

**BY ORDER OF THE COMMANDER
WRIGHT-PATTERSON AIR FORCE
BASE**

**WRIGHT PATTERSON AIR FORCE
BASE INSTRUCTION 31-218**

15 JUNE 2021

Security



**INSTALLATION
TRAFFIC AND PARKING CODE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013 and E. O. 9397 (SSN), as amended. This instruction implements several DoD directives requiring all installations to adopt a model traffic code based on the locale. This instruction implements and extends guidance for AFI 31-218, AFI 31-115 and AFI 91-207, USAF Traffic Safety Program. This traffic code is derived primarily from specific verbiage in Rev. Code 4511.01, Revised Code, Motor Vehicles and Traffic Regulations. Where Ohio state code does not address unique circumstances on Wright-Patterson AFB, specific verbiage was used from the above listed publications. This instruction applies to assigned, attached and/or associate units supported by the 88th Air Base Wing (88 ABW) at Wright-Patterson AFB, OH, including Air Force Reserve and Air National Guard (ANG) on Title 10 orders. Failure to comply with these requirements provides for administrative, judicial, and/or disciplinary action as authorized by federal laws, Uniform Code of Military Justice (UCMJ), Air Force Directives, and the laws of the state of Ohio. This instruction also complies with the guidance set forth in the WPAFB Integrated Defense Plan (IDP). This publication only applies to the Air National Guard or the Air Force Reserve Command (ANG/AFRC) units assigned to or located on WPAFB. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with

(IAW) AFMAN 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

Authority for maintenance of the system: This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, Secretary of the Air Force: Powers and duties; delegation by and DODI 6055.07, Mishap Notification, Investigation, Reporting, and Record Keeping; DODI 6055.4, Department of Defense Traffic Safety Program and AFIs 31-118, Security Forces Standards and Procedures, 31-218, Motor Vehicle Traffic Supervision, DoDI 7730.47, Defense Incident Based Reporting System (DIBRS); AFI 31-120, Security Forces Systems and Administration; 18 U.S.C. 922 note, Brady Handgun Violence Prevention Act; 28 U.S.C. 534 note, Uniform Federal Crime Reporting Act; 42 U.S.C. 10601 et seq., Victims' Rights and Restitution Act of 1990; and E.O. 9397 (SSN). The following System of Records Notices apply: F031, AF SP L, Traffic Accident and Violation Reports; F031 AF SP K, Vehicle Administration Records, F031 AF SP B, Security Forces Air Force Information System (AFJIS).

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: Removed references to AFI 31-116, removed automatic exceptions to policy for suspended/revoked drivers who live on base and/or are authorized medical care on base. Rewrote base driving suspension rules for parking tickets and failure to provide proof of valid insurance to provide a more common sense approach to enforcement. Removed the requirement for persons with only limited driving privileges granted by a state or federal court to request, in writing, permission to drive on base. Added detailed information regarding driving suspensions/revocations and appeals. Added information regarding use of the DD Form 1408, *Armed Forces Traffic Ticket*, when citing for violations of this instruction. Changed motorcycle protective clothing requirements to align with new guidance in AFI 91-207 and AFI 31-218. Revised base driving suspension policy for not providing proof of valid insurance. Made various numbering and grammatical changes throughout.

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Chapter 1

INTRODUCTION

1.1. Program Management. This instruction implements policy, assigns responsibility, and establishes procedures for motor vehicle traffic and parking supervision and base driving privileges on Wright-Patterson Air Force Base (WPAFB). Three publications provide guidance for installation traffic and parking management; AFI 31-218 (I), Motor Vehicle Traffic Supervision, provides additional Air Force specific guidance to complement guidance found in AFI 31-218 (I) and will take precedence if there are conflicts.

1.2. Responsibilities.

1.2.1. As the Installation Commander, the 88th Air Base Wing Commander (88 ABW/CC) establishes and manages the installation traffic supervision program and is given full authority over all matters concerning motor vehicle traffic and parking. The installation is defined as any area under the jurisdiction of the Installation Commander and includes all of Areas A and B within the perimeter fence line, The Prairies and The Woods housing areas, the National Museum of the United States Air Force, and parking lots under federal jurisdiction located in areas where access is not normally controlled (for example: Parking Lot 1A adjacent to HQ AFMC and Bldg. 286). The Installation Commander also exercises exclusive or concurrent jurisdiction on some roadways and areas external to WPAFB. In such areas, the 88 SFS shares law enforcement authority with city, county or state agencies or has sole law enforcement responsibility for the roadway or area.

1.2.2. Acting on behalf of the Installation Commander, the 88th Air Base Wing Vice Commander (88 ABW/CV), the 88th Mission Support Group Commander (88 MSG/CC), the 88th Mission Support Group Deputy Commander (88 MSG/CD), and the 88th Mission Support Group Deputy Director (88 MSG/DD) are delegated the authority to suspend, revoke, or otherwise restrict base driving privileges IAW AFI 31-218 Ch. 2-10.

1.2.3. The Installation SJA will conduct a legal review of all driving suspension/revocation packages except for preliminary suspension/revocation actions taken by 88 SFS patrols at the time of apprehension for OVI. In all other cases, the entire package with all supporting documentation will be coordinated through the Installation SJA prior to approval and presentation to the offender. The Installation SJA will review the package to ensure the evidence supports administrative suspension/revocation of installation driving privileges.

1.2.4. Commanders/Directors must review and indorse appeals of driving suspensions/revocations and other requests for installation driving privileges submitted by personnel assigned to their units. The indorsement must include comments that support or do not support the appellant's request. Commanders/Directors shall not interfere with the individual's right to appeal. The 88 MSG/CC, 88 MSG/CD, or 88 MSG/DD review appeals and render a decision.

1.2.5. The 88 ABW/CV may review appeal decisions rendered by the 88 MSG at the request of the appellant. Appeals to the 88 ABW/CV must be made in writing and must be received by 88 SFS/S5R not later than 14 calendar days after the appellant receives the decision of the 88 MSG. 88 SFS/S5R will coordinate the appeal through the Installation SJA before it is submitted to the 88 ABW/CV.

1.2.5.1. The 88 ABW/CV is the final appeal authority for all appeals pertaining to driving suspension and revocation decisions. There is no further appeal process authorized.

1.2.6. The 88 SFS/CC is the final decision-making authority for the rebuttal of DD Form 1408, Armed Forces Traffic Ticket, violations. No further appeal process is authorized.

1.2.7. The 88th Security Forces Squadron Reports and Analysis section (88 SFS/S5R) is the focal point for all matters concerning installation driving privileges, and DD Form 1408, Armed Forces Traffic Ticket rebuttals.

1.2.8. Unit commanders, directors, managers, first sergeants, supervisors, and division chiefs of military members, civilian employees, and DoD contractors employed on the installation will:

1.2.8.1. Take corrective action for DD Forms 1408, Armed Forces Traffic Ticket, issued to individuals under their control.

1.2.8.2. Coordinate judicial and non-judicial punishment actions with 88 ABW/JA, Military Justice, for infractions by military members violating the UCMJ.

1.2.8.3. Coordinate with the Installation SJA for punitive and non-punitive actions involving civilian employees accused of violations.

1.2.8.4. Take appropriate administrative actions to educate and change the behavior of violators assigned to their organizations in cases of traffic/parking offenses not warranting more serious action

Chapter 2

DRIVING PRIVILEGES

2.1. Driving Privileges Requirements.

2.1.1. Driving a government motor vehicle (GMV) or privately owned vehicle (POV) on this installation is a privilege granted by the 88 ABW/CC. Individuals must comply with federal and state laws and this instruction governing motor vehicle operations on the installation. Failure to comply places installation driving privileges at risk of suspension or revocation. Additionally, Security Forces may deny installation access to any driver whose license is expired unless the expiration date is extended IAW military exemption provisions afforded by the state of license issue. The individual is responsible to provide proof of an extension/exemption if questions arise. Security Forces shall not be held accountable to know the licensing rules of each state.

2.1.2. To maintain driving privileges on WPAFB and areas under WPAFB jurisdiction all personnel must:

2.1.2.1. Lawfully be licensed to operate motor vehicles in appropriate classifications and not be under suspension or revocation in any state or on any other military installation as reflected in the Defense Biometric Identification System (DBIDS) or the Air Force Justice Information System (AFJIS). Any person whose driving privileges have been revoked at any other installation must obtain written permission to drive on WPAFB from the Installation Commander or his/her designated representative before driving a POV or GMV on WPAFB. To obtain permission, the person must submit a written request, indorsed by their commander/director as stated in **paragraph 1.2.4** to 88SFS/S5R. 88SFS/S5R will coordinate the request through the Installation SJA and then obtain a decision from the Installation Commander or his/her designated representative. Persons seeking employment on base in any capacity and whose state driving privileges are limited, restricted, or suspended in any way may only drive on base under the terms of occupational or medical care privileges granted to them by the state. Additionally, they must carry a copy of the court document granting the limited privilege(s) with them when driving on base and they must provide the document to Security Forces upon request.

2.1.2.1.1. Additionally, drivers must possess and surrender to law enforcement personnel upon request:

2.1.2.1.1.1. Proof of vehicle ownership or current registration.

2.1.2.1.1.2. Proof of current vehicle insurance or financial responsibility as required by the state of licensure.

2.1.2.1.2. A valid AF Form 2293, USAF Motor Vehicle Operator ID Card, when operating certain types of GMV; see AFI 24-301, Vehicle Operations, for more information.

2.1.3. Security Forces may deny base access to any vehicle bearing an expired state or international license plate or invalid state or international registration.

