

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

**EDWARDS AIR FORCE BASE  
INSTRUCTION 31-218**



**14 MARCH 2014**

**Security**

**MOTOR VEHICLE TRAFFIC SUPERVISION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Edwards AFB instruction implements guidance related to the Interservice publication AFI 31-218 (I), *Motor Vehicle Traffic Supervision* and Air Force Manual 31-116, *Air Force Motor Vehicle Traffic Supervision*. It establishes procedures for the supervision of all aspects of motor vehicle traffic at Edwards AFB. This Instruction is applicable to all personnel operating or owning any type of motor vehicle, recreational vehicle or bicycle on Edwards AFB. It applies to all personnel and entities on Edwards AFB to include government-owned, contractor-operated (GOCO) vehicles, contractor personnel, U.S. Air Force Reserve and National Guard personnel operating vehicles on Edwards AFB. Guidance found in this Instruction, AFI 31-218, AFMAN 31-116, or the State of California Vehicle Code (CVC), are enforceable on Edwards AFB. The terms “must,” “shall,” and “will” denote mandatory actions in this instruction. In cases where this instruction and the CVC are in conflict, the most restrictive procedure will have precedence on Edwards AFB. Violations of the CVC, AFI 31-218, AFMAN 31-116, and this Instruction will be disposed of in accordance with AFI 31-218, the Uniform Code of Military Justice (UCMJ), Federal or assimilated state law. Ensure all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication through unit Vehicle Control Officer/NCO channels to 412 SFS/S5P using AF FM 847, *Recommendation for Change of Publication*. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by 50 United States Code 797. The applicable Privacy Act SORNs are:

F031 AF SP L, Traffic accident and violation reports; F031 AF SP K, Vehicle Administration Records; F031 AF SF B, Security Forces Management Information service (SFMIS); and F031 AF SF D Field Interview Card. The SORNs are available at <http://privacy.defense.gov/notices/usaf>.

### ***SUMMARY OF CHANGES***

This is a substantially rewritten instruction that must be completely reviewed. It supersedes EAFBI 31-280, dated 27 October 2010 and clarifies policy for operating and owning a motor vehicle, bicycle, or recreational type vehicle on Edwards AFB. It eliminates references to Air Force Instruction 31-204, which has been rescinded. Specific guidance related to cell phone use has been added. Specific guidance for penalties related to school zones has been added. It also specifies and expands the squadron commander's traffic enforcement capabilities and responsibilities.

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## Chapter 1

### INTRODUCTION

**1.1. Program Management.** This Instruction implements policy, assigns responsibility and establishes procedures for motor vehicle traffic supervision on Edwards AFB, CA. It provides additional Air Force specific guidance to complement guidance found in AFI 31-218 (I) and AFMAN 31-116. The objective of traffic control programs is the safe and efficient flow of vehicles and pedestrians through reduction of factors contributing to accidents.

#### **1.2. Responsibilities.**

##### 1.2.1. Installation Defense Force Commander (DFC).

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

##### 1.2.2. Security Forces Operations (S3O) Flight will:

1.2.2.1. Enforce all motor vehicle directives applicable to Edwards AFB.

1.2.2.2. Provide manning and resources necessary to control traffic supervision on the installation.

1.2.2.3. Request formal school quotas for traffic investigation (percentage determined by S3O), courses for certification on driving under the influence of drugs and/or alcohol, and radar certification.

##### 1.2.3. Security Forces Training (S3T) Flight will:

1.2.3.1. Order and maintain current instructions, state, and federal directives pertaining to traffic.

1.2.3.2. Ensure personnel assigned to the unit are properly trained for traffic supervision enforcement.

1.2.3.3. Publish and update a Federal Magistrate Court Citation Quick Reference guidebook as needed.

##### 1.2.4. Security Forces Reports and Analysis (S5R) will:

1.2.4.1. Update instruction and author any changes.

1.2.4.2. Administrate all traffic tickets, citations, incident reports, and other violations pertaining to Edwards AFB or personnel assigned to the base.

1.2.4.3. Maintain, update, and distribute the base suspension/revocation of driving privileges roster.

**1.3. Delegation of Authority.** 412 TW/CC may delegate his/her responsibilities under this Instruction to his/her vice commander, mission support commander or other group commanders as appropriate and provided the individual does not occupy a position such as law enforcement

which would constitute a conflict of interest. Delegate's responsibilities will mirror that of the Installation Commanders responsibilities as stated in all referenced/related instruction. Letters of delegation should be coordinated through the 412th Test Wing Staff Judge Advocate (412 TW/SJA).

**1.4. Coordination of Changes.** Agencies that require coordination for changes to this supplement are: DFC, 412 TW/SJA, Chief of Safety, 412th Medical Group Commander, 412th Mission Support Group Commander, 412th Test Wing Vice Commander and 412th Test Wing Commander.

## Chapter 2

### DRIVING PRIVILEGES

#### 2.1. Requirements for Driving Privileges.

2.1.1. To obtain driving privileges on Edwards AFB a registrant must be assigned to, work at or reside on Edwards AFB (with the exception of retirees and their authorized family members) and possess one of the following: Common Access Card (CAC), DD Form 2A, 2AF, 2MC, 2N, 2OCG, 2, *retired or National Guard reserve*, AF Form 354, *Civilian Identification Card*, DD Form 1173, *Dependent Identification Card*, AFMC 387, *AF Materiel Command Identification Credential*, NASA badge, other civilian contractor badge with photo, or other federal agency credential. Students and parents or guardians of students attending public schools on Edwards AFB will comply with base registration policy and will obtain an authorization letter from the school district confirming student registration for the given school year. Registration will be valid for the school year, not calendar year. The registrant must present a valid driver's license, valid vehicle registration, proof of current insurance and proper ID when attempting to obtain driving privileges on Edwards AFB. Additionally, the registrant must provide a valid record of motor vehicle safety inspection, emission control test, or any other test evaluation, safety inspection plus other documents required by local or state law.

#### 2.2. Implied Consent.

2.2.1. IAW AFI 31-218, *Motor Vehicle Traffic Supervision*. Implied consent to blood, breath, or urine tests. 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.

