form 1920, *Alcohol Influence Report*
DD Form 2504, *Abandoned Vehicle Notice*
DD Form 2505, *Abandoned Vehicle Removal Authorization*
DD Form 2506, *Vehicle Impoundment Report*
DD Form 2507, *Notice of Vehicle Impoundment*
Standard Form 91, *Motor Vehicle Accident Report*
Standard Form 94, *Statement of Witness*

Abbreviations and Acronyms

21 LRS—21st Logistics Readiness Squadron
50 CES—50th Civil Engineer Squadron
50 FSS—50th Force Support Squadron
50 SFS—50th Security Forces Squadron
50 SFS/S3—50th Security Forces Operations and Training
50 SFS S3T—50th Security Forces Training Section
50 SFS/S5R—50th Security Forces Reports and Analysis
ADA—Americans with Disabilities Act
AFJIS—Air Force Justice Information System
ANSI—American National Standards Institute
BAC—Blood Alcohol Concentration
BAT—Blood Alcohol Test
BDOC—Base Defense Operations Center
BrAC—Breath Alcohol Concentration
CC—Commander
CCMD—Combatant Command
CE—Civil Engineer
CFR—Code of Federal Regulations
CONUS—Continental United States
CRS—Colorado Revised Statutes
DBIDS—Defense Biometric Identification System
DFC—Defense Force Commander
DoD—Department of Defense
DoDD—Department of Defense Directive
DV—Distinguished Visitor
DWAI—Driving While Ability Impaired
FIELDCOM—Field Command
FMVSS—Federal Motor Vehicle Safety Standards
FO—Fixed Object
G—Government—IEC—Installation Entry Controller
MAJCOM—Major Command

GO—General Officer
GORMV—Government Owned Recreational Motor Vehicle
GOV—Government Owned Vehicle
MJVA—Major Vehicle Accident
MPH—Miles Per Hour
MS-S—Schriever Mission Support
MVA—Motor Vehicle Accident
NAF—Non-appropriated Fund
NLD—No Liability Determined
OCONUS—Outside Continental United States
OGMVC—Other Than Government Motor Vehicle Conveyances
P—Private
PCS—Permanent Change of Station
PD—Property Damage
PI—Personal Injury
POV—Privately Owned Vehicle
RA—Restricted Area
RMV—Recreational Motor Vehicle
SBD 1/SE—Space Base Delta 1 Safety Office
SBD 1—Space Base Delta 1
SBD 1/CC—Space Base Delta 1 Commander
SBD 1 CV-S—Space Base Delta 1 Vice Commander, Schriever
SES—Senior Executive Service
SF—Security Forces
SJA—Staff Judge Advocate
SSFB—Schriever Space Force Base
TSCG—Traffic Safety Coordinating Group
U.S.C. §—United States Code
UCMJ—Uniform Code of Military Justice
V—Vehicle

Terms

Abandoned—According to CRS 18-4-512, means to leave a thing with the intention not to retain possession of or assert ownership over it. The intent need not coincide with the act of leaving. It is further defined as any vehicle found on an installation whose owner: Has departed from the military, has a Permanent Change of Station (PCS), separates, or similar situations. Additionally, personnel who do not respond to traffic tickets or abandoned vehicle notices placed on the vehicle, or when SF have reasonable grounds to believe a vehicle has been abandoned, i.e., license plates or other identifying marks have been removed, or the vehicle has been damaged or is deteriorated so extensively that it has value only for junk or salvage.

Bicycles—Only those devices propelled by human power, having not more than three wheels, and upon which a person may ride having two tandem wheels either of which is more than 14 inches in diameter.

Careless Driving—Driving a motor vehicle, bicycle, electrical assisted bicycle, or low-power scooter in a careless and imprudent manner, without due regard for the width, grade, curves, corners, traffic, and use of the streets and highways and all other attendant circumstances.

Container—Any object used to hold or carry a beverage; includes but is not limited to bottles, cans, jars, flasks, pitchers, thermos, jugs, canteens, or any other formidable object used to hold a liquid substance.

Cycles—Any vehicle propelled by other than human power, including motorcycles, motor scooters, and motor-driven bicycles having a seat or saddle for use by the operator. Cycles are so constructed to use not more than three wheels, regardless of diameter, excluding a tractor, in contact with the surface traveled upon.

Distracted Driving—Any non-driving activity a person engages in that has the potential to distract him or her from the primary task of driving and increases the risk of crashing.

Emergency Vehicles—Vehicles of the 50 CES Fire Department and Rocky Mountain Medical (Civilian Ambulance Service), SF vehicles, engineer equipment, to include tow-trucks/wreckers, and such other vehicles are considered Emergency Vehicles. Refer to CRS 42-4-108 and CRS 42-4-213 for detailed emergency vehicle operational requirements.

Government Off Road Vehicle—Any government owned motorized vehicle designed for or capable of travel on or immediately over land, water, sand, snow, ice, marsh, swampland, or natural terrain, that does not meet the Federal Motor Vehicle Safety Standards (FMVSS) for operation on public roadways.

Government Owned Recreational Motor Vehicle (GORMV)—A motorized device, meeting the definition of RMV in this standard, that is owned, leased, or rented by a DoD component on an Air Force installation or property. This includes vehicles classified as OGMVC, but does not include Low-Speed Vehicles meeting the design standards of 49 Code of Federal Regulations (CFR), Part 571, Federal Motor Vehicle Safety Standards No. 500.

Hands-free—Use of a vehicle voice-activated system or cellular phone in speaker mode or with a hands-free attachment (headset or single bud earpiece) that allows vehicle operators to keep both hands on the steering wheel and eyes on the road whenever the vehicle is in motion.

License to Operate Motor Vehicles—Any official permit, license, or other document issued under the laws of any state, the District of Columbia, any territory of the United States, or by any agency of the United States Government, evidencing by possession thereof, that the bearer has qualified as an operator of a specific type of vehicle within the category of motor vehicle.

Motor Vehicle Accident—An unintended event causing injury or damage, and involving one or more motor vehicles on a highway, road, or street that is publicly maintained and open for public vehicular travel.

Motorcycle—A motorcycle is defined as any motor vehicle having a seat or saddle for the use of its operator and designed to travel on not more than three wheels in contact with the ground. This definition includes but is not limited to motor scooters (gas and electric), mopeds, and other motorized bicycles.

Non- Standard Motorized, Non—Motorized Vehicles, Off Highways

Vehicles—Cover but are not limited to scooters, motorized scooters, sometimes known as go-peds or mopeds, inline skates, rollerblades, skateboards, Segway human transporters, Gators, utility vehicles, etc.

Nonmoving Violation—A violation of any traffic law, ordinance, or regulation not defined as a moving violation. Examples are violations of base registration or parking laws.

Open Container—Any alcoholic beverage, which does not have the factory or tax seal intact or has been opened and is within the immediate reach (passenger compartment) of any occupant of the vehicle.

Operating a Motor Vehicle—Operating a motor vehicle with the motor running, including while temporarily stationary because of traffic, a traffic light or stop sign, or otherwise. Does not include operating a motor vehicle with or without the motor running when pulled over to the side of, or off, roadway or parking area and has halted in a location where the driver can safely remain stationary.