2.2. Stopping and Inspecting Personnel or Vehicles.

2.2.1. 50 U.S.C. 797 and DODI 5200.08, Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB), grant the Installation Commander (88 ABW/CC) the authority to stop, inspect, search, and impound motor vehicles at installation gates and Air Force restricted areas to ensure the safety and security of all personnel and resources. Stopping and inspecting personnel or vehicles Government vehicles may be stopped by law enforcement personnel on military installations based on the installation commander's policy.

2.2.2. Reasons for conducting these activities may include, but are not limited to: increased force protection conditions; random vehicle inspections; and when there is reasonable basis to believe it is necessary to enforce a traffic regulation or when there is suspicion of criminal activity.

2.2.3. Stops and inspections of POVs within the military installation, other than at restricted areas or at an installation gate, are authorized only when there is a reasonable suspicion of criminal activity, or a violation of a traffic regulation, or the installation commander's policy. Marine Corps users will be guided by publication of Marine Corps order and Military Rules of Evidence 311–316 and local command regulations. Defense Logistics Agency users, see DLA One Book Process Chapter, Search and Seizure.)

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

2.2.4.1. The DD Form 2 (ACT).

2.2.4.2. Documents that establish the identity and status of civilians, for example, CAC; DD Form 1173 (United States

2.2.4.3. Proper POV registration documents.

2.2.4.4. Host nation vehicle registration documents, if applicable.

2.2.4.5. Authorization to operate a Government vehicle, if applicable.

2.2.4.6. Driver's license or OF 346 valid for the particular vehicle and area of operation.

2.2.4.7. Proof of insurance.

2.3. Implied Consent to Vehicle Impoundment.

2.3.1. As a condition to driving on the installation, drivers consent to the removal and temporary impoundment of their POV from exclusive or concurrent jurisdiction if their POV is:

2.3.1.1. Illegally parked:

2.3.1.1.1. On a street or bridge or is double parked and interferes with the orderly flow of traffic.

- 2.3.1.1.2. On a sidewalk, within an intersection, on a crosswalk, on a railroad track, in a fire lane or is blocking a driveway, so that the vehicle interferes with operations or creates a safety hazard to other roadway users or the general public. An example would be a vehicle parked within 10 feet of a fire hydrant or blocking the properly marked driveway of a fire station.
- 2.3.1.1.3. When blocking an emergency exit door of any public place (installation theater, club, dining hall, or hospital, etc.).
- 2.3.1.1.4. In a “tow-away” zone that is marked with proper signs.
- 2.3.1.2. Interfering with traffic operations.
- 2.3.1.3. Interfering with military operations.
- 2.3.1.4. Creating a safety hazard.
- 2.3.1.5. Disabled by accident or incident.
- 2.3.1.6. Left unattended in or adjacent to a restricted, controlled, or off-limits area.
- 2.3.1.7. Abandoned. Obvious signs of abandonment include but are not limited to: flat tires; registration expired for greater than 6 months; excessive fluids under the vehicle; an accumulation of debris on or around the vehicle indicating it has not moved for some time, etc.. See [paragraph 3.6](#) for more information regarding abandoned vehicles.
- 2.3.2. Drivers agree to reimburse the U.S. Government for the cost of towing and storage, should a need arise to remove or impound their motor vehicle.

2.4. Suspension and Revocation of Installation Driving Privileges.

- 2.4.1. Intoxicated Driving Offenses (Driving Under the Influence (DUI), Operating a Motor Vehicle While Under the Influence (OVI), Being in Actual Physical Control of a Motor Vehicle While Under the Influence):
 - 2.4.1.1. All individuals apprehended by the 88 SFS for an intoxicated driving related offense will be read the Federal Implied Consent policy outlined in Title 18 USC § 3118 and asked to submit to chemical testing to determine the level of alcohol concentration in their blood, breath or urine. Base connected individuals who comply with the request and whose test results reveal the level of alcohol concentration in their blood, breath or urine exceeds the legally allowable limit will have their base driving privileges suspended for one year from the date of testing. Base connected individuals who refuse to submit to chemical testing will have their base driving privileges revoked for one year from the date of refusal. When Security Forces suspect a driver is under the influence of an intoxicating substance other than alcohol, the driver’s base driving privileges may be suspended for one year after consultation with the Installation SJA regarding the circumstances of the situation and suspected intoxication. In any case where 88 SFS patrolmen intend to suspend or revoke a person’s base driving privileges the patrolman will complete the preliminary base driving suspension letter and provide a copy of it to the driver before releasing the person from custody. The original letter will be included in the AF Form 3986, Case File Documents Outer Envelope, and sent to 88 SFS/S5R.

2.4.1.2. All base connected individuals, regardless of status (e.g. active duty, reserve, guard, civil servant, contractor), must notify their chain of command, as soon as possible, if they are involved in any off-base intoxicated driving incident regardless of the location of the incident. Unit commanders and directors must immediately notify 88 SFS/S5R who will prepare a package to suspend, revoke or restrict (as applicable) the base driving privileges of the person involved and submit it for review to the Installation SJA. Following legal review it will be sent to the 88 MSG for approval and signature. The effective date of the suspension/revocation of installation driving privileges is normally the date the suspension/revocation letter is served to the person. The 88 MSG may elect to make the effective date retroactive to the date of arrest by civilian authorities. If an individual's state driver license is suspended, their base driving privileges shall be considered for suspension pursuant to [paragraph 2.1.1](#) of this instruction. Reinstatement of state driving privileges by a civilian court does not automatically result in the reinstatement of base driving privileges. To restore suspended or revoked base driving privileges after reinstatement by a civilian court requires the submission of an appeal request IAW provisions in this instruction.

2.4.2. Suspension and Revocation of Installation Driving Privileges not related to Intoxicated Driving

2.4.2.1. All base connected individuals are subject to having their base driving privileges suspended or revoked for incidents/offenses as stipulated in AFI 31-218, and [Table 4.1](#) of this instruction. 88 SFS/S5R will prepare a package to suspend or revoke (as applicable) the base driving privileges of the person involved and submit it for review to the Installation SJA. Following legal review it will be sent to the 88 MSG for approval and signature. To allow time to appeal, the effective date of the suspension/revocation will be 15 calendar days from the date the individual receives notification of the intent to suspend or revoke their privileges.

2.4.2.2. Upon receiving the signed suspension/revocation letter from the 88 MSG, 88 SFS/S5R will send the letter to the offender's commander/director and the offender. 88 SFS/S5R will schedule an appointment for the offender to report to 88 SFS/S5R to receive a briefing on the rules applicable to suspended/revoked drivers and their right to appeal.

2.4.2.3. If the offender fails to attend the scheduled briefing, without a valid excuse, 88 SFS/S5R will activate the suspension/revocation by placing the offender's name and information on the Suspensions, Revocations, and Barments, (SRB) roster in AFJIS and will code the status of the person's profile in the Defense Biometrics Identification System (DBIDS) to reflect the suspension/revocation. This will take place on the 15th calendar day after the person receives notification of the intent to suspend/revoke their privileges.

2.4.2.4. In cases where a suspension/revocation is processed for a person not employed on base or 88 SFS/S5R cannot determine who the responsible commander/director, or chain of command is, (i.e. retirees) the suspension/revocation letter shall be mailed via certified mail to the individual. In such cases, the effective date of the suspension shall be 15 calendar days from the date of notification to the individual. Proof of notification to the individual may consist of a returned indorsement page from the original suspension/revocation letter, a returned PS Form 3811, Certified Mail Domestic Return Receipt, telephone call from the individual to 88 SFS/S5R, or an email from the person

confirming they received the letter. IAW AFI 31-120, if a certified suspension/revocation letter is returned as undeliverable a copy of the letter will be given to S3. If Security Forces have contact with the subject on base, they will issue him/her the letter and forward the signed letter to 88 SFS/S5R.

2.5. Appealing the Suspension or Revocation of Installation Driving Privileges.

2.5.1. General Rules for Submitting Appeals of Base Driving Suspensions/Revocations:

2.5.1.1. The first-level appeal authority is the 88 MSG. Appeals must be submitted in writing to 88 SFS/S5R not later than 14 calendar days after the offender receives notification of the intent to suspend or revoke their base driving privileges.

2.5.1.1.1. Appeals shall not be submitted simply to allow offenders to "have their voice heard," to inform leadership of "parking problems" on base, to contest traffic citations or incident reports that have been finalized and are a matter of record, or to simply avoid the inconvenience of being suspended/revoked. If a person's off base driving privileges are completely suspended/revoked, by a civilian agency with no limited privileges authorized or granted, the 88 MSG cannot authorize base driving privileges and therefore the individual cannot submit an appeal. Appeals to dismiss the suspension/revocation action or to request limited driving privileges may be submitted under the following circumstances:

2.5.1.1.2. Mission requirements (i.e. appellant must drive on base to complete mission essential tasks/duties).

2.5.1.1.3. Unusual personal or family hardships (i.e. spouse cannot drive; appellant is a single parent with minor children).

2.5.1.1.4. When there is no reasonably available alternate means of transportation to officially assigned duties. In this instance, a limited privilege can be granted for the sole purpose of driving directly to and from the place of duty.

2.5.1.1.5. Delays exceeding 90 days, not attributed to the person concerned, in the formal disposition of an apprehension or charges that are the basis for any type of suspension or revocation.

2.5.1.1.6. Other legitimate circumstances exist affecting the appellant (i.e. medical issues). The circumstances must be explained in writing and submitted to 88 SFS/S5R as part of the appeal.