2.2.2. Implied consent to impoundment. Any person granted the privilege to operate or register a motor vehicle on a military installation shall be deemed to have given his or her consent for the removal and temporary impoundment of the privately owned vehicle (POV) when it is parked illegally, or for unreasonable periods, as determined by the installation commander or applicable authority, interfering with military operations, creating a safety hazard, disabled by accident, left unattended in a restricted or controlled area, or abandoned. Such persons further agree to reimburse the United States for the cost of towing and storage should their motor vehicle be removed or impounded. Existence of these conditions will be determined by the installation commander or designee.

2.2.3. Motor vehicle or criminal infraction. Any person who operates, registers, or in control of a motor vehicle on a military installation involved in a motor vehicle or criminal infraction shall be informed that notice of the violation of law or regulation will be forwarded to the Department of Motor Vehicles (DMV) of the host State and/or home of record for the individual, and to the National Register, when applicable.

### **2.3. Suspension or Revocation of Driving Privileges.**

2.3.1. The installation commander or designee may for cause, or any lawful reason, administratively suspend or revoke driving privileges on the installation. The suspension or revocation of installation driving privileges or POV registrations, for lawful reasons unrelated to traffic violations or safe vehicle operation, is not limited or restricted by this regulation.

2.3.2. The Reports and Analysis Section (412 SFS/S5R) will initiate immediate suspension or revocation action as outlined in AFI 31-218, Para 2-4. S5R will forward the preliminary suspension or revocation letter to the Installation Commander or designee who will make the final determination.

### **2.4. Administrative Due Process for Suspensions and Revocations.**

2.4.1. The 412 SFS/S5R will initiate immediate suspension or revocation action as outlined in AFI 31-218, Para 2-6. S5R will forward the preliminary suspension or revocation letter to the Installation Commander or designee who will make the final determination.

2.4.2. An administrative hearing may be held in accordance with AFI 31-218, Para 2-6. Requests for an administrative hearing will be submitted to 412 SFS/S5R who will process the request.

### **2.5. Alcohol and Drug Abuse Programs.**

2.5.1. All military personnel assigned to Edwards AFB who are charged with intoxicated driving, on or off-base, are referred to the Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program within 7 days for proper evaluation determined by a health care professional.

### **2.6. Restricted Driving Privileges or Probation.**

2.6.1. Restricted Privileges. The authority to grant restricted driving privileges to military and civilian personnel is delegated to the Commander, 412th Mission Support Group. Restricted privileges will be granted only to alleviate an unusual and severe hardship. Refer to AFI 31-218, para 2-10 for specific guidance.

### **2.7. Approved Operator Driver Licenses.**

2.7.1. State Driver Licenses. Edwards AFB recognizes an issued driver license from all U.S. states and territories as a valid driver license to operate a motor vehicle on the installation.

2.7.2. International Driver Licenses. Edwards AFB recognizes a valid driver license that is issued by a foreign jurisdiction (country, state, territory). Accepted license will be those recognized by California Vehicle Code. Edwards AFB does not recognize an International Driving Permit (IDP) as a valid license.

## Chapter 3

### MOTOR VEHICLE REGISTRATION

#### 3.1. Prohibited Use of Driver's License or Registration:

3.1.1. It is unlawful for any person to:

3.1.1.1. Display or cause to be displayed or have in possession any canceled, revoked, suspended, fictitious, or fraudulently-altered registration card, base decal, temporary permit, flightline decal, or fraudulently-altered state driver's license/operators permit.

3.1.1.2. Lend their registration card, temporary pass, or indefinite base decal to any other person or knowingly permit the use thereof by any person or upon any other vehicle than that which it is intended.

3.1.1.3. Lend or knowingly permit the use of their driver's license or permit by any other person.

3.1.1.4. Driver's License. No person shall drive a motor vehicle on Edwards AFB unless the person has in their immediate possession a valid driver's license.

3.1.1.5. Insurance. All drivers must be prepared to show upon request

3.1.1.6. Motorcycle Registration. All motorcycle registrants will, present a current driver's license with a motorcycle endorsement (if required by that state), in addition to the registration requirements listed in AFI 91-207, *US Air Force Traffic Safety Program*, for requirements to operate motorcycles, motor scooters and mopeds on AF installations. In addition, military members must present proof of attendance to a USAF-approved motorcycle safety training course.

#### 3.2. Clean Air Act Compliance.

3.2.1. Edwards AFB is located in a vehicle emissions inspection and maintenance program area and is required to comply with the terms of the Clean Air Act Section 118(d). For active duty and civil service employees who drive on base 60 or more days per year, the installation is required to obtain employee proof of compliance with emissions testing. This is accomplished through Air Force Vehicle Inspection and Maintenance Program by means of the Employee-vehicle Certification and Reporting System (ECARS) self-certification process IAW AFI 32-7040, Air Quality Compliance and Resource Management. Failure to respond and comply with ECARS requirements may result in administrative actions, to include revocation of driving privileges, at the discretion of the installation commander. Driving privileges should be restored upon satisfactorily complying with ECARS requirements.



## Chapter 4

### TRAFFIC PLANNING AND CODES

#### 4.1. Installation Traffic Codes.

4.1.1. The limits specified in this section shall be the maximum allowable speeds, except for emergency vehicles responding to an emergency or when hazards dictate lower speeds. Response vehicles will only exceed the speed limit at a reasonable speed dictated by the responding officer holding them liable/accountable for any infractions imposed. The operators of motor vehicles are subject to speed checks by Security Forces using radar, laser, or other approved speed measuring devices/methods. Speed limits are as follows:

4.1.1.1. Main Base Area: 35 Miles Per Hour (MPH) unless otherwise posted.

4.1.1.2. Housing Area and Off-Road Vehicle (ORV) Access Trails: 15 MPH unless otherwise posted.

4.1.1.3. Parking Lots and Loading Areas: 10 MPH unless otherwise posted.

4.1.1.4. Designated ORV Riding Areas: as indicated by area conditions and safety considerations but no greater than the maximum speed permitted on highways.

4.1.1.5. At no time will a Non-Roadway Certified Utility Vehicle (e.g., Mitsubishi "Mighty Mites") be operated at speed greater than 25 MPH.

4.1.1.6. Airfield, flightline, taxiways, parking ramps and lakebed: see AFTCI 10-2, Control of Vehicles on the Flight line.

4.1.1.7. On Edwards AFB military personnel will be issued a DD Form 1408, *Armed Forces Traffic Ticket*. All other individuals will be cited using a DD Form 1805, *United States District Court Violation Notice* and will be directed to the United States Magistrate Court.

4.1.1.8. When passing by cyclists, runners, military formations, or special events motor vehicle operators will minimize speed and change lanes.