Other Government Motor Vehicle Conveyances (OGMVC)—Self-propelled assets providing a basic transportation capability (i.e., golf carts, all-terrain vehicles, quad- runners, etc.) not meeting specifications of 49 CFR 571.500 FMVSS are categorized as OGMVC.

Reckless Driving—Driving a motor vehicle, bicycle, electrical assisted bicycle, or low-power scooter in such a manner as to indicate either a wanton or a willful disregard for the safety of persons or property.

Recreational Motor Vehicles (RMVs)—These vehicles typically are not registered as road use motor vehicles. This group includes vehicles manufactured solely as off-road motorized vehicles or transportation devices. The design may be for paved, unpaved, or unimproved surfaces but they do not typically comply with vehicle safety standards required for vehicle registration or roadway use in the state, territory, or host nation. These vehicles do not fall in the general categories of agricultural, construction, or industrial use vehicles. They include, but are not limited to, all the following privately owned battery or fossil fuel powered motorized vehicle and devices; non-street legal race cars, racing carts, off-road motorcycles, go- carts, motorized skateboards, snowmobiles,

personal golf carts, Gators, utility carts, mini- motorcycles, dune buggies, pocket bikes, and self-balancing or similar standing human transportation devices. This includes all off-road vehicles categorized by AFI 91-207. Not included in this category are motorized devices that allow people with disabilities to move as pedestrians, such as wheelchairs. Also not included are motorcycles, mopeds, seated motor scooters, and motor assisted bicycles authorized by applicable traffic codes to be used in traffic.

Roadway—That portion, exclusive of the berms, curbs, or shoulders of every street, road, and highway, intended and constructed for vehicular travel. **Note:** Parking lots are not considered roadways.

Stop—When required, means complete cessation from movement.

Unreasonable Periods—Any motor vehicle left for more than 3 days unattended or unmoved without prior arrangements with, or notification to, the SF.

Use of Cellular/Wireless Telephone Devices—Talking on or listening to a wireless telephone or engaging the wireless telephone for text messaging or other similar forms of manual data entry or transmission.

Vehicle Operator—Any person while engaged in driving, operating, steering, or otherwise exercising physical control over the vehicle, whether propelled by human power or by other means. This includes persons controlling a vehicle while it is being pushed or towed, regardless of where such control is exercised.

Attachment 2

SSFB MOTOR VEHICLE TRAFFIC CODES

A2.1. Use Arabic numerals in sequence: Attachment 1, Attachment 2, Attachment 3, etc. Paragraphs in attachments will take the first number from the number of the attachment; e.g., Attachment 3 would have paragraph A3.1, A3.2, A3.3, etc. **Note:** If attachments have sections, identify them as sections A1A, A1B, A1C, or A2B, A2C, etc.

A2.1.1. **General.** The Colorado Motor Vehicle Laws are hereby adopted for use on SSFB in conjunction with the SSFB Motor Vehicle Traffic Code. In cases where the Colorado Motor Vehicle Laws conflict with the SSFB Motor Vehicle Traffic Code or applicable Air Force Instructions (AFIs), the more restrictive authority will apply. In cases not covered by the traffic code or AFIs, the Colorado Motor Vehicle Laws will apply.

A2.1.1.1. SSFB Motor Vehicle Traffic Code. This code constitutes a realistic traffic control program aimed at providing maximum safety for all residents, employees, and visitors of this installation. The realization of this aim requires strict observance and enforcement of this code. Careless, indifferent, or irresponsible operation of motor vehicles will not be tolerated. Drivers who demonstrate by their own actions that they constitute a menace to themselves and others must be denied the privilege of operating motor vehicles on SSFB. Commanders and civilian employee supervisors should strongly consider taking action against any individual breaking these laws. Only administrative actions (reprimand, assessment of points, loss of on-installation driving privileges, or other actions) will be initiated against service members for off-installation violations of this traffic code.

A2.2. Operation of Motor Vehicles. Any resident or nonresident whose driver's license or whose right or privilege to operate a motor vehicle in any state has been suspended or revoked will not operate a motor vehicle on SSFB. This includes a license, permit, or registration certificate issued by any other jurisdiction and during such suspension or after such revocation operates a motor vehicle, until a new license is obtained as permitted by Colorado Law. Persons whose state license has been suspended, revoked, cancelled/denied, or restrained are required to inform their commander, or first sergeant, who in turn must notify 50 SFS/S5R as soon as possible, but no later than the next duty day. Failure by military members to obey the mandatory provisions in this paragraph is a violation of Article 92 (2) of the UCMJ.

A2.2.1. Operating Vehicles Off Roadways or in Prohibited Areas. Failure by military members to obey the mandatory provisions in this paragraph is a violation of Article 92 (2) of the UCMJ.

A2.2.1.1. POVs will not be operated on SSFB trails or other areas marked "off limits" to POVs. Privately owned vehicles will not be operated off established SSFB roadways or in any other area where prohibited.

A2.2.1.2. GOVs will not be operated off SSFB roadways except under mission-essential requirements. When such operation is required, care will be taken to prevent environmental and vehicle damage.

A2.2.2. All motorists will comply with lane usage signs and arrows on pavement.

A2.2.3. No person shall obstruct the enforcement of penal law or the preservation of the peace by a peace officer, acting under the color of his/her official authority.

A2.2.4. No person shall obstruct other designated traffic control personnel directing, controlling, or regulating traffic (i.e., augmentees, military personnel directing traffic during scheduled physical training, and other special events).

A2.2.5. Restraint Systems (seat belts) will be worn by all operators and passengers of U.S. Government vehicles on or off the installation.

A2.2.5.1. Restraint systems will be worn IAW AFI 91-207, in conjunction with Colorado State Law, whichever is more restrictive.

A2.2.5.2. Restraint systems will be worn by all civilian personnel (family members, guests, and visitors) driving or riding in a POV on the installation.

A2.2.5.3. Restraint systems will be worn by all military service members and Reserve Component members on active Federal Service driving or riding in a POV whether on or off the installation.

A2.2.5.4. Restraint systems are required only in vehicles manufactured after model year 1966.

A2.2.5.5. Infant/child restraint devices will be utilized IAW Colorado State Law or this traffic code, whichever is more restrictive.

A2.2.5.5.1. All children under 4 years of age regardless of weight or less than 50 pounds regardless of age shall be properly secured in an appropriate child restraint system.

A2.2.5.5.2. Children ages 4 through 7, weighing 50 pounds or more, and less than 4 feet 9 inches shall be properly secured in a booster seat or other appropriate child restraint system.

A2.2.5.5.3. 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 booster seat. The child safety seat or booster seat will be certified by the manufacturer to meet all applicable federal performance standards or host nation requirements and will be installed in accordance with the manufacturer's instructions.

A2.2.6. The driver of a motor vehicle will not follow another vehicle closer than one vehicle length for every 10 mph of speed.

A2.2.7. Drivers of vehicles shall use headlights between the hours of sunset and sunrise. This also applies at any other time when persons and vehicles are not clearly discernible at a distance of 1,000 feet (i.e., periods of fog, rain, snow, etc.).

