

Administrative Changes to USAFAI 31-218, *Motor Vehicle Traffic Supervision*

OPR: 10 SFS/S5R

References to “Pass and Registration Center (PRC)” should be changed to “Pass and Registration Office (PRO)” throughout the publication.

25 JANUARY 2024

**BY ORDER OF THE
AIR BASE COMMANDER**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 31-218**

6 JUNE 2023

Security



**UNITED STATES AIR FORCE
ACADEMY MOTOR VEHICLE
TRAFFIC SUPERVISION**

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Chapter 1—GENERAL GUIDANCE	5
1.1. Purpose.	5
1.2. Colorado Revised Statutes (CRS).....	5
Chapter 2—ROLES AND RESPONSIBILITIES	6
2.1. Installation Commander (10 ABW/CC).	6
2.2. 10th Mission Support Group Commander (10 MSG/CC).	6
2.3. Defense Force Commander (DFC).	6
2.4. USAFA, Safety Office (HQ USAFA/SE).....	6
2.5. 10th Civil Engineer Squadron (10 CES).....	6
2.6. 10th Force Support Squadron (10 FSS).	7
2.7. Traffic Safety Coordination Group.....	7
2.8. Commanders/Directors.	7
2.9. 10th Security Forces Squadron, Reports and Analysis Section (10 SFS/S5R).....	8
2.10. 10th Logistics Readiness Squadron (10 LRS).	8
Chapter 3—DRIVING PRIVILEGES	9
3.1. Requirements for Driving Privileges.	9
3.2. Stopping and Inspecting Personnel or Vehicles.....	9
3.3. Implied Consent to Blood, Breath or Urine Tests.....	10
3.4. Implied Consent to Vehicle Impoundment.	10
3.5. Suspension of Driving Privileges.....	11
3.6. Requests for Administrative Hearing or Appeal of Suspension.	13
Chapter 4—VEHICLE OPERATION REQUIREMENTS	14
4.1. General.....	14
4.2. Privately Owned Vehicles (POVs).	15
4.3. Government Vehicles.	15
4.4. Emergency Vehicles.	15

4.5.	Motorcycles, Motor Scooters and Mopeds.	16
4.6.	Off-Road Vehicles.	17
4.7.	Bicycles.....	17
4.8.	Rollerblades and Skateboards.	18
4.9.	Pedestrians, Joggers, and Marching Troops.	18
4.10.	Handicapped Person Identification.	19
Chapter 5—INSTALLATION TRAFFIC CODE		20
5.1.	General.....	20
5.2.	Enforcement of the Traffic Code.	20
5.3.	Restraint Systems.....	21
5.4.	Radar or Laser Detection/Jamming Devices.....	21
5.5.	Driver Distractions.....	21
5.6.	Speed Limits.	22
5.7.	Vehicle Operation on the Terrazzo.	22
5.8.	Wildlife.....	23
Chapter 6—PARKING		24
6.1.	General.....	24
6.2.	Reserved Parking.	24
6.3.	Cadet Area Parking.....	25
6.4.	Dormitory Parking.	26
6.5.	Parking of Boats, Trailers and Recreational Vehicles.	27
6.6.	Vehicle Maintenance and Vehicle Parts.	27
6.7.	Prohibited Parking Areas.	28
6.8.	Private Resale Lot.....	28
6.9.	Parking Warden Program.....	28
Chapter 7—CADET SPECIFIC TRAFFIC GUIDANCE		30
7.1.	General.....	30
7.2.	Cadet Driving/Vehicle Privileges and Suspensions.....	30
7.3.	Cadet Motorcycle Operation.....	31
7.4.	Cadet Parking.....	31
Chapter 8—DRIVING RECORDS, THE TRAFFIC POINT SYSTEM AND TRAFFIC CITATIONS.		33
8.1.	Driving Records.....	33

8.2.	Traffic Point System.....	33
8.3.	DD Form 1408 Processing.....	33
8.4.	CVB 1805 Processing.....	33
8.5.	Traffic Citation Rebuttals.....	34
Chapter 9—TRAFFIC ACCIDENTS		35
9.1.	Traffic Accident Classification.....	35
9.2.	Traffic Accident Reporting.....	35
9.3.	Traffic Accident Investigation.....	36
9.4.	Traffic Accident Investigation Reports.....	36
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		38
Attachment 2—CADET AREA CLOSE IN PARKING PASS		41
Attachment 3—10 SFS PARKING WARDEN APPOINTMENT LETTER TEMPLATE		42
Attachment 4—USAFA VIOLATIONS POINTS TABLE		43

Chapter 1

GENERAL GUIDANCE

1.1. Purpose.

1.1.1. This instruction implements policy, assigns responsibility and establishes procedures for motor vehicle traffic supervision on the United States Air Force Academy. This instruction provides additional installation specific guidance to complement guidance found in AFI 31-218, *Motor Vehicle Traffic Supervision*, and will take precedence if there are conflicts. 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. Colorado Revised Statutes (CRS).

1.2.1. This instruction specifically adopts selected portions of the CRS. 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 USAFA.

1.2.2. Criminal violations of the CRS are assimilated by the installation under U.S.C. Title 18, Section 13, and Department of Defense Directive (DoDD) 5525.4, *Enforcement of State Traffic Laws on DoD Installations*. Violations of CRSs may result in prosecution before the U.S. Magistrate or Federal District Court for both military and civilian offenders.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Installation Commander (10 ABW/CC).

2.1.1. 10 ABW/CC will establish an effective traffic supervision program.

2.1.2. 10 ABW/CC will coordinate with civilian police agencies and other local, State, or Federal Government agencies concerned with traffic supervision.

2.1.3. 10 ABW/CC will ensure that traffic supervision is properly integrated into the overall installation traffic safety program.

2.1.4. 10 ABW/CC will ensure personnel engaged in law enforcement and adjudication activities will follow the provisions of AFI 31-115, *Law and Order Operations*, in reporting all criminal and traffic violations, and utilize the Air Force Justice Information System (AFJIS) to support reporting requirements and procedures.

2.1.5. 10 ABW/CC will revoke driving privileges in accordance with AFI 31-218 and this instruction.

2.1.6. 10 ABW/CC may delegate their responsibilities under this instruction to their vice commander, mission support commander, or other group or mission element commanders as appropriate provided the individual does not occupy a position such as law enforcement which would constitute a conflict of interest.

2.1.7. 10 ABW/CC is the appeal authority for driving suspensions upheld by the 10 MSG/CC.

2.2. 10th Mission Support Group Commander (10 MSG/CC).

2.2.1. The 10 ABW/CC delegates the authority of the Installation Commander for the administration of the base motor vehicle traffic supervision program, including the authority to revoke, suspend, modify or restore installation driving privileges to the 10 MSG/CC. 10 MSG/CC has been delegated as the appeal authority for all suspensions.

2.3. Defense Force Commander (DFC).

2.3.1. The DFC serves as the Installation Commander's principal advisor on issues pertaining to the lawful movement of personnel and traffic.

2.3.2. The DFC exercises staff responsibility for directing, regulating and controlling traffic, and enforcing laws and regulations pertaining to traffic control.

2.3.3. The DFC will assist traffic engineers by performing traffic control studies to gather information on traffic problems and use patterns.

2.4. USAFA, Safety Office (HQ USAFA/SE).

2.4.1. HQ USAFA/SE will participate in and develop traffic accident prevention initiatives in support of the installation traffic safety program.

2.5. 10th Civil Engineer Squadron (10 CES).

2.5.1. 10 CES will perform that phase of engineering concerned with the planning, design, construction, and maintenance of streets, highways, and abutting lands.

2.5.2. 10 CES will determine the appropriate design of, procurement of, construction of, installation of, and maintenance of permanent traffic and parking control devices in coordination with the DFC and USAFA Safety Office (HQ USAFA/SE).

2.5.3. 10 CES will ensure that traffic signs, signals, and pavement markings conform to the National Highway Safety Program Standards (NHSPS) and the current Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD).

2.5.4. 10 CES will procure and install all permanent reserved parking signs to ensure uniformity.

10 CES may approve off-base procurement through local manufactures due to workload or time constraints. Either method requires strict adherence to USAFA standards.

2.5.5. 10 CES will conduct formal traffic engineering studies.

2.5.6. 10 CES will apply traffic engineering measures, including traffic control devices, to reduce the number and severity of traffic accidents IAW the MUTCD.

2.6. 10th Force Support Squadron (10 FSS).

2.6.1. 10 FSS will include 10 SFS/S5R in the virtual Military Personnel Flight (vMPF) out-processing checklist of all base personnel.

2.7. Traffic Safety Coordination Group.

2.7.1. The Traffic Safety Coordination Group (TSCG) is responsible for traffic review and planning. The TSCG is chaired by the 10th Mission Support Group Deputy Commander (10 MSG/CD).

2.7.2. The TSCG will consist of representatives from the following organizations:

2.7.2.1. 10 SFS

2.7.2.2. 10 CES

2.7.2.3. 10th Logistics Readiness Squadron (10 LRS)

2.7.2.4. HQ USAFA/SE (Safety)

2.7.2.5. Tenant Units/Mission Elements who have any traffic-related items to discuss.

2.7.3. The TSCG meets quarterly, or as necessary, to plan, coordinate and implement installation motor vehicle traffic supervision policy, projects and programs.

2.7.4. The TSCG is responsible for reviewing safety issues concerning mass parking plans and reserved parking spaces.

2.8. Commanders/Directors.

2.8.1. Commanders/Directors will notify S5R via e-mail to the 10 SFS Criminal Records Organizational E-mail at 10SFS.DFS-R.CriminalRecords@us.af.mil as soon as possible of all military personnel who are cited or apprehended by civil law enforcement authorities (excluding minor traffic infractions).

2.8.2. Commanders/Directors will notify 10 SFS/S5R as soon as possible, but no later than the next duty day of any personnel under their command whose state driver's license has been suspended, revoked, cancelled/denied or restrained.

2.8.3. Commanders/Directors will establish procedures to ensure medical evaluation referrals occur when members of their unit, based on reasonable belief, appear to have mental or physical limitations that had, or may have, an adverse effect on driving ability.