#### 4.1.2. Restraint systems:

4.1.2.1. IAW AFI 31-218, Air Force Motor Vehicle Traffic Supervision and AFI 91-207, *USAF Traffic Safety* operators and passengers of all vehicles operated on Air Force installations must wear restraint systems. In addition, operators and passengers of government owned vehicles (GOV) must wear restraint systems when driving or riding on/off the installation.

4.1.2.2. All Air Force active duty and reserve component members on active duty must wear restraint systems while driving or riding in a POV whether on or off the installation.

4.1.2.3. The US Department of Transportation requires approved infant/child restraint devices in POVs for children 6 years old or under and not exceeding 60 pounds in weight. AFMAN 31-116, para 4.1.1. provides further policy pertaining to children's age and weight.

4.1.2.4. Cars manufactured after model year 1966 require a manufacturer-approved restraint system meeting federal traffic safety standards.

4.1.2.5. Operators using vehicles equipped with air bags must still wear the manufacturer's primary restraint system (seat belts).

4.1.3. Cellular phones. Vehicle operators on a DoD installation and operators of GOVs will not use cellular phones unless the vehicle is safely parked or unless they are using a hands-free device. Holding a cell phone while operating the cell phone in speaker mode does not constitute use of a hands free device.

4.1.3.1. Sanctions for Non-Compliance:

4.1.3.2. First offense is a 7-day suspension of base driving privileges.

4.1.3.3. Second offense is a 30-day suspension of base driving privileges.

4.1.3.4. Third offense is a 60-day suspension of base driving privileges.

4.1.4. Only administrative actions (reprimand, assessment of points, loss of installation driving privileges, etc.) are given for off-installation violations of the installation traffic code.

4.1.5. Edwards AFB has both concurrent and exclusive federal jurisdiction. Violations of state traffic codes are applicable to base driving records when those violations are included in that state's criminal offense code. This provision is covered under the authority of Title 18 United States Code 13, *Laws of States Adopted for Areas within Federal Jurisdiction* (USC).

## **4.2. Emergency Vehicle Designations:**

4.2.1. Ambulances In route to or transporting patients.

4.2.2. Command Vehicles. Properly identifiable by wing leadership plaquards.

4.2.3. Crash Response Vehicles. Properly marked as response vehicles with lights and/or sirens.

4.2.4. Disaster Preparedness Vehicles. Properly marked as response vehicles with lights and/or sirens.

4.2.5. Explosive Ordinance Vehicles. Properly marked as response vehicles with lights and/or sirens.

4.2.6. Fire Equipment Vehicles. Responding to actual fire emergencies.

4.2.7. Police Vehicles. Responding to actual police emergencies.

4.2.8. Air Force Office of Special Investigations Vehicles. Utilizing lights and sirens.

4.2.9. State and City Emergency Vehicles. Properly marked as response vehicles with lights and/or sirens.

4.2.10. Safety Vehicles. Properly marked as response vehicles with lights and/or sirens.

4.2.11. HAZMAT Response Vehicles. Properly marked as response vehicles with lights and/or sirens.

### **4.3. Emergency Vehicle Operator Rules.**

4.3.1. Drivers of emergency vehicles will obey all traffic laws. In emergency cases, such as emergency calls, fire response, and law enforcement pursuits, emergency vehicle drivers must adhere to the following guidance:

4.3.2. Park in any location that does not cause a safety hazard.

4.3.3. Proceed past a red stop signal or sign, only after slowing down as necessary for safe operation.

4.3.4. Make unauthorized turns or change direction of movement provided the vehicle is under control and does not endanger life and property.

4.3.5. In emergency situations, requiring any of those actions indicated above, the driver must sound an audible signal by siren or bell or display emergency lights as appropriate.

4.3.6. This code will not protect drivers of emergency vehicles from the consequences of recklessness or wanton disregard for the safety of others.

4.3.7. Owners or drivers of POVs are prohibited from using any light, siren, or bell that may create the appearance of an emergency vehicle.

### **4.4. Defective Vehicle Citations.**

4.4.1. Anyone operating a vehicle which does not comply with the requirements of this instruction or the CVC, may be cited for operating a defective vehicle and such citations will be marked "Proof of Compliance." Anyone so cited via DD Form 1408 will be given 72 hours to correct the defect and report to the Security Forces/Emergency Communications Center, Building 2860. If the defect is corrected within the prescribed time period, the desk sergeant shall reduce the citation to a warning. If a vehicle operator is unable to get the defect corrected within the 72 hour limit due to extenuating circumstances (i.e., duty schedule, deployment, or significant hardship, etc.), a request for an extension will be directed to the Security Forces Operations Officer/Superintendent for consideration. Approval will be on a case-by-case basis.

4.4.2. Vehicles cited as being defective which are obviously too unsafe to be tolerated due to bald tires, jagged metal, or other protrusions which create an unreasonable risk of injury to pedestrians or property will not be operated on base until such defects are corrected.

4.4.3. For the purpose of this instruction, factory installed safety equipment, whether or not required by law, will be required to be maintained in proper working condition and used in the manner for which it was designed.

4.4.4. In all cases, the security forces person issuing a defective vehicle citation will indicate on the offender's copy of the citation the actions required of the offender.

**4.5. Traffic Review Procedures.** All rebuttals for traffic citations, requests for driving privileges, or for action IAW Edwards AFB traffic review procedures must be submitted in writing and must include the specific relief sought along with specific reasons and support. The appeal must be approved and endorsed by the unit commander prior to submitting the request to 412 SFS/S5R. If the unit commander does not concur, in writing, the rebuttal process has ended.

4.5.1. Traffic Citation Rebuttals. IAW AFMAN 31-201V7, para 1.3, *Security Forces Administration and Reports*, individuals issued DD Forms 1408, may contest the validity of the ticket by submitting a written rebuttal to their unit commander within 7 days of receipt of the ticket. The unit commander will review the ticket and rebuttal and attach their recommendation with their approval prior to unit taking action. The rebuttal package will then be forwarded to S5R for review by the DFC. The issuing officer will prepare a statement for inclusion in the package and forward it to Installation Commander or designee for final determination. The unit will be advised on all rebuttal determinations.

4.5.2. Request for Citation Rebuttals. The Commander, 412th Mission Support Group or designee has the authority to convene administrative hearings for citation rebuttals.

