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SECRETARY OF THE AIR FORCE**



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**AIR FORCE MOTOR VEHICLE TRAFFIC
SUPERVISION**

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This manual implements AFPD 31-1, *Integrated Defense*, sets forth AF guidance related to the Interservice publication AFI 31-218 (I), *Motor Vehicle Traffic Supervision*, and provides additional Air Force specific guidance. It assigns responsibilities and establishes procedures for motor vehicle traffic supervision on Air Force installations in the continental United States (CONUS) and overseas (OCONUS) areas. 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 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 AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. This publication may be supplemented at any level. 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

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(TYNDALLAFB) This manual implements and supplements AFD 31-1, *Integrated Defense* and sets forth AF guidance related to the Interservice publication AFI 31-218(I), *Motor Vehicle Traffic Supervision*, AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, and Executive Order 13513 (October 1, 2009), “Federal Leadership On Reducing Text Messaging While Driving.” This instruction includes parameters for authorized entry to or exit from Tyndall Air Force Base, Florida IAW 50 U.S.C. 797. Civilian violators may be prosecuted under 18 U.S.C. 1382. It assigns responsibilities and establishes procedures for motor vehicle traffic supervision on Tyndall Air Force Base, Florida 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. Requests for waivers must be submitted to the OPR listed above for consideration and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level. 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 SORN(s) *F031 AF SF B*, Security Forces Management Information Service, is available at <http://dpclo.defense.gov/privacy/SORNS/SORNS.html>. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This manual incorporates extensive changes from AFI 31-204 which it replaces and must be thoroughly reviewed by the reader. Among other things, this manual: incorporates current terminology and standards related to testing for the presence of alcohol and drugs used by the National Highway Traffic Safety Administration; describes the processes to be used in the collection of evidence and action on traffic reports; includes guidance on matters ranging from registration of vehicles to establishment of base traffic management programs; and sets minimum traffic enforcement goals for Defense Force commanders

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Chapter 1

INTRODUCTION

1.1. Program Management. This manual 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 AFMAN provides additional Air Force specific guidance to complement guidance found in AFI 31-218 (I). 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. 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.

1.2.1. **(Added-TYNDALLAFB)** The responsibility for compliance and administration of this instruction is delegated to the 325th Mission Support Group Commander (MSG/CC). Further delegation is authorized as necessary.

1.3. Delegation of Authority. Installation commanders may delegate their responsibilities under this manual 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.

Chapter 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. **(Added-TYNDALLAFB)** An official state or government identification card is acceptable identification media for civilian personnel and base contractors. International drivers' licenses are recognized on Tyndall Air Force Base (TAFB) for the duration of temporary duty. All personnel assigned to TAFB for other than temporary duty must comply with state guidelines.

2.1.2. **(Added-TYNDALLAFB) Beach Vehicle Access Procedures.** Refer to TYNDALLAFBI 32-7003, *Beach Vehicle Access Procedures*. Unapproved vehicle access to any coastal beach on TAFB is prohibited. The 325th Civil Engineer Squadron (325 CES), Natural Resources Flight, must approve vehicle access to beaches. Approval must be obtained prior to initiation of beach access, except for emergency response vehicles dispatched for medical or mission emergencies.

2.2. Stopping and Inspecting Personnel or Vehicles.

2.2.1. AFI 31-101, *Integrated Defense*, and AFI 10-245, *Antiterrorism*, 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.

2.2.1.1. **(Added-TYNDALLAFB) Unsafe Vehicles.** Security Forces and/or designated personnel may inspect or test any vehicle or question the operator of a vehicle at any time it reasonably appears the vehicle or driver presents a safety hazard when operating on TAFB. Security Forces will deny operation of an unsafe vehicle on TAFB until corrective mechanical adjustments are made to the vehicle. However, individuals operating vehicles on TAFB with minor safety deficiencies (i.e., tires, headlights, taillights, etc.) may be issued a DD Form 1408, *Armed Forces Traffic Ticket*, for active duty members and CVB Form 1805, *US District Court Violation Notice*, for civilians that requires corrective action within 72 hours. After 72 hours, if the corrective action has not been taken, the ticket will be forwarded to S-2R for further processing and action.

2.2.1.2. **(Added-TYNDALLAFB) Operators Subject to Vehicle Inspection.** Persons who decline or refuse to submit to an inspection of their vehicles by the security forces will be refused access to the installation. They will be subject to revocation/suspension of their base driving privileges and barment from the installation as determined by the 325th Fighter Wing Commander.

2.2.2. MAJCOMs 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.

2.3. Implied Consent to Blood, Breath or Urine Tests. This requirement must be outlined as part of installation newcomers briefings and/or inprocessing of newly assigned personnel. Refer to AFI 31-218 (I) for specific information.

2.4. Implied Consent to Vehicle Impoundment. In addition to those conditions for impoundment listed in AFI 31-218(I), 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. (Added-TYNDALLAFB) Definitions:

2.4.1.1. **(Added-TYNDALLAFB) Unreasonable Periods** – Illegally parked vehicles or vehicles left unattended - 30 minutes from initial police contact by the patrol person (not the time of the complaint).

2.4.1.2. **(Added-TYNDALLAFB) Abandoned** - To leave unattended without intending to return or claim again.

2.4.2. **(Added-TYNDALLAFB) Abandoned Vehicle Procedures.** Refer to AFI 31-218(I), Chapter 6 and TYNDALLAFBI 31-102, *Disposition of Lost, Abandoned, or Unclaimed Property*.

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 AFI 31-218(I).

2.5.1. Suspensions.

2.5.1. **(TYNDALLAFB) Suspensions.** Driving privileges may be suspended for a minimum of 30 days, but not to exceed 3 months, whenever a person subject to this instruction receives three citations in a 6-month period for non-moving violations. Examples of non-moving violations include violation of installation parking standards or habitual violation of other standards considered non-moving in nature (i.e., performing unauthorized repair; failure to register; unauthorized modifications or alterations; failure to maintain safety standards, etc.)

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.

2.5.1.1.1. **(Added-TYNDALLAFB)** Individuals cited for driving with no valid driver's license will be suspended indefinitely. Once the individual receives a valid driver's license their driving privileges may be suspended for one year from the date they provide proof of the valid driver's license to S-2R by the 325 MSG/DD.

2.5.1.1.2. **(Added-TYNDALLAFB)** The installation commander may suspend privileges of non-DoD affiliated civilians for intoxicated driving incidents occurring on the installation or in the areas subject to their military traffic jurisdiction.

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 BAC or BrAC level standard of .01 or higher is reason for automatic suspension. Refer to AFI 31-218(I) 2-4.a.(3).(a).(b).(c).(d). for additional guidance.

2.5.1.2.1. **(Added-TYNDALLAFB)** Preliminary Suspension and Revocation: The installation commander will immediately suspend GOV and POV driving privileges pending resolution of an intoxicated driving incident which involves active duty personnel, their family members, retired members of the military service, and DoD civilian personnel. This applies regardless of the geographic location of the intoxicated driving incident. The preliminary suspension will remain in effect until a final disposition has been rendered in the case and SFS Reports & Analysis has removed the suspension. If the final action confirms that the individual drove while under the influence, refused to submit to lawfully requested blood alcohol content (BAC) or breath alcohol content (BrAC) test, or caused a serious incident in which public safety is a concern, the individual's driving privileges will be automatically revoked for one year from the date of the preliminary suspension letter. A pre-signed notice of preliminary suspension of driving privileges letter is issued to individuals who are cited for the following offenses:

2.5.1.2.1.1. **(Added-TYNDALLAFB)** Section 316.1939(1)(e) Florida Statutes – “Refusal to take or complete a lawfully requested chemical test to determine blood alcohol content (BAC) or breath alcohol content (BrAC) for alcohol or other drugs.”