2.8.4. After coordination with the Office of the Staff Judge Advocate (HQ USAFA/JA), unit commanders may 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.

2.9. 10th Security Forces Squadron, Reports and Analysis Section (10 SFS/S5R).

2.9.1. 10 SFS/S5R is responsible for reviewing and processing of all citations, accident reports, suspensions and revocations occurring on USAFA.

2.9.2. 10 SFS/S5R will maintain the Installation Suspension, Barment, Revocation and Warrants (SRBW) roster. 10 SFS/S5R will publish a current, monthly SRBW roster, identifying those individuals whose installation driving privileges have been suspended or revoked. Copies will be provided to Base Defense Operations Center (BDOC), Pass & Registration Center (PRC), Large Vehicle Inspection Site (LVIS) and each installation access point.

2.9.3. 10 SFS/S5R will add inbound personnel to the SRBW roster upon receipt of appropriate documentation from the losing installation. 10 SFS/S5R will notify the individual's gaining unit commander, to ensure the individual is aware his/her suspension or revocation is still in effect on USAFA.

2.9.4. 10 SFS/S5R will ensure documentation of suspensions issued at USAFA are forwarded to the S5R office of the gaining installation.

2.9.5. 10 SFS/S5R will serve as the point of contact for all citation and driving suspension appeals and will process requests in accordance with this instruction.

2.9.6. 10 SFS/S5R will serve as program management for the USAFA Parking Warden program. 10 SFS/S5R will collect and maintain all appointment letters and provide training to those personnel identified by their unit commander to perform those duties.

2.10. 10th Logistics Readiness Squadron (10 LRS).

2.10.1. 10 LRS is the only entity on USAFA with access to the On-Line Vehicle Integrated Management System (OLVIMS) to conduct initial issue, amendment, revocation and reinstatement of licenses in OLVIMS Database. 10 SFS is required to notify 10 LRS of suspended licenses for LRS to update the licensing database. 10 LRS is required to confirm end of suspension with 10 SFS prior to reinstating a license that was revoked. REF AFI 24-301, *Ground Transportation*, Section 5E: 5.7. and 5.8.

Chapter 3

DRIVING PRIVILEGES

3.1. Requirements for Driving Privileges.

3.1.1. Driving on USAFA is a privilege granted by the 10 ABW/CC. Drivers who fail to comply with applicable traffic laws and instructions while driving within the legal boundaries of USAFA may have their driving privileges suspended or revoked.

3.1.2. The 10 ABW/CC has determined international drivers licenses are recognized and accepted on USAFA, IAW the state laws of Colorado.

3.1.3. A valid State or international driver's license and/or OF 346, *U.S. Government Motor Vehicle Operator's Identification Card*, as applicable to the class vehicle to be operated, supported by a DD Form 2, *Armed Forces of the United States Geneva Convention Identification Card*, Common Access Card (CAC), or other appropriate identification for non-Department of Defense (DOD) civilians is required to operate a motor vehicle. Validity includes any state or federal extensions permissible.

3.1.4. Foreign operators must carry their driver's license from their home country. International driver's licenses are valid for a maximum period of 1 year. International driver's licenses may be obtained through the American Automobile Association (AAA).

3.1.5. Military personnel returning from an overseas assignment with an international driver's license must obtain a valid U.S. driver's license within 30 days of return. Personnel returning from an overseas location cannot display the overseas plate along with the state issued plate. Only the state plate is authorized.

3.1.6. Personnel whose state driver's license has been suspended, revoked, cancelled/denied or restrained must inform their commander/director, first sergeant or Air Officer Commanding (AOC) as soon as possible, but no later than the next duty day.

3.1.7. Personnel will notify their commander/director, first sergeant or AOC as soon as possible if they are cited or apprehended by civil law enforcement authorities (excluding minor traffic infractions).

3.2. Stopping and Inspecting Personnel or Vehicles.

3.2.1. DAFI 31-101, *Integrated Defense*, and DoDIO-2000.16V1_AFI 10-245-O, *Anti-Terrorism (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.

3.2.2. Stops and inspections of privately owned vehicles within the installation, other than at restricted areas or at an installation entry point, are only authorized when there is a reasonable suspicion of criminal activity, or a violation of a traffic regulation, or the Installation Commander's policy.

3.2.3. Upon entering through any access/entry point on USAFA, drivers automatically imply consent to have their vehicle searched and inspected by 10 SFS upon request.

3.3. Implied Consent to Blood, Breath or Urine Tests.

3.3.1. All 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.

3.4. Implied Consent to Vehicle Impoundment.

3.4.1. In addition to those conditions for impoundment listed in AFI 31-218, paragraph 2-3, local situations may arise that require impoundment. The Installation Commander or designee will make the determination. Installation and unit commanders are to 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 are established to ensure personal effects are cleared prior to personnel departing on permanent change-of-station orders.

3.4.2. The following violations are considered a threat to public safety and may warrant the towing or impounding of a vehicle. Reasonable efforts will be made to have the owner or other designated person move the vehicle prior to impoundment. All vehicles impounded on USAFA will be stored at the impounding agency's lot and the owner will pay all applicable charges and fees:

3.4.2.1. Driving Under Suspension

3.4.2.2. Driving Under Revocation

3.4.2.3. Operating a vehicle without proof of insurance verification (**NOTE:** Displaying a cellular phone app or web page from any other type of electronic device can constitute proof of compulsory insurance. Patrolman discretion will be used to determine the validity of such proof of insurance. The insurance coverage start date must be before the date of the offense).

3.4.2.4. Driving Under the Influence

3.4.2.5. Mission Necessity

3.4.2.6. Accident where the vehicle is inoperable and the owner is unwilling or unable to have it moved.

3.4.2.7. Suspicious vehicles or vehicles presenting a force protection concern when the owner cannot be contacted.

EXCEPTION: Vehicles seized by 10 SFS or other agency authorized by the DFC, or which are involved in a crime will be stored in the 10 SFS impound lot.

3.4.3. 10 SFS will move or cause to be moved a parked vehicle when the vehicle:

3.4.3.1. Creates a safety or fire hazard

3.4.3.2. Appears abandoned

3.4.3.3. Remains parked on a road or the shoulder of the road for more than 12 hours

3.4.3.4. Obstructs traffic flow or driver's visibility

- 3.4.3.5. Is parked on a seeded area
- 3.4.3.6. Is blocking an aircraft hangar door or aircraft movement area
- 3.4.3.7. Is being repaired in an unauthorized area
- 3.4.3.8. Is impeding snow removal operations

3.4.4. Displaying Expired State Registration Tags/License Plates.

3.4.4.1. There is no grace period for expired vehicle registration tags (state license plates) on USAFA, if the vehicle state registration tag is more than 90 days expired, the vehicle may be impounded. **EXCEPTION:** Personnel returning from deployed status (not more than 2 weeks after return).

3.4.5. Repossession

3.4.5.1. Colorado Statutes: Title 4 Uniform Commercial Code (UCC): Article 9 Secured Transaction: Part 6 Default: 4-9-609. Secured party's right to take possession after default allows secured creditors to repossess collateral without judicial process if the repossession can be accomplished without a breach of peace. The Air Force should not interfere in a private matter unless a breach of peace actually occurs.

3.4.5.2. Any person, company or business requesting to repossess a vehicle on USAFA will make contact with the Installation Access Control Point (IACP) personnel and inform them of their purpose. The requester will furnish legal documents to the 10 SFS for examination. 10 SFS will review the driver's documentation and ascertain if they have a legal right to repossess the vehicle in question. Such documentation will be limited to one of the following: a contract, a security agreement, a financing statement, a copy of a title indicating the existence of a lien, or a court order authorizing repossession. If the requestor cannot furnish the appropriate documentation, they will be directed to leave USAFA until such documentation to repossess the vehicle is obtained.

3.4.5.3. A SF Patrol will escort the requestor to the repossession location and will remain present until the repossession is complete. SF should not take an active role in the repossession of the property other than to maintain the peace.

3.4.5.4. SF will annotate all repossession events in the SF Blotter and ensure appropriate notifications to the member's First Sergeant and/or Commander.

3.5. Suspension of Driving Privileges.

3.5.1. The following violations are considered a threat to public safety or good order and will result in an immediate suspension of Driving Privileges on USAFA for the periods outlined:

3.5.1.1. Driving while driver's license or installation driving privileges are under suspension or revocation. This provision includes driver's licenses cancelled by the issuing state or void due to expiration. **Suspension period: 2 years**

3.5.1.2. Driving Under Influence (DUI) while operating or in physical control of a motor vehicle with a Blood Alcohol Concentration (BAC) or Breath Alcohol Concentration (BrAC) of 0.08 or greater, under the influence of drugs (legal or illegal) which causes impairment or substantially incapable of operating a motor vehicle. This applies to offenses on or off USAFA property. **Suspension period: 1 year**

3.5.1.3. DUI while operating a motor vehicle with a BAC or BrAC of 0.01 or greater for those individuals under the age of 21. This applies to offenses on or off USAFA property. **Suspension period: 1 year**

3.5.1.4. Driving While Ability Impaired while operating a motor vehicle with a BAC or BrAC of 0.05 but not greater than 0.08 or impaired to the slightest degree while operating a motor vehicle. This applies to offenses on or off USAFA property. **Suspension period: 6 months**

3.5.1.5. Refusal to submit to lawfully requested Chemical Testing to determine the presence of drugs or alcohol or both related to a driving offense. **Suspension period: 1 year**

3.5.1.6. Failure to provide valid proof of insurance covering the time of the traffic stop. **Suspension period: 1 year**

3.5.1.7. Manslaughter (or negligent homicide by vehicle) resulting from the operation of a motor vehicle. **Suspension period: 1 year from date of conviction**

3.5.1.8. Use of a motor vehicle in the commission of a felony. **Suspension period: 1 year from date of conviction**

3.5.1.9. Fleeing the scene of an accident involving death or personal injury (hit and run). **Suspension period: 1 year**

3.5.1.10. Perjury or making a false statement or affidavit under oath to responsible officials relating to the ownership or operation of motor vehicles. **Suspension period: 1 year from date of conviction**

3.5.1.11. Unauthorized use of a motor vehicle belonging to another, when the act does not amount to a felony. **Suspension period: 1 year from date of conviction**

3.5.1.12. Accumulating 12 traffic points within 12 consecutive months or 18 points within 24 consecutive months. **Suspension period: 1 year**

3.5.1.13. Accumulating three valid citations for parking violations in a six month period. **Suspension period: 30 days (1st offense) / 6 months (subsequent offenses)**

3.5.1.14. Failure of the operator or occupants to utilize restraint system devices (seatbelts) while the vehicle is in motion. **Suspension period: 30 days**

3.5.1.15. Cell phone use (non-hands free) while operating a motor vehicle. **Suspension period: 7 days (1st offense) / 30 days (subsequent offenses)**

3.5.2. Any suspension or revocation case will be reviewed by the HQ USAFA/JA and the 10 MSG/CC to make a final determination.