4.5.3. Civilians will be issued Central Violation Bureau Notice (CVB) Form 1805. AFMAN 31-201V7, para. 1.4.6.1, violators who receive a CVB Form 1805 may rebut the ticket through the Magistrate Court System on the date scheduled by the CVB. Further guidance can be referenced here.

**4.6. Towing of Motor Vehicles.** A vehicle towed on a roadway must be towed by a means of a tow bar not exceeding 15 feet. In addition to the tow bar, safety chains, cable, or equivalent device will be utilized to prevent the tow bar from dropping to the ground in the event of its failure.

**4.7. Pedestrian Rights and Regulations.** Joggers are permitted to run on the roadway; however, they must run on the shoulder of the roadway and against traffic.

4.7.1. Joggers/pedestrians will not wear earphones/headphones with any type of radio/player device while jogging/walking on a roadway. (AFI 91-207 para. 3.6.6) (Exceptions – In desert trails off road or on sidewalks.)

4.7.2. No person shall stand in a roadway for the purpose of soliciting transportation, employment, or business from the occupant of a vehicle.

**4.8. Bicycles and Other Recreational Vehicles.** Military sponsors are responsible for the proper supervision of their family members and guests. They shall not authorize or knowingly permit any person to violate provisions contained herein.

4.8.1. Bicycling Rules. Bicyclists are subject to the CVC and must obey all traffic control devices and rules that apply to vehicle operators. Additionally, bicyclists:

4.8.2. May operate a bicycle on the sidewalk, however, they must operate cautiously and yield the right of way to all pedestrians.

4.8.3. May not park in such a manner as to create obstruction to pedestrian or vehicle traffic. Must, while operating a bicycle on a roadway, ride as near to the right of the roadway as possible, with the flow of traffic.

4.8.4. May not operate bicycles on lawns other than their own.

4.8.5. Will not carry more persons than the number which the bicycle was designed and equipped to support.

4.8.6. Will not ride more than two abreast on any roadway.

4.8.7. Will not wear earphones/headphones with any type of radio/player device while riding.

4.8.8. Will yield the right-of-way to any motor vehicle.

4.8.9. Will not attach themselves to a motorized bicycle, motorcycle or any other vehicle on the roadway.

4.8.10. Will not operate in such a manner as to impede the flow of motorized vehicles.

4.8.11. California law prohibits motorists from passing a bicycle with less than three feet between any part of the vehicle and any part of the bicycle or driver. When three feet is not possible, the motor vehicle must slow to a reasonable and prudent speed and only pass when no danger is present to the bicyclist. Failing to do so can incur a fine, regardless of a collision or not.

#### **4.9. Bicycle Equipment.**

4.9.1. Bicycles must be equipped with the following:

4.9.1.1. Operational brakes.

4.9.1.2. Be equipped with a headlight that emits a white light visible from at least 300 feet and a red reflector on the rear, visible from 500 feet when directly in front of high beam headlights on a motor vehicle when riding at night.

#### **4.10. Bicycle Helmets.**

4.10.1. All personnel, regardless of age (including dependents, contractors, retirees, etc.), who ride bicycles on an installation must wear an approved (i.e., American National Standards Institute (ANSI) or Snell Memorial Foundation) bicycle helmet. Workers operating bicycles in areas that require the use of ANSI-approved helmets (hard hats) for protection from falling and flying objects are allowed to use those helmets instead of approved bicycle helmets. Exception: workers operating bicycles in industrial/flightline areas designated no-hat area due to potential of Foreign Object Damage (FOD) need not wear the bicycle helmet; operators of three-wheeled bicycles are not required to wear the bicycle helmet.

4.10.2. This also applies to a person who rides a bicycle while in a restraining seat that is attached to the bicycle or in a trailer towed by the bicycle.

#### **4.11. Motorcycles, Mopeds, and Motor-Driven Cycles.**

4.11.1. Operation. A person operating a motor-driven cycle will only ride upon the permanent/regular seat attached, feet will rest upon footrests of the cycle, and passengers will not be carried unless the cycle is designed for two or more people and footrests are also provided for the passengers. No passenger (human or animal) or cargo may ride or be carried in front of the operator.

**4.12. Safety Equipment.** Cycle operators and passengers will use all equipment outlined in AFI 91-207, *USAF Traffic Safety Program*. Please reference this AFI for specific equipment wear requirements. All persons operating motorcycles on EAFB will meet the requirements listed in AFI 91-207.

**4.13. General Rules for Operating an Off-Road Vehicle (ORV).**

4.13.1. The ORV access trails should be traveled at safe speeds based on trail conditions, weather conditions, and proximity of the trail to housing areas.

4.13.2. The ORV operators will always wear the proper safety equipment anytime their ORV is in motion.

4.13.3. When an ORV approaches a person riding a horse, the ORV operator must give the right-of-way to the horse rider and stop a minimum of 100 feet away from the horse rider while allowing the horse and rider to pass before continuing.

4.13.4. When an ORV approaches an intersecting trail where the operator cannot see at least 100 feet in each direction to observe any cross traffic, the ORV should approach the intersection at a slower speed and with caution.

4.13.5. When an ORV approaches any hiker, bicyclist, or runner, the ORV operator must slow his ORV to a safe speed (5 mph) within 200 feet of this person.

4.13.6. Any user of the off-road vehicle area #2 must not touch, take, or vandalize artifacts found in the area or harass any protected animals (Desert Tortoise). If an ORV operator comes into contact with such animals or artifacts and inadvertently harms the animal or destroys the artifact, they will notify Environmental Management and Security Forces as soon as possible so a report can be filed.

4.13.7. If an ORV operator wishes to operate an ORV alone, the operator should notify someone on base and brief them where they will be riding and for approximately how long. If the ORV operator does not return in that approximate time, the person who was notified should contact the Emergency Control Center so the ORV operator can be located and their status can be verified.

4.13.8. ORVs will only be operated in designated ORV areas. ORVs will only operate outside those areas when accessing the ORV area using designated access trails.

**4.14. ORV Responsibilities:** Outdoor Recreation will coordinate the training for instructors to attend Specialty Vehicle Institute of America (SVIA) off-road vehicle safety training for both all-terrain vehicles (ATVs) and ORVs. Outdoor Recreation will coordinate class times with instructors, Environmental Management, and base personnel wishing to obtain training to ride their ORV on base and provide classroom space and a riding area for training to take place.

4.14.1. Security Forces will enforce the base and state laws and regulations as they apply to the ORV program and ORV use on Edwards AFB. Security Forces will track all violations of these laws and regulations and will report violations as appropriate.