2.5.1.2.1.2. **(Added-TYNDALLAFB)** Section 316.193, Florida Statutes – “Operating a motor vehicle with BAC or BrAC of 0.08 percent by volume or higher.”

2.5.1.2.1.3. **(Added-TYNDALLAFB)** Section 316.1934(2)(b) Florida Statutes – “Operating a motor vehicle with a BAC of 0.05 percent by volume but less than 0.08 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).”

2.5.1.2.2. **(Added-TYNDALLAFB)** On an arrest report or other official document reasonably showing an intoxicated driving incident occurred. Upon notification by local/state law enforcement agencies of an intoxicated driving incident involving active duty personnel, their family members, retired military members, and DoD civilians, 325 SFS/S-2R will contact the individual either in person or by certified mail and provide a preliminary suspension letter.

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. **(Added-TYNDALLAFB)** The threshold for intoxicated drivers under the influence of alcohol will be 0.08 BAC and BAT IAW Section 316.193, Florida Statutes.

2.5.1.3.2. **(Added-TYNDALLAFB)** The threshold for impaired drivers under the influence of alcohol will be 0.05 BAC or BrAC but less than 0.08. **Note:** The 0.08 threshold delineating impaired from intoxicated can be a lesser level when assimilating a more stringent local, state, or host nation standard.

2.5.1.3.3. **(Added-TYNDALLAFB)** Intoxilyzer 8000® approved renewal course will be conducted each subsequent four year cycle IAW Florida Department of Law Enforcement Criminal Justice Standards and Training Commission.

2.5.1.3.4. **(Added-TYNDALLAFB)** Chemical testing policies and procedures. Intoxilyzer 8000® series instrument will be used for conducting test of the breath for the presence of alcohol.

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. **(Added-TYNDALLAFB)** Requests for Restricted Driving Privileges: While under suspension or revocation, the violator may submit a letter requesting restricted driving privileges, endorsed by his/her commander, through 325 SFS/S-2R to the 325 MSG/DD. A violator may be granted restricted driving privileges for mission requirements or unusual personal or family hardship.

2.5.3.1. **(Added-TYNDALLAFB)** The violator must bring a valid state driver's license to 325 SFS/S-2R at the time of submittal.

2.5.3.2. **(Added-TYNDALLAFB)** Any privileges granted will be specified in writing and provided to the violator.

2.5.3.3. **(Added-TYNDALLAFB)** A signed copy of the restricted driving privilege letter, if approved, must be on the violator's person when operating a motor vehicle.

2.5.3.4. **(Added-TYNDALLAFB)** The 325 SFS/S-2R will forward a copy of the suspension/revocation letter to the respective unit commander/first sergeant.

2.5.4. **(Added-TYNDALLAFB)** Parking for suspended/revoked drivers: Parking for suspended/revoked drivers on TAFB is the extreme northeast portion of the parking lot adjacent to the Visitor Control Center (VCC) building 2580.

2.5.5. **(Added-TYNDALLAFB)** Administrative Due Process for Suspensions and Revocations

2.5.5.1. **(Added-TYNDALLAFB)** Hearings: The violator has the right to one administrative hearing to determine whether the preliminary suspension, suspension or revocation is appropriate.

2.5.5.1.1. **(Added-TYNDALLAFB)** Hearings must be requested in writing, within 10 calendar days from the date of the first letter that initially suspended or revoked the individual's installation driving privileges.

2.5.5.2. **(Added-TYNDALLAFB)** The violator only has the right to one administrative hearing. If the violator was previously afforded the opportunity for an administrative hearing on the same matter, they do not have the right to a second hearing.

2.5.5.3. **(Added-TYNDALLAFB)** If a hearing is requested within 10 days of the preliminary suspension and no decision is made within 30 days of the date of the preliminary suspension or revocation, the violator's driving privileges will be restored pending notification of the administrative hearing results.

2.5.6. **(Added-TYNDALLAFB)** Routing of requests for a hearing.

2.5.6.1. **(Added-TYNDALLAFB)** Military personnel, DoD personnel, and civilian contractors must route their requests for a hearing through their unit commander to the 325 SFS/S-2R, 515 Suwannee Rd., Tyndall AFB FL 32403-5438, telephone (850) 283-9915. 325 SFS/S-2R will consolidate and route for approval/disapproval to the 325 MSG/DD.

2.5.6.2. **(Added-TYNDALLAFB)** Personnel who are NOT affiliated with DoD must route their requests through 325 SFS/S-2R, 515 Suwannee Rd., Tyndall AFB FL 32403, to the 325 MSG/DD.

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 AFI 31-218(I).

2.6.1. **(Added-TYNDALLAFB)** For suspension or revocation based on driving under the influence (DUI) charges (including refusal to submit to a breath or blood test),

attendance at the 325 MDOG/SGOH, Alcohol and Drug Abuse Prevention and Treatment Program (ADAPT) is required.

2.7. ((Added)-TYNDALLAFB) Reinstatement of Driving Privileges.

2.7.1. **(Added-TYNDALLAFB)** With the exception of DUI and driving while license suspended or revoked (DWLSR), driving privileges are automatically reinstated when the period of suspension or revocation expires, providing no on/off base traffic offense/citations occurred during this period, and Course V, Driver Improvement and Rehabilitation Course, state driving improvement class, or a civilian equivalent driver's improvement course was satisfactorily completed during the suspension period.

2.7.2. **(Added-TYNDALLAFB)** The 325 SFS/S-2R will notify the appropriate unit commander (by letter) when a member of that unit is approaching completion of the revocation period, which was the result of DUI. The offender will submit a copy of their ADAPT completion certificate, Course V completion certificate, and court disposition if the DUI occurred off base. The member's name will be removed from the revocation listing and his/her driving privileges will be reinstated upon normal termination of the revocation period.

2.7.3. **(Added-TYNDALLAFB)** Offenders with off-base convictions that suspended or revoked the individual's driving privileges must provide court documentation to be removed from the Suspension/Revocation / Barment/ Warrant (SRBW) listing.

2.7.4. **(Added-TYNDALLAFB)** Individuals who were suspended as a result of a DWLSR will need to show proof of a valid state driver's license and insurance to 325 SFS/S-2R prior to being removed from the SRBW listing.

2.7.5. **(Added-TYNDALLAFB)** Violators are responsible for contacting 325 SFS/S-2R prior to operating their vehicle on Tyndall AFB to verify their name has been removed from the SRBW listing.