A2.2.8. Vehicles will not drive over an unprotected fire hose, unless directed by a Fire Department official.

A2.2.9. When approaching a manned entry control point, headlights will be turned off and parking lights will be used (**Exception:** When a vehicle is equipped with Daytime-Running-Lights). During hours of darkness or reduced visibility (i.e., conditions of fog, snow, and rainfall, etc.) headlights must be turned on.

A2.2.10. Motorcycles. The following, unless otherwise specified, applies to motorcycles and other self-propelled, open, 2-wheel, 3-wheel, and 4-wheel vehicles powered by a motorcycle-type engine.

A2.2.10.1. All military motorcycle operators (regardless of nationality, duty status, or operating location) must attend an approved Motorcycle Safety Foundation Course. Military operators will carry proof of training on their person when operating a motorcycle on SSFB. All requirements are different depending on type of motorcycle.

A2.2.10.2. All Air Force civilian personnel who operate a motorcycle while on duty (regardless of operating location) must attend an approved Motorcycle Safety Foundation Course. Civilian personnel will carry proof of training on their person when operating a motorcycle in performance of official duty.

A2.2.10.3. Those military and civilian personnel who wish to ride motorcycles and have not attended an approved operator safety course must contact SBD 1/SE for course registration information. Unit Motorcycle Safety Representatives are responsible for ensuring riders meet all requirements IAW AFI 91-207.

A2.2.11. Motorcycles. The following, unless otherwise specified, applies to motorcycles and other self-propelled, open, 2-wheel, 3-wheel, and 4-wheel vehicles powered by a motorcycle-type engine.

A2.2.11.1. All military motorcycle operators (regardless of nationality, duty status, or operating location) must attend an approved Motorcycle Safety Foundation Course. Military operators will carry proof of training on their person when operating a motorcycle on SSFB. All requirements are different depending on type of motorcycle.

A2.2.11.2. All Air Force civilian personnel who operate a motorcycle while on duty (regardless of operating location) must attend an approved Motorcycle Safety Foundation Course. Civilian personnel will carry proof of training on their person when operating a motorcycle in performance of official duty.

A2.2.11.3. Those military and civilian personnel who wish to ride motorcycles and have not attended an approved operator safety course must contact SBD 1/SE for course registration information. Unit Motorcycle Safety Representatives are responsible for ensuring riders meet all requirements IAW AFI 91-207.

A2.2.11.4. SSFB Personal Protective Equipment. The following personal protective equipment is mandatory for all persons operating or riding as a passenger on a motorcycle or other self-propelled vehicles as described in [paragraph A2.2.11.:](#)

A2.2.11.4.1. Helmet. Certified to meet or exceed Department of Transportation standards and properly fastened under the chin.

A2.2.11.4.2. Goggles or Face Shields. Impact or shatter resistant goggles or glasses, or full-face shield properly attached to helmet, which meets or exceeds American National Standards Institute (ANSI) Standard Z87.1. A windshield, sunglasses, or eyeglasses alone are not proper eye protection.

A2.2.11.4.3. Clothing. Long-sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens designed for use on a motorcycle.

A2.2.11.4.4. Footwear. Riders will wear sturdy over-the-ankle footwear that affords protection for the feet and ankles. Durable athletic shoes that cover the ankle may be worn. Sandals, low quarter sneakers, and similar footwear are not authorized.

A2.2.11.5. Additional requirements for motorcycles and self-propelled vehicles:

A2.2.11.5.1. Headlights will be on at all times when in operation.

A2.2.11.5.2. A rear view mirror will be attached to each side of the handlebars.

A2.2.11.6. Commercial or recreational off-road vehicles are not authorized to be operated on SSFB. Government off-road vehicles (this includes GORMVs and OGMVCs) are authorized to operate on SSFB. Areas of operation may include operation in traffic, industrial, or pedestrian environments when deemed mission-essential and only for official purposes. In all cases, owning/operating units must also ensure they comply with requirements identified in AFI 91-207 and CRS.

A2.2.11.7. Drivers of all GOVs will use a vehicle spotter when reversing. If a spotter is not available, the driver will check behind the vehicle for adequate clearance before reversing.

A2.2.12. Bicycles. The following applies for all self/human propelled non-registered vehicles. Refer to AFI 91-207, paragraph 3.7 for more information on bicycle safety.

A2.2.12.1. Bicycles with training wheels or bicycles ridden by children 12 years of age or younger will be stricken to sidewalks.

A2.2.12.2. All persons who ride a bicycle, tricycle, or other human powered vehicle, including motorized bicycles, on a SSFB roadway will wear highly visible outer garments during the day and outer garments containing retro-reflective material at night. Bicycles must be equipped with a white front light visible for 500 feet and red reflector or light clearly visible from the rear for 300 feet.

A2.2.12.3. Anyone operating a bicycle, rollerblades, roller skates, skateboard, foot scooter, go-cart, etc., on SSFB must wear a helmet IAW AFI 91-207, and applicable supplements.

A2.2.12.4. Bicycles will not be parked in a manner that obstructs pedestrian or vehicle traffic.

A2.2.12.5. Bicycles will not be operated on SSFB roadways while snow removal operations are in progress.

A2.2.12.6. Persons using rollerblades and skateboards will follow the directives established in AFI 91-207 and applicable supplements.

A2.2.12.7. Persons riding on motorcycles, mopeds, bicycles, skateboards, scooter, or any like vehicle shall not attach themselves to another vehicle on any roadway.

A2.2.12.8. Personnel operating rollerblades, skateboards and 1-wheel/blade scooters must remain on the sidewalk.

A2.2.12.9. See AFI 91-207 and applicable supplements for further restrictions on non-motorized activities.

A2.2.13. Snow and Ice Emergencies. Drivers will yield the right-of-way to snow removal vehicles engaged in snow removal operations. During periods of snow and ice emergencies, SBD 1/CC or designee/CC declares primary route travel, pending road conditions. Drivers who violate a traffic control device or enter roadways which have been closed due to inclement weather and unsafe conditions are subject to a suspension of their base driving privileges.

A2.2.13.1. After determination that a SSFB road is closed for primary route travel, it shall be unlawful for any driver to obstruct the flow of traffic due to lack of adequate traction equipment. For the purpose of this provision, the following will be considered adequate equipment IAW Colorado Department of Transportation Traction Law requirements listed at https://www.codot.gov/travel/winter-driving/assets/cdot_wv_factsheet.

A2.2.13.1.1. Four-wheel drive (4WD) or all-wheel drive (AWD) and 3/16" tread depth.

A2.2.13.1.2. Tires with a mud and snow designation (M+S icon) and 3/16" tread depth.

A2.2.13.1.3. Winter tires (mountain-snowflake icon) and 3/16" tread depth.

A2.2.13.1.4. Tires with an all-weather rating by the manufacturer and 3/16" tread depth.

A2.2.13.1.5. Chains or an approved alternative traction device.

A2.2.13.2. Vehicles left abandoned during such periods may be towed by locally contracted civilian tow companies at the owner's expense. In such cases, SF personnel are not required to cite vehicles or give advance notification. SF will attempt to notify the owner of this action and where the vehicle is located.