4.14.2. Environmental Management will provide training to educate instructors and ORV users on the biological opinion, archeological sites, and environmentally responsible use of an ORV on Edwards AFB. This training will include the Desert Tortoise training/education program.

4.14.3. All organizations within this instruction will have responsibility to provide information on relevant documents referenced herein to each organization within this document.

4.14.4. All ORV users operating an ORV on Edwards AFB must comply with all base regulations and the CVC. ORV operators are required to only use the ORV area #2 and to comply with the biological opinion, respect the natural habitat, archeological sites, horseback riders, and other ORV users.

#### **4.15. Requirements to Operate an ORV.**

4.15.1. Prior to operating an ORV on Edwards AFB, all recreational ORV operators must satisfactorily complete an approved SVIA safety training course, which will include environmental issues. SVIA certifications can be obtained at [www.atvsafety.org](http://www.atvsafety.org).

4.15.2. Prior to operating an ORV, an ORV operator must have in their possession a current SVIA safety training course card, issued by the course instructor after the ORV rider has successfully completed the SVIA safety course.

4.15.3. ORV operators must be able to present SVIA safety training course card upon request by any security forces member to prove successful completion of the ORV and SVIA safety courses.

4.15.4. All ORV operators must wear a Department of Transportation (DoT) approved safety helmet with chinstrap fastened, goggles or a face shield to protect the eyes, and full fingered gloves any time their ORV is in motion.

4.15.5. All ORVs must be in good running condition and in compliance with the CVC, e.g., must be equipped with spark resistors.

#### **4.16. ORVs Authorized to Operate On Base.**

4.16.1. Off-highway motorcycles (dirt bikes), dual sport bikes (off-highway motorcycles that are street legal), ATVs (three- or four-wheel) are all authorized to operate in the ORV areas on base provided the rider has completed the required safety course for that type of off-road vehicle.

4.16.2. Motorcycles designed strictly for highway use are not authorized to be operated as ORVs and are not allowed in the ORV areas on Edwards AFB.

#### **4.17. Authorized Locations for ORV Operation.**

4.17.1. ORV area #1 is in the Motocross Track at the intersection of Lancaster Blvd and Forbes Ave. This ORV area is restricted to members and guests of the Desert Wheels Motorcycle private organization. Guests will be accompanied by a Desert Wheels member while operating an ORV in area #1 and have signed a liability release form prior to operating an ORV in the area. Members will produce their Desert Wheels membership card upon request to any security forces member to verify their authorization to operate in the area.

4.17.2. ORV area #2 is located off of Landfill Road and Forbes Avenue behind the horse riding stables in the northwest section of the base.

4.17.3. The authorized access trails to access the ORV areas are illustrated on the current ORV map. Only authorized access trails will be utilized to access the ORV areas.

4.17.4. Members living in housing areas are authorized to access "roadside" trails and/or ORV entry points via the most direct route using housing roadways. This will be done at no more than 10 MPH and obey all proper traffic laws. Riders must wear all required safety

gear, and use the appropriate hand and arm signals if the off road vehicle they are operating do not have turn signals.

4.17.5. Copies of the current ORV map can be obtained from Outdoor Recreation, Bldg. 7211. A copy will also be issued to everyone who completes the approved ORV safety training course.

#### **4.18. Traffic Law Enforcement Principles.**

4.18.1. Traffic laws and instructions are written and enforced to ensure a safe, orderly, and predictable flow of traffic. The Security Forces, under the supervision of the DFC, are responsible for the enforcement of all traffic laws and instructions on Edwards AFB. The DFC shall be responsible to effect efficient, cooperative liaison with civil law enforcement officials in the local area.

4.18.1.1. Only 412 SFS personnel are authorized by the DFC to issue AF Form 1408s and DD Form 1805s. 412 SFS personnel must complete applicable 412 SFS/S3T Master Task List sections approved by the DFC, before issuing any citations.

4.18.2. It is unlawful to interfere with any Security Forces member while such Security Forces member is investigating accidents, traffic violations, or citing persons for such violations. All questions concerning investigations, traffic citations, or the conduct of Security Forces members shall be directed to the DFC or designee.

4.18.3. Persons subject to UCMJ are subject to administrative action or trial by courts-martial for violations of the provisions of that manual and this or other instructions or directives pertaining to traffic.

4.18.4. Persons not subject to the UCMJ may be subject to administrative action or trial before the United States Magistrate for the violations of the provisions of this instruction and the laws of the State of California. Further information regarding US Magistrate Proceedings can be found in AFI 51-905, *Use of Magistrate Judges for trial of Misdemeanors Committed by Civilians*.

#### **4.19. Speed-Measuring Devices/Radar Detectors.**

4.19.1. Use of radar detection devices to indicate the presence of speed recording instruments or to transmit simulated erroneous speeds are prohibited on DoD installations to include Edwards AFB.

#### **4.20. Traffic Accident Investigation Reports.**

4.20.1. The 412th Security Forces Squadron Emergency Control Center will develop and maintain the notification matrix on accident notification.

4.20.2. An accident will be considered a "major vehicle accident" and will be investigated if a vehicle disabling accident or injuries/fatalities occur. The Security Forces on-duty flight sergeant will normally determine whether a vehicle accident qualifies as a major or minor vehicle accident. In circumstances when the flight chief is unable to make such a determination, a qualified traffic accident investigator will be contacted and the investigator will make the determination. The 412th Security Forces Squadron on-duty flight sergeant will determine when a minor motor vehicle accident will be investigated.



#### **4.21. Use of Traffic Accident Investigation Report Data.**

4.21.1. The 412th Security Forces Squadron, Reports and Analysis Section, will be the focal point for all requests for Traffic Accident Investigation Report Data. The NCOIC or Chief of Administration and Reports will determine the agencies cleared to receive accident and incident data.

4.21.2. Request for reports will be processed IAW AFMAN31-207V7, para 1.14.1.

#### **4.22. Parking.**

4.22.1. General. Parking on base is allowed only where indicated by painted parking stalls, signs, metal plates attached to the curb/building or by proper markings. The 412 TW/CE is the only authorized agency to paint parking stalls and/or install signs.

4.22.2. Reserved parking. The goals of the EAFB reserved parking program are to: minimize reserved parking on the installation, support mission accomplishment; comply with applicable laws, and preserve certain privileges afforded to senior personnel in keeping with military tradition.