2.5.1.1.7. Civilian authorities take action to reinstate or authorize limited off-base driving privileges. The appellant must provide proof of the action taken by civilian authorities with the appeal. Limited driving privileges granted by installation authorities must not exceed limited driving privileges granted by civilian authorities.

2.5.1.1.8. Commanders/directors must indorse all appeals and provide comments supporting or not supporting the request of the appellant.

2.5.1.2. The 88 ABW/CV is the second and final level of appeal. The 88 ABW/CV can only review decisions made by the 88 MSG. The appeal must be submitted in writing to 88 SFS/S5R within 10 calendar days from the date the 88 MSG decision was received by the offender. 88 SFS/S5R will coordinate the appeal through the Installation SJA. Submitting an appeal to the 88 ABW/CV does not stay the execution of the 88 MSG decision. All actions directed by the 88 MSG will commence or continue while the appeal to the 88 ABW/CV is being considered. The 88 ABW/CV decision is final. Only one appeal may be made to the 88 ABW/CV for a specific suspension or revocation. There is no further appeal process authorized.

2.5.2. Appeals of Intoxicated Driving Suspensions/Revocations. Persons whose base driving privileges are suspended/revoked for an intoxicated driving offense have the right to appeal the suspension/revocation action as stipulated below.

2.5.2.1. Preliminary Appeal. A preliminary appeal is submitted pursuant to an in-person apprehension by the 88 SFS and the subsequent suspension or revocation of base driving privileges via the pre-signed suspension/revocation letter. This appeal is submitted to request the 88 MSG to conduct a thorough review of the validity of the suspension/revocation action. The appellant must submit their written, commander/director indorsed appeal to 88 SFS/S5R within 14 calendar days of receiving the preliminary suspension letter. 88 SFS/S5R will submit the appeal to the 88 MSG for a decision.

2.5.2.1.1. For this type of appeal the 88 MSG may only consider these factors:

2.5.2.1.1.1. Did the law enforcement official have reasonable grounds to believe the person was driving or in actual physical control of a motor vehicle while under the influence?

2.5.2.1.1.2. Was the person lawfully cited or apprehended for an intoxicated driving offense?

2.5.2.1.1.3. Was the person lawfully requested to submit blood, breath or urine for chemical testing for drugs or alcohol and was the person informed of the implied consent policy and the consequences for refusal?

2.5.2.1.1.4. Did the person submit to testing or refuse testing?

2.5.2.1.1.5. Were the testing methods valid and reliable and were the results accurately evaluated?

2.5.2.1.1.6. The 88 MSG will determine if the suspension or revocation was lawfully undertaken or not.

2.5.2.1.1.6.1. If the 88 MSG determines the suspension/revocation action was not lawful, it will be terminated immediately.

2.5.2.2. Appeals for Full or Partial Reinstatement of Installation Driving Privileges. This type of appeal may only be submitted following an off-base arrest for intoxicated driving. This type of appeal is based on the actions of the presiding civilian court in the case. If the court reinstates or authorizes limited driving privileges off-base, the appellant may submit an appeal requesting the same privileges on base. Individuals must submit their commander/director indorsed appeal in writing to 88 SFS/S5R who will submit the appeal to the 88 MSG for a decision.

2.5.2.3. Final Disposition Appeals. This appeal may be submitted for a suspension/revocation action undertaken as a result of an in-person apprehension by the 88 SFS or for an arrest by off-base civilian authorities. This type of appeal is submitted following the final disposition of intoxicated driving charges by civilian authorities or the chain of command. Individuals must submit their commander/director indorsed appeal in writing to 88 SFS/S5R who will then submit the appeal to the 88 MSG for a decision. Final disposition is defined as the final civilian court proceeding, the completed action of the unit commander, or court-martial.

2.5.2.3.1. Installation driving privileges shall be restored if a final disposition indicates a finding of not guilty, charges are dismissed or reduced to an offense not amounting to intoxicated driving, as listed in [para 2.5.2](#), or where an equivalent determination is made in a nonjudicial proceeding. The following circumstances are exceptions to this policy, and if present, will result in a continuation of the preliminary suspension or revocation:

2.5.2.3.1.1. The preliminary revocation was based on a refusal to submit to chemical testing of blood, breath or urine for the purpose of determining the presence of alcohol or drugs.

2.5.2.3.1.2. The preliminary suspension resulted from a presumably valid BAC test.

2.5.2.3.1.3. An administrative decision has been made by the state to suspend or revoke driving privileges.

2.5.2.3.1.4. The person was driving or in physical control of a motor vehicle while under a preliminary suspension or revocation.

2.5.2.3.1.5. The person failed to complete a formally-directed substance abuse or driver's training program.

2.5.3. Appeals of other, non-intoxicated driving, suspensions/revocations:

2.5.3.1. The appellant must submit their written commander/director indorsed appeal to 88 SFS/S5R within 14 calendar days of receiving the suspension/revocation letter. 88 SFS/S5R will submit the appeal to the 88 MSG for a decision.

2.5.3.1.1. The 88 MSG may consider anything provided by the appellant as long it is not related to a reconsideration of any ticket(s) that resulted in the suspension/revocation.

2.5.4. The decision of the 88 MSG may be appealed to the 88 ABW/CV. Refer to paragraphs [1.2.5](#) and [1.2.5.1](#) of this instruction.

2.6. Extensions of Suspensions and Revocations.

2.6.1. Any individual discovered driving on WPAFB whose installation driving privileges are suspended/revoked may have the original period of suspension/revocation extended by two years IAW AFI 31-218_IP, paragraph 2-12.a., unless limited driving privileges were previously granted by 88 MSG/CC. This action does not preclude commanders, directors, managers or supervisors from taking additional administrative action under the UCMJ or other applicable guidance for the same/underlying offense.

2.7. Authorized Parking Areas for Suspended/Revoked Drivers.

2.7.1. Individuals whose base driving privileges are suspended or revoked may park their POVs in the following locations:

2.7.1.1. Area A:

2.7.1.1.1. In the small parking lot on the west side of S. Broad St (Southbound State Route 444) across from the intersection of Green St and S. Broad St.

2.7.1.1.2. Parking Lot 1A (located between Gates 12A and 15A).

2.7.1.2. Area B: In the parking lot across from Gate 1B adjacent to Springfield St.

2.8. Notifying State Licensing Offices. 88 SFS/S5R shall notify state licensing agencies by mail of all intoxicated driving offense cases as well as revocations of base driving privileges or refusal to submit to a blood alcohol test. This applies to all individuals apprehended by the 88 SFS for intoxicated driving offenses in exclusive or concurrent jurisdiction. Additionally, this reporting applies to all base employees and family members whose base driving privileges have been revoked for any reason. Notification will be made to the state of Ohio and to the issuing state of the driver's license.

Chapter 3

TRAFFIC PLANNING AND PARKING

3.1. Traffic Planning.

3.1.1. Any substantive change made to the existing traffic pattern must be coordinated through the Traffic Safety Coordination Group (TSCG). The TSCG is hosted by 88 ABW/SE, and chaired by 88 ABW/CV. The TSCG consists of, at a minimum, the Base Traffic Engineer, DFC, Occupational Safety Manager, Installation SJA, and the 88 MSG/CC or their designated representatives.

3.2. Traffic Law Enforcement Principles.

3.2.1. Speed limits on base:

3.2.1.1. General. Unless otherwise posted, the base speed limit is 25 miles per hour.

3.2.1.2. Housing areas. Unless otherwise posted, the speed limit for all housing areas is 15 miles per hour.

3.2.1.3. Parking lots. Unless otherwise posted, the speed limit for all parking lots is 10 miles per hour.

3.2.1.4. Troop formations. The speed limit is 10 miles per hour when approaching or passing troop formations.

3.2.1.5. Flight line and airfield areas. Speed limit is 15 miles per hour for general purpose vehicles (except emergency vehicles), 10 miles per hour for special purpose vehicles, and 5 miles per hour when within 50 feet of an aircraft. See WRIGHTPATTERSONAFBI 13-213 for further details.

3.2.2. Right of way. In addition to pedestrians in crosswalks and the rules contained in the applicable ORC sections, the following apply:

3.2.2.1. Flight lines. Moving aircraft, whether towed or piloted, will have the right of way over all other vehicles. Emergency response vehicles will not assume right of way. See WRIGHTPATTERSONAFBI 13-213 for further details.

3.2.2.2. Troop formations. Troop formations have the right of way over all vehicular traffic. At a minimum road guards will wear a highly visible outer garment during the day and outer garment containing retroreflective material at night.

3.3. Installation Traffic Code--Rules of the Road.

3.3.1. This section establishes the uniform rules for governing the supervision and control of traffic on the base. All provisions are applicable on all land areas under the exclusive jurisdiction of the Installation Commander. DoD, USAF directives/instructions, and the United States Code apply to base traffic rules. All relevant portions of the Ohio Revised Code (ORC) traffic law are applicable on WPAFB. Violators may be cited and points may be assessed against their driving record. The following additional prohibitions/requirements apply:

3.3.1.1. Except by law enforcement personnel on duty, the use of radar or laser detection devices is prohibited on WPAFB. The use of any device(s) capable of transmitting simulated erroneous speed is also prohibited on WPAFB. Such devices will be turned off or unplugged while the vehicle is on base. Violations of this provision may be cited on a DD Form 1408, Armed Forces Traffic Ticket.

3.3.1.2. Traffic in the Area A military family housing (the Bricks) and Temporary Lodging Facility areas is restricted to residents and guests only. Through traffic is prohibited. Violators may be cited with a DD Form 1408, Armed Forces Traffic Ticket.