3.5.3. In cases of multiple suspensions or revocations, the 10 MSG/CC imposes the periods to run consecutively.

3.5.4. Unit commanders may request the suspension of driving privileges of personnel under their command by forwarding a digitally signed e-mail memorandum with supporting evidence/documents through 10 SFS/S5R addressed to the 10 MSG/CC for approval and signature. If the request is approved, the individual will be directed to report to 10 SFS/S5R to sign/acknowledge receipt by endorsing the 10 MSG/CC signed memorandum.

3.5.5. Suspensions and revocations issued by another installation or service component may be honored by USAFA.

3.6. Requests for Administrative Hearing or Appeal of Suspension.

3.6.1. A request for an administrative hearing will be made in writing and submitted to 10 SFS/S5R no later than 10 calendar days following the issuance of the Suspension of On-Base Driving Privileges letter. Requests received after 10 calendar days will not be honored. The 10 SFS/S5R will forward requests to the 10th Mission Support Group, Executive Officer (10 MSG/CCE), who will notify the individual of the hearing date.

3.6.1.1. All issued suspensions will remain in effect pending final determination from 10 MSG/CC.

3.6.1.2. At this hearing, individuals may present evidence, witnesses, and be represented by counsel. Military personnel can be represented by civilian counsel (at their own expense) or assigned military counsel. Civilian employees are entitled to have a personal representative present at the administrative hearing in accordance with applicable laws and instructions.

3.6.1.3. Failure to appear for the scheduled hearing without 10 MSG/CC approval, may result in forfeiture of the privilege to an administrative hearing.

3.6.1.4. If a hearing is not held within a 14-day period from date of received request, the suspension or revocation will not take place until the person is granted a hearing before the 10 MSG/CC.

3.6.1.5. If the affected person requests the hearing be continued to a date beyond the 10-day period, the suspension or revocation shall normally become effective immediately upon receipt of the written notification.

3.6.2. Requests for an appeal of suspension are made by submitting a USAFA Form 28, *Driving Suspension/Revocation Appeal Request*, to 10 SFS/S5R. Instructions for completing the form are included on page 3 of the form.

3.6.2.1. 10 SFS/S5R will route the USAFA Form 28 through HQ USAFA/JA for legal review and 10 MSG/CC for final determination. Upon completion, 10 SFS/S5R will contact the requestor and notify them of the final determination.

3.6.2.2. When considering appeal requests, the 10 MSG/CC may choose to approve, deny or grant restricted driving privileges on a case-by-case basis. **NOTE:** *Restoration of driving privileges in any capacity CANNOT be granted to individuals whose license has been revoked or suspended by state issuing authorities.*

Chapter 4

VEHICLE OPERATION REQUIREMENTS

4.1. General.

4.1.1. 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 (e.g., periods of fog, rain, snow, etc.).

4.1.2. All motorists will comply with lane usage signs and arrows on pavement. In the case of special events/construction, traffic cones or other such devices may be used to direct traffic flow and driver compliance is required.

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

4.1.4. Drivers will yield the right-of-way to snow removal vehicles engaged in snow removal operations.

4.1.5. Drivers will not attempt to access roadways which have been closed due to inclement weather. USAFA has a snow route card available at the main gates for reference.

4.1.6. Traffic Control Personnel - in accordance with CRS 18-8-104(a)(b), no person shall obstruct, by violence, physical, physical obstacle, impair, or hinder the enforcement of penal law or the preservation of the peace by a peace officer, acting under the color of his/her official authority. This also pertains to other designated traffic control personnel directing, controlling, or regulating traffic (e.g., Augmentees, military personnel directing traffic during scheduled physical training, and contract personnel directing traffic for other special events).

4.1.7. Yielding to Emergency Responders - upon immediate approach of an authorized emergency vehicle making use of an audible or visual signal, the driver of every vehicle shall yield the right-of-way and shall immediately drive to a position parallel, and as close as possible to the right hand edge or curb of the roadway, clear of any intersection and shall stop and remain in such position until the authorized emergency vehicle has passed, except when otherwise directed by 10 SFS personnel.

4.1.8. Colorado “Slow Down, Move Over” Law – in accordance with CRS 42-4-705, vehicle operators will take actions to ensure safety when approaching a stationary emergency vehicle, towing vehicle or public utility vehicle displaying a visual signal by means of flashing, rotating or oscillating lights. Emergency responders will display red, blue or white lights, towing vehicles will display yellow lights and utility vehicles will display amber lights.

4.1.8.1. When possible and safe, drivers should move over into a lane at least one lane apart from the stationary vehicle.

4.1.8.2. When it is not possible to move over, drivers shall reduce and maintain a safe speed with regard to the location of the stationary vehicle, road conditions, weather conditions and traffic.

4.1.8.2.1. On roads with a speed limit **below 45 MPH**, drivers are required to slow down to at least **25 MPH**.

4.1.8.2.2. On roads with a speed limit of **45 MPH or above**, drivers are required to slow down to **20 miles per hour below the posted speed limit**.

4.2. Privately Owned Vehicles (POVs).

4.2.1. All POVs entering USAFA must meet all applicable federal, state, and local requirements for registration, licensing, insurance and safety standards as outlined in AFI 31-218, applicable Colorado Law, and this instruction. Vehicles failing to meet these requirements are subject to denial of access to the installation. Violators may be issued traffic citations or receive other appropriate administrative or disciplinary actions.

4.2.2. Vehicle registration plates shall be properly and securely fastened in a horizontal position to the vehicle for which it was obtained, clearly legible and free of debris or other obscuring material. Vehicles registered in states requiring both front and rear license plates will not be operated unless both plates are legally attached as prescribed in this paragraph. When the state of registration requires only one license plate (front or rear), the display of foreign plates, overseas military plates, or registration plates of other US states and territories is prohibited. Only one set of plates for one issued jurisdiction may be mounted at any one time.

4.2.2.1. Tinted license plate covers are prohibited on USAFA.

4.2.3. POVs will not be operated off established USAFA roadways, USAFA trails or in any other area where prohibited or marked “off limits” to POVs.

4.3. Government Vehicles.

4.3.1. Government motor vehicles will not be operated off USAFA roadways except under mission-essential requirements. When such operation is required, care will be taken to prevent environmental and vehicle damage.

4.3.2. Drivers of all government owned vehicles will not back up unless it can be done safely and without interfering with other traffic. A vehicle spotter will be used during backing operations. If a spotter is not available, the driver will check behind the vehicle for adequate clearance before backing.

4.4. Emergency Vehicles.

4.4.1. Marked 10 SFS vehicles, ambulances, fire trucks, select staff cars, and other vehicles operated by 10 SFS or AFOSI agents utilizing emergency lights are considered to be authorized emergency vehicles. Civilian police, ambulance and fire vehicles are also recognized as emergency vehicles when on base and responding to an emergency.

4.4.2. Operators will be carefully screened to ensure only qualified personnel are permitted to operate emergency vehicles. All such operators should receive periodic safety briefings from their supervisors.

4.4.3. The driver of an authorized emergency vehicle, when responding to actual emergencies/calls, which involve imminent loss of life, serious injury or which may pose a serious threat to the security of base resources may exercise the privileges IAW CRS 42-4-108, Public Officers to Obey Provisions – Exceptions for Emergency Vehicles. During emergency responses, the driver of an authorized emergency vehicle may:

- 4.4.3.1. Proceed past a red light, stop signal or stop sign only after slowing down to ensure it is safe to continue
- 4.4.3.2. Drivers will not exceed the speed limit without due regard to existing road conditions and hazards, and not endanger life or property
- 4.4.3.3. Disregard instructions regarding direction of travel and turning. This exception for the driver of an authorized emergency vehicle should apply only when the driver of such vehicle is using visual and audible signal
- 4.4.3.4. Use audible signals (sirens or horns) only in an actual response to a situation
- 4.4.3.5. NOT assume right-of-way based solely on the fact that emergency equipment (audio and visual signal) is in operation
- 4.4.3.6. NOT exceed posted speed limits or disregard traffic control devices when responding to a drill or exercise. Use of visual signals (light bars) is optional in these instances and should only be used as necessary to complete the mission. Use of lights during exercises should be carefully controlled by the dispatching agency
- 4.4.3.7. NOT rely on the foregoing provisions to relieve the operator of an emergency vehicle from the duty to drive with due regard for the safety of all persons, nor shall the operator of an emergency vehicle rely on the foregoing provisions to protect him/her from the consequences of their disregard for the safety of others

4.5. Motorcycles, Motor Scooters and Mopeds.

- 4.5.1. Refer to AFI 91-207_USAFASUP, *The US Air Force Traffic Safety Program*, for requirements to operate motorcycles, motor scooters and mopeds on AF installations. Refer to AFI 91-207_USAFASUP, para 4.5., for motorcycle training requirements.
- 4.5.2. The following Personal Protective Equipment is required for all personnel operating or riding as a passenger on a motorcycle, motorized scooter, or motorized bicycle on USAFA:
 - 4.5.2.1. Helmet - A helmet, certified to meet current Federal Motor Vehicle Safety Standard No. 218 (DOT), United Nations Economic Commission for Europe (UNECE) Standard 22.05, British Standard 6658, or Snell Standard M2005 or higher, shall be worn and properly fastened under the chin.
 - 4.5.2.2. 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.
 - 4.5.2.3. Protective Clothing - Wearing of long sleeved shirt or jacket, long trousers and full-fingered gloves or mittens is required. Gloves or mittens will be made from leather or other abrasion-resistant material. Wearing of a motorcycle jacket and pants constructed of abrasion resistant materials such as leather, Kevlar® and/or Cordura® containing impact absorbing padding is strongly encouraged. Riders should select PPE that incorporates fluorescent colors and retro-reflective material.
 - 4.5.2.4. Footwear - 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**.