Chapter 3

PRIVATELY OWNED VEHICLE OPERATION REQUIREMENTS

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

3.1.1. **(Added-TYNDALLAFB)** Registration and Driver Requirements. Any person wishing to operate a motor vehicle, to include motorcycles, on TAFB will be required to have insurance. The minimum amounts required to operate a motor vehicle are \$10,000 for bodily injury, \$20,000 for other person injured, and \$10,000 for property damage (Bodily Injury Property Damage 10/20/10). Proof of insurance, a valid driver's license and vehicle registration are required at all times while operating a motor vehicle.

3.1.2. **(Added-TYNDALLAFB)** No person may operate, drive or park a vehicle on TAFB unless the vehicle has an authorized license plate or a valid temporary vehicle registration assigned to it by a state motor vehicle department. The license plate must be securely fastened and displayed horizontally and in an upright position. **Note:** If required by the issuing state, one on the front and one on the rear of the vehicle. The rear license plate must be illuminated using a white light. Vertical placement of the license plate is acceptable for motorcycles when the original equipment manufacturer placed the license plate bracket in the vertical position.

3.2. Motorcycles, Motor Scooters and Mopeds. See AFI 91-207, *The US Air Force Traffic Safety Program*, for requirements to operate motorcycles, motor scooters and mopeds on AF installations. Refer to AFI 91-207, para 4.6., for motorcycle training requirements.

3.2.1. **(Added-TYNDALLAFB) Motorcycle Requirements.** All military personnel (on active duty; reserve or national guard personnel on active duty or performing inactive duty training; service academy cadets, officer candidates, reserve officer training corps (ROTC) cadets when engaged in directed training activities; and foreign national military personnel assigned to the DoD components) who operate a motorcycle (on/off-duty, on/off a DoD installation), are required to attend or to have attended an approved motorcycle rider safety course. Contact the 325 FW Safety Office for approved courses and to coordinate training.

3.2.1.1. **(Added-TYNDALLAFB)** All Air Force civilian personnel (DoD civil service employees, including reserve component technicians and Reserve technicians; non-appropriated fund employees; Corps of Engineers civilian work employees; youth or student assistance program employees, foreign nationals employed by the DoD components and Army-Air Force Exchange service employees) who operate a motorcycle while on duty are required to attend or to have attended an approved motorcycle rider safety course.

3.2.1.2. **(Added-TYNDALLAFB)** Retirees, contractors, dependants, and all other non-Air Force civilian personnel who operate a motorcycle while on TAFB are highly encouraged, but not required, to attend an approved motorcycle rider safety course.

3.2.2. **(Added-TYNDALLAFB)** Motorcycle Operations.

3.2.2.1. **(Added-TYNDALLAFB)** A person shall ride upon a motorcycle only while sitting astride the seat, facing forward, with one leg on each side of the motorcycle.

3.2.2.2. **(Added-TYNDALLAFB)** No person may operate a motorcycle while carrying any package, bundle or other article, which prevents him/her from keeping both hands on the handlebars.

3.2.2.3. **(Added-TYNDALLAFB)** No operator may carry any person, nor may any person ride in a position that will interfere with the operation or control of the motorcycle or the operator.

3.2.3. **(Added-TYNDALLAFB)** Protective clothing. Protective clothing includes long-sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens made from leather or other abrasion-resistant material. Motorcycle jackets and pants constructed of abrasion-resistant materials such as leather, Kevlar, or Cordura and containing impact-absorbing padding are strongly encouraged. Riders are encouraged to select personal protective equipment (PPE) that incorporates fluorescent colors and retro reflective material.

3.2.3.1. **(Added-TYNDALLAFB)** Riders will wear sturdy, over the ankle footwear that affords protection for the feet and ankles (durable athletic shoes that cover the ankles may be worn).

3.2.3.2. **(Added-TYNDALLAFB)** Approved protective helmets, eye protection, hard-soled shoes, long trousers, and brightly colored or reflective outer upper garment will be worn by operators and passengers when in operations. All safety equipment is required per DoDI 6055.04, *DoD Traffic Safety Program* and AFI 91-207, *The US Air Force Traffic Safety Program*, for all motorcycle operations on TAFB and for operation by military personnel off the installation to include the following:

3.2.3.2.1. **(Added-TYNDALLAFB)** Operator and any passenger must wear a protective helmet. NOTE: Helmets must meet, as a minimum, Department of Transportation (DOT) standards and be properly worn and fastened. To increase visibility of riders, they are encouraged to affix reflective material to their helmets.

3.2.3.2.2. **(Added-TYNDALLAFB)** Operator and any passenger must wear impact resistant goggles, wrap around glasses or a properly attached full-face shield on their helmet designed to meet or exceed American National Standards Institute (ANSI) Standard Z87.1 for impact and shatter resistance. Windshields or eyeglasses alone are not proper eye protection.

3.2.3.3. **(Added-TYNDALLAFB)** Personnel found not wearing or improperly wearing required PPE while operating their motorcycle on the installation will be assessed the following; First Offense: 3 points on their on-base driving record and a 7-day suspension, Second Offense: 30 day suspension, Third Offense: 1 year suspension. Motorcycle riders attempting to gain entry to the installation not properly wearing the prescribed PPE will be denied entry to the installation.

3.2.4. **(Added-TYNDALLAFB) Moped/Scooter Requirements.** All moped operators must comply with the same requirements as motorcycle operators. Only operators may ride mopeds. Moped operators will not carry passengers.

3.2.4.1. **(Added-TYNDALLAFB)** Operation of electronic scooters less than (50 cc/30 mph), self-propelled scooters, self-propelled skateboards/kickboards, and mini-cycles for recreational use are authorized on sidewalks in base housing.

3.2.4.1.1. **(Added-TYNDALLAFB)** Personnel using roller skates, rollerblades, and skateboards on the installation will wear a helmet approved by the ANSI® or the Snell Memorial Foundation® or similar national or international accreditation body. Personnel are encouraged to wear protective clothing such as elbow, kneepads, and wrist guards.

3.2.4.1.2. **(Added-TYNDALLAFB)** No person riding on any bicycle, moped, coaster, roller skates, skateboard, sled, scooter, or toy vehicle shall attach it or himself to any other motor vehicle.

3.3. AF Form 75, Visitor/Vehicle Pass. The Security Forces Management Information System (SFMIS), the Defense Biometric Identification System (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 AFI 31-201, *Security Forces Standards and Procedures*, and AFI 31-113, *Installation Perimeter Access Control*, when implemented.

3.3.1. **(Added-TYNDALLAFB)** Registration Policy. Anyone entering the installation, regardless of purpose, will be required to present a valid DoD Identification Card, AF Form 75 with valid Driver's License, Defense Biometric Identification System (DBIDS) Card, or security forces authenticated entry authority list with valid Driver's License to law enforcement personnel manning the gate. The AF Form 75 will have an expiration date overprinted on the form in blue for the south side of Hwy 98 only and red for the entire base. It is the responsibility of the pass recipient to destroy the pass after departing the base. The AF Form 75 is only valid for the date overprinted on the form.

3.3.2. **(Added-TYNDALLAFB)** Pass and Registration is the focal point for base registration.

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 at non Air Force Installations. Personnel who live or work on a DoD Installation or who often use the facilities therein, may be required to register and be issued a DD Form 2220, *Vehicle Decal*, for their vehicles at those locations.