4.22.2.1. Reserved parking spaces will be requested by the appropriate facility manager in coordination with civil engineers. Reserved parking spaces will be approved for no more than ten percent of all available spaces for a particular facility or parking area except for handicap parking which must comply with uniform federal accessibility standards.

4.22.2.2. The following guidelines are set for approving, disapproving and prioritizing reserve parking requests. Reserved parking is limited to government vehicles, handicapped, visitors, General Officer/SES, Center/Wing two-letter directors, commanders, first sergeants, and motorcycles. Limited spaces for Colonels and Chief Master Sergeants may be made in larger parking lots. Special parking slots (i.e., at the base exchange, commissary, etc.) for installation award winners will be reviewed and approved/disapproved by the 412 MSG/CC or deputy.

4.22.2.2.1. GOV parking. These parking spaces are for official government vehicles used during duty hours in direct support of the wing/base mission. Official government vehicle is defined as a vehicle owned or leased by the U.S. Government for the purpose of conducting official business. GOV spaces are not assigned to a particular person or position.

4.22.2.2.2. Handicap parking. The only vehicles authorized to park in these areas are those displaying official handicapped parking permits, plates or decals. Handicapped person(s) must be operating such vehicles or be in the company of such person(s) who park in handicapped spaces. Handicapped parking spaces are not assigned to any particular person or position.

4.22.2.2.3. Visitor parking for public service facilities will be located closest to the building entrance/exit. Employees will not park their vehicles in designated visitor parking. Definition of visitors is those personnel who are not assigned or attached. Visitor parking may have imposed time restrictions (i.e., 15 minutes, 1 hour, etc.).

4.22.2.2.4. General Officer/Senior Executive Service parking. These parking spaces are reserved for any general officer or SES and are not assigned to any particular person or position.

4.22.2.2.5. Commander parking. Military or civilian equivalent personnel who hold the position of commander for: center, wing, group, squadron or detachment. AFTC/CC and 412 TW/CC may also designate reserved parking for key members of their immediate staff (e.g., Executive Officers, Command Chief Master Sergeants, protocol sponsored distinguished visitors, etc.).

4.22.2.2.6. Two-letter designation. Spaces assigned to those military or civilian equivalent individuals who hold the position of commander or who possess a duty symbol consisting of no more than two letters.

4.22.2.2.7. First Sergeant parking. Parking for designated unit first sergeant.

4.22.2.2.8. Motorcycles. Public service buildings should provide a zone where several motorcycles can be parked. Public parking areas should also provide this type of parking availability. Motorcycles are not permitted to park in 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. When possible, a concrete pad will be provided for kickstands.

4.22.2.2.9. Colonel and CMSgt. A designated parking area for personnel with these pay grades (whether active duty or retired) may be established in large parking lots. These spaces must be kept to a minimum and not assigned based on personnel strength. These spaces are not assigned to a particular person or position and are first come first served.

4.22.2.2.10. Group/squadron/detachment commanders isolated from other units on base with separate and adequate parking slots around their building may designate slots to their immediate staff (e.g., executive officer, manager, and first sergeant). These slots are assigned to a position, not a particular person.

#### 4.22.2.3. Processing reserved parking requests.

4.22.2.3.1. Request for reserved parking is coordinated through the real property building manager (RPBM) for approval/recommendation by the commander. For the purposes of this procedure, the commander is the unit commander or for facilities occupied by more than one unit, the senior officer exercising control of the facility.

4.22.2.3.2. Unit commanders may approve or disapprove all reserved parking requests for their facility IAW para 4.22.2.1. The RPBM for each facility is responsible for maintaining a listing and diagram of reserved parking slots. Any proposed changes to a facility's reserved parking plan must be agreed upon by all unit commanders who occupy the facility and incorporated into the consolidated parking plan for that facility.

4.22.2.3.3. Business facilities that do not operate in conjunction with a designated squadron (i.e., AAFES, commissary, and credit union) will coordinate all reserved parking requests through the 412 MSG/CC or deputy commander for approval under the provisions of paragraph 4.22.2.1 for requesting reserved parking.

- 4.22.2.3.4. The RPBM will evaluate each request and complete an AF FM 332, *CE work order request*. The request will indicate the type of work requested, justification with a diagram of the target area and a letter of approval from the approving official. The RPBM will forward the work request to 412 T W/CE for action. Disapproved requests (i.e., exceeds the 10 percent limit, creates a traffic hazard, etc.) will be returned to the originator. The requestor may appeal all disapproved requests to 412 TW/CE in writing. The 412 T W/CE will review the appeal and forward a recommendation to the 412 TW/CC who will render a final decision.
- 4.22.2.3.5. The RPBM is also responsible to complete a biennial review of the original or updated request. This review shall be documented and kept on file with the RPBM along with a legible copy of the current AF Form 332 and diagram that was approved by 412 TW/CE.
- 4.22.2.3.6. Within 90 days from the date of this instruction, each RPBM will submit an updated parking plan for his/her facility to 412 TW/CE. Any reserved parking not approved within 90 days from the date of this instruction will be considered disapproved and no longer valid.
- 4.22.3. POVs displaying "For Sale" signs will only be parked for display purposes in the Auto Resale Lot. Permits will be issued by the Outdoor Recreation Center.
- 4.22.4. General rules for stopping, standing, or parking. 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.
- 4.22.4.1. On, in front of, or blocking private or public driveways, sidewalks, pedestrian crosswalks or entrances/exit ways, or so near as to interfere with the obstructed use of the above.
- 4.22.4.2. In any way that obstructs the visibility of a traffic control device. This includes the parking of recreational vehicles (RV)/motor homes in the base housing area.
- 4.22.4.3. 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.
- 4.22.4.4. Within 10 feet of a fire hydrant.
- 4.22.4.5. Within 20 feet of a driveway entrance/exit way to any fire, ambulance, crash or explosive ordinance disposal station, or alert crew vehicle. Note: This does not apply to emergency vehicles.
- 4.22.4.6. Within 25 feet of, or in, an intersection.
- 4.22.4.7. Adjacent to any red or yellow painted curb/edge line.
- 4.22.4.8. Within 50 feet of, or on, an active railroad track.
- 4.22.4.9. Parking in excess of time specified by limited time parking signs.
- 4.22.4.10. In designated reserved/parking areas in the base family housing area.

4.22.4.11. 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: performing official duties.