4.5.3. Rules for Operation

4.5.3.1. Motorcycles must have headlights on at all times while in operation.

4.5.3.2. Motorcycles shall be equipped with a rear view mirror on each side of the handlebars.

4.5.3.3. A person operating a motorcycle shall ride only on the permanent and regular seat (as equipped by manufacturer) attached and the operator shall not carry any other person unless such motorcycle is designed to carry more than one person.

4.5.3.4. No person shall operate a motorcycle while carrying any package, bundle, or article, which prevents keeping both hands on the handlebars.

4.5.3.5. Do not pass in the same lane occupied by the vehicle being overtaken.

4.5.3.6. Do not drive between lanes of traffic, or through rows of stopped vehicles.

4.5.3.7. Mopeds and motor scooters shall not be operated on paths or parts of roadways set aside for the exclusive use of bicycles.

4.6. Off-Road Vehicles.

4.6.1. Commercial and recreational off-road vehicles are not authorized to be operated on USAFA.

4.6.2. Government off road vehicles (this includes Other Government Motor Vehicle Conveyances (OGMVC)) are authorized to operate on USAFA. 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_USAFASUP.

4.6.2.1. OGMVCs are self-propelled assets providing a basic passenger and/or light cargo carrying transportation capability (i.e., golf carts, ATVs, quad-runners, snowmobiles, electric stand-up, etc.) that DO NOT meet specifications of Title 49 Code of Federal Regulations, **Part 571**, *Federal Motor Vehicle Safety Standards*.

4.7. Bicycles.

4.7.1. Bicyclists must ride with the flow of traffic.

4.7.1.1. Under assimilation of the Colorado Bicycle Safety Act of 2009 (CRS §42-4-1002 et seq.), bicycle riders are permitted to ride two abreast while riding on the shoulder of South Gate and Stadium Boulevards as traffic volume and safety permits. **EXCEPTION:** riders will move to single-file over all bridges due to the lack of an adequate shoulder.

4.7.1.2. While riding on all other roads on USAFA, cyclists must ride single-file. Single-file does not apply when traveling on the Santa Fe Trail. Refer to AFI 91-207_USAFASUP, for more information on bicycle safety.

4.7.2. Bicycles will not be ridden on sidewalks. **EXCEPTION:** Bicycles with training wheels or bicycles ridden by children 10 years of age or younger.

4.7.3. Bicycle operators, during the period of 1 hour before sunset to 1 hour after sunrise, or during periods of reduced visibility, will wear outer garments with highly reflective tape front

and back, a reflective vest, or a reflective belt. Bicycles must be equipped with a suitable headlight and taillight and red reflector if operated during hours of darkness.

4.7.4. Bicycle operators must wear a helmet while riding on the installation.

4.7.5. Bicycles will not be operated on USAFA roadways while snow removal operations are in progress.

4.7.6. During events such as home football games and cadet graduation, where increased traffic volume can create hazardous safety conditions or as determined by the DFC, restrictions on bicycle operation may be enacted.

4.7.6.1. During large events at the Falcon Stadium or when directed by the DFC or higher authority, bicycles will not be permitted to enter the North or South Gates and will not be operated on eastern portion of the installation to include but not limited to Stadium Boulevard, Academy Drive, and North Gate Boulevard.

4.7.7. Bicyclists will not attach themselves in any way to another vehicle on the roadway.

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

4.8. Rollerblades and Skateboards.

4.8.1. Rollerblades and skateboards will not be used on USAFA roadways.

4.8.2. Persons using rollerblades and skateboards will follow the directives established in AFI 91-207_USAFASUP.

4.9. Pedestrians, Joggers, and Marching Troops.

4.9.1. 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.

4.9.2. Joggers and walkers will use sidewalks when available. Joggers and walkers must travel single file facing oncoming traffic and will not jog or walk on roadway pavement, except to cross intersections or on designated bicycle lanes when no other options exist. Joggers and walkers must obey off-limit areas.

4.9.3. 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.

4.9.4. 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.

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

4.9.6. No person shall solicit a ride on any USAFA roadway except in an emergency.

4.9.7. Use of headphones while jogging on USAFA roadways is prohibited due to safety concerns. Use of headphones while hiking or using the Falcon trail is limited to one ear being

covered due to the wildlife that inhabits USAFA. If running/walking/ on Santa Fe Trail, both ears can be covered as the trail is wider and line of sight is further.

4.10. Handicapped Person Identification.

4.10.1. Handicap parking permits are issued by the respective state, not USAFA. All requests for handicap parking permits will be made through the State. USAFA will honor valid handicap parking permits and decals regardless of the state of issue. The handicap permit must be registered to the person using it.

4.10.2. Vehicles displaying a handicap-parking permit may park in any space designated as such unless otherwise restricted. A handicap placard does not entitle the user to park in other reserved spaces such as carpool or reserved, even if all available handicap spaces have been filled.

Chapter 5

INSTALLATION TRAFFIC CODE

5.1. General.

5.1.1. This code constitutes a realistic traffic control program aimed at providing maximum safety for all residents, employees, and visitors of this installation. Strict observance and enforcement of this code is required. 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 will be denied the privilege of operating motor vehicles on USAFA.

5.2. Enforcement of the Traffic Code.

5.2.1. 10 SFS is responsible for traffic enforcement (i.e., traffic stops, etc.) on USAFA; however, due to USAFA's concurrent jurisdiction, local law enforcement personnel (e.g., El Paso County Sheriff's Office (EPSO), Colorado Springs Police Department (CSPD), Colorado State Patrol (CSP), etc.) are authorized, by law, to assist with traffic enforcement.

5.2.2. 10 SFS personnel may conduct traffic stops and inspections of any vehicle on USAFA 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 10 SFS member determines a vehicle is in such condition that further operation would be hazardous, the vehicle will be driven to the nearest garage, or place of safety, or immediately removed from USAFA. Should a 10 SFS entry controller detect a serious or hazardous violation, the vehicle will be denied entry to USAFA.

5.2.2.1. When signaled, by either 10 SFS emergency equipment or hand and arm signals, the driver will pull to the shoulder of the road, to completely clear the right-of-way.

5.2.2.2. All occupants of the vehicle will stay in the vehicle until directed otherwise by the 10 SFS patrol.

5.2.2.3. 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.

5.2.3. 10 SFS will issue DD Form 1408, *Armed Forces Traffic Ticket*, to military members (active duty, guard and reserve {on active orders}) in violation of this traffic code. A Central Violation Bureau (CVB) 1805, *United States District Court Violation Notice*, will be issued to all civilian, retired military, guard and reserves (not on active orders) violators of this traffic code or any other applicable traffic offense.

5.2.3.1. DD Form 1408s will be issued to any person(s) operating a motor vehicle on USAFA who violate provisions of this traffic code which are not covered under State or Federal law or where the affiliation of the vehicle owner cannot be determined on scene (e.g. parking in Cadet lots without authorization, abandoned vehicles, etc.).

5.2.4. Only 10 SFS patrols will utilize Radar and/or Light Detection and Ranging (LIDAR) speed-measuring devices on USAFA; no other personnel are authorized to use these devices

on base. **NOTE:** Local law enforcement personnel may assist with traffic enforcement and may utilize their agency devices to detect violators.

5.2.4.1. Operators have been trained and certified IAW a locally devised training plan and the AF IMT 797, *Job Qualification Standard Continuation/Command JQS*, requirements. The 10th Security Forces Squadron, Training Section (10 SFS/S3T) maintains records of certification and training conducted for all unit personnel.

5.3. Restraint Systems.

5.3.1. Child Restraint systems will be used in accordance with CRS 42-4.236 requirements. Violating Colorado's child restraint law is a primary enforcement action. This means a driver does not have to be stopped for another driving offense before he or she can be ticketed for not properly securing a child in the vehicle.

5.3.1.1. Children less than one year and weighing less than 20 pounds – properly secured in a rear-facing child restraint system in a rear seat of the vehicle.

5.3.1.2. Children ages 1 to 4 years and weighing 20 to 40 pounds – properly secured in a rear-facing or front-facing child restraint system.

5.3.1.3. Children ages 4 to 8 years – properly secured in a child restraint system, such as a booster seat, according to manufacturer's instructions.

5.3.1.4. Children ages 8 to 15 years – properly secured in a safety belt or child restraint system according to manufacturer's instructions.

5.3.1.5. The above requirements do not apply to children being transported as a result of a medical or life-threatening emergency and a child restraint system is not available, children being transported in a commercial motor vehicle operated by a child care center or school which is not equipped with child restraint systems, or children being transported by or on the behalf of a common carrier, contract carrier or luxury limousine service.

5.3.2. All personnel operating or riding in a vehicle within the confines of USAFA must utilize proper restraint systems (seatbelts).

5.4. Radar or Laser Detection/Jamming Devices.

5.4.1. The use of radar or laser detection/jamming devices are prohibited on Air Force Installations.

5.4.2. The use of radar or laser detection/jamming devices to indicate the presence of speed recording instruments is prohibited. The item must be unplugged from its power source at the device before entering the installation.

5.4.3. The use of devices designed to broadcast a jamming signal or to transmit erroneous speeds is prohibited.

5.5. Driver Distractions.

5.5.1. 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.