3.6. Vehicle Registration at Air Force Installations. Personnel who possess appropriate credentials to access Air Force Installations do not require a DD Form 2220. Although AFI 31-218(I) requires vehicle registration, the Air Force was granted a waiver from this requirement. Air Force Installations who continue to utilize the DD Form 2220 will use AFI 31-218(I) for

guidance and include any specific requirements for their location in the local traffic plan. The Air Force will no longer produce DD Form 2220.

3.7. ((Added)) Golf Cars and Low Speed Vehicles. The National Highway Traffic Safety Administration has established law in the Code of Federal Regulations (CFR) which addresses slow moving conveyances that do not meet traditional Federal Motor Vehicle Safety Standards. These conveyances commonly referred to as scooters or utility carts, are legal to operate on military installation public roadways if specific criteria are met.

3.7.1. **(Added-TYNDALLAFB)** Conveyances procured as golf cars/low speed vehicles will be configured to carry no more than two passengers (driver plus one passenger).

3.7.2. **(Added-TYNDALLAFB)** Golf cars are small utility conveyances that are incapable of exceeding 20 mph. They are only subject to state and local requirements regarding safety equipment for use on military installation public roads. If golf cars are modified from the original manufacturer's specifications to obtain speeds in excess of 20 mph, they are classified as motor vehicles and must meet federal safety standards.

3.7.3. **(Added-TYNDALLAFB)** Low Speed Vehicles (LSV) are any four-wheeled conveyance with a top speed greater than 20 mph, but less than 25 mph.

3.7.3.1. **(Added-TYNDALLAFB)** LSVs are classified as motor vehicles and must meet specific Federal Motor Vehicle Safety Standards (49 CFR 571.500) to operate primarily on military installation public roads.

3.7.3.2. **(Added-TYNDALLAFB)** LSVs must be equipped with specified headlamps, stop lamps, turn signal lamps, reflex reflectors, parking brakes, rear view mirrors, windshields, seat belts, and vehicle identification numbers.

3.8. ((Added)-(TYNDALLAFB)) Bicycles. AFI 91-207, The US Air Force Traffic Safety Program, and AFI 91-207, ACC Supplement, governs road safety and special equipment requirements for use of bicycles on Tyndall AFB.

3.8.1. **(Added-TYNDALLAFB)** All bicyclists, roller skaters, roller blades, skate boarders, and pedestrians will use the bicycle path parallel to US Highway 98.

3.8.1.1. **(Added-TYNDALLAFB)** Pedestrian traffic is prohibited on Highway 98 through Tyndall AFB.

3.8.1.2. **(Added-TYNDALLAFB)** When riding a bicycle on roadways riders will keep with the flow of traffic and keep as far to the right as practicable.

3.8.1.3. **(Added-TYNDALLAFB)** Personnel riding a bicycle on the installation will wear a helmet approved by the ANSI® or the Snell Memorial Foundation® or similar national or international accreditation body and wear highly visible clothing or reflective clothing during the hours of low visibility.

3.8.1.4. **(Added-TYNDALLAFB)** A bicycle operated between sunset and sunrise must be equipped with a lamp on the front exhibiting a white light visible from 500 feet to the front and both a red reflector and a lamp on the rear exhibiting a red light visible from 600 feet to the rear. The lamps are permitted to flash. Additional lighting is permitted.

Chapter 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.

4.1.1.1.1. **(Added-TYNDALLAFB)** Every operator of a motor vehicle while transporting a child in a motor vehicle will, if the child is 5 years-of-age or younger, provide for protection of the child by properly using a crash-tested, federally approved child restraint device. For children 3 months through 3 years, such restraint device must be a separate carrier or a vehicle manufacturer's integrated child seat. For children ages 4-5, a separate carrier or integrated child seat may be used in accordance with Section 316.613, Florida Statutes.

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.

4.1.1.2.1. **(Added-TYNDALLAFB)** Personnel not wearing vehicle restraints (e.g., safety belt) will receive a 7-day suspension for the first offense, 30-day suspension for the second offense, and 1-year suspension for the third offense. Civilians cited for not wearing vehicle restraints may also receive a fine based upon local state statute.

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. **(Added-TYNDALLAFB)** Operation of off-road vehicles is authorized for official government business only.

4.1.4. **(Added-TYNDALLAFB)** All Florida traffic laws are assimilated under this instruction.

4.1.4.1. **(Added-TYNDALLAFB)** Florida criminal laws are assimilated under Title 18, United States Code, Sections 7 and 13, to include driving under the influence, reckless driving, and possession of controlled substances. These laws are found in Chapters 316, 319, 320, 322, and 324, Florida Statutes.

4.1.4.2. **(Added-TYNDALLAFB)** Non-criminal infractions are assimilated under Title 32, Code of Federal Regulations, Part 210.

4.1.5. **(Added-TYNDALLAFB)** Base Entry/Exit Points.

4.1.5.1. **(Added-TYNDALLAFB)** All vehicles and pedestrians must enter TAFB at established base-entry control points manned by security forces and/or security forces augmenters.

4.1.5.2. **(Added-TYNDALLAFB)** The driver of any vehicle will reduce speed to 15 MPH upon approaching any base entry control point.

4.1.5.3. **(Added-TYNDALLAFB)** When crossing over spike strips the speed limit will be no greater than 5 MPH.

4.1.5.4. **(Added-TYNDALLAFB)** During the hours of darkness, all vehicle drivers will dim their lights to low beam at least 500 feet from the gate and when approaching other vehicles on TAFB. Drivers will activate parking light mode when entering installation entry points. Return vehicle lights to low beam when security forces allow access. Motorcycles may utilize low beam when entering the base.

4.1.6. **(Added-TYNDALLAFB)** Prohibited Driving Areas: Driving is prohibited in the following base areas:

4.1.6.1. **(Added-TYNDALLAFB)** Golf Course (except authorized maintenance vehicles, such as golf cars and carts).

4.1.6.2. **(Added-TYNDALLAFB)** Lawns or any other tended grass or seeded areas.

4.1.6.3. **(Added-TYNDALLAFB)** In/on a designated bicycle path.

4.1.6.4. **(Added-TYNDALLAFB)** Beaches and sand dunes.

4.1.6.5. **(Added-TYNDALLAFB)** Any area not designated for vehicle driving.

4.1.7. **(Added-TYNDALLAFB)** Maximum Speed Limits: No person will drive a vehicle at a speed in excess of maximum limits unless otherwise posted or specified herein. **Note:** Use TYNDALL AFB FORM 209, *Radar Log* for calibration.

Table 4.1. (Added-TYNDALLAFB) Maximum Speed Limit.

<u>LOCATION</u>	<u>MAXIMUM SPEED LIMIT</u>
Tyndall AFB	30 MPH (unless otherwise posted)
Unpaved Roads	20 MPH
Housing Area	15 MPH (unless otherwise posted)
Installation Gates (Entry/Exit)	15 MPH
Any Designated Parking Lot	10 MPH
Passing Marching/Running Formations	5 MPH
Crossing Installation Gate Spike Strips	5 MPH
Flight line Area	IAW TYNDALLAFBI 13-213
US Highway 98	As posted

4.1.7.1. (Added-TYNDALLAFB) Speeding Violations in Military Housing Area: All personnel cited for speeding in the TAFB housing area are subject to the following mandatory administrative suspensions. Points and possible revocation can also be assessed for more serious offenses (e.g., reckless driving, driving under the influence). **Note:** Use TYNDALL AFB FORM 209, *Radar Log* for calibration.