A2.2.13.3. Operation of Emergency Vehicles. The driver of an authorized emergency vehicle, when responding to an emergency call, or when in pursuit of an actual or suspected violator of the law, or when responding to but not upon returning from a fire alarm, may exercise the privileges IAW CRS 42-4-108, *Public Officers to Obey Provisions – Exceptions for Emergency Vehicles*, but subject to the conditions stated in the article. Refer to DAFI 31-115, paragraph 10.3, *Use of Emergency Equipment*, and **Paragraph 10.5.**, *Rules for Pursuit Driving*, for further guidance.

A2.2.14. Speed Limits. Regardless of posted speed limits or the speed limits specified in this instruction, no person will operate a motor vehicle on SSFB at a speed in excess of what is reasonable and safe for surface, weather, visibility, and existing traffic conditions. Vehicle operators will reduce speed and proceed with extreme caution while driving through congested areas, when passing troops, or when approaching children at play.

A2.2.14.1. 10 MPH in all parking areas with the exception of the adjoining parking lots of the following areas which have 5 mph limits: AAFES Shopette and Child Development Center.

A2.2.14.2. 5 mph whenever passing any troop movements or formation walks/runs. Drivers will yield the right-of-way to marching troop formations, slow their vehicle to 5 mph when approaching from any direction, and when passing the formation, use extreme caution. The driver will comply with the troop formation road guard instructions and not overtake a troop formation marching in the same direction until instructed by the troop commander to pass.

A2.2.14.3. 25 mph when approaching or exiting a gate entry.

A2.2.14.4. Two-lane paved roads: 35 mph unless otherwise posted.

A2.2.14.5. Paved service roads: 25 mph unless otherwise posted.

A2.2.15. Distracted driving. Vehicle operators on SSFB and operators of GOVs will not use cellular/wireless telephone devices unless the vehicle is safely parked or unless they are using a hands-free device. The wearing of any other portable headphones, earphones, or other listening devices (except for hands-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. Whenever possible, distractions such as eating and drinking, operating radios, and using other hand-held electronic devices such as CD players, global positioning equipment, and so on, should only be done when the vehicle is safely parked.

A2.2.16. Drivers should alert approaching vehicles to the presence of deer and elk by flashing their headlights from low to high beams several times.

A2.2.17. The use of radar or laser detection devices to indicate the presence of speed-recording instruments or to transmit simulated erroneous speeds is prohibited.

A2.2.18. Pedestrians, Joggers, and Marching Troops.

A2.2.18.1. When jogging or running on roadways at night (1 hour before sunset to 1 hour after sunrise) or in inclement weather (i.e., fog, rain, sleet, snow, etc.), personnel will wear retro-reflective clothing or devices visible from the front and back.

A2.2.18.2. Joggers and walkers must travel single file facing oncoming traffic and will use the shoulder on roadway pavement, except to cross intersections or on designated bicycle lanes. Joggers and walkers must obey off-limit areas.

A2.2.18.3. The use of portable headphones, earphones, cellular phones, iPods, or other listening and entertainment devices (with the exception of a hearing aids) while walking, jogging, running, bicycling, skating, or skateboarding on a SSFB roadway is prohibited.

A2.2.18.4. Foot traffic on snow routes is not authorized while snow removal operations are in progress.

A2.2.18.5. No person shall solicit a ride on any SSFB roadway except at a designated pickup or drop-off point or in an emergency.

A2.2.18.6. Pedestrians will use sidewalks when available. Where no sidewalk exists, pedestrians will walk single file facing oncoming traffic and will not walk on roadway pavement (except to cross intersections) unless no other option exists.

A2.2.18.7. Troops in formation will march on the right side of the roadway with the direction of traffic. Personnel in front and rear ranks will use fluorescent or reflective personal protective equipment or organizational clothing with sewn-on reflective tape. Road guards will be provided for safety at intersections.

A2.2.19. Vehicle maintenance or repairs (other than changing flat tires) on any POV may not be performed anywhere on SSFB due to environmental spill hazards. **Note:** Vehicles must never be on floor jacks for any reason other than tire replacement, and must not be left unattended anytime when on floor jacks.

A2.2.19.1. Owners of vehicles identified or cited for not meeting the safety standards will correct the discrepancy and present evidence of correction to SF within 10 days of the citation. If the defect is satisfactorily repaired or corrected, no points will be assessed against the individual's on-base driver's record. However, if the vehicle operator or owner fails to correct the discrepancy within 10 days, points will be assessed, and the operator or owner will remove the vehicle from SSFB until the discrepancy is corrected. The only exception to this requirement is for vehicles taken to an appropriate repair facility for repairs. Evidence of such disposition of vehicles will be presented to SF within 10 days of citation and again when the discrepancy has been corrected. When an extension is needed, the owner of the vehicle must contact 50 SFS/S5R; extensions will be granted on a case-by-case situation.

A2.3. SSFB standards for impoundment.

A2.3.1. POVs should not be impounded unless the vehicles clearly interfere with ongoing operations or movement of traffic, threaten public safety or convenience, are involved in criminal activity, contain evidence of criminal activity, or are stolen or abandoned.

A2.3.2. The impoundment of a POV would be inappropriate when reasonable alternatives to impoundment exist.

A2.3.3. The "Denver Boot" can be used according to the DFCs discretion to immobilize unsafe, uninspected, and/or unregistered vehicles. Contact 50 SFS/S3O for local Standard Operating Procedures.

A2.3.3.1. Attempts should be made to locate the owner of the POV and have the vehicle removed.

A2.3.3.2. The vehicle may be moved a short distance to a legal parking area and temporarily secured until the owner is found.

A2.3.3.3. Another responsible person may be allowed to drive or tow the POV with permission from the owner, operator, or person empowered to control the vehicle. In this case, the owner, operator, or person empowered to control the vehicle will be informed that law enforcement personnel are not responsible for safeguarding the POV.

A2.3.4. Impounding of POVs is justified when any of the following conditions exist:

A2.3.4.1. The POV is illegally parked:

A2.3.4.1.1. On a street or bridge, in a tunnel, or is double parked, and interferes with the orderly flow of traffic.

A2.3.4.1.2. On a sidewalk, within an intersection, on a crosswalk, on a railroad track, in a fire lane, or is blocking a driveway, so that the vehicle interferes with operations or creates a safety hazard to other roadway users or the general public. An example would be a vehicle parked within 15 feet of a fire hydrant or blocking a properly marked driveway of a fire station or aircraft–alert crew facility.

A2.3.4.1.3. When blocking an emergency exit door of any public place (installation theater, club, dining hall, hospital, and other facility).

A2.3.4.1.4. In a “tow–away” zone that is so marked with proper signs.

A2.3.4.1.5. Installation entry control points or controlled or restricted areas or their respective entry control points.

A2.3.4.2. The POV interferes with:

A2.3.4.2.1. Street cleaning or snow removal operations and attempts to contact the owner have been unsuccessful.

A2.3.4.2.2. Emergency operations during a natural disaster or fire or must be removed from the disaster area during cleanup operations.