3.3.1.3. License plates must be clearly visible at all times while on base. Vehicle operators are required to clear obstructions from the license plates before entering WPAFB. Violations of this provision may be cited on a DD Form 1408, Armed Forces Traffic Ticket.

3.3.1.4. The exterior of vehicles traveling on base must be clear of snow, ice, or other debris that could obstruct or impede the view of the operator or fly from the vehicle and obstruct or impede the view of other drivers or cause an unsafe condition for other vehicles traveling on the roadway. Violations of this provision may be cited on a DD Form 1408, Armed Forces Traffic Ticket.

3.3.1.5. The following rules apply to the use of Child Restraint Systems when transporting children in privately owned vehicles on base (including The Prairies and The Woods housing areas):

3.3.1.5.1. Children less than 4 years of age or children weighing less than forty pounds must be properly secured in accordance with manufacturer's instructions in a child restraint system that meets federal motor vehicle safety standards.

3.3.1.5.2. Children less than eight years of age and less than four feet nine inches in height and do not meet the criteria in [paragraph 3.3.1.5.1](#), must be properly secured in accordance with manufacturer's instructions on a booster seat that meets federal motor vehicle safety standards.

3.3.1.5.3. Children who are at least eight years of age but not older than 15 years of age and do not meet the criteria in paragraphs [3.3.1.5.1](#), and [3.3.1.5.2](#), must be properly restrained either in accordance with the manufacturer's instructions in a child restraint system that meets federal motor vehicle safety standards or wearing all the elements of a properly adjusted occupant restraining device. Violations of this provision may be cited on a DD Form 1408, Armed Forces Traffic Ticket, for military violators or on a U.S. District Court Violation Notice for civilian violators.

3.3.1.6. No person will leave any child or children younger than 12 years of age unattended in a vehicle. Violations of this provision may be cited on a DD Form 1408, Armed Forces Traffic Ticket.

3.3.1.6.1. If children or animals are left in dangerous conditions in a vehicle, (i.e., in hot weather where interior temperatures may reach dangerous levels, keys left accessible to children, or where conditions are deemed hazardous by a reasonable person) a DD Form 1408 will not be issued, rather an AFJIS Report, will be completed

3.3.1.7. Driver Distractions:

3.3.1.7.1. Drivers are strongly discouraged from engaging in any activity (e.g. eating, reading, Global Positioning System (GPS) programming, etc.) not directly related to driving which may result in becoming distracted from the safe operation of the vehicle.

3.3.1.7.2. Vehicle operators on a DOD installation and operators of government motor vehicles, regardless of the location, shall not use, operate, or hold in their hand(s) cell phones, or any other electronic device unless the vehicle is safely parked or the operator is using a hands-free device (i.e. Single ear wired earphone, Bluetooth earbud, Bluetooth compatible GPS, on-board (in-dash) Bluetooth connectivity, or similar technology that enables one-touch call answering). Using the speaker phone feature of a cellular telephone is not considered a hands-free device if the phone is being held in the driver's hand. Additionally, even when using a hands-free device, drivers will not manually place telephone calls while the vehicle is in motion. The use of voice recognition technology to dial and place a call while in motion is authorized.

3.3.1.7.3. The wearing of any other portable headphones, earphones, or other listening devices while operating a motor vehicle is prohibited. Use of those devices impairs driving and masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, and human speech.

3.3.1.7.4. The use of any portable electronic device (e.g., cell phones, tablets, iPads, etc.) for sending/receiving text messages, web-surfing, and other actions not directly related to the safe operation of the motor vehicle is prohibited.

3.3.1.7.5. Violation of the hands-free and portable electronic device policy is a primary offense, permitting Security Forces to stop a violator solely to address such conduct. Violations of this provision may be cited on a DD Form 1408, Armed Forces Traffic Ticket.

3.4. Operation of Motorcycles, Motorized Mopeds, Motorized Scooters, and All-terrain Vehicles (ATV): NOTE: All personnel, regardless of status, who violate the standards set forth in this section may be cited via DD Form 1408, Armed Forces Traffic Ticket.

3.4.1. Air Force military personnel who operate a motorcycle (whether on or off-duty or on or off a DoD installation) are required to complete an approved motorcycle rider safety course. See AFI 91-207 for more information.

3.4.1.1. Air Force civilian personnel who are required to operate a motorcycle as part of their position description in the performance of official duties are required to complete an approved motorcycle rider safety course. See AFI 91-207 for more information.

3.4.1.2. Retirees, contractors, dependents, and all other non-Air Force civilians who operate a motorcycle while on an Air Force installation are highly encouraged, but not required, to attend an approved motorcycle rider safety course.

3.4.2. In addition to complying with all traffic laws, the following requirements and guidance provide additional clarification for wear of personal protective equipment (PPE) by such vehicle operators/passengers, as prescribed in DoDI 6055.04, DoD Traffic Safety Program.

3.4.2.1. Helmets. Any person riding motorcycles or ATVs on Wright-Patterson AFB shall wear a helmet that is certified to meet Federal Motor Vehicle Safety Standard No. 218, United Nations Economic Commission for Europe (UNECE) Standard 22-05, British Standard 6658, or Snell Standard M2005. All helmets shall be properly fastened under the chin.

3.4.2.2. Eye Protection. Any person riding motorcycles or ATVs on Wright-Patterson AFB shall wear eye protection designed to meet or exceed American National Standards Institute Standard (ANSI) Z87.1, or UNECE 22-05, or BS6658 for impact and shatter resistance includes goggles, wraparound glasses, or a full-face shield (properly attached to a helmet). A windshield or fairing does not constitute eye protection.

3.4.2.3. Foot Protection. Any person riding motorcycles or ATVs on Wright-Patterson AFB shall wear foot protection consisting of sturdy over-the-ankle footwear that affords protection for the feet and ankles. In addition, riders of government-owned motorcycles and ATV operators engaged in off-road operations should also wear knee pads, shin guards and padded full-fingered gloves.

3.4.2.4. 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.

3.4.3. Off road vehicle use.

3.4.3.1. Tracked or oversized vehicles will not be operated on base roadways unless specific advance approval is granted by 88 CES/CEOH and coordinated through 88 SFS/S3P.

3.4.3.2. Off-road operation. No vehicle (with the exception of Emergency Response vehicles or those deemed as a matter of military necessity) will be operated or parked off the roadway unless specifically authorized by posted signs or sanctioned events.

3.4.3.3. Operation of privately owned ATVs is prohibited. Government owned ATVs may be used for official purposes only. No passengers are authorized on an ATV unless it is equipped with multiple seats and intended for more than one rider.

3.5. Operation of Bicycles: NOTE: All personnel, regardless of status, who violate the standards set forth in this section may be cited via DD Form 1408, Armed Forces Traffic Ticket.

3.5.1. Every person operating a bicycle upon a roadway shall ride as near to the right side of the roadway, with the flow of traffic, as practicable, obeying all traffic rules applicable to vehicles and exercising due care when passing a standing vehicle or one proceeding in the same direction.

3.5.2. Persons riding bicycles upon a roadway shall ride in single file, except on paths or parts of roadways set aside for the exclusive use of bicycles.

3.5.3. Every bicycle shall be equipped with an adequate brake when used on a street or highway.

3.5.4. Every bicycle in use from sunset to sunrise, and at any other time when there are inclement weather or where there is not sufficient natural light to render persons discernible, shall be equipped with the following:

3.5.4.1. A lamp mounted on the front of either the bicycle or the operator that shall emit a white light visible from a distance of at least 500 feet to the front and 300 feet to the sides. A generator-powered lamp that emits light only when the bicycle is moving may be used to meet this requirement.

3.5.4.2. A red reflector on the rear that shall be visible from all distances from one hundred feet to six hundred feet to the rear when the rider is directly in front of lawful lower headlight beams of a motor vehicle.

3.5.4.3. A lamp emitting either flashing or steady red light visible from a distance of five hundred feet to the rear shall be used in addition to the red reflector. If the red lamp performs as a reflector in that it is visible as specified in [paragraph 3.5.4.2](#), the red lamp may serve as the reflector and a separate reflector is not required.

3.5.4.4. All persons who ride a bicycle, tricycle, or other human powered vehicle, including motorized bicycles, on WPAFB roadways, to include the flight line will: Wear a highly visible outer garment during the day and an outer garment containing retroreflective material at night. During periods of inclement weather, day or night, riders must wear retro-reflective high visibility outer garments.

3.5.5. Wear of Bicycle Helmets. All persons who ride a bicycle, tricycle, other human powered vehicle, or motorized bicycle, on WPAFB in a traffic environment shall wear a properly fastened and approved (e.g., Consumer Product Safety Commission, ANSI, Snell Memorial Foundation or host nation equivalent) bicycle helmet. Workers operating bicycles in areas that require the use of ANSI-approved helmets (hard hats) for protection from falling and flying objects may use those helmets instead of approved bicycle helmets.

3.6. Suspected Abandoned POVs:

3.6.1. Personnel must remain observant and look for signs of vehicle abandonment. Notify the Base Defense Operations Center (BDOC) of the location and description of any vehicle that is believed to be abandoned. BDOC will contact a patrol to respond to take corrective actions.

3.6.2. Once a suspected abandoned vehicle has been identified, reasonable attempts shall be made to notify the owner or operator of the vehicle to remove the vehicle. If the owner is known, SFS shall use available means to contact the owner/operator or their organization, spouse or neighbors in an attempt to contact the owner. If contact is made with the owner, SFS will instruct him/her to remove the vehicle.