Table 4.2. (Added-TYNDALLAFB) Traffic Offense Table.

Violation	First Offense	Second Offense	Third Offense
6-10 Over	Warning or citation w/7 day suspension	Citation w/7-day suspension	Citation w/14-day suspension
11-20 Over	Citation w/7-day suspension	Citation w/14-day suspension	Citation w/30-day suspension
21-30 Over	Citation w/14-day suspension	Citation w/30-day suspension	Citation w/60-day suspension
31 and Over	Citation w/30-day suspension	Citation w/60-day suspension	Citation w/90-day suspension

4.1.8. (Added-TYNDALLAFB) Overtaking and Passing any Bus: The driver of a vehicle approaching, from either direction, any bus which has stopped on the roadway with special bus signals in operation for the purpose of receiving or discharging passengers, shall stop the vehicle at least 10 feet before reaching the bus. The driver of

the vehicle shall not proceed until the special signals are turned off, the bus resumes motion, or until the bus driver signals to proceed.

4.1.9. **(Added-TYNDALLAFB)** Use of Cell Phones While Driving: Cell phone use while driving on Tyndall AFB is limited to use with a hands-free device that only engages in one ear. The hands-free device must be used such that no manipulation of the cell phone is necessary while driving (e.g., a call must be initiated before the operator begins driving). Using a cell phone for texting or other web/internet based functions while driving is prohibited.

4.1.9.1. **(Added-TYNDALLAFB)** Violators will be cited utilizing a DD Form 1408 or CVB Form 1805 in conjunction with the following suspensions:

Table 4.3. (Added-TYNDALLAFB) Cell Phone Offense Table.

First Offense	Second Offense	Third Offense
Citation w/7-day suspension	Citation w/30-day suspension	Citation w/1-year suspension
4 Points	6 points	6 points

4.1.9.2. **(Added-TYNDALLAFB)** The following definitions apply:

4.1.9.2.1. **(Added-TYNDALLAFB)** “Texting” means reading from or entering data into any handheld or electronic device, including for the purpose of short message service (SMS) texting, multimedia messaging service (MMS) texting, emailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication.

4.1.9.2.2. **(Added-TYNDALLAFB)** “Driving” means operating a motor vehicle on an active roadway with the motor running, including while temporarily stationary because of traffic, a traffic light or stop sign, or otherwise. It does not include operating a motor vehicle with or without the motor running when an individual has pulled over to the side or off an active roadway and has halted in a location where the individual can safely remain stationary.

4.1.10. **(Added-TYNDALLAFB)** Soliciting Rides: Standing upon any roadway for the purpose of soliciting a ride, (hitchhiking) is prohibited.

4.1.11. **(Added-TYNDALLAFB)** Display of Obscene/Offensive Materials: Vehicles operating on TAFB will not have obscene/offensive material displayed while on the installation. Military and civilian personnel operating a vehicle displaying obscene and/or offensive material (e.g., bumper stickers, license plates, stickers) will be asked to remove the material or they will not be allowed to operate their vehicles on TAFB. Additionally, motorcycle operators displaying obscene/offensive materials on their helmets will be required to remove the material prior to operating on the installation.

4.1.12. **(Added-TYNDALLAFB)** Sale of Vehicles. Vehicles displaying “For Sale” signs will not be left in base parking lots, with exception that such vehicles may be parked in authorized resident parking areas of on-base quarters, the owner’s place of duty while on-duty, or when conducting official business elsewhere on base.

4.1.12.1. **(Added-TYNDALLAFB)** The parking lot of Bldg 1506/Class Six shoppette on Mississippi Road is the only other area authorized for display of

vehicles for sale. The 325 FSS will be responsible for control of the parking lot by means of a parking permit issued to each user with suitable user fees to regulate same.

4.1.13. **(Added-TYNDALLAFB)** Avoidance of Traffic Control Devices: Using parking lots, driveways, alleys, or unmarked areas as a shortcut or as a thoroughfare to avoid a traffic signal, signs, or points where a security forces member is directing traffic is prohibited.

4.1.14. **(Added-TYNDALLAFB)** Radar Detectors: The use of radar or laser detection devices to indicate the presence of speed recording instruments or to transmit simulated erroneous speeds is prohibited on TAFB. Radar/laser devices may be installed and mounted in the vehicle, but must not be turned on.

4.1.15. **(Added-TYNDALL)** Barricaded Roadways and Parking Lots: It is prohibited for any person to move or cause to be removed, any barricade erected by either the security forces or the base civil engineer for the purpose of restricting traffic from entry to any roadway or parking lot. Vehicle operators will not drive around, through, or otherwise circumvent such barriers (e.g. rope, stanchions, pylons, traffic cones, sawhorses, bollards, etc.) unless directed otherwise by security forces personnel, civil engineer personnel, or other authorized person.

4.1.16. **(Added-TYNDALL)** Right of Way: When approaching an intersection that is not controlled by traffic lights or signs, operators must yield the right of way to any vehicle in, or approaching, the intersection at the same time from their right. All motor vehicles will yield the right of way to a marching/running formation.

4.1.17. **(Added-TYNDALL)** Right of Way for Pedestrians: When approaching an intersection or crosswalk, the vehicle driver must yield to pedestrians waiting to cross the intersection or roadway. The driver of the vehicle must not make anyone about to enter a crosswalk hesitate or step back, and a pedestrian must never enter a crosswalk so close to oncoming traffic that it creates a hazard to the driver of the vehicle. Drivers failing to stop for pedestrians in a crosswalk or about to enter a crosswalk will receive an automatic 14-day suspension of their installation driving privileges.

4.1.18. **(Added-TYNDALL)** Except in authorized areas, sleeping overnight in a motor vehicle is prohibited on TAFB. The only authorized areas for overnight sleeping in vehicles are the Family Camp, the Family Camp overflow area at the NCO Beach parking area (recreational vehicles only) and the munitions holding area. Housing residents are allowed to have guests with recreational vehicles stay in the resident's driveway or carport for up to 30 days.

4.1.19. **(Added-TYNDALL)** DD Form 1408 Ticket Rebuttal Process: The violator will report to the 325 SFS/S-2R office, Bldg 659, Rm. 142 within 5 duty days of receiving their citation. If notification is not made, it is assumed the individual does not wish to rebut their citation.

4.1.19.1. **(Added-TYNDALL)** The violator will be given a rebuttal template with instructions for their rebuttal submission.

4.1.19.2. **(Added-TYNDALL)** The violator must submit a rebuttal letter articulating his/her position to the DFC through SFS/S-2R within 14-days of receipt of the ticket.

The letter must be endorsed by his/her commander. The purpose of this endorsement is to ensure commander-level involvement. The commander must add comments supporting the violator's guilt or innocence.

4.1.19.3. **(Added-TYNDALL)** The completed package will be forwarded to the DFC for his/her recommendation then to the 325 MSG/DD for final decision. Once the rebuttal authority has made a decision, S-2R will notify the violator and the first sergeant of the final outcome.

4.1.20. **(Added-TYNDALL)** Traffic Violation Reports.