A2.3.4.2.3. The POV has been used in a crime or contains evidence of criminal activity.

A2.3.4.2.4. The owner or person in charge has been apprehended and is unable or unwilling to arrange for custody or removal.

A2.3.4.2.5. The POV is mechanically defective and is a menace to others using the public roadways.

A2.3.4.2.6. The POV is disabled by a traffic incident and the operator is either unavailable or physically incapable of having the vehicle towed to a place of safety for storage or safekeeping.

A2.3.4.2.7. Law enforcement personnel reasonably believe the vehicle is abandoned.

A2.3.4.2.8. Installation entry control points, controlled areas, restricted areas, and/or their respective entry control points.

A2.4. SSFB Procedures for Impoundment.

A2.4.1. Unattended Privately Owned Vehicles (POVs).

A2.4.1.1. The DD Form 2504, *Abandoned Vehicle Notice* will be conspicuously placed on POVs considered unattended. This action will be documented by an entry in the 50 SFS blotter.

A2.4.1.2. The owner will be allowed 3 days from the date the POV is tagged to remove the vehicle before impoundment action is initiated. If the vehicle has not been removed after 3 days, it will be removed by the installation towing service or the contracted wrecker service. If a contracted wrecker service is used, a DD Form 2505, *Abandoned Vehicle Removal Authorization* will be completed and issued to the contractor by 50 SFS.

A2.4.1.3. After the vehicle has been removed, 50 SFS or the contractor will complete the DD Form 2506, *Vehicle Impoundment Report* as a record of the actions taken.

A2.4.1.3.1. An inventory listing personal property will be done to protect the owner, law enforcement personnel, the contractor, and the commander.

A2.4.1.3.2. The contents of a closed container such as a suitcase inside the vehicle need not be inventoried. Such articles should be opened only if necessary to identify the owner of the vehicle or if the container might contain explosives or otherwise present a danger to the public. Merely listing the container and sealing it with security tape will suffice.

A2.4.1.3.3. Personal property must be placed in a secure area for safekeeping.

A2.4.1.3.4. 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.

A2.4.2. Stolen POVs or vehicles involved in criminal activity:

A2.4.2.1. When the POV is to be held for evidentiary purposes, the vehicle should remain in the custody of SSFB until law enforcement purposes are served.

A2.4.2.2. Recovered stolen POVs will be released to the registered owner, unless held for evidentiary purposes, or to the law enforcement agency reporting the vehicle stolen, as appropriate.

A2.4.2.3. A POV held on request of other authorities will be retained in the custody of the applicable SSFB agency until the vehicle can be released to such authorities.

A2.5. SSFB Procedures for Search Incident to Impoundment Based on Criminal Activity.

A2.5.1. Search of a POV in conjunction with impoundment based on criminal activity will likely occur in one of the following general situations:

A2.5.1.1. The owner or operator is not present. This situation could arise during traffic and crime-related impoundments and abandoned vehicle seizures. A property search related to an investigation of criminal activity should not be conducted without search authority unless the item to be seized is in plain view or is readily discernible on the outside as evidence of criminal activity. When in doubt, proper search authority should be obtained before searching.

A2.5.1.2. The owner or operator is present. This situation can occur during either a traffic or criminal incident, or if the operator is apprehended for a crime or serious traffic violation and sufficient probable cause exists to seize the vehicle. This situation could also arise during cases of intoxicated driving or traffic accidents in which the operator is present but incapacitated or otherwise unable to make adequate arrangements to safeguard the vehicle. If danger exists to the police or public or if there is risk of loss or destruction of evidence, an investigative type search of the vehicle may be conducted without search authority.

A2.6. SSFB Procedures for Disposition of Vehicles after Impoundment.

A2.6.1. If a POV is impounded for evidentiary purposes, the vehicle can be held for as long as the evidentiary or law enforcement purpose exists. The vehicle must then be returned to the owner without delay unless directed otherwise by competent authority.

A2.6.2. If the vehicle is unclaimed after 120 days from the date notification was mailed to the last known owner or the owner released the vehicle by properly completing DD Form 2505, the vehicle will be disposed of by one of the following procedures:

A2.6.2.1. Release to the lienholder, if known.

A2.6.2.2. Process as abandoned property in accordance with DAFI 31-115.

A2.6.2.2.1. Property may not be disposed of until diligent effort has been made to find the owner, the heirs, next of kin, or legal representative of the owner.

A2.6.2.2.2. The diligent effort to find one of those mentioned in [paragraph A2.6.2.2.1](#), shall begin no later than 7 days after the date on which the property comes into custody or control of the law enforcement agency.

A2.6.2.2.3. The period for which this effort is continued may not exceed 45 days.

A2.6.2.2.4. If the owner or those mentioned in paragraph

A2.6.2.2.5. above, are determined, but not found, the property may not be disposed of until the expiration of 45 days after the date when notice, giving the time and place of the intended sale or other disposition, has been sent by certified or registered mail to that person at his or her last known address.

A2.6.2.2.6. When diligent effort to determine those mentioned above is unsuccessful, the property may be disposed of without delay, except that if it has a fair market value of more than \$500, the law enforcement official may not dispose of the property until 45 days after the date it is received at the storage point.

A2.6.3. All contracts for the disposal of abandoned vehicles must comply with 10 U.S.C. 2575.

A2.7. Procedures for Repossession of Property.

A2.7.1. In the event a repossession of property from personnel residing on SSFB is necessary, the following procedures will be followed:

A2.7.1.1. The Installation Entry Controller (IEC) will direct the tow company driver to the bldg. 15 parking lot and request a patrol be dispatched.

A2.7.1.2. Upon making contact, the patrol will verify the driver and the company the driver is employed by.

A2.7.1.3. After verification, the patrol will acquire from the repo personnel the name, address, and property to be repossessed of the individual from which they are repossessing from.

A2.7.1.4. The on-duty flight chief/sergeant will make contact with the subjects first sergeant, who will instruct the member to report to bldg. 15 and make contact with the repo personnel.

A2.7.1.5. If it is necessary for the tow company to enter SSFB to repossess the property, SF will escort the repo personnel to the address and oversee the repossession to ensure compliance. After repossession is complete, the SF member will escort the repo personnel off the installation.

A2.8. Procedures for Uber/Lyft/Taxi Services.

A2.8.1. Picking up.

A2.8.1.1. Upon arrival at either Golf 1 or 2, the IEC will verify the vehicle is properly marked as either an Uber, Lyft, or Taxi, request a government issued ID from the driver, verify the address of the individual requesting the service, and ensure the address is located on SSFB.

A2.8.1.2. The IEC will direct the driver to pull to the side of the road and request BDOC to perform a criminal background check. If all fitness requirements outlined in SSFB 31-1, *SSFB Integrated Defense Plan* have been met, the IEC will direct the driver to proceed directly to the resident's address.

A2.8.2. Dropping Off.

A2.8.2.1. The IEC will verify the vehicle is properly marked and request access credentials from the passenger and a government issued ID from the driver.

A2.8.2.2. The IEC will direct the driver to pull to the side of the road and request BDOC to perform a criminal background check. If all fitness requirements outlined in SSFB 31-1, have been met, the IEC will instruct the driver to proceed directly to the passenger's residence and immediately exit the installation after drop-off.