3.6.3. Security Forces will conspicuously place a DD Form 1408, Armed Forces Traffic Ticket, together with a DD Form 2504, Abandoned Vehicle Notice, on POVs considered abandoned and document this action with an entry in the SF blotter.

3.6.3.1. Security Forces will allow the owner three days from the date the POV is tagged to remove the vehicle. Security Forces Investigations (S-2I) will have the vehicle towed if it is not moved within the allotted time. Only approved towing service companies will be used, and DD Form 2505, Abandoned Vehicle Removal Authorization, will be completed IAW DODD 5525.4.

3.7. Towing POVs:

3.7.1. Towing of vehicles will be authorized only if any of the following criteria are met.

3.7.2. The vehicle:

3.7.2.1. Meets criteria established in paragraph **2.3 through 2.3.1.7** of this instruction.

3.7.2.2. Inhibits street cleaning or snow removal (after all attempts to locate owner fail).

3.7.2.3. Inhibits emergency operations (during natural disaster, fire, increased FPCONs, etc.).

3.7.2.4. Has mechanical defects that create a menace to others.

3.7.2.5. Is disabled by an accident.

3.7.2.6. Is disabled along the alert aircraft route while alert aircraft are on site.

3.7.2.7. Creates a safety hazard.

3.7.2.8. Is left unattended in, or adjacent to a restricted, controlled or off-limits area.

3.7.2.9. Is disabled along DV1 or DV2 (POTUS or VPOTUS) routes.

3.7.2.10. If a driver is detained/apprehended and the location of the vehicle interferes with traffic or road safety, it may be towed if no other driver is available to move it.

3.7.3. Towing and storage.

3.7.3.1. If the vehicle must be towed, prior to towing, Security Forces will photograph the vehicle to document pre-existing damage/condition and to provide visual evidence of the offense or condition justifying towing.

3.7.3.2. An approved towing company will tow and store vehicles suspected of being abandoned IAW established Memorandum Of Understanding (MOU). Upon notification by security forces, the towing company will respond to the designated location of the tow within 2 hours. Failure to respond within 2 hours will result in the company being bypassed and the call for service offered to the next available towing company.

3.7.3.3. 88 SFS personnel and the towing company conduct a joint inventory listing personal property. During the inventory, closed containers, such as a suitcase, will not be opened unless necessary to identify the owner or if the contents might present a danger to the public. In most cases, listing the container and sealing it with security tape will suffice. Security Forces will complete a Vehicle Inventory Report and ensure the tow driver signs the form before releasing the vehicle and its contents to the towing company.

3.7.3.4. After the vehicle is removed, 88 SFS will complete the DD Form 2506, Vehicle Impoundment Report (See DODD 5525.4), as a record of actions taken.

3.7.3.5. 88 SFS/S2I will forward a DD Form 2507, Notice of Vehicle Impoundment (See DODD 5525.4), by certified mail to the address of the last known owner of the vehicle to advise the owner of the impoundment action and to request information concerning the owner's intentions concerning the vehicle.

3.7.3.6. The towing company will release vehicles to the registered owners upon payment of towing and storage fees established by state regulations. The towing company will hold vehicles turned over to them from Security Forces for at least 60 days before disposal of vehicles in accordance with Ohio laws. WPAFB will not be liable for any fees (i.e., towing, storage, damage, or disposal) associated with abandoned vehicles impounded by the towing company.

3.7.3.7. Vehicles which break down on base must be moved completely off the traveled portion of the roadway. A note of explanation must be securely attached to the vehicle in a prominent place identifying the problem, the owner and/or a point of contact, and his/her phone number. The operator of the vehicle must notify Security Forces of the need to leave an inoperative vehicle on base. He/she will make arrangements to remove the vehicle within 24 hours. If the vehicle presents a safety hazard, the individual has not reported to Security Forces, or the vehicle has not been moved after 3 days from the date the DD Form 2504 was issued, 88 SFS/S2I will implement impoundment actions.

3.8. Stolen POVs:

3.8.1. Stolen POVs or vehicles known to be or suspected of being involved in a crime will be kept in Air Force custody when held for evidentiary purposes. All other recovered stolen vehicles will be released to the registered owner or to the law enforcement agency reporting the vehicle stolen, unless held for evidentiary purposes.

3.8.2. At times, civilian law enforcement or civilian government agencies will request the Air Force impound an on-base vehicle for reasons not related to military issues. All such requests will be staffed through the Installation SJA and the DFC. When appropriate, SFS will comply with and support such requests and impound the vehicle until civilian authorities request release, or until the vehicle no longer has evidentiary value, as determined by the requesting agency. 88 SFS/S2I will coordinate with AFOSI, 10 FIS on a case-by-case basis to secure a temporary location to store the impounded vehicle until such time as local authorities take custody of the vehicle or it is released to the registered owner.

3.9. Pedestrians.

3.9.1. Pedestrians in marked crosswalks have the right of way, subject to the limitations contained in the ORC. A pedestrian does not have an unrestricted right to walk into oncoming traffic, even in marked crosswalks.

3.9.1.1. When approaching a crosswalk, operators of motor vehicles will yield the right of way to pedestrians already in the crosswalk.

3.9.1.2. No pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle so close as to constitute an immediate hazard.

3.9.2. Walkers, joggers, runners, and skaters on roadways at night or in inclement weather (e.g., fog, rain, sleet, snow, etc.), will wear clothing containing retro-reflective properties or retro-reflective accessories visible from the front and back. Personnel will use the extreme left-hand side of any roadway and move against the flow of oncoming traffic. Personnel will not step into any roadway without first looking both ways. Violators may be cited on a DD Form 1408.

3.9.3. Walkers, joggers, runners, and skaters will use the sidewalk when available. Walking, jogging, running, and skating on roadways is permitted only when there is no sidewalk available on either side of the roadway. Violators may be cited on a DD Form 1408.

3.9.4. All skaters will wear an approved helmet, which meets ANSI or SNELL Memorial Foundation Guidelines.

3.9.5. Wearing portable headphones, earphones, cellular phones, iPods, or other listening and entertainment devices (other than hearing aids) while walking, jogging, running, bicycling, skating or skateboarding on roadways is prohibited. Use of listening devices impairs recognition of emergency signals, alarms, announcements, approaching vehicles, human speech, and outside noise in general. Violators may be cited on a DD Form 1408.

3.10. Motor Vehicle Accident Reporting.

3.10.1. Military members involved in on/off-base vehicle accidents resulting in injury or damage to military property must report the accident to the BDOC (257-6516) immediately or as soon as possible. These accidents will be recorded in the Security Forces blotter to include the case number from the investigating agency. When possible, 88 SFS/S5R will obtain copies of reports from the investigating agency.

3.10.2. All motor vehicle accidents occurring on-base must be reported to the BDOC (2576516), within 48 hours of the accident.

3.10.2.1. Security Forces will respond to all major accidents and complete a major accident investigation (AF Form 1315). A major accident is defined as any accident involving personal injury, death, and disabling damage to the vehicle (cannot be moved). Investigation of major accidents should be accomplished by a trained accident investigator. A trained accident investigator is one who has completed the Traffic Management and Collision Investigations course.

3.10.2.2. Security Forces will respond to the scene of minor vehicle accidents involving damage to government property or vehicles. For government property damage, Security Forces will gather the following information as a minimum and ensure it is recorded in the accident report:

3.10.2.2.1. Names, addresses, telephone numbers and insurance information (or the lack of insurance/financial responsibility coverage) for all drivers involved.

3.10.2.2.2. Names, addresses, telephone numbers of registered owners of all vehicles if the registered owner is different than the driver.

3.10.2.2.3. Detailed descriptions of damaged government property/vehicles with photographs (when available).

3.10.2.3. Vehicle operators involved in minor vehicle accidents should exchange information to assist with insurance claims.

3.10.2.4. All vehicle accidents require an entry in the Security Forces Blotter regardless of a patrol response or not. The blotter entry should include enough information to facilitate the filing of insurance claims. The blotter must not include sensitive personally identifiable information (i.e. SSAN, DOB, etc...)

3.11. Parking.

3.11.1. Within 90 days from the date of this instruction, each facility manager will submit an updated parking plan for his/her facility to 88 CEG. Prior to making changes to parking, the unit commander will make their request known to 88 CEG/Traffic Engineer and will notify 88 FSS/FSMCZ to ensure local bargaining obligations are satisfied.

3.11.2. Parking on base is allowed only where indicated by painted parking stalls, signs, metal plates attached to the curb/building or by proper markings. Parking along curbs is not authorized unless marked as stated above. 88 CEG is the only agency authorized to paint parking stalls and/or install signs.

3.11.3. No person shall stop, stand, or park in any of the following places, except when in compliance with the law or directions from a Security Forces member or official traffic control device:

3.11.3.1. On, in front of, or blocking private or public driveways, sidewalks, pedestrian crosswalks, or entrances/exit ways, or so near as to interfere with their use.

3.11.3.2. In any way that obstructs the visibility of a traffic control device.

3.11.3.3. In fire lanes, whether posted or not (unmarked fire lanes include open areas between buildings and those areas within 20 feet of a building, except when authorized parking is posted). This requirement ensures adequate space is available for mobile fire equipment.

3.11.3.4. Within 10 feet of a fire hydrant.

3.11.3.5. Within 20 feet of a driveway entrance/exit way to any fire, ambulance, crash or explosive ordnance disposal station, or alert crew vehicle. Note: This does not apply to emergency vehicles.