5.5.2. Cellular telephone usage while operating vehicles on USAFA is prohibited. The only operation allowed is hands-free mode (Bluetooth earpiece or Bluetooth to the vehicle) for

speaking. Placing the phone in speaker mode then holding it or placing it on your lap does not constitute hands-free operation. Operators of vehicles are to pull safely to the side of the roadway, not interfering with the normal flow of traffic, to use a cellular telephone in any manner not in hands-free mode (e.g. texting, applications, etc.). **EXCEPTION:** The use of a cellular telephone, to a true emergency, is authorized for emergency responders. The provisions of this paragraph shall not relieve the driver of any authorized emergency vehicle from the duty to drive with due regard for the safety of all persons, nor shall such provisions protect the driver from the consequences of his/her reckless disregard for the safety of others.

5.5.2.1. Vehicle operators cited for cell phone violations may receive a 7-day suspension of base driving privileges for the first offense. Subsequent violations within a 12-month period may result in 30-day suspensions of base driving privileges.

5.6. Speed Limits. Regardless of posted speed limits or the speed limits specified in this instruction, no person will operate a motor vehicle on USAFA 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. Speed limits on USAFA are as follows unless otherwise marked:

5.6.1. 45 MPH on four-lane paved roads

5.6.2. 40 MPH two-lane paved roads

5.6.3. 30 MPH on paved service roads

5.6.4. 25 MPH on all other housing roadways, unless otherwise posted

5.6.5. 25 MPH on unpaved roads

5.6.6. 20 MPH paved housing loop roads and school zones

5.6.7. 15 MPH in the Cadet Area

5.6.8. 15 MPH when approaching or exiting a gate entry

5.6.9. 10 MPH in housing clusters

5.6.10. 10 MPH in all parking areas

5.6.11. 10 MPH whenever passing any troop formation. 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.

5.6.12. 5 MPH on the Terrazzo (except snow removal equipment).

5.7. Vehicle Operation on the Terrazzo.

5.7.1. Except for emergency and mission requirements, motor vehicles will not be operated on the terrazzo (the area bounded by the Cadet Chapel, Sijan, Arnold, Mitchell,

Vandenberg, and Fairchild Halls, including the Cadet Chapel and across the "Core Values" ramp). Exceptions to this rule must be approved by USAFA/CWTM. Many areas of the

Terrazzo are actually roofs over occupied spaces and the Terrazzo will crack if weighted vehicles and equipment traverse the area.

5.7.2. Persons who operate vehicles on the terrazzo will comply with the following rules:

5.7.2.1. Headlights must be on at all times

5.7.2.2. Yield right-of-way to pedestrians and maintain a safe distance from troop formations

5.7.2.3. Maintain clear visibility

5.7.2.4. Stop before proceeding past stairwell exits, doorways, or blind curves

5.7.3. Coordinate with USAFA/CWTM prior to any unusual vehicle activity (such as construction, major maintenance, etc.). The 10th Contracting Squadron, Contracting Division (10 CONS/LGC) will ensure contractors comply.

5.8. Wildlife..

5.8.1. Drivers should alert approaching vehicles to the presence of wildlife by flashing their headlights from low to high beams several times.

5.8.2. Drivers must notify BDOC of any animal strikes in accordance with accident reporting guidance in this instruction.

Chapter 6

PARKING

6.1. General.

6.1.1. 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 a 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.

6.1.2. Parking is only authorized in designated parking spaces or parking lots. Parking spaces are designated by two white stripes. Areas not marked specifically for parking are considered No Parking Areas. Parking outside the established lot boundary is prohibited. Violators will be ticketed and may be towed.

6.1.3. Handicap parking is regulated under the Uniform Federal Accessibility Standards and applies to all Air Force installations.

6.1.4. 10 CES is responsible for procuring all reserved parking signs to ensure uniformity and requires strict adherence to Unified Facilities Criteria (UFC) 3-120-01, *Sign Standards*, and 10 CES standards.

6.1.5. All signs not in compliance with this instruction will be immediately removed by owner/user or at the expense of the owner/user.

6.2. Reserved Parking.

6.2.1. Installation parking areas must be managed to provide support to the mission and to encourage a safe working and living environment. The TSCG is the focal point for base parking plans. Reserved parking spaces must be approved by the TSCG.

6.2.2. Spaces reserved for handicapped personnel and government vehicles are determined first from the total available. Approval authorities may assign up to 10% of the remaining number of available spaces in an area as reserved parking. Spaces reserved for handicapped personnel will be those closest to the facility followed by those for official vehicles. Facility managers are required to maintain a map of their assigned parking areas identifying the current number of reserved parking spaces. 10 CES will also maintain a current list of all approved reserved parking spaces. Special consideration should be given to bicycle, motorcycle, visitor, Gold Star families, and carpool parking.

6.2.3. Facility managers will serve as points of contact for reserved parking designations in parking lots servicing their facility. For parking lots servicing more than one facility, requests for reserved parking designations will be coordinated with appropriate facility managers. Exceptions to this rule are as follows:

6.2.3.1. Dean of Faculty (USAFA/DF) will serve as the point of contact for the underground Fairchild Hall, underground Gregory Hall, Observatory, and Aero Laboratory parking lots.

6.2.3.2. Commandant of Cadets Support Division (USAFA/CWTM) will serve as the point of contact for the North Arnold Hall, Northwest Vandenberg Hall, East Vandenberg Hall, Battle Ramp, lower Sijan, Stillman Field and Cadet Drive parking lots.

6.2.3.3. Director of Communications (USAFA/CM) will serve as the point of contact for the Visitor Center parking lot.

6.2.3.4. HQ USAFA Director of Staff (HQ USAFA/DS) will serve as the point of contact for the Harmon Hall parking lot.

6.2.4. All requests for reserved parking spaces should be formally requested through the TSCG during quarterly meetings.

6.2.4.1. Requests will include a map or drawing depicting the parking area, total spaces, amount and desired location of the reserved spaces, designation for each space and the name and duty phone of the facility manager submitting the request.

6.2.4.2. Requests for removal of reserved parking will follow the procedure listed above.

6.2.4.3. Once approved by the TSCG, all requests for reserved parking space designation should be formally requested using the AF Form 332, *Base Civil Engineer Work Request*, for sign procurement and installation.

6.2.5. Units will review reserved parking in areas under their control on the first day of the fiscal year (first day of the Academic Year, August, for lots listed in 6.2.3.1) to ensure continued compliance.

6.3. Cadet Area Parking.

6.3.1. Personnel with a valid CAC, Circulation Control Badge (CCB), and a Cadet Area Close-In Parking Pass (**Attachment 2**) may park next to their facility only while in the process of actively loading and unloading their vehicle. Vehicle hazard lights will be placed in the “on” flashing position. All personnel will register their POV(s) requiring regular parking in the Cadet Area and surrounding campus with USAFA CW/CWTM, **EXCEPTION:** USAFA Senior Leader marked vehicles are exempt from this requirement.

6.3.1.1. Cadet Area Close-In Parking Passes are issued by 10 SFS/S5R. Units will designate, in writing, a primary and alternate unit representative who may request passes and will be responsible for tracking passes assigned to their unit. Documentation and requests will be sent via e-mail to the 10 SFS Criminal Records Organizational E-mail at

10SFS.DFS-R.CriminalRecords@us.af.mil.

6.3.1.2. Cadet Area Close-In Parking Passes will be issued only for the appropriate duration of time to meet the mission need, not to exceed 1 year.

6.3.1.3. Unit representatives will immediately notify BDOC of any passes identified as lost, missing or stolen. Unit representatives will provide BDOC with the pass number to facilitate confiscation by Cadet Area ECPs or patrols.

6.3.1.4. The Vandenberg ECP (Charlie-1) will maintain several Cadet Area Close-In Parking Passes for issue as needed for temporary use, not to exceed 30 minutes. These passes will be issued in the same manner as the T-Badges and will be accounted for each shift.

6.3.1.5. Temporary Cadet Area Close-In Parking Passes will be issued by the sentry (when posted) to those individuals who display a valid need to park within 25 feet of a facility. It must be apparent to the sentry the items cannot be carried the distance from the parking lots to the facilities. If unsure, sentries will have drivers open trunks/hatches to verify the request. Vehicles need not be completely checked; however, a visual inspection of cargo compartments will be conducted.

6.3.1.6. When the ECP is not manned, only those with Cadet Area Close-In Parking Passes issued to their unit will be allowed to park within 25 feet of the facilities and all others will be subject to immediate removal without warning.

6.3.2. Parking under Fairchild Hall and the Gregory Hall is limited to those who are authorized/designated by USAFA Dean of Faculty Director of Staff (USAFA/DFS) during duty hours of 0800-1600.

6.3.2.1. USAFA/DFS will maintain strict accountability of assigned parking spots for all parking locations under Fairchild Hall and Gregory Hall. The parking Plan will be reviewed and implemented prior to the start of the academic year.

6.3.2.2. Motorcycle parking is authorized in designated motorcycle parking areas or parking spaces. If parking spaces are used, personnel riding motorcycles should share the space as much as possible due to the limited parking availability. Members authorized to park under Fairchild Hall/Gregory Hall who ride motorcycles are not required to display the additional USAFA/DFS pass due to the increased possibility of the pass being lost or stolen.

6.3.2.3. Outside of the above identified duty hours, parking under Fairchild Hall and Gregory Hall is authorized without a parking pass.

6.3.2.4. USAFA personnel/contractors who require access to the parking areas under Fairchild Hall and the Gregory Hall to drop off/pick up equipment or complete their mission may have their proximity cards coded for access. Because of the limited parking, they are not authorized to park in a parking space without USAFA/DFS approval.

6.3.3. Parking is prohibited on the Terrazzo and Core Values Ramp. Parking is also prohibited in the areas immediately at the top and bottom of the ramp.

6.3.4. Only vehicles with a close-in parking pass are authorized to park under the dormitories. All others are subject to immediate removal without warning.

6.3.5. Parking in areas clearly identified by signs indicating Cadet Parking will be limited to cadet owned/maintained vehicles which have been registered with USAFA/CW.

6.4. Dormitory Parking.

6.4.1. Parking at the Airmen dormitories (Intrepid, Atlantis, and Challenger Halls) on the sidewalk adjacent to entry points is permissible only for short-term unloading of vehicles. Vehicles will not be parked for longer than 20 minutes for loading and unloading.