4.1.20.1. **(Added-TYNDALL)** The Installation commander will establish administrative procedures for processing traffic violations.

4.1.20.1.1. **(Added-TYNDALL)** DD Form 1408 is used to cite active duty, civilians operating a government vehicle, and Reserve members on active duty under Title 32, USC. The original copy is sent to the offender's first sergeant or commander for commander's action with a 14-day suspense. CVB Form 1805, *US District Court Violation Notice*, is used to cite civilians, including DoD civilians (exception: DoD Civilians driving a government owned vehicle), dependents, and retired military for traffic and criminal violations. Violators issued a CVB Form 1805 will either pay a fine, or appear in Federal Magistrate Court for mandatory court appearance offenses. All security forces members are authorized to issue DD Form 1408 and CVB Form 1805 once certified by the flight trainer or immediate supervisor. Traffic wardens are only authorized to issue DD Form 1408 once certified by 325 SFS/S-2R.

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. **(Added-TYNDALL)** An accident is classified as major and requires investigation if government/private vehicles or property damage (or a combination of both) exceed \$10,000; involves death, or complaint or report of pain or injury regardless if medical attention is sought. Any visible injury, this includes bruises, contusions, cuts, scrapes, compression, or any other visible damage to the body; a criminal offense is involved in the accident; or the accident is hard to explain. The on-duty security forces flight chief, senior patrolman, or certified traffic accident investigator will make the determination if a major vehicle accident report is necessary for vehicles sustaining disabling damage. All other accidents are classified as minor.

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.

4.2.3. **(Added-TYNDALL)** Tyndall Security Forces will not investigate off-installation accidents. Accident information occurring off the installation, involving government

vehicles and injuries to military personnel, will be reported to Security Forces. Security Forces will record the accident in the Security Forces blotter and obtain copies of major accident reports through local authorities.

4.2.3.1. **(Added-TYNDALL)** Florida Highway Patrol (FHP) is the primary response agency to most major vehicle accidents occurring on Hwy 98. Tyndall Security Forces will obtain a copy of the FHP's initial accident report to include with Security Forces accident report.

4.2.4. **(Added-TYNDALL)** TAFB Traffic Accident Investigation. Security forces and Security Forces' accident investigators at the scene of an accident are in charge of the investigation. Other agencies may conduct their own investigation after Security Forces completes their investigation, or are approved by the security forces accident investigator at the scene.

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. **(Added-TYNDALL)** All accidents occurring on TAFB will be reported immediately to the Base Defense Operations Center (BDOC).

4.3.1.2. **(Added-TYNDALL)** The operator of any motor vehicle involved in a major accident on base will remain at the scene of the accident until the arrival of Security Forces personnel, unless transported to a medical facility for emergency medical treatment. Vehicles involved will not be moved until the arrival of security forces, unless to render aid or to prevent another accident. Security forces may respond to minor accidents if patrols are available. Drivers involved in minor accidents may proceed to the BDOC to complete all required forms. The information pertaining to a minor accident will be annotated as a blotter entry and entered into Security Forces Management Information System (SFMIS).

4.3.1.3. **(Added-TYNDALL)** Striking an Unattended Vehicle. The driver of any vehicle that collides with any vehicle that is unattended will immediately stop. They will immediately locate and provide the operator or owner of the struck vehicle his/her name, address, telephone number, and insurance information. If unable to locate the owner/operator, they will leave the above information in a conspicuous place in/on the struck vehicle.

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.

4.3.3.2. 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. S/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.

4.3.5. Investigation conducted by Security Forces and/or 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.)

4.4. 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 car pool 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. **(Added-TYNDALL)** Reserved parking facilities should be designated as parking by permit or numerically by category of eligible parkers. Designation of parking spaces by name, grade, rank, or title should be avoided. Parking spaces to be designated as reserved parking are assigned based on the shortest walking distance to the work center in the following priority: handicapped personnel and those drivers who provide transportation for the handicapped, official vehicles used during duty hours, all others.

4.4.1.2. **(Added-TYNDALL)** Unit commanders may assign a limited number of parking spaces adjacent to their facilities as reserved. Up to 10 percent of the total number of spaces available in each parking lot may be designated as such. One-half of the number of reserved slots available to commanders may be designated for key personnel. Handicapped slots will not be included as part of the 10 percent. Facilities that share parking lots must coordinate for use of the 10 percent.

4.4.1.2.1. **(Added-TYNDALL)** The 325 CES/CC is responsible for verifying the total number of parking spaces for each building that request reserved parking. The reserved parking plan for the facility will be maintained in a letter on file with unit commander's signature. A copy of the reserved parking letter will be forwarded to 325 CES/CEO. All deviations from this policy must be approved in writing by 325 MSG/DD through 325 CES/CEO.

4.4.1.3. **(Added-TYNDALL)** General Managers for service agencies (e.g., Army/Air Force Exchange Service (AAFES), Commissary) will assign a limited number of parking spaces, not to exceed 10 percent of the total number of spaces available to the facility, as reserved. Mandated reserved spaces for loading zones, handicapped or Very Important Persons (VIPs) parking will not be included as part of the 10 percent. The parking plan for the facility will be maintained in a letter on file with the general manager's signature. A copy of the reserved parking letter will be forwarded to 325 CES/CEO.

4.4.1.4. **(Added-TYNDALL)** Time limited parking will be established for privately owned vehicles, visitors, or outpatients as determined by the 325 MSG/DD. Agencies who determine limited parking is required will forward their request to the 325 MSG/DD for approval.

4.4.1.5. **(Added-TYNDALL)** Organizations/staff agencies who host VIPs, inspection teams, staff assistance teams, may establish temporary reserved parking spaces for the duration of the visit. Such spaces will be marked with temporary signs.

4.4.1.6. **(Added-TYNDALL)** The 325th Force Support Squadron is responsible for maintaining the installation recreational vehicle parking area and resale lot.

4.4.1.7. **(Added-TYNDALL)** In the Military Family Housing area all vehicles will be parked in authorized spaces (such as carports, garages, and paved parking areas).

4.4.1.8. **(Added-TYNDALL)** Parking and storage of motor homes and similar vehicles, camping trailers, campers, boats, and boat trailers, etc., will be parked in the recreational vehicle storage area when not in use. (TYNDALLAFBPAM 32-6003).

4.4.1.9. **(Added-TYNDALL)** Inoperative vehicles, i.e. vehicles needing engine overhaul or major repairs, may not be parked in any family housing area. Major repair work, to include sanding, painting, etc., of vehicles, is not allowed in the housing area.

4.4.1.10. **(Added-TYNDALL)** No person shall stop, stand, or park a motor vehicle except when necessary to avoid conflict with other traffic, complying with applicable Florida State Statutes, complying with the directions of security forces personnel performing official duties or when complying with traffic-control device, in any of the following locations:

4.4.1.10.1. **(Added-TYNDALL)** Any area not designated for parking.