3.11.3.6. Within 25 feet of or in an intersection.

3.11.3.7. Adjacent to any red or yellow painted curb/edge line.

3.11.3.8. In excess of time specified by time limited parking signs.

3.11.3.9. In designated reserved/parking areas.

3.11.3.10. On the side of the street facing oncoming traffic. Vehicles parked at an angle within parking areas will not be parked facing the flow of traffic. Exception: Maintenance and emergency vehicles may be temporarily parked in this fashion while performing official duties.

3.11.3.11. In two or more parking spaces, when the vehicle is configured to fit in one space. Vehicles parked in marked places shall be within the lines painted, or if directed to park in an unmarked area by a Security Forces member, not to extend beyond that area reasonably necessary for the vehicle.

3.11.3.12. With the exception of emergency response vehicles during a response, persons operating or in charge of a motor vehicle will not leave the vehicle unattended while the engine is running.

3.11.3.13. In any marked (i.e., diagonal stripes painted on the pavement) or posted prohibited parking area/space.

3.11.3.14. On the street side of a vehicle already parked along the curb (double parking).

3.11.3.15. Within 30 feet of flashing beacons, stop, or yield signs or traffic control device.

3.11.3.16. Inside buildings, unless they are specifically designated as parking areas.

3.11.3.17. Within 40 feet of the vehicle service side of a dumpster, or as to obstruct the use of that dumpster, unless parked in a marked designated parking space.

3.11.3.18. On any unpaved, seeded, or unimproved area anywhere on WPAFB, unless such areas have been specifically designated and properly marked for parking. Exception: Maintenance and emergency vehicles may be temporarily parked in these areas while performing official duties.

3.11.3.19. Track, race/stock cars, unmounted truck type campers, unmounted camper shells, utility and special purpose vehicles will not be parked along roadways, curbside, or in non-designated vehicle parking areas or spaces. Such vehicles will only be parked in the RV storage lot or fully inside the garage of base housing.

3.11.3.20. In driveways or parking areas in such a manner that any portion of the vehicle extends onto or blocks a roadway or sidewalk so as to hinder vehicular or pedestrian traffic.

3.11.3.21. In any parking space or illegally parked for more than 72 hours unless they are parked in an approved long term parking area. See paragraphs [3.11.16](#) and [3.11.17](#) for long term parking guidance.

3.11.4. Flight line parking: Parking within the flight line fence must be approved by the Chief, Airfield Management (88 OSS/OSAM) or a designated representative from 88 OSS.

3.11.5. Housing area parking:

3.11.5.1. Vehicles will not be parked in any manner that obstructs driveways, garages, or hinders safe and efficient movement of traffic.

3.11.5.2. In the Brick Quarters, including Yount Drive, on-street parallel parking is permitted, except where a no-parking zone is indicated by a yellow line on the pavement or curb. Prior to the start of a forecast snowfall event the Housing Office will notify residents of the Brick Quarters and Yount Drive via email to remove vehicles from street parking to aid in the pre-treatment of pavement and plowing of snow. Residents will refrain from parking vehicles in the street for 24 hours following the end of the snowfall event or until notified by the Housing Office.

3.11.5.3. In the Prairies at Wright Field, parking is permitted only in garages, parking lots, or in painted parking stalls, except on Spinning Road. On-street parallel parking on Spinning Road is permitted only in painted parking stalls.

3.11.5.4. In the Woods at Wright Field, parking is permitted in driveways, garages or along the roadway unless specifically marked for no parking or parking on the street would prevent the safe passage of vehicle traffic.

3.11.5.5. Oversized POVs including, but not limited to motor homes, utility trailers, and camper trucks, are authorized to be kept on base only in the approved RV lots provided by 88 FSS.

3.11.5.6. Vehicle maintenance and repair. Other than for minor vehicle repairs, base housing occupants must take their POVs to the base Auto Hobby Shop, AAFES service station, or off- base for major repairs. Minor repairs such as tire changes or rotation, light bulb replacement, etc., may be conducted at the housing resident's quarters.

3.11.6. Reserved parking.

3.11.6.1. The goals of the WPAFB reserved parking are to:

3.11.6.1.1. Minimize reserved parking on the Installation.

3.11.6.1.2. Support mission accomplishment.

3.11.6.1.3. Preserve certain privileges afforded to senior personnel, in keeping with military tradition.

3.11.6.2. Reserved parking spaces shall not be approved for more than 20 percent of all available spaces for a particular facility or parking area, except for handicapped parking, which must comply with uniform federal accessibility standards.

3.11.6.3. Temporary signs/cones may be used to reserve parking slots for visiting dignitaries. These signs/cones may be put in place the night prior to the visit to ensure the space is empty. They will be allowed to remain in place for the duration of the visit and must be removed immediately following the departure of the visiting dignitaries. Temporary signs/cones will not be used for personnel who work within the facility. In the case that the temporary signs/cones are used to relocate existing reserved parking, the temporary signs/cones shall be removed as soon as the area is cleared.

3.11.6.4. The following guidelines are set in approving, disapproving, and prioritizing reserved parking requests. Reserved parking is limited to government vehicles, handicapped individuals, visitors, general officer/SES, MAJCOM/Center/Wing two-letter directors, commanders, command chiefs, first sergeants, mission—essential (i.e. NAOC), motorcycles and special parking slots for installation award winners and purple heart recipients (i.e., at the Base Exchange, Commissary, etc.).

3.11.6.4.1. Processing reserved parking requests.

3.11.6.4.1.1. Requests for new reserved parking are submitted by the facility manager, using NexGenIT (referred to often as TRIRIGA) to the 88 CES Customer Service Unit (CSU). EXCEPTION: Business facilities that do not operate in conjunction with a designated squadron (i.e., AAFES, Commissary, and Credit Union) will request reserved parking by preparing a package containing a detailed request with adequate maps depicting existing parking configurations and proposed changes.

3.11.6.4.1.2. The facility manager for each facility is responsible for maintaining a listing and diagram of reserved parking slots. The facility manager is responsible for validating and forwarding all parking requests to 88 CES/CSU. After this coordination and approvals have been completed, a service request will be submitted through NexGenIT. 88 CES/CL has the final approval/disapproval authority for all parking requests.

3.11.6.4.1.3. The facility manager will evaluate each request and submit validated requests through NexGenIT as a service request to 88 CES/CSU. The request will indicate the type of work requested and justification with a diagram of the target area, if needed. 88 CES/CEOER (the CSU) forwards new requests to the Traffic Engineer, as needed. The 88 SFS Operations Officer and Occupational Safety Manager (OSM) provide assistance as necessary to aid the traffic engineer in making decisions. If 88 SFS Operations Officer or OSH recommends disapproval, the work will not be completed until resolution is achieved. Approved work tasks will be sent to 88 CES/CEOHS for installation. Disapproved requests will be returned to the originator. The requestor may appeal disapproval of a request by forwarding a letter to the 88 CES/CL outlining why his/her reserved parking request should be reconsidered. The appeal will be reviewed by 88 CES/CL, who will render a final decision.

3.11.6.4.1.4. The facility manager is also responsible for completing an annual review of the original or updated request. This review shall be documented and kept on file with a legible copy of the current work request(s) and the diagram that was approved by 88 CEG. A complete review must be submitted annually (by 31 October) to 88 CEG.

3.11.7. Handicapped Parking. The only vehicles authorized to park in these areas are those displaying official handicapped parking permits, plates, or decals. Those utilizing handicapped spaces must be the owner of the decal or placard or be transporting the handicapped individual. Handicapped parking spaces are not assigned to any particular person or position. Requests to accommodate a specific handicapped person will follow the guidance in [paragraph 3.11.7.1](#) Personnel needing handicapped decals will contact the Ohio Department of Motor Vehicles with a doctor's prescription and complete the application. The installation honors any state's validly issued handicapped decals, placards, signs.

3.11.7.1. Assigned spaces for handicapped individuals may be granted on a case-by-case, basis. Should special circumstances warrant the assignment of a space to an individual employee at his or her primary place of employment, a request will be submitted in accordance with paragraphs [3.11.6.4](#), [through 3.11.6.4.1.3](#) Handicapped employees requesting an assigned parking space to accommodate their disability shall provide the

facility manager with a copy of their state issued handicapped parking permit with the person's name and expiration date on the permit. The facility manager will forward the request with written justification for the designation. Spaces assigned under the provisions of this paragraph shall be marked with signage as "ASSIGNED #" reserved spaces and they shall be re-validated annually. These spaces shall not affect the number of handicapped spaces required at a given facility.

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

3.11.8. Visitor Parking. A visitor is defined as a person who is not assigned or attached to the organization they are visiting, rather they go to a place for purpose of inspection, business, duty or travel. Employees whose workplace is in a specific building will not park in designated visitor parking for that building or nearby buildings unless they are actually visiting. Visitor parking often has imposed time restrictions (i.e., 15 minutes, 2 hours, etc.). Visitor parking for public service facilities should be located as close to the building entrance/exit as possible.

3.11.9. General Officer/SES, Colonel/GS/GM/GG-15, and CMSgt Parking. These spaces are not assigned to a particular person or position and are utilized on a first-come, first-served basis.

3.11.10. Commander Parking. Military or civilian equivalent individuals who hold the position of commander for Headquarters, Center, Wing, Group, Squadron, or Detachment are entitled to these reserved spaces. HQ AFMC/CC, AFLCMC/CC, AFRL/CC, AFIT/CC, and 88 ABW/CC may also designate reserved parking for key members of their immediate staff (e.g., executive officers, Command Chief Master Sergeants, and protocol-sponsored distinguished visitors).

3.11.11. Two-Letter Designation. Spaces assigned to military or civilian equivalent individuals who possess a duty symbol consisting of no more than two letters.