4.22.4.12. Using two or more designated parking spaces. Vehicles parked in places marked 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.

4.22.4.13. With the exception of emergency response vehicles (during a response), persons operating or in charge of a motor vehicle will not park it or allow it to stand unattended while the engine is running.

4.22.4.14. In any prohibited parking area/space which is so marked or posted.

4.22.4.15. On the street side of a vehicle already parked along the curb.

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

4.22.4.17. Inside buildings unless they are specifically designated as parking areas.

4.22.4.18. 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.

4.22.4.19. Off paved areas or any seeded or unimproved area anywhere on Edwards AFB, 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.

4.22.4.20. Track, race/stock cars, un-mounted truck type campers, un-mounted camper shells, utility and special purpose vehicles will not be parked along roadways, curbside, or in designated vehicle parking areas or spaces. Such vehicles will only be parked in the RV storage lot.

4.22.4.21. 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 pedestrian or vehicular traffic.

4.22.5. Flightline parking. Parking within the flightline fence must be approved by the Chief, Airfield Management (412 OSS).

4.22.6. Parking violations. A DD Form 1408 will be completed for all parking violations. The citation will be issued to all persons employed on base, all persons employed by the Air Force or the Department of Defense or their dependents. Parking citations will be charged against the registering party unless it is shown that another individual is responsible for the infraction.

4.22.7. Housing area parking.

4.22.7.1. On-street parallel parking is permitted in accordance with assimilated California Vehicle Codes and this instruction, para, 4.22.4.

4.22.7.2. Vehicles will not be parked in any manner that obstructs driveways, garages or hinders safe and efficient movement of traffic. Vehicles parked on roadways will also follow the respective flow of traffic.

4.22.7.3. Oversized POVs including, but not limited to, motor homes, utility trailers, and camper trucks are not authorized to be kept in base housing. They will be stored in the RV lots provided by Outdoor Recreation. Oversized POVs in base housing may be exempted from this requirement for up to 3 days only after the sponsor notifies the ECC.

4.22.7.4. Vehicle maintenance and repair. POVs may be taken 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 done in public areas.

4.22.8. Special Function Parking. The 412th Test Wing Commander or designee may authorize parking in areas that are normally unauthorized for special functions (e.g., Base Open House).

4.22.9. Reserved Parking. 412th Security Forces Squadron will enforce only General Officer, Colonel, Chief Master Sergeant, and handicap parking on Edwards AFB.

#### **4.23. Recreational Vehicle (RV) Parking.**

4.23.1. All recreational type vehicles are to be stored in the base RV storage lots. Recreational vehicles are defined as motor homes, trailers, detached camper shells, and boats/trailers. RV owners may register their vehicles for storage at the RV Lot registration point located in 412th Services Squadron, Outdoor Recreation Department, Building 7211, 1100 Kincheloe Ave., Edwards AFB. Except as permitted in para. 6.6.3., RV parking on the street, in alleys, or off-road areas is not permitted without the express written permission from the 412 SFS. The only authorized parking of RVs at a residence without a waiver is in the garage. Waivers for on-street parking will be granted only for residents using recreational vehicles as a primary/secondary means of transportation.

4.23.2. RVs may be parked at residences for trip preparation and return. Vehicles used for this purpose may be taken out of the storage lot and parked on the street 1 day prior to departure and after return. Waivers for this type of parking are not required but all residents are asked to comply fully with the intent of this policy to restrict recreational vehicle parking to the RV storage lot to the greatest extent to help improve the safety and appearance of our housing areas as noted above.

4.23.3. Visitors of base housing residents who arrive with RVs are required to use the Famcamp or may apply for a temporary space in the storage lot. Contact Outdoor recreation for specific details.

4.23.4. Citations will be issued to all RVs observed parked on the street in violation of this base motor vehicle instruction. RVs cited and not moved after 24 hours will be identified with an DD FM 2504, *Abandoned Vehicle Notice*. Three days after the issuance of the abandoned vehicle notice, the vehicle will be towed and impounded as abandoned property where storage and towing fees will be assessed to the owner.

## Chapter 5

### DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM

#### **5.1. Point System Application.** 5.1.1 Local Supplement to USAF Points Assessment

5.1.1.1. In addition to points assessment directed by AFI 31-218 and AFMAN 31-116, personnel operating motor vehicles on Edwards AFB will be subject to the following:

5.1.1.2. Any combination of three moving violation citations, (stop signs, speeding, fail to yield, etc.) even if the total doesn't equal or exceed 12 points, the penalty may result in a suspension/revocation of driving privileges on Edwards AFB for up to a one year period.

5.1.1.3. A speeding violation that exceeds the posted speed limit by 25 MPH may result in an automatic suspension/revocation of driving privileges for at least 30 days and not to exceed 12 months.

5.1.1.4. Speeding in the housing areas will result in an additional assessment of 2 points (example 10 MPH over the posted limit in a housing area is a 5 point violation instead of the customary 3 points).

5.1.2. The 412th Mission Support Group Commander may require attendance at the driver improvement program (DIP) to improve driving skills, awareness, or attitude prior to reinstatement of driving privileges.

#### **5.2. Point System Procedures.**

5.2.1. Violations.

5.2.2. Violations of AFI 31-218, AFMAN 31-116, and the State of California Vehicle Code may result in the loss of driving privileges on Edwards AFB.

5.2.3. Violations will be handled through the Armed Forces Traffic Ticket and the U.S. District Court Violation Notice and Points Assessment System. Points are also assessable on any violation issued by civilian authorities.

## Chapter 6

### IMPOUNDING PRIVATELY OWNED VEHICLES

#### 6.1. General Rules.

6.1.1. No person shall abandon a vehicle on Edwards AFB.

6.1.2. The Security Forces ECC will process vehicles identified as abandoned.

6.1.3. A vehicle is considered abandoned if it is known the legal owner has departed the base by way of PCS orders, separation or retirement; the vehicle has expired or missing base/state registration and attempts to identify the owner have met with negative results; if the owner doesn't respond; or if the vehicle otherwise appears to be abandoned.

#### 6.2. Procedures for Impoundment of Vehicles will be:

6.2.1. DD Form 2504, *Abandoned Vehicle Notice*, will be conspicuously placed on POVs considered unattended. This action will be annotated in the blotter.