Attachment 3

RESERVED PARKING PLAN

A3.1. General. This plan addresses the control of reserve parking for SSFB and applies to all organizations and personnel on the installation, excluding any areas within the Privatized Housing Development boundaries.

A3.1.1. This policy is punitive in nature and violation of the provisions herein may subject military personnel to disciplinary and/or administrative actions. Family members, civilians, contractors, and visitors who do not comply with this policy may be subject to administrative action or sanctions.

A3.1.2. Personnel who violate the parking policy will be cited on a DD Form 1408 for failure to obey order and regulation. The DD Form 1408 will be forwarded to the respective commander or director for action.

A3.1.3. A valid parking space is within the striped stall markings in a paved lot or against a bumper block in a gravel lot. Any area that is not striped, does not have a bumper block, or is not specifically identified as a parking space, lot, or area is not a legal parking space.

A3.1.4. Reserved parking signs that are altered by organizations without prior authorization will be subject to removal. The organization that performed the alteration will be responsible to pay for repair or replacement of the sign.

A3.2. Policy. SSFB will utilize a placard numbering system to identify reserved spaces. Except for the standard posted senior leader grades, or equivalent, reserve parking spaces will not be assigned to individual offices, ranks, or positions. Rather, a set number of parking spaces will be assigned to organizations. The organization receiving an allocation of reserved parking spaces will determine who within the organization is allowed to use the reserved parking.

A3.2.1. Approved reserved parking spaces will account for no more than 5 percent of all available spaces for a particular facility or parking area, not including handicapped parking, which must comply with uniform federal accessibility standards. Additionally, when reserved parking is required for organizations working within the Restricted Area (RA), the specific location of the reserved parking space will aim to minimize walking distance through the personnel portal to the assigned work facility.

A3.3. Reserve Parking Allocation Criteria. The following guidelines are used for approving, disapproving, and prioritizing reserved parking requests. Reserved parking is limited to government vehicles, handicapped individuals, visitors, General Officer (GO), Senior Executive Service (SES), Higher Headquarters/Center/Delta two-letter commanders and directors, command chiefs, squadron leaders, first sergeants, motorcycles, and special parking spaces for expectant mothers and Purple Heart recipients.

A3.3.1. Field Command (FIELDKOM)/Combatant Command (CCMD) Staffs and Equivalent. Reserved parking for higher-level organizations located on SSFB will be allocated based on each organization's respective structure and senior leader staff grades. All GO/SES positions, Deputies, and SELs will earn a reserved space, with a baseline allocation of 4 spaces for organizations at this level; and may be adjusted, as appropriate, for the organization. To ensure optimal parking, use of general designated parking, visitor parking, and transition spaces, as identified below, will be considered first, before expanding reserved parking for these organizations.

A3.3.2. Delta/Wing-Equivalent. Reserved parking for two-letter commanders, their staffs, and squadron leadership will be allocated at the primary work center/facility or at the specific personnel portal parking lot. For organizations that occupy multiple facilities on the installation, Transition Spaces, as defined below, will be utilized. Organizations will not be assigned a duplicate suite of designated reserved parking spaces at multiple locations. Delta/Wing-equivalent organizations will earn 3 parking spaces. Additionally, they will earn a maximum of 2 spaces per assigned Squadron, or equivalent, at the primary work center/facility or the associated serving RA personnel portal.

A3.3.2.1. No units below the Squadron level (or equivalent designation) will earn reserved parking allocations regardless of the work location.

A3.3.2.2. In all cases, as noted above, leaders from the organization's allocated spaces will be responsible for determining who within the organization will be allowed to use the reserved parking.

A3.3.3. SBD 1 Commander and Command Chief. The SBD 1/CC and Command Chief are headquartered at Peterson SFB and have responsibilities at SSFB. As such, reserved spaces for these positions in key locations across the installation are needed to facilitate quick and efficient mission accomplishment.

A3.3.4. General Designated Parking: GO, SES, O-6, GS-15, and E-9 parking spaces posted around the installation are not assigned to a particular person or position and are utilized on a first-come, first-served basis.

A3.3.5. Transition Spaces. There are several organizations primarily based on SSFB that utilize a building outside of the RA as a primary work center and also have a need to regularly visit assigned work locations within the RA. As such, reserved spaces for key leadership positions within large lots associated with RA personnel portals are necessary to facilitate quick and efficient mission accomplishment. For the purposes of this policy, key leadership positions are defined as positions at a grade of GO, SES, O-6, GS-15, E-9, and First Sergeant. No more than two transition reserved parking spaces of the same type will be posted at the portal parking lots.

A3.3.6. Handicapped Parking. Compliance with Americans with Disabilities Act (ADA) standards is SSFB's first priority. The 2010 ADA Standards for Accessible Design will be utilized for parking space configuration and the minimum number of required accessible parking spaces as outlined in the standard. The only vehicles authorized to park in these areas are those displaying official handicapped parking permits, plates, or decals. Those utilizing handicapped spaces must be the owner of the decal or placard or be transporting the handicapped individual.

A3.3.6.1. Handicapped parking spaces are not assigned to any particular person or position. It is an employee's personal responsibility to obtain officially sanctioned handicapped decals, placards, or vehicle license plates through the appropriate State authority. The installation honors any state validly issued handicap decals, placards, or plates.

A3.3.6.2. During implementation of elevated force protection measures, when facility stand-off criteria are enforced, the facility manager, with approval of the commander or director of each given facility, will relocate their handicapped parking spaces to the nearest available authorized parking spaces. For the purposes of this procedure, the commander or director is the senior official exercising control over facilities occupied by more than one unit. The commander or director will ensure the temporary handicapped spaces are conspicuously marked with temporary signage indicating handicapped parking. There may be cases where parking lots and areas overlap. In such cases, the facility manager for each facility will coordinate with overlapping or adjoining facility managers to ensure this temporary relocation meets the needs of the handicapped workforce and required percentage. As soon as possible, but no later than the next duty day after stand-off restrictions are terminated, the facility manager will remove the temporary signage.

A3.3.7. Motorcycles. Motorcycles are not permitted to park in painted, striped/cross-hatched areas. Reserved signs for motorcycle parking will only be installed for a demonstrated need or if the space in question will accommodate motorcycles, but not full-sized vehicles. More than one motorcycle may park in a single parking space. Safe navigation of more than one motorcycle into and out of a single parking slot is the responsibility of the owners/operators.

A3.3.8. Visitor/Designated Customer Parking. A visitor or customer is not assigned or attached to the building or organization they are visiting, rather they go to a location for the purpose of inspection, business, patronage, duty, or travel. Employees whose workplace is in a specific building will not park in designated visitor parking for that building or nearby buildings unless they are actually visiting. Visitor and customer parking often has imposed time restrictions (i.e., 15 minutes, 2 hours, etc.). Visitor and customer parking are to be limited to no more than five spaces for a given location.