3.11.12. First Sergeant Parking. Parking for designated unit first sergeant.

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

3.11.14. GMV Parking. These parking spaces are for official government vehicles or POVs with "Official Business" placards used during official duty only and in direct support of the wing/base mission. Official government vehicle is defined as a vehicle owned or leased by the US Government for the purpose of conducting official business. GMV spaces are not assigned to a particular person or position.

3.11.15. Special parking placards.

3.11.15.1. Official Business parking placard is used to authorize individuals to park a POV in a GMV parking slot when performing official business. The placard is designed for units with few or no government vehicles available to accomplish the mission.

3.11.15.1.1. Placards will be issued by 88 SFS Police Services section to the requestor's unit and not to a particular vehicle/person. Only placards signed and issued by the authorizing 88 SFS official are valid on WPAFB. Placards are issued based on the mission needs. To keep the number of placards to a minimum, organizations with fewer than 50 people may be issued no more than one placard. For organizations with more than 50, the maximum number of placards issued will not exceed two percent of the organization's authorized strength. For example, an organization with 201 people assigned multiplied by two percent would be eligible for 4.02 (rounded off to 4) permits. It is imperative that commanders/directors review the need prior to requesting placards. Placards will be issued on a case-by-case basis after review of circumstances surrounding the request. At a minimum, all requests must meet the general guidelines listed below:

3.11.15.1.1.1. The organization has limited or no authorized government vehicles. Requester performs duties that require numerous daily or weekly trips. Requester must show or validate trips visiting facilities per workweek, mission impact if the pass is not issued and the commander/director concurrence for the use of POVs while performing official duties.

3.11.15.1.2. Requesters submit a letter and supporting documentation through their commander, director, or detachment chief to 88 SFS Police Services, who has program management responsibilities.

3.11.15.1.3. Individuals may use the placard only when performing government duties and not for personal use or convenience. Abuse of the placard will result in immediate termination of the placard and the appropriate commander/director will be notified, explaining the circumstances for confiscation of the placard.

3.11.15.1.4. Placards are issued for a one calendar year period, from 1 January to 31 December.

3.11.15.2. AFOSI units at WPAFB may produce their own parking placards for use with AFOSI GOV's for official business only. The placards allow AFOSI government vehicles bearing privately owned vehicle license plates to park in GOV-only parking spaces. These placards will not be used for any other purpose. Use of these placards must be controlled by the issuing unit. When used, placards must be displayed in plain sight to ensure parking wardens and security forces do not mistakenly cite the vehicle for parking in a GOV-only parking space. These placards do not have an expiration date.

3.11.16. Long term parking: To help relieve congestion in base parking areas, a base long-term parking area has been established on Wright-Patterson AFB for personnel on deployment, TDY, and Space A travel. The base long-term parking area is located at the SE portion (near the installation perimeter fence) of the parking lot located on the North side of Pearson Road near the intersection of Pearson Road and Buckner Road, Area A. All personnel departing for longer than 30 days may park in this parking areas. Residents of government owned or leased housing may park their vehicles in legal, parking spaces near their quarters.

3.11.16.1. Personnel desiring to use the base long term parking area will complete the WPAFB Form 1441, Long Term Parking Area, and submit it to 88 SFS/S2I.

3.11.16.2. 88 SFS will manage and track vehicles in the base long term parking area.

3.11.17. WPAFB units may create, within their own parking lot(s), a long-term parking section for use by deploying personnel assigned to their unit. Requesting units must follow the guidance in paragraphs **3.11.6.4.1, through 3.11.6.4.1.3**, to establish such an area. Additionally, units exercising this option must establish procedures to track the vehicles parked in the area and workable procedures allow the expeditious movement of parked vehicles to accommodate any work that needs to be done in the parking lot or to comply with security and force protection measures. Failure to establish such procedures may result in the towing of vehicles to facilitate work and security requirements. In these cases, all towing and/or storage expenses will be borne by the owner/operator IAW AFI 31-218_IP. The long term parking area should be identified with signage and located away from building entrances. Individuals' assigned reserved parking spots will not use those spots for long-term parking in the event of deployment or TDY. All parking wardens who have jurisdiction over the parking lot encompassing this area must be made aware of it and who is authorized to park there. Parking in designated long-term parking areas by other personnel is not authorized and individuals doing so may be cited on a DD Form 1408, Armed Forces Traffic Ticket.

3.12. Parking Violations: A DD Form 1408 will be completed for all parking violations, regardless of the violator's duty status (e.g. military, civilian, etc.). Parking citations will be charged against the party to whom the vehicle is registered, unless credible evidence is received that another individual is responsible for the infraction.

3.13. The Parking Warden Program.

3.13.1. 88 SFS/S5R manages the installation Parking Warden Program and is responsible for training parking wardens on their specific duties.

3.13.1.1. The 88 ABW/CV is appointed a parking warden for the entire installation. The 88 MSG/CC, 88 CG/CC, 88 MDG/CC and 88 CEG/CL may be appointed parking wardens for facilities under their respective control.

3.13.1.2. The unit commander, director, or detachment chief exercising jurisdiction over a particular facility or building will appoint parking wardens (designated military in the grade of E-5 or above and Air Force civilian employees in the grade of GS-5 (or equivalent) or above), in writing to 88 SFS/S5R for specific building/facility parking lots. Federal contractors may not be appointed as parking wardens. New appointment letters will be sent to 88 SFS/S5R whenever changes occur (i.e., a parking warden or appointing official departs the installation). The appointing official will also direct/dictate the scope of operations and time spent dealing with parking issues. This is an additional duty, therefore

parking wardens are not appointed solely to focus on parking, but to assist the Facility Manager in enforcing parking plans and to randomly monitor parking areas or deal with illegal parking issues. No one may write a parking ticket without being appointed in writing and completing training as specified above. Ticket books are issued to specific, trained individuals, not to units or organizations. Tickets may not be shared with other parking wardens. If a parking warden departs the installation (retirement, PCS, etc.) or otherwise stops performing warden duties, they must return their ticket book to 88 SFS/S5R.

3.13.1.3. Parking wardens may only write tickets for parking violations listed in paragraphs **3.13.1.3.1 through 3.13.1.3.5** and shall notify Security Forces to report other parking violations they observe. Additionally, parking wardens should notify Security Forces of abandoned vehicles or other vehicles requiring towing, according to this instruction. Tickets will be received into 88 SFS/S5R within 5 duty days of the date of issue.

3.13.1.3.1. Handicapped Parking Violations

3.13.1.3.2. Reserved Parking Violations (including Visitor Parking)

3.13.1.3.3. Parking within 10 feet of a fire hydrant

3.13.1.3.4. On, in front of, or blocking public driveways, sidewalks, pedestrian crosswalks, or entrances/exit ways, or so near as to interfere with their use.

3.13.1.3.5. In any marked (i.e., diagonal stripes painted on the pavement) area IF the vehicle parked there prohibits the safe passage of other vehicles around the marked area or when a vehicle is parked in a posted (i.e. No Parking sign) prohibited parking area.

3.13.1.4. If before the ticket is sent to 88 SFS/S5R for processing, the parking warden determines the ticket should not have been issued, s/he can void the ticket him or herself. The parking warden must obtain the pink copy from the violator and destroy all three copies of the ticket.

3.13.1.5. Ticketed persons are encouraged to contact the issuing parking warden if they have questions about the ticket they received but ticketed persons are prohibited from subjecting parking wardens to any pressure to void a ticket because of the rank, status, or position of the offender.

3.13.1.6. 88 SFS/S5R will closely monitor the conduct of parking wardens and has the authority to direct remedial training of parking wardens and/or to remove a parking warden from the program.

3.13.1.7. Parking wardens will maintain a roster of reserved parking spaces assigned to their building/facility and the people authorized to use those spaces. Handicapped and GMV parking spots are considered reserved parking, but are not typically assigned to any one specific person or vehicle.

3.14. Traffic Violation Reports.

3.14.1. Moving violations. Anyone operating a motor vehicle or bicycle on a public street or highway who violates a provision of this regulation has committed a moving violation. Except as set out herein, the U.S. District Court Violation Notice (USDCVN), DD Form 1408, and/or AF Form 3545, Incident Report, are authorized methods of documenting and/or enforcing the requirements of this instruction. Personnel from other installations committing infractions will be identified and the information will be forwarded to the appropriate agency for action. 88 SFS/S5R is responsible for distribution of information concerning infractions.

3.14.1.1. USDCVN. This form is used to cite traffic violations under the ORC and may be referred to the Federal Magistrate's Court for prosecution under the Assimilative Crimes Act, 18 U.S.C., Sections 7 and 13. Security Forces use this form to cite moving violations by civilians (federal civil servants, Non-Appropriated Fund employees, contractors, dependents and non-base connected individuals, and inactive reservists and guardsmen). All USDCVN will be input into AFJIS by the issuing patrolman and then forwarded to 88 SFS/S5R for appropriate processing actions. For USDCVN issued as part of an incident report, the USDCVN will be added and scanned to the incident report in AFJIS as an attached document and placed into the case file folder for routing to 88 SFS/S5R.

3.14.1.1.1. All offenses referred to the Federal Magistrate's Court will be handled in that system for any criminal penalties. Referral to the Federal Magistrate's Court neither precludes nor requires further administrative action, based on the traffic offense involved.

3.14.1.1.2. Persons receiving a USDCVN may be given the option of forfeiting collateral for minor traffic violations. More serious charges require court appearance. All individuals have the option to appear in Magistrate's Court to contest any citation.