- 4.4.1.10.2. **(Added-TYNDALL)** On one-way streets in housing areas, parking will be on the driver's right side only.
 - 4.4.1.10.3. **(Added-TYNDALL)** On a sidewalk.
 - 4.4.1.10.4. **(Added-TYNDALL)** In front of any portion of a public or private driveway unless authorized by owner/user.
 - 4.4.1.10.5. **(Added-TYNDALL)** In an intersection.
 - 4.4.1.10.6. **(Added-TYNDALL)** Within 15 feet of a fire hydrant.
 - 4.4.1.10.7. **(Added-TYNDALL)** On a crosswalk.
 - 4.4.1.10.8. **(Added-TYNDALL)** Within 20 feet of a crosswalk at an intersection.
 - 4.4.1.10.9. **(Added-TYNDALL)** Within 30 feet on the approach to any flashing beacon, stop sign, or traffic-control signal.
 - 4.4.1.10.10. **(Added-TYNDALL)** Within 20 feet of the driveway entrance to any fire station and on the side of a street opposite the entrance to any fire station within 75 feet of said entrance, when proper sign is posted.
 - 4.4.1.10.11. **(Added-TYNDALL)** Along or opposite any street when stopping, standing, or parking would obstruct traffic.
 - 4.4.1.10.12. **(Added-TYNDALL)** On the roadway side of any vehicle stopped or parked at the edge or curb of a street.
 - 4.4.1.10.13. **(Added-TYNDALL)** On any bridge.
 - 4.4.1.10.14. **(Added-TYNDALL)** At any place where official signs prohibit stopping or parking.
 - 4.4.1.10.15. **(Added-TYNDALL)** Within 50 feet in front of or 10 feet to either side of a dumpster (bulk refuse container) unless marked spaces are provided.
- 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, *Armed Forces Traffic Ticket*. 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 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. **(Added-TYNDALL)** Accident and incident reports received by, or transmitted to, local authorities will be accomplished by 325 SFS/S-2R. Documents received will be filed in the same manner as government documents. The 325 SFS/S-2R maintains a letter naming the authorized agencies and 325th Security Forces members who are authorized to share and exchange reports with civil authorities.

4.6. (Added-TYNDALL) Rules for walkers, joggers, runners.

4.6.1. **(Added-TYNDALL)** Where available, sidewalks and running paths will be used.

4.6.2. **(Added-TYNDALL)** Walkers, joggers, and runners must travel against the flow of traffic and observe all traffic rules when sidewalks and paths are unavailable.

4.6.3. **(Added-TYNDALL)** Brightly colored or contrasting jersey, vests, or jackets must be worn as an outer garment during the day; a reflective jersey, vest, belt, or jacket must be worn as an outer garment at night.

4.7. (Added-TYNDALL) Personal Audio Devices: The wearing of portable headphones or earphones, or other listening devices on military streets or roads is prohibited while riding a bicycle, roller skating, rollerblading, skate boarding or operating a motor vehicle. The wear of headphones or earphones on sidewalks and jogging paths is authorized. The wear of headphones in one ear is authorized while walking, jogging, and running on military streets or roads.

4.8. (Added-TYNDALL) Unattended Motor Vehicle Instructions: Do not permit any motor vehicle to stand unattended without first stopping the engine, locking the ignition if so equipped, removing the key and effectively setting the parking brake or placing the transmission in the park position (if automatic transmission). If the vehicle stands on any grade, turn the front wheels in such a manner that the curb holds the vehicle or will not leave the roadway if the brake fails.

4.9. (Added-TYNDALL) Leaving Children Under the Age of 12 in Vehicle: Vehicle operators will be cited for leaving unattended children, under the age of 12, inside a vehicle. An incident report will also be accomplished to include details of the circumstances, for example, if the child is left in dangerous conditions in vehicle (e.g., in hot weather where interior temperatures may reach dangerous levels, keys left accessible to children, conditions are deemed hazardous by a reasonable person), revocation of driving privileges for one year will be considered by the 325 MSG/CC or 325 MSG/DD.

Chapter 5

DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM

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

5.1.3. **(Added-TYNDALL)** The 325 SFS/S-2R will review Security Forces Management Information System (SFMIS) histories of individuals requesting out-processing through 325 SFS/S-2R due to PCS. Active files will be copied and forwarded to the gaining unit/base. Departing individuals will then be out-processed through virtual out-processing. Individuals with outstanding commander’s action on incident reports will not be out-processed until action has been received to close incident/accident reports in SFMIS.

5.1.3.1. **(Added-TYNDALL)** When 325 SFS/S-2R receives negative records through SFMIS for inbound members; records will be forwarded to gaining commanders through the unit first sergeant.

5.1.4. **(Added-TYNDALL)** If notice of a suspension or revocation is received from other DoD installation commanders, 325 SFS/S-2R will add violators to TAFB SRBW Listing. To ensure individuals understand Tyndall’s suspension policies, they will be issued a Tyndall AFB suspension/revocation letter for the duration of their suspension/revocation.

5.1.4.1. **(Added-TYNDALL)** If a notice of a revocation is received from other DoD installation commanders relating to intoxicated drug or alcohol motor vehicle incidents, the 325 SFS/S-2R will supply unit commanders and first sergeants with a copy of the incident report.

Table 5.1. Point Assessment for Moving Violations.

Violation	Points Assessed
Reference paragraph 4.1.1.1. See note #1.	2
Operating a radar detection device to indicate the presence of speed recording instruments or to transmit simulated erroneous speed (prohibited on DoD installations). See note #2.	3
Failure to yield to pedestrians in designated walkway/crosswalk. See note #2.	3
NOTES:	

1. Applies to not using or when child restraint system is improperly installed, i.e., car seat, infant carrier, booster seat, belt/strap modification (when required by manufacturer), etc. Assess four points when no restraint system of any kind is used.
2. When violation occurs within an active school zone, add 1 point to point assessment.

Table 5.1. (TYNDALL) Point Assessment for Moving Violations (See Note 1).

Use of a cellular phone while driving (first violation)	4 points
Use of a cellular phone while driving (beyond first violation)	6 points
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 the child does not exceed 50 pounds). See note #3 and #4.	4 points
Failure to wear an approved helmet and/or eyewear while operating or riding on a motorcycle, MOPED, or a three- or four-wheel vehicle powered by a motorcycle-like engine.	3 points
Other moving violations (involving driver behavior). To include using electronic devices for texting/web browsing etc.	4 points
Operating a radar detection device to indicate the presence of speed recording instruments or to transmit simulated erroneous speed (prohibited on DoD installations).	3 points
Unattended Child under 12 years-of-age left in vehicle. See note #5.	6 points
<p>NOTES:</p> <ol style="list-style-type: none"> 1. When two or more violations are committed on a single occasion, points will be assessed for the offense having the greater value. 2. Use this measure for other than minor vehicle safety defects or when a driver or registrant fails to correct a minor defect (for example, a burned out headlight not replaced within the grace period on a warning ticket). 3. Applies to not using or improper use of a child restraint device, i.e., car seat, infant carrier, booster seat, belt/strap modification (when required by manufacturer) etc. Assess four points when no restraint system of any kind is used. 4. When violation occurs within an active school zone add 1 point to point assessment. 5. When an AF Form 3545 will also be accomplished. (Example: if children 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). Revocation of driving privileges for one year will be considered by the 325 MSG/DD. 	

Table 5.2. 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
NOTES:	
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. When an AF Form 3545 will also be accomplished. Revocation of driving privileges for one year will be considered by the commander. Example: If children or animals were left in dangerous conditions in vehicle, 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 IAW AFMAN 31-201, Volume 7, *Security Forces Reports and Analysis*.