A3.3.9. Distinguished Visitors (DV). Given the high frequency of DVs to SSFB, it is appropriate to have some spaces permanently designated for DVs. Permanent DV spaces will be limited to maximize parking availability for the general population and temporary DV spaces may be added for specific events on an as-needed basis. The SBD 1 Protocol office or designated units will manage these spaces. The owning Protocol Offices will make every effort to cover reserved DV parking signs when they are not needed. DV spaces will be designated to reflect their lot location and space number (i.e., DV N-1 is North RA Lot space 1, DV W-3 is West RA Lot space 3, DV 24-2 is bldg. 24 spot 2).

A3.3.9.1. If permanently designated spaces are not provided, temporary signs or cones may be used to reserve parking spaces for visiting dignitaries at individual building locations. These signs may be put in place the night prior to the visit to ensure the space is empty. They will be allowed to remain in place for the duration of the visit and must be removed immediately following the departure of the visiting dignitaries. Temporary signs will not be used for personnel who work within the facility. In the case where temporary signs are used to relocate existing reserved parking because the existing location is compromised for any reason, the temporary signs shall be removed as soon as the area is cleared.

A3.3.10. Carpool/Vanpool. In the interest of relieving base traffic congestion, and to encourage use of the El Paso County vanpool program, spaces will be designated within some heavily used parking lots to be utilized by vanpools on a first-come, first-served basis.

A3.3.11. Expectant Mother. Expectant Mother parking spaces are not required by law. However, creating the parking spaces for Expectant Mothers is one way the Space Force and Air Force take care of people. At least one space, but no more than three spaces, are to be provided at each building with a dedicated parking lot or at shared RA parking lot locations.

A3.3.12. Vehicles For-Sale. SSFB does not have a designated parking lot for static display of vehicles for sale. Long-term parking of vehicles in this status is not authorized.

A3.3.13. Long-Term Parking. To help relieve congestion in base parking areas, a base long-term parking area has been established on Schriever SFB for personnel on deployment and TDY. The base long-term parking area is located at the gravel lot on the SW portion of the Enoch & Irwin Road intersection. All personnel departing for longer than 30 days and wishing to store their vehicle on the installation should park in this area. Personnel are not to utilize any other paved parking areas on the installation for this purpose.

A3.4. Reserved Parking Requests. Requests to acquire assigned reserved parking are submitted by the requesting organization's commander via an official memorandum to the SBD 1/CV-S. The SBD 1/CV-S is designated as the approval official for all reserve parking requests. After approval for additional spaces and associated locations are obtained in writing, the requesting organization's commander will be responsible for submitting a Civil Engineer Work Task to have signs and posts installed at the approved area. The requesting organization will include the approving SBD 1/CV-S memo with the CE Work Task request. Organizations will not acquire or install their own signs.

Attachment 4 (ABD 1)**GENERAL PARKING PLAN (FAILURE BY MILITARY MEMBERS TO OBEY THE MANDATORY PROVISIONS IN ATTACHMENT 4 IS A VIOLATION OF ARTICLE 92 (2) OF THE UCMJ)**

A4.1. General. The registered owner is responsible for any parking violation committed with his or her vehicle. Parking violations will be assessed against the registered owner, regardless of who parked the vehicle. It is the owner's responsibility to brief the borrower of his or her vehicle as to where the vehicle may or may not be parked. The owner is also responsible for knowing where the vehicle is parked when the keys are returned. Trailers, utility trailers, and recreation vehicles designated for sleeping may not park within cluster housing areas when they create a safety hazard, when they interfere with other cluster residents' parking spaces, or when the vehicle is not properly registered. Recreation vehicles may be parked in housing areas for a period of 24 hours to load, unload, or clean only.

A4.2. SBD 1. Parking Anywhere on SSFB for the Purpose of Camping: Is prohibited outside of approved camping areas, if applicable.

A4.3. SBD 1. No Parking Areas. When vehicles are found in a “no parking” area and appear to be abandoned, BDOC is notified. An authorized towing agency is contacted, and the vehicle is placed in an impoundment area at the owner's expense. Vehicles that are not abandoned and parked outside of a designated parking area will be issued a DD Form 1408 and assessed points IAW **Table 3** of this instruction. Refer to **Table 1** of this instruction for suspension criteria. “No parking” areas are as follows:

A4.3.1. Any area not specifically designated for parking.

A4.3.2. Within loading docks, in such a manner as to interfere with loading or unloading operations.

A4.3.3. Within 75 feet of an accident or fire equipment, which is stopped in response to an alarm.

A4.3.4. In any area where the vehicle exceeds the allotted parking time.

A4.3.5. Any paved area not delineated by signs or painted lines.

A4.4. Housing. Privately owned vehicles will be parked in driveways or authorized parking areas only. Where on-street parking is permitted, vehicles must be parked in authorized areas only. Do not park within 15 feet of intersections, on top of curbsides or sidewalks, where the vehicle blocks access to assigned garages, carports, or prevents emergency personnel access/operations. Do not park in front of bus stops, mailboxes, on lawns, in common areas within housing, or within 15 feet of fire hydrants. All vehicles parked in housing on the street must be parked in the same direction as the flow of traffic. SSFB does not permit recreational vehicles, house trailers, utility trailers, campers, or boats within the housing area, except for a maximum of 24 hours while preparing them for use or storage. Residents may park these vehicles at the SSFB recreational vehicle parking area. Residents will contact 50 FSS/CC for information on the use of this parking area.

A4.4.1. Parking is prohibited in areas not delineated by signs or painted lines. Any vehicle not parked in a designated parking area (as indicated above) will be issued a DD Form 1408.

A4.4.2. Any vehicle deemed to be impeding the flow of traffic, to be parked in a hazardous manner, or judged to be a potential security risk to the area may receive a DD Form 1408 and/or be towed.

A4.5. Cost. Violators are responsible for all costs of towing, storage, and impounding of vehicles for other than evidentiary reasons.

Attachment 5**ADMINISTRATION OF CITATION REBUTTALS (THESE PROCEDURES COVER ADMINISTRATIVE APPEAL OF MOVING AND NON-MOVING TRAFFIC CITATIONS)**

A5.1. Military, Dependents, DoD Civilians and DoD Contractors. Violators wishing to rebut their citation(s) must express their intent to rebut to 50 SFS/S5R within 5 duty days of receiving the citation. 50 SFS/S5R is located at bldg. 15. Rebuttals are submitted via written memorandum and must be endorsed by the member's (or their sponsor's) commander.

A5.1.1. Either the member receiving the citation, or the first sergeant or commander will return the citation and the rebuttal memorandum with commander's endorsement to 50 SFS/S5R for further processing. This must be received by 50 SFS/S5R within 14 days of receipt of the ticket.

A5.1.2. 50 SFS/S5R will review the rebuttal and citation. Should 50 SFS/S5R concur with the citation, they will document this on the routing document and forward to SBD 1/JA for a review for legal sufficiency. SBD 1/JA will provide a review for the SBD 1/CC or designee within 7 days from their receipt of the package.

A5.1.3. 50 SFS/S5R will route the rebuttal package to the SBD 1/CC or designee for disposition of the citation.

A5.1.4. The approval authority will return the rebuttal package, with proper annotation of their decision for disposition, to 50 SFS/S5R.