6.2.2. The owner will be allowed 3 days from the date the POV is tagged to remove the vehicle before impoundment action is initiated. If no owner has been identified or if the identified owner does not respond within 72 hours, it will be removed by a contract towing company and towed/impounded. A DD Form 2505, *Abandoned Vehicle Removal Authorization*, will be completed and issued to the contractor by Security Forces. A DD Form 2506, *Vehicle Impoundment Report*, will be accomplished for all impounded vehicles.

6.2.3. Vehicle owners will be responsible for any cost incurred as a result of towing and impoundment. All charges incurred from the impoundment or removal of a vehicle from the base which constitutes a hazard or obstruction to traffic, is determined to be abandoned, or is otherwise unlawfully parked shall be paid by the owner of the vehicle. After a reasonable attempt to contact the owner, the following will also be subject to towing:

6.2.3.1. Vehicles disabled by accident and the owner is either unavailable or physically incapable of arranging to have the vehicle moved. Owners of vehicles that are disabled on the roadways or at an accident site must remove them within 24 hours. Vehicles not removed within 24 hours will be towed at the owner's expense.

6.2.3.2. Vehicles parked in a position which blocks an emergency exit from any public place.

6.2.3.3. Vehicles parked unattended in a restricted or controlled area so that their presence is a security hazard or has an adverse impact on mission requirements.

6.2.4. Security Forces Investigations (S2I) is the primary office responsible for notifying owners of impounded vehicles. S2I will forward one copy of the DD Form 2506, via certified mail to the registered owner.

6.2.4.1. Vehicles parked within 15 feet of a fire hydrant or fire station entrance.

6.2.4.2. Vehicles parked on a sidewalk, within an intersection, on a crosswalk, in a fire lane, blocking a driveway, double-parked, or parked on a main thoroughfare.

6.2.5. The enclosed area adjacent to Building 3500, Military Working Dog Section is designated as the Installation Impoundment Lot.



## Chapter 7

### VEHICLE MAINTENANCE

**7.1. Emergency repairs:** May be made as needed and other minor maintenance may be conducted in authorized parking areas as long as there are no safety hazards. Major repairs on POVs may not be conducted in any other place other than the Base Auto Hobby Shop or AAFES Service Station. Unattended vehicles may not be left elevated on jacks or similar equipment except at those authorized repair areas indicated above. Oil and other automotive fluids must be properly disposed at the Base Auto Hobby Shop/Bldg. 2440 and will not be allowed to drain on the roadway or ground. Trash receptacles will not be used to dispose of these fluids

**7.2. An inoperative vehicle:** Will not be left unattended in a parking area, on the shoulder of any roadway, or in any other unauthorized area on Edwards AFB for more than 24 hours. In any case where a vehicle must be left unattended in the above situations, the owner will leave a note with their name, phone number, and explanation why the vehicle is unattended.

MICHAEL T. BREWER,  
Brigadier General, USAF  
Commander

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

AFI 31-101, *Installation Security Program*, 8 October 2009  
AFI 31-201V7, *Security Forces Administration and Reports*, 28 August 2009  
AFI 31-218, *Motor Vehicle Traffic Supervision*, 22 May 2006  
AFI 33-332, *AF Privacy Act Program*, 5 Jun 2013  
AFI 44-102, *Medical Care Management*, 20 January 2012  
AFI 51-905, *Use of Magistrate Judges for trial of Misdemeanors Committed by Civilians*, 1 June 1998  
AFI 91-207, *USAF Traffic Safety Program*, 12 September 2013  
AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, 9 May 2012  
CA Vehicle Code - [www.dmv.ca.gov/pubs/vctop/vc/vc.htm](http://www.dmv.ca.gov/pubs/vctop/vc/vc.htm)

***Adopted Forms***

AF Form 847, *Recommendation for change of publication*  
AF Form 354, *Civilian Identification Card*  
AF Form 332, *CE Work Order*  
DD Form 2504, *Abandoned Vehicle Notice*  
DD Form 2505, *abandoned Vehicle Removal Authorization*  
DD Form 2506, *Vehicle Impound Report*  
DD Form 1408, *Armed Forces Traffic Ticket*  
DD Form 1805, *US District Court Violation Notice*  
DD Form 1173, *Dependent Identification Card*

***Abbreviations and Acronyms***

**CE**—Civil Engineer  
**CVC**—California Vehicle Code  
**DFC**—Defense Force Commander  
**DoD**—Department of Defense  
**GOCO**—Government-owned, contractor-operated  
**GOV**—Government Owned Vehicle  
**ORV**—Off-Road Vehicle  
**PCS**—Permanent Change of Station POV - Privately Owned Vehicle

**USC—United States Code**

## Attachment 2

## SUSPENSION OF BASE PRIVILEGES GUIDANCE

**A2.1. The following table:** Provides recommended guidance for suspension of base driving privileges.

**A2.2. In all cases, consider mitigating and aggravating circumstances:** and adjust the suspension period accordingly. Coordination may be advisable in some cases with the Defense Forces Commander, the Civilian Personnel Office, or the Staff Judge Advocate.

**Table A2.1. Suspension Period of Base Driving Privileges**

1-10 mph over limit	1st Offense (3 points) 2nd Offense (3 points) 30 Day suspension 3rd Offense (3 points) 1 year suspension within 12 months of previous offense.
11-15 mph over limit	1st Offense (4 points) 2nd Offense (4 points) 30 Day suspension 3rd Offense (4 points) 1 year suspension within 12 months of previous offense.
16-20 mph over limit	1st Offense (5 points) 15 Day suspension 2nd Offense (5 points) 30 Day suspension 3rd Offense (5 points) 1 year suspension within 12 months of previous offense.
21-24 mph over limit	1st Offense (6 points) 90 Day suspension 2nd Offense (6 points) 1 year suspension within 12 months of previous offense.
25 mph and over limit	1st Offense (6 points) 6 month to 1 year suspension determined by 412 MSG/CC 2nd Offense 1 year suspension if within 12 months of previous offense.
Speeding in School Zone	1st Offense (6 points) 30 Day suspension 2nd Offense (6 points) Suspension determined by 412 MSG/CC

**A2.3. When determining the appropriate length of an on-base driving suspension:** Commanders are encouraged to consider other factors behind the traffic offense. Did factors include location (e.g., did the speeding offense take place in a school zone, housing area, or in heavy traffic?) and conditions (e.g., did the speeding take place in adverse weather conditions, to include high winds or limited visibility), mitigate or increase the severity of the speeding offense? Location and condition factors may warrant a more severe on-base driving privilege suspension penalty.