3.14.1.1.3. 88 SFS/S5R will not assess any points against an individual's base driving record if they are acquitted or have their citation dismissed in the Magistrate's Court.

3.14.1.2. DD Form 1408: Security Forces use the DD Form 1408, Armed Forces Traffic Ticket, to cite the following categories of personnel for violations:

3.14.1.2.1. Active duty military.

3.14.1.2.2. Cadets/Midshipmen of the Military Academies to include the Coast Guard Academy.

3.14.1.2.3. Reservists on orders or performing inactive duty training, including commuting to and from training.

3.14.1.2.4. Guardsmen in federal service under Title 10 of the United States Code. Title 10 is reflected on the guardsman's orders.

3.14.1.2.5. Juvenile offenders.

3.14.1.2.6. All violators, regardless of status, cited for violation of the hands-free or portable electronic device policy and any other installation-only moving violations.

3.14.1.2.7. All violators, regardless of status, cited for violation of installation parking rules.

3.14.1.2.8. All operators of GMVs, regardless of status, cited for violation of base traffic and parking rules.

3.14.1.3. All DD Form 1408s will be input into AFJIs by the issuing patrolman and forwarded to 88 SFS/S5R for appropriate processing actions. DD Form 1408s issued as part of an incident report will be added as an attachment to the AFJIS incident report and placed into the case file folder for routing to 88 SFS/S5R. Upon completion of processing, the DD Form 1408 will be forwarded to the appropriate commander or supervisor for action.

3.14.1.4. DD Form 1408 Rebuttal Procedures. Any person who believes s/he has been unfairly or unlawfully cited may contest the validity of the citation. A valid citation is one that is an obvious violation of the standards, no extraneous circumstances are present, and there is no legitimate evidence of unfair or unlawful conduct by the issuing authority (For Example: Parking in a marked, handicapped spot without possessing any type of handicapped placard, plates or decals constitutes a clear violation and a rebuttal would create an unnecessary administrative burden for the affected commander/director, as well as the rebuttal authority).

3.14.1.4.1. The individual who received the DD Form 1408 must initiate a rebuttal within 5 duty days of receiving the ticket by contacting 88 SFS/S5R and indicating intent to rebut. Failure to do so will result in the ticket being processed and sent for unit action as appropriate. If the individual contacts 88 SFS/S5R and initiates rebuttal action within 5 duty days, 88 SFS/S5R will provide instructions on how to submit the rebuttal.

3.14.1.4.2. The rebutting individual will complete the appropriate portions of the 88 SFS Rebuttal form and will obtain the mandatory comments and indorsement of the individual's commander/director.

3.14.1.4.2.1. The actual civilian director or commander is required to indorse the rebuttal. For HHQ organizations that is normally the HQ Section commander (For example: HQ AFMC/CCQ, HQ AFMC/DSH).

3.14.1.4.3. 88 SFS/S5R will send the 88 SFS Rebuttal form to the issuing patrolman or parking warden for their comments and once completed, will send the rebuttal form and a copy of the ticket to the 88 SFS/CC for a decision.

3.14.1.4.4. The entire package must reach the 88 SFS/CC within 14 calendar days of the date the ticket was written. After the 88 SFS/CC renders his/her decision, 88 SFS/S5R will notify the violator and their commander/director of the results. If the rebuttal authority determines the ticket stands as issued, 88 SFS/S5R will process the ticket and send it for unit action as appropriate. If the rebuttal authority decides to dismiss the ticket, 88 SFS/S5R ensures the ticket is rendered void in AFJIS and the points assessment is removed.

Chapter 4

DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM

4.1. Point System Application.

4.1.1. Base driving suspensions, revocations, and points assessments. In addition to guidance in AFI 31-218_IP, Tables 5-1 and 5-2, the following local policy applies:

Table 4.1. Base Driving Suspensions, Revocations, and Points Assessments.

VIOLATION	SUSPENSION/REVOCAION
Abuse of specialized decals (see paragraph 3.11.15)	30-days (Suspension)
Illegal parking resulting in towing of the vehicle (second offense within one year)	60-days (Suspension)
No Insurance: Failure of base connected personnel to provide proof to security forces of current vehicle insurance or financial responsibility while operating a motor vehicle on base or in areas under the exclusive or concurrent jurisdiction of WPAFB. See Note.	First offense: Privileges will be suspended for 30 calendar days
Accumulation of 12 traffic points within 12 months.	6 months (Suspension)
Accumulation of 18 traffic points within 24 months.	6 months (Suspension)
Upon arrest or apprehension for an intoxicated driving offense, regardless of the location of the offense.	1 year (Suspension or Revocation as applicable)
Drivers under age 21: Driving with a BAC or BrAC of .01 or higher but not above the threshold for DUI	1 year (Suspension)
Operating an unregistered motor vehicle or a vehicle for which the driver cannot prove ownership, on base or in areas under the exclusive jurisdiction of WPAFB.	6 months (Suspension)
Operating a motor vehicle with an expired registration (expired for more than 6 months)	60 days (Suspension)

Operating a motor vehicle with an expired registration(expired for at least 1 month but less than 6 months)	30 days (Suspension)
Operating a motor vehicle or motorcycle while in possession of a driver's license that has been expired less than 6 months.	30-days (Suspension)
Operating a motor vehicle or motorcycle while in possession of driver's license that has been expired for greater than 6 months.	30-days (Suspension)
Operating a motor vehicle or motorcycle without a valid license, meaning the person has not been issued a license or does not have a motorcycle indorsement.	1 year (Revocation)
Multiple suspensions and/or revocations imposed under this instruction or AF-level guidance will run consecutively. For example, if a revocation for implied consent is combined with another revocation, such as 1 year for an intoxicated driving conviction or 2 years for driving while suspended or revoked, the revocations will run consecutively.	No maximum length established
Violation of the rules for Bicycle and ATV operations on base.	2 points
Leaving a child or children younger than 12 years of age unattended in a motor vehicle.	6 points (Case will be considered for possible 1-year Revocation)
Violation of the hands-free device/portable electronic device policy while operating a motor vehicle on the installation (includes The Prairies and The Woods housing areas).	3 points
Violation of the Residents and Guests Only rule in Area A housing.	4 points
Two or more violations occurring on a single occasion. Example: Speeding 1 to 10 MPH over posted limit; assess 3 points. Violation of hands-free device policy; assess 3 points. Total assessment equals 6 points.	Assess points for each individual violation

NOTE:

Driving privileges shall not be suspended if the violator provides proof of insurance or financial responsibility that was in affect at the time of being cited. Such proof must be provided to the 88 SFS Reports and Analysis section (88 SFS/S5R) within 5 duty days. Individuals may use fax, email, or personal appearance to provide the proof to 88 SFS/S5R. A duty day is defined as Monday through Friday between the hours of 0730 and 1630 and excluding federal holidays, declared family days, and base closure days due to weather or other unforeseen circumstances.

“Base connected” is defined as being permanently assigned to or employed (including contract employees) on WPAFB or residing in any base housing area, including The Prairies at Wright Field or The Woods at Wright Field.

PATRICK G. MILLER, Colonel, USAF
Commander

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

AFI 24-301, *Vehicle Operations*

AFI 31-118, *Security Forces Standards and Procedures* AFI 31-120, *Security Forces Systems and Administration* AFI 31-218_IP, *Motor Vehicle Traffic Supervision*

AFI 91-207, *The US Air Force Traffic Safety Program* AFMAN 33-363, *Management of Records*

AFPD 31-1, *Integrated Defense*

DODD 5525.4, *Enforcement of State Traffic Laws on DoD Installations*

DODI 5200.08, *Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB)*

DODI 6055.04, *DoD Traffic Safety Program*

DODI 6055.07, *Mishap Notification, Investigation, Reporting, and Record Keeping* DODI 7730.47, *Defense Incident-Based Reporting System (DIBRS)* WRIGHTPATTERSONAFBI 13-213, *Airfield Driving* WRIGHTPATTERSONAFBI 32-1001, *Sign Management*

ANSI/ASSE Standard Z87.1-2003, *Occupational and Educational Personal Eye and Face Protection Devices*

British Standard Institute Standard 6658:1985, *Specification for Protective Helmets for Vehicle Users*

Federal Highway Administration Manual, *Manual on Uniform Traffic Control Devices for Street and Highways*

Snell Memorial Foundation Standard M2005, *2005 Standard for Protective Headgear for Use with Motorcycle and Other Motorized Vehicles*

United Nations Economic Commission for Europe Standard 22.05, *Uniform Provisions Concerning the Approval of Protective Helmets and Their Visors for Drivers and Passengers of Motorcycles and Mopeds*

Prescribed Forms

WRIGHTPATTERSONAFB Form 1441, *Long Term Parking Area*

WRIGHTPATTERSONAFB Form 1427, *Sign Request*

Adopted Forms

AF Form 1315, *Accident Report*

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

AF Form 332, *Base Civil Engineer Work Request*

AF Form 3545, *Incident Report*

AF Form 52, *Evidence Tag*, 1 July 1986

AF Form 847, *Recommendation for Change of Publication United States District Court Violation Notice*

DD Form 1408, *Armed Forces Traffic Ticket*

DD Form 2504, *Abandoned Vehicle Notice*

DD Form 2505, *Abandoned Vehicle Removal Authorization*

DD Form 2506, *Vehicle Impoundment Report*

DD Form 2507, *Notice of Vehicle Impoundment*

PS Form 3811, *Certified Mail Domestic Return Receipt*

Abbreviations and Acronyms

AFDPO—Air Force Departmental Publishing Office

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

DOD—Department of Defense

OPR—Office of Primary Responsibility