6.4.2. Dormitory residents leaving for temporary duty (TDY) who will be leaving their vehicle parked on USAFA within the Dormitory Parking Lots must ensure they display the owner's name, squadron and estimated return date on the driver side dashboard. Information regarding

TDY parking will be given to the member's First Sergeant prior to leaving the installation. First Sergeants will ensure vehicles are insured and registered for the duration of the TDY.

6.5. Parking of Boats, Trailers and Recreational Vehicles.

6.5.1. Boats, trailers, and recreational vehicles must be registered with 10 FSS Outdoor Recreation (ODR) before the vehicle can be authorized for storage on USAFA. Authorized storage of these types of vehicles is restricted to the ODR storage lots within the fenced area located at the corner of Park Drive and Security Drive.

6.5.2. Parking is prohibited for boats, boat trailers, horse trailers and utility trailers, recreation vehicles designated for sleeping, on active roadways.

6.5.3. Parking is prohibited for boats, boat trailers, horse trailers and utility trailers, recreation vehicles designated for sleeping, within housing areas when they create a safety hazard, when they interfere with other residents' parking spaces, or when the vehicle is not properly registered. Vehicles may be parked in housing areas for a period not to exceed of 24 hours to load, unload, or clean only. For the privatized housing RV parking policy, please contact Air Force Academy Family Housing/Hunt Military Community.

6.5.4. Boats, boat trailers, horse trailers, campers, camper trailers, and utility trailers will not be kept in Cadet Parking lots longer than 24 hours and will be parked to load, unload, or clean only. **EXCEPTION:** Cadet Squadron owned morale trailers, boats, and grills on wheels used for tailgating are authorized to be stored at the far east end of the 2 degree lot or far west Sijan Firstie lot. They must be moved to the RV storage lot through Outdoor Recreation during major events that require the 2 degree lot commendation.

6.5.5. The 10 FSS Lodging Office may issue a temporary parking pass to lodging occupants residing in the Temporary Lodging Facility (TLF) to park their personal RV, boat, moving van, or other vehicle or trailer in the parking lot of the Youth Center Baseball Field (Dirt lot on the east side of W. Pine Loop). The pass expires upon termination of lodging occupancy or as otherwise directed by lodging or 10 SFS.

6.5.6. Parking anywhere on USAFA for the purpose of camping is prohibited outside of approved camping areas. **EXCEPTION:** Specific events must be coordinated through USAFA/A3 and approved by 10 ABW/CC or designee.

6.6. Vehicle Maintenance and Vehicle Parts.

6.6.1. Major maintenance, such as engine overhaul or oil change, is prohibited in housing areas and all installation parking lots. This does not preclude emergency repairs such as changing a flat tire. Operators of vehicles that have been left inoperative in any location other than a designated area shall immediately notify 10 SFS and will arrange to have the vehicle removed as soon as possible. Vehicles may be removed IAW [para 3.4.4](#).

6.6.2. Major vehicle maintenance can be done at the Auto Skills Shop through coordination with 10 FSS or off the installation.

6.6.3. Designated parking areas are not to be used as storage areas (i.e., car batteries, tires/rims, boats, jeep tops and doors, T-Tops, trailers, etc.).

6.7. Prohibited Parking Areas.

6.7.1. The following areas are designated as Prohibited Parking areas and vehicles identified to be parked in such areas are subject to be cited and may be removed at the owner's expense:

6.7.1.1. In or along fire lanes or within 15 feet to fire hydrants

6.7.1.2. On any seeded, grassed, landscaped, or xeriscaped area not specifically designated for parking

6.7.1.3. Within loading docks, to include bus-loading docks except during specified loading and unloading operations

6.7.1.4. Within 30 feet of an intersection (roadway or parking lot)

6.7.1.5. Within 75 feet of an accident or emergency vehicles stopped in response to an emergency

6.7.1.6. Blocking driveways or walkways

6.7.1.7. On the shoulder of the road, unless in an emergency

6.7.1.8. Impeding the flow of traffic

6.7.1.9. Within 5 feet of a dumpster

6.7.1.10. In handicap or reserved parking spaces without proper placard/locally devised decal

6.8. Private Resale Lot.

6.8.1. The private resale lot located directly south of Building 4560, USAFA Arts & Crafts Center, commonly referred to as the "Lemon Lot," is intended to provide a consolidated location for USAFA personnel or other members of the community to sell their POVs to private individuals.

6.8.2. Prior to using this lot, the owner of the vehicle must obtain a permit from 10 FSS.

6.8.3. Vehicles may be parked in the private resale lot for 2 consecutive periods of 30 days, at which point it would need to be removed for a minimum of 30 days before a new permit will be issued.

6.8.4. Vehicles parked in the private resale lot without displaying the proper permit are subject to citations and towing at the owner's expense.

6.9. Parking Warden Program.

6.9.1. Units may use Parking Wardens (unit personnel) to monitor and cite parking violators in their respective parking areas.

6.9.2. Commanders/Directors participating in the program will appoint one primary and one alternate Parking Warden, E-5 (or civilian equivalent) or above, for the position. In addition, Cadet Wing and Group VCOs may be appointed as parking wardens for the cadet wing. Units will use the 10 SFS Parking Warden Appointment Letter Template ([Attachment 3](#)). Appointment letters will be re-accomplished annually to ensure they remain current and personnel who are not listed on a current letter shall be prohibited from performing Parking Warden duties. 10 SFS/S5R will obtain and maintain appointment letters on file.

6.9.3. Parking Wardens will be trained by 10 SFS/S5R on the correct procedures to complete the tickets. 10 SFS/S5R will issue Parking Wardens books of DD Form 1408s, *Armed Forces Traffic Ticket*. Parking Wardens will only issue citations for parking (non-moving) violations. Training will be accomplished annually and personnel are not authorized to operate Parking Wardens if they are not current.

6.9.4. All Parking Wardens cite violators utilizing DD Form 1408. 10 SFS are the only personnel authorized to issue CVB 1805.

6.9.5. Parking Wardens may only enforce parking regulations within the areas assigned to their unit or mission element. Any additional areas must be approved by 10 SFS/S5R.

6.9.6. Parking Wardens must include special instructions on the back of the pink copy directing the violator to contact the parking warden who issued the ticket within 72 hours. The parking warden must include how and where they can be reached by the violators so they can provide the parking warden with the necessary information to complete the citation.

6.9.7. Parking wardens are not authorized access to law enforcement database information and 10 SFS personnel are prohibited from accessing law enforcement databases to provide violator information to parking wardens.

6.9.8. Parking Wardens will turn all completed parking tickets in to 10 SFS/S5R for review and processing no later than 5 days after issuance.

Chapter 7

CADET SPECIFIC TRAFFIC GUIDANCE

7.1. General.

7.1.1. This chapter provides additional guidance specific to the cadets assigned to the United States Air Force Academy. These provisions are in addition to the guidance found in previous chapters of this instruction and does not exempt USAFA cadets from compliance with the above provisions or State/Federal traffic regulations.

7.2. Cadet Driving/Vehicle Privileges and Suspensions.

7.2.1. The eligibility of cadets to maintain and operate a Privately Owned Vehicle (POV) is determined by USAFA/CW IAW Air Force Cadet Wing Instruction, *Cadet Standards and Duties*. Authorization is provided by the owning unit AOC.

7.2.2. The chain of command may curtail, suspend, or limit a cadet's use of a POV for administrative or disciplinary reasons in accordance with [paragraph 3.5.4](#).

7.2.3. Eligible C1Cs and C2Cs may maintain a single POV at USAFA or elsewhere. C1Cs and C2Cs are also allowed to maintain a motorcycle as a second POV as long as the eligible Cadet has completed and is current on all requirements and has registered within the MUSTT program. C3Cs or C4Cs will not maintain a vehicle at USAFA. Cadets who are not authorized to maintain a vehicle will not have another cadet maintain a vehicle for them. **EXCEPTION:** AOCs (can be delegated to AMT) or higher may approve additional ownership on a case-by-case basis, for C1Cs and eligible C2Cs (e.g., the Cadet Club Car). Permanent Party Group Commanders or higher may approve exceptions for C3C or C4C to maintain a vehicle at USAFA on a case-by-case basis.

7.2.3.1. Rental Vehicles - Cadets may operate commercial rental vehicles during authorized passes and/or break periods. All guidance related to authorization to operate POVs applies. Rental vehicles will be subject to the same parking guidance as Cadet Owned Vehicles. Last name of the renting cadet will be displayed on the driver side dash while in the cadet area.

7.2.3.2. Borrowed Vehicles - Cadets will not rent or loan vehicles to other cadets with the intent of making a profit. Cadets who lend vehicles will ensure the borrower is authorized to drive and is familiar with the vehicle's condition, handling, has a valid driver's license and is covered under the owner's insurance. The owner of the vehicle is responsible for ensuring that upon return, the vehicle is parked in an authorized location. Cadets who borrow cars must follow all applicable information specified in this instruction.

7.2.4. Cadets must complete Traffic Safety Course I (Standard Traffic Safety Course) and Traffic Safety Course II (Local Conditions) prior to driving. Course I and Course II will be administered annually to all fourth-class cadets in the fall semester. Course I and II must be completed prior to driving automobiles on base and is a mandatory briefing following Basic Cadet Training (BCT). Squadron AOCs/AMTs will ensure compliance with this requirement for all applicable personnel under their command.

7.2.5. Cadet vehicles must be registered with USAFA/CW. Refer to *Cadet Standards and Duties* for cadet registration procedures.

7.2.6. Unless they possess authorization to park in the Cadet Area, cadet vehicles will only enter the Cadet Area for loading/unloading and pick-up/drop-off, not to exceed 30 minutes. When doing so, cadets will only park on driveways with 4 way flashers on. Cadets will not drive under Vandenberg or Sijan dormitories. Cadets may not loan an issued pass to any other individual. Refer to section 6.3.1.5. for close in parking passes.

7.3. Cadet Motorcycle Operation.

7.3.1. Cadets are prohibited from operating a motorcycle on USAFA until after graduation unless covered by exceptions listed below.