A5.1.5. 50 SFS/S5R will notify the individual of the final outcome in writing.

A5.2. Timeliness of Rebuttals. Traffic citations for which the rebuttal is not received within 14 days of issuing of the citation are final and not reviewable at any subsequent suspension or revocation of driving privileges proceedings. Traffic citations for which the rebuttal was denied are also final and not reviewable in subsequent proceedings.

A5.2.1. Exception. Rebuttals of traffic citations received later than 14 days after the offense are permitted only if the violator demonstrates that he or she did not receive notice of the citation. In cases wherein the violator did not receive prior notice of the citation, he or she must submit their rebuttal within 14 days after they receive notice.

A5.3. Nonaffiliated Civilians. Nonaffiliated civilians (including non-DoD Contractors) wishing to rebut citations will be permitted to submit their rebuttal via memorandum without a commander endorsement. Non-DoD Contractors, however, must obtain endorsement from their supervisor.

Table A5.1. SSFB Code Numbers for DD Form 1408, Armed Forces Traffic Ticket.

Code #	Long Title
A5-1a	Failure to Exhibit Proof of Current/Valid Vehicle Registration on Demand
A5-1b	Expired Vehicle License Plates
A5-1c	License Plates Not Attached in Front and Rear of Vehicle
A5-1d	Failure to Exhibit Proof of Current/Valid Vehicle Insurance on Demand
A5-1e	Failure to Exhibit a Current/Valid Driver's License on Demand (expired or not on hand)
A5-1f	Driver's License Required (Suspended/Revoked/Not Issued)
A5-1g	Unlawful Use of Driver's License (Violation of License Restrictions/Classifications)
A5-2a	Permitting Unauthorized Person to Operate a Motor Vehicle
A5-2b	Operating an Unsafe Vehicle
A5-2c	Vehicle Not Meeting Safety Standards (Non-moving violation)
A5-2d	Operating a Vehicle While Using Headphones/Earphones (Motorcycle Helmet Intercom System Between Operator and Passenger is Permitted)
A5-2e	Operating a Vehicle While Using a Mobile Telephone
A5-2f	Operating a Vehicle with an Obstructed View, Interference with Driver, or Driving in a Mechanism-Hazardous Situation
A5-3a	Failure to Maintain a Safe Following Distance
A5-3b	Careless Driving
A5-3c	Reckless Driving
A5-3d	Operating a Vehicle While Impaired, Under the Influence, or Intoxicated
A5-3e	Operating a Motor Vehicle While Distracted
A5-4a	Driving a Motor Vehicle Faster Than 10 Miles Per Hour Near Troop Movements or Military Formation Runs
A5-4b	Excessive Speed
A5-4c	Participating in Speed Contests
A5-4d	Aggressive Driving (or other violations involving driver behavior)
A5-5a	Operating a Vehicle Without Headlights
A5-5b	Failure to Dim Headlights
A5-6a	Driving on Wrong Side of Road
A5-6b	Driving the Wrong Direction on a One-Way Road
A5-7	Impeding the Flow of Traffic (stopping in a designated traffic lane or driving too slow)
A5-8a	Improper Passing with Oncoming Vehicles
A5-8b	Improper Overtaking on the Right
A5-8c	Improper Overtaking on the Left
A5-8d	Improper Overtaking of a Snow Removal or Maintenance Vehicle/Equipment
A5-9a	Unauthorized Following of an Emergency Response Vehicle
A5-9b	Driving Over an Unprotected Fire Hose
A5-10	Operating an Off-street Vehicle on SSFB
A5-11a	Eluding or Attempting to Elude a Police Officer
A5-11b	Failure to Obey a Police Officer's Order or Direction

A5-11c	Failure to Obey the Order or Direction of Authorized Traffic Control Personnel
A5-12	Driving Over or Around a Physical Barrier
A5-13a	Improper Turning Movements & Required Signals
A5-13b	Improper Lane Usage or Improper Lane Change
A5-13c	Turning with Incorrect Turn Signal
A5-13d	Failure to Use Proper Signal Device
A5-13e	Improper Two-way Left-hand Turn
A5-13f	Improper Right-hand Turn
A5-13g	Improper Left-hand Turn
A5-14a	Failure to Obey Official Traffic Control Devices
A5-14b	Failure to Obey Control Sign Legend (Red, Yellow, Green)
A5-14c	Failure to Obey Flashing Signals
A5-15a	Failure to Yield the Right-of-Way to Pedestrians in Crosswalk
A5-15b	Failure to Stop for School Bus, School Crossing Signal, or School Crossing Guard
A5-15c	Failure to Stop or Yield
A5-16	Failure to Obey the Rules of a Malfunctioning Traffic Signal
A5-17a	Failure to Yield Right-of-Way to a Vehicle While Approaching or Entering an Intersection
A5-17b	Failure to Yield Right-of-Way to a Vehicle While Entering a Highway
A5-17c	Failure to Yield the Right-of-Way to a Vehicle While Entering from an Alley, Driveway, or Building
A5-18a	Parking a Vehicle on a Paved Road
A5-18b	Improper Parking a Vehicle on Curb or Roadway Edge
A5-18c	Improper Parking or Parking in a Prohibited Area
A5-18d	Improper/Illegal Parking in Designated Handicap Area (No decal, license or placard displayed)
A5-19	Abandoned Vehicle
A5-20	Improper Backing Technique
A5-21	Improper Towing Procedures
A5-22a	Improper or Unsafe Riding of a Bicycle
A5-22b	Improper or Unsafe Roller-skating/Rollerblading/Skateboarding (or scooter riding)
A5-23a	Failure to Use a Seatbelt
A5-23b	Failure to Properly Use a Child/Infant Restraint Device
A5-24	Leaving a Child/Infant Unattended in a Motor Vehicle
A5-25a	Failure to Exhibit Valid Motorcycle Safety Course Certification on Demand (while operating)
A5-25b	Failure to Use Proper Motorcycle Safety Equipment
A5-25c	Improper or Absent Motorcycle Rear View Mirror
A5-25d	Clinging to Another Vehicle from a Motorcycle
A5-25e	Failure to Meet Minimum Standards of a Motorcycle, Moped, or Motor-driven Cycle
A5-25f	Operating a Motorcycle on Roadways Lined for Non-motorized Traffic
A5-26a	Leaving a Motor Vehicle Unattended Without First Turning of the Vehicle Engine
A5-26b	Locking the Ignition and Removing the Key While the Vehicle is on Any Perceptible Grade Without Setting the Vehicle Parking Brake and Turning the Front Wheels

	Towards the Curb or Roadway Edge
A5-27	Conducting Maintenance of a Vehicle in a Parking Lot, on a Road, or in a Housing Area
A5-28	Not Adhering to Proper Fueling Procedures. Always shut off the vehicle engine prior to fueling. While fueling (or while in the fueling area), it is prohibited to smoke, use mobile phones (or any electronic communication devices), enter/exit the vehicle, or use open flames. Only dispense fuel in approved containers and set the containers on the ground to prevent static electricity, fire, or explosion
A5-29	Prohibited Use of a Radar or Laser Detection Device