5.2.1.1. **(Added-TYNDALL)** Squadron commanders will forward all reports of moving traffic violations, suspensions, revocations or other documents received from state, county, or city authorities on an individual to 325 SFS/S-2R, Reports and Analysis Section.

5.2.1.1.1. **(Added-TYNDALL)** If 12 points are accumulated for moving violations within 12-consecutive months, or 18 points within 24-consecutive months, an

installation suspension package will be forwarded to the 325 MSG/CC or 325 MSG/DD for suspension or revocation action.

5.2.1.1.2. **(Added-TYNDALL)** Organizational commanders, civilian supervisors and employers will review the DD Form 1408 and/or other traffic related reports. Commanders will indicate specific action taken, if any, in the “report of action taken” block or in an attached letter and return the documents to 325 SFS/S-2R before the suspense date. Report of action taken must be written in sufficient detail to provide a clear picture of those actions, i.e., member counseled or letter of reprimand issued.

5.2.1.2. **(Added-TYNDALL)** CVB Form 1805 must be taken to US Magistrate Court and presented in front of the traffic judge for rebuttal.

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

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

Chapter 6

IMPOUNDING PRIVATELY OWNED VEHICLES

6.1. Standards for Impoundment. The on-duty SF Flight 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 AFI 31-218(I) 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.

6.3. Disposition of Vehicles After Impoundment. Impoundment and disposition of privately owned vehicles is a high-risk process. It is imperative an installation have 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 AFI 31-218(I).

6.4. (Added-TYNDALL) Procedures for disposition of property is located in TYNDALLAFBI 31-102, *Disposition of Lost, Abandoned, or Unclaimed Property*, governs local procedures.

JUDITH A. FEDDER, Lieutenant General, USAF
DCS/Logistics, Installations & Mission Support

(TYNDALL)

DAVID E. GRAFF, Colonel, USAF
Commander

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

Title 10, U.S.C. § 2575, *Disposition of Unclaimed Property*

Title 10 U.S.C. §, Section 8013

Title 50, U.S.C. § 797

DoD 4140.1-R, *DoD Supply Chain Materiel Management Regulation*, 23 May 2003

DoDD 5525.4, *Enforcement of State Traffic Laws on DoD Installations*, 2 November 1981

DoDD 7730.47, *Defense Incident Based Reporting System (DIBRS)*, 1 December 2003

DoD 4160.21M, *Defense Material Disposition Manual*, 18 August 1997

AFPD 31-1, *Integrated Defense*, 7 July 2009

AFI 31-101, *The Integrated Defense*, 8 October 2009

AFI 31-201, *Security Forces Standards and Procedures*, 31 March 2009

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

AFI 10-245, *Antiterrorism (AT)*, 30 March 2009

AFI 36-810, *Substance Abuse Prevention and Control*, 22 July 1994

AFMAN, 32-1017, *DoD Transportation Engineering Program*, 17 November 2003

AFI 44-102, *Medical Care Management*, 1 May 2006

AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*, 26 September 2001

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 51-905, *Use of Magistrate Judges for Trial of Misdemeanors Committed by Civilians*, 1 June 1998

AFI 91-207, *USAF Traffic Safety Program*, 22 May 2007

Forms Prescribed.

AF Form 533, *Certificate of Compliance - Private Motor Vehicle Registration*, 1 December 1984

Adopted Forms.

AF Form 1313, *Driver Record*

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

CVB Form 1805, *United States District Court Violation Notice*

DD Form 1920, *Alcohol Influence Report*

DD Form 2220, *DoD Registered Vehicle Decal*

DD Form 2507, *Notice of Vehicle Impoundment*

DD Form 1408, *Armed Forces Traffic Ticket*

DD Form 1920, *Alcohol Influence Report*

DD Form 2507, *Notice of Vehicle Impoundment*

AF Form 75, *Visitor/Vehicle Pass*

AF Form 1313, *Driver Record*

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

AF Form 3545, *Incident Report*

AF Form 1315, *Accident Report*

Abbreviations and Acronyms

BAC—Blood Alcohol Concentration

BAT—Blood Alcohol Test

BrAC—Breath Alcohol Concentration

CE—Civil Engineer

CONUS—Continental United States

DFC—Defense Force Commander

DBIDS—Defense Biometric Identification System

DoD—Department of Defense

DoDD—Department of Defense Directive

DRMO—Defense Reutilization and Marketing Office

FO—Fixed Object

G—Government

GOV—Government Owned Vehicle

MAJCOM—Major Command

MAJCOM/SF—Major Command Defense Force Commander

MJVA—Major Vehicle Accident

MTMCTEA—Military Traffic Management Command Transportation Engineering Agency

MVA—Motor Vehicle Accident

MWR—Morale, Welfare and Recreation

NAF—Nonappropriated Fund

NHSPS—National Highway Safety Program Standards

NHTSA—National Highway Traffic Safety Administration

NLD—No Liability Determined

OCONUS—Outside Continental United States
ORV—Off Road Vehicle
P—Private
PCS—Permanent Change of Station
PD—Property Damage
PI—Personal Injury
POV—Privately Owned Vehicle
SFMIS—Security Forces Management Information System
SJA—Staff Judge Advocate
S5R—Security Forces Administration and Reports
U.S.C. §—United States Code
V—Vehicle

Attachment 1 (TYNDALLAFB)

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 91-207, *The US Air Force Traffic Safety Program*, 27 Oct 2011
 AFI 91-207_ACCSUP, *The US Air Force Traffic Safety Program*, 15 Jan 2008
 DoDI 6055.04, *DoD Traffic Safety Program*, 20 Apr 2009
 Title 18, Section 7 & 13, Chapters 316/319/320/322/324, 1 Apr 2012
 Title 32, Code of Federal Regulations, Part 210, 1 July 12
 TYNDALLAFBI 13-213, *Airfield Driving*, 3 Oct 2012
 TYNDALLAFBI 32-7003, *Beach Vehicle Access Procedures*, 21 March 2011
 TYNDALLAFBI 31-102, *Disposition of Lost, Abandoned, or Unclaimed Property*, 1 August 2011
 Section 316.1939(1)(6), Florida Statutes
 Section 316.193, Florida Statutes
 Section 316.1934(2)(b), Florida Statutes
 Section 316.613, Florida Statutes

Prescribed Forms

TYNDALL AFB FORM 209, *Radar Log*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AAFES – Army/Air Force Exchange Service
ADAPT – Alcohol and Drug Abuse Prevention
ANSI – American National Standards Institute
BDOC – Base Defense Operations Center
CES – Civil Engineering Squadron
CFR – Code of Federal Regulations
DOT – Department of Transportation
DUI – driving under the influence
DWLSR – driving while license suspended or revoked
FHP – Florida Highway Patrol
IAW – in accordance with
LSV – low speed vehicles
MMS – multimedia messaging service
MPH – miles per hour
NCO – Noncommissioned Officer
PPE – personal protective equipment
ROTC – Reserve Officer Training Course
SMS – short message service
SRBW – Suspension/Revocation/Barment/Warrant
TAFB – Tyndall Air Force Base
VCC – Visitor Control Center
VIPs – Very Important People