7.3.1.1. First and Second Class Cadets are allowed to own, maintain and operate a motorcycle designed for on-road use only as a member of the Cadet Motorcycle Club, in compliance with the Cadet Motorcycle Club Charter, guidelines and regulations, to include AFI 91-207_USAFASUP. Cadets must be in good standing, have AOC approval and have a current and approved AF Form 4391, *High-Risk Activities Worksheet*. All cadet club members must enroll and successfully complete an approved Motorcycle Safety Foundation Basic Motorcycle Safety course prior to operating a motorcycle.

7.3.1.2. First Class Cadets who intend to purchase, own, or operate a motorcycle after graduation, but before their next duty assignment, will be required to complete motorcycle safety training IAW AFI 91- 207_USAFASUP.

7.3.2. Cadets are not allowed to ride as a passenger on a motorcycle designed for on-road use.

7.3.3. Cadets are authorized to legally operate off-road vehicles but are prohibited from operating off-road vehicles on roads and in unauthorized locations as defined by local and state law.

7.4. Cadet Parking.

7.4.1. Cadet owned/maintained vehicles will be parked in appropriate parking lots. Cadets will park in lots clearly identified by signs indicating Cadet Parking (Cadet Only Lot, First Degree Lot, etc.). Refer to *Cadet Standards and Duties* for further information on parking lots designated for cadet use and which lots are approved for certain cadet ranks.

7.4.2. The far east side of the C2C Lot is designated for Long Term Storage parking. Cadets away from USAFA for an official duty such as semester-away or summer programs will park their vehicles in this area to limit disruption to day-to-day parking operations and mission needs. Cadets will park their vehicles in this designated area with the cadet owner's name, squadron and time frame it will be parked on the driver side dashboard. Information regarding long term storage will be given to the appropriate AOC/AMT prior to leaving the installation. If vehicles are not registered and parked in designated area, they may be considered abandoned and towed.

7.4.3. All Athletic Department, Dean of Faculty and Harmon Hall parking areas are off limits to Cadets.

7.4.4. Cadets may periodically be instructed by USAFA/CW to vacate authorized parking lots to support mission requirements and events. Temporary parking areas will be identified in messaging sent by USAFA/CW.

7.4.5. Cadets that use car covers must permanently and clearly annotate on the rear of car cover the cadet owner's name, squadron, class year and license plate number.

7.4.6. Cadets with a profile less than 45 days long may request upper access handicap parking from the Cadet VCO. A placard, to be displayed by hanging on the rear-view mirror of the vehicle, will be issued. Handicap cadets may only park in parking slots clearly designated for cadet parking in Upper NW Vandenberg Hall lot or unmarked Upper Sijan spots, as highlighted in *Cadet Standards and Duties*. If those spaces are full, cadets must park in C1C or C2C lots.

Chapter 8

DRIVING RECORDS, THE TRAFFIC POINT SYSTEM AND TRAFFIC CITATIONS.

8.1. Driving Records.

8.1.1. 10 SFS will use the Air Force Justice Information System (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.

8.2. Traffic Point System.

8.2.1. 10 SFS/S5R will process all citations received and assess points for the listed violations in accordance with AFI 31-218 and USAFA Violations Points Table (Attachment 4).

8.2.2. AFJIS will be used to track all traffic points through the member's individual driving record.

8.3. DD Form 1408 Processing.

8.3.1. The 10 SFS/S5R will forward the citation and all related information for DD Form 1408s issued for traffic and parking offenses to the appropriate military commander or civilian director for command action. The S5R Command Action Memorandum will be digitally signed and returned by the commander within 14 days to complete and close the file. If a commander cannot complete the action within the established suspense, they must request an extension in writing. All command action correspondence will be sent from and to the 10 SFS Command Actions Organizational E-mail at 10SFS.S5R@US.AF.MIL.

8.3.2. For military members not assigned to USAFA, 10 SFS/S5R will attempt to locate the owning units chain of command. If unable to locate the member's commander, 10 SFS/S5R will coordinate with the appropriate law enforcement office of the owning installation for assistance.

8.4. CVB 1805 Processing.

8.4.1. The 10 SFS/S5R will forward the citation CVB 1805s issued for traffic and parking offenses to the CVB for processing. The CVB process fine payments and will distribute the citation information to the appropriate servicing District Court for action as needed. The court will notify the violator of date, time and location for their assigned hearing. Once the citation is transferred, 10 SFS/S5R has no further involvement and cannot change or void the citation. 10 SFS/S5R does not have any involvement or input in the assignment of court hearings or their scheduled dates/times.

8.4.2. 10 SFS/S5R will conduct a monthly check with the CVB to obtain the status of all outstanding citations issued on USAFA. Upon receipt of the final disposition, 10 SFS/S5R will update the violator's individual driving record.

8.4.3. The DFC and issuing officer are the only personnel authorized to void traffic citations deemed to lack legal validity or to have been written in error. A voided citation will not appear on the individual's driving record. The violator and their commander will be notified by 10 SFS/S5R of the decision to void the citation.

8.5. Traffic Citation Rebuttals.

8.5.1. 10 SFS/S5R can only process the rebuttal of DD Form 1408 citations. CVB 1805 citations must be rebutted through the servicing District Court.

8.5.2. If the violator wishes to rebut a DD Form 1408, the violator must submit a written rebuttal memorandum on their unit letterhead articulating his/her position to the DFC through 10 SFS/S5R within 5 duty days of receipt of the ticket. This memorandum will 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. This memorandum may be submitted to 10 SFS/S5R in person or via e-mail to the 10 SFS Criminal Records Organizational E-mail at 10SFS.DFS-R.CriminalRecords@us.af.mil.

8.5.3. Once a rebuttal is received, 10 SFS/S5R will obtain a written statement from the issuing officer for inclusion in the rebuttal package.

8.5.4. 10 SFS/S5R will submit the citation, accompanying documents, rebuttal memorandum and patrolman statement to the DFC for determination. Once the DFC has made a decision, 10 SFS/S5R will notify the violator and their commander of the final outcome via e-mail.

8.5.5. If the violator wishes to rebut a CVB 1805, the violator may rebut the ticket through the District Court System on the date scheduled by the court. The violator may call the servicing court or CVB for additional information regarding the status of their ticket. HQ USAFA/JA and S5R representatives, along with the court clerk, will take into account all information presented by the violator and determine if the ticket merits dismissal. HQ USAFA/JA has the final authority on whether or not to dismiss the ticket. S5R personnel serve primarily in an advisory and administrative capacity.

Chapter 9

TRAFFIC ACCIDENTS

9.1. Traffic Accident Classification.

9.1.1. 10 SFS will classify vehicles as Major or Minor based off the factors present on scene regarding injury and property damage.

9.1.2. Major vehicle accidents are determined based off the following factors and must be investigated by a trained Major Vehicle Accident Investigator.

9.1.2.1. 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.

9.1.2.2. A motor vehicle accident that results in incapacitating injuries to one or more personnel. An incapacitating injury is 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.

9.1.2.3. A motor vehicle accident that results in disabling damage to one or more vehicles. Disabling damage is any damage to a vehicle such that it cannot be driven (or towed in the case of trailers) safely 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. 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.

9.1.3. Minor vehicle accidents are any accidents that do not meet the criteria outlined in [para 9.1.2](#) Minor vehicle accidents may be investigated by any 10 SFS member on duty.

9.2. Traffic Accident Reporting

9.2.1. All traffic accidents on USAFA will be reported to BDOC via telephone, at 333-2000, Option 0, immediately, but not to exceed 24 hours following the accident. Personnel will provide name, rank, organization, time, date, and location of the accident.

9.2.2. For any major vehicle accident, any accident involving injuries of any kind, or any accident involving damage to government property, remain at the scene until released by the incident scene commander or senior official.

9.2.2.1. POVs involved in major vehicle accidents that result in serious injuries or fatalities shall be towed by a tow company to the 10 SFS impound lot, as determined by the on-the-scene investigator. The vehicle may be needed for further investigation or as evidence and will be released upon completion of the investigation.

9.2.2.2. 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 10th Logistics Readiness Squadron, Vehicle Operations (10 LRS/LGRDDO).

9.2.3. For any minor vehicle accident, any accident where no injuries or damage to government property are involved, 10 SFS will dispatch patrols to the scene as available. If patrols are not immediately available and agreed upon by both parties, the parties may report to the BDOC, located in Building 8024, to file an accident report. If there is any dispute, remain on scene until the arrival of a patrolman.

9.2.4. For minor vehicle accidents that do not involve government vehicles or property, if both parties agree, they may choose to notify BDOC of the incident and exchange insurance information without filing a police report. **NOTE:** Any accident where the parties choose to not file a police report, no report will be available at a later date for insurance companies.

9.2.5. Vehicle operators involved in minor vehicle accidents will, if safe to do so, remove the vehicle from the roadway or flow of traffic.

9.2.6. Vehicle operators of government vehicles are responsible for completing a Standard Form 91, *Motor Vehicle Accident Report* and a DD Form 518, *Accident Identification Card*. These forms will be turned in to the unit VCO and a copy will be provided to 10 SFS for inclusion in the accident report.

9.3. Traffic Accident Investigation

9.3.1. 10 SFS is the primary response agency for all accidents on USAFA.

9.3.2. Traffic investigators will determine and present the facts of the incident and cite infractions committed during the accident as determined.

9.3.3. The civilian law enforcement agency responsible for the location of the accident is the primary response agency for all accidents off the installation. 10 SFS may respond to calls for accidents on I-25 to render aid as needed, but will not conduct the accident investigation.

9.3.4. Investigations of off-installation accidents involving government vehicles will be conducted in cooperation with the civilian law enforcement agency responsible for the location of the accident.

9.4. Traffic Accident Investigation Reports

9.4.1. Minor traffic accident investigations will be recorded on a USAFA Form 625, *Minor Vehicle Accident Worksheet*, and a copy will be provided to the drivers upon completion of the report.

9.4.2. Major vehicle accident investigations will be recorded on a AF Form 1315, *Accident Report*, and an AFJIS Incident Report.

9.4.3. 10 SFS/S5R is the point of contact for all report requests. 10 SFS/S5R may release reports to those members directly involved to the incident (drivers, passengers, vehicle owner, etc.). Those not directly involved such as insurance companies must request a report through the USAFA Freedom of Information Act (FOIA) office.

9.4.4. Reports released by 10 SFS/S5R may be redacted in accordance with Privacy Act and FOIA guidelines.

CHRISTOPHER J. LEONARD, Colonel, USAF
Commander

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

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

DoDIO-2000.16V1_AFI 10-245-O, *Anti-Terrorism (AT) Program Implementation*, 06 December 2020

DAFI 31-101, *Integrated Defense (ID)*, 24 March 2020

DAFI 33-360, *Publications and Forms Management*, 30 Nov 2015

AFI 31-115, *Law and Order Operations*, 17 August 2020

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

AFI 33-322, *Records Management and Information Governance Program*, 27 July 2021

AFI 91-207_USAFASUP, *The U.S. Air Force Traffic Safety Program*, 14 January 2021

Prescribed Forms

USAF Form 28, *Appeal Request for Traffic-Related Offense*

USAF Form 625, *Minor Vehicle Accident Worksheet*

Adopted Forms

CVB 1805, United States District Court Violation Notice

DD Form 2, *Armed Forces of the United States Geneva Convention Identification Card*

DD Form 518, *Accident Identification Card*

DD Form 1408, *Armed Forces Traffic Ticket*

AF Form 332, *Base Civil Engineer Work Request*

DAF Form 847, *Recommendation for Change of Publication*

AF Form 1315, *Accident Report*

AF Form 4391, *High-Risk Activities Worksheet*

AF IMT 797, *Job Qualification Standard Continuation/Command JQS*

Optional Form (OF) 346, *U.S. Government Motor Vehicle Operator's Identification Card*

Standard Form (SF) 91, *Motor Vehicle Accident Report*

Abbreviations and Acronyms

AAA—American Automobile Association

AF—Air Force

AFJIS—Air Force Justice Information System

AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command
AMT—Academy Military Trainer
ANG—Air National Guard
ANSI—American National Standards Institute
AOC—Air Officer Commanding
BAC—Blood Alcohol Concentration
BAT—Blood Alcohol Tests
BCT—Basic Cadet Training
BDOC—Base Defense Operations Center
BrAC—Breath Alcohol Concentration
CAP—Civil Air Patrol
C1C—Cadet First Class
C2C—Cadet Second Class
C3C—Cadet Third Class
C4C—Cadet Fourth Class
CAC—Common Access Card
CFR—Code of Federal Regulations
CRS—Colorado Revised Statutes
CSP—Colorado State Patrol
CSPD—Colorado Springs Police Department
CVB—Central Violation Bureau
DBIDS—Defense Biometric Identification System
DFC—Defense Force Commander
DOD—Department of Defense
DODD—Department of Defense Directive
DOT—Department of Transportation
DUI—Driving Under the Influence
ECP—Entry Control Point
EPSO—El Paso County Sherriff’s Office
FOIA—Freedom of Information Act
LIDAR—Light Detection and Ranging

NHSPS—National Highway Safety Program Standards
ODR—Outdoor Recreation
OGMVC—Other Government Motor Vehicle Conveyances
OLVIMS—On-Line Vehicle Integrated Management System
OPR—Office of Primary Responsibility
POV—Privately Owned Vehicle
QR—Quick Response
SF—Security Forces
HQ USAFA/JA—Office of the Staff Judge Advocate
SORN—System of Records Notice
TDY—Temporary Duty
TLF—Temporary Lodging Facility
TSCG—Traffic Safety Coordination Group
UCC—Uniform Commercial Code
UCMJ—Uniform Code of Military Justice
UFC—Unified Facilities Criteria
UNECE—United Nations Economic Commission for Europe
USAFA—United States Air Force Academy
vMPF—Virtual Military Personnel Flight

Attachment 2

CADET AREA CLOSE IN PARKING PASS

Close-In Cadet Area Pass



Unit: _____

License Plate: _____

Pass # _____

Issue Date: _____

Expiration: _____

Issued by: _____

Issuing Signature: _____

Attachment 3

10 SFS PARKING WARDEN APPOINTMENT LETTER TEMPLATE

A3. Unit Authorized Parking Wardens Template



DEPARTMENT OF THE AIR FORCE
UNIT LETTERHEAD
USAF ACADEMY COLORADO

DAY MONTH YEAR

MEMORANDUM FOR 10 SFS/S5R

FROM: **UNIT COMMANDER/DIRECTOR**

SUBJECT: **UNIT** Authorized Parking Wardens

1. The following individuals have been designated as Parking Wardens for **UNIT or FACILITY**:

NAME	ORG/OFF SYMBOL	DUTY PHONE
RANK LAST, FIRST	UNIT/OFF SYM	333-XXXX
RANK LAST, FIRST	UNIT/OFF SYM	333-XXXX

2. The individuals listed above have been briefed on their roles and responsibilities as a Parking Warden. These individuals understand they must attend Parking Warden training with 10 SFS/S5R prior to performing these duties.

3. Please contact **RANK LAST, FIRST** at DSN 333-XXXX or **EMAIL** with any questions or requests to change this letter.

4. This letter is valid for one year for date above and supersedes all previous letters of the same subject.

FIRST MI LAST, RANK/GRADE, USAF
TITLE

Attachment 4

USAFA VIOLATIONS POINTS TABLE

A4. USAFA Violations Points Table

Violation	Points Assessed
Driving Under the Influence – BAC .08% or Greater (See Note #1)	N/A
Driving Under the Influence (Under 21) – BAC .01% or Greater (See Note #1)	N/A
Driving Under the Influence of Drugs (See Note #1)	N/A
Fleeing the Scene (Injury/Death) (See Note #1)	N/A
Homicide by Vehicle (See Note #1)	N/A
Operating Vehicle While Under Suspension or Revocation (See Note #1)	N/A
Driving While Impaired – BAC .05% and Greater but Less Than .08%	6
Fleeing or Attempting to Elude a Police Officer	6
Fleeing the Scene (Hit & Run) – Property Damage Only	6
Left Pet Unattended in Vehicle – Dangerous Conditions (See Note #2)	6
Open Containers in Vehicle	6
Owner Knowingly and Willfully Permitting a Physically Impaired Person to Operate the Owner’s Motor Vehicle.	6
Reckless Driving (Willful and Wanton Disregard for the Safety of Persons or Property)	6
Speed Contests	6
Speeding – More Than 20 MPH Over Limit	6
Unattended Child Under 12 Years of Age Left in Vehicle	6
Speeding – More Than 15 MPH but not More Than 20 MPH Over Limit	5
Failure to Exercise Due Care to Avoid a Pedestrian	4
Failure to Obey Signals or Instructions of Traffic Control Personnel	4
Failure to Obey Traffic Signals, Signs, Devices or Instructions of an Enforcement Officer	4

Leaving Running Vehicle Unattended	3
Operating a Radar or Laser Detection Device	3
Other Moving Violations (Involving Driver Behavior Only)	3
Speeding – Not More Than 10 MPH Over Limit	3
Student/Limited Driver License Violation (i.e. Learner Permit Requirements and License Limitations)	3
Unauthorized Cell Phone Use While Operating a Motor Vehicle	3
Unauthorized Use of a Vehicle	3
Unlawful and/or Fraudulent Use of an Official Driver's License	3
Unlawful and/or Fraudulent Use of Vehicle Registration Plates	3
Wearing of Headphones/Earphones While Operating a Motor Vehicle	3
Failure to Properly Restrain a Child	2
Failure to Report an Accident	2
Failure to Use Restraints - Operator or Occupant (Over 15 Years of Age)	2
Left Pet Unattended in Vehicle	2
Operating an Unsafe Vehicle	2
Parking Violation (See Note #3)	2
Speed Too Fast for Conditions	2
Speed Too Slow, Causing Safety Hazard	2
Driver Involved in Accident is Deemed Responsible (Only Added to Points for Specific Offenses)	1
<p>Note # 1 – Points Will be Used to Assess Future Suspensions (18 Points in 24 Months) but Will Not Be Used to Assess an Additional Suspension Related to the Cited Offense Listed</p> <p>Note # 2 - Animals Were Left in Dangerous Conditions in Vehicle or Where Conditions are Deemed Hazardous by a Reasonable Person (i.e., in Hot or Cold Weather Where Interior Temperatures May Reach Dangerous Levels)</p> <p>Note # 3 – As outlined in this instruction (i.e. double parked, parked in reserved parking, etc)</p>	

Leaving Running Vehicle Unattended	3
Operating a Radar or Laser Detection Device	3
Other Moving Violations (Involving Driver Behavior Only)	3
Speeding – Not More Than 10 MPH Over Limit	3
Student/Limited Driver License Violation (i.e. Learner Permit Requirements and License Limitations)	3
Unauthorized Cell Phone Use While Operating a Motor Vehicle	3
Unauthorized Use of a Vehicle	3
Unlawful and/or Fraudulent Use of an Official Driver’s License	3
Unlawful and/or Fraudulent Use of Vehicle Registration Plates	3
Wearing of Headphones/Earphones While Operating a Motor Vehicle	3
Failure to Properly Restrain a Child	2
Failure to Report an Accident	2
Failure to Use Restraints - Operator or Occupant (Over 15 Years of Age)	2
Left Pet Unattended in Vehicle	2
Operating an Unsafe Vehicle	2
Parking Violation (See Note #3)	2
Speed Too Fast for Conditions	2
Speed Too Slow, Causing Safety Hazard	2
Driver Involved in Accident is Deemed Responsible (Only Added to Points for Specific Offenses)	1
<p>Note # 1 – Points Will be Used to Assess Future Suspensions (18 Points in 24 Months) but Will Not Be Used to Assess an Additional Suspension Related to the Cited Offense Listed</p> <p>Note # 2 - Animals Were Left in Dangerous Conditions in Vehicle or Where Conditions are Deemed Hazardous by a Reasonable Person (i.e., in Hot or Cold Weather Where Interior Temperatures May Reach Dangerous Levels)</p> <p>Note # 3 – As outlined in this instruction (i.e. double parked, parked in reserved parking, etc)</p>	