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SECRETARY OF THE AIR FORCE**

AIR FORCE MANUAL

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SECURITY

**AIR FORCE MOTOR VEHICLE
TRAFFIC SUPERVISION**

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IMPOUNDING PRIVATELY OWNED VEHICLES

SUMMARY OF CHANGES

This publication has been revised, changes include program management guidance with any conflicts with AFI 31-218(I), *Motor Vehicle Traffic Supervision*, incorporating Gold Star families for consideration for reserved parking, removed reference to AF FM 1313, *Driver Record*, which has been rescinded, removed the prescribed form, AF FM 533, *Certification of Compliance – Private Motor Vehicle Registration*, which will be rescinded, removed AFSFC from addressing reserved parking and a compliance standard review.

Chapter 1

INTRODUCTION

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

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

Chapter 2

DRIVING PRIVILEGES

2.1. Requirements for Driving Privileges. Each Installation Commander will determine if international driver's licenses are recognized and authorized for use on the installation. **(T-2).** Take into consideration the local (civilian) jurisdiction's policy on recognition and acceptance of international driver's licenses. As a general rule, most CONUS civilian jurisdictions honor use of international driver's licenses for short periods of time by non-resident visitors and assigned military personnel and dependents. When practical, Installation Commanders should incorporate local guidance to prevent conflicts and confusion.

2.2. Stopping and Inspecting Personnel or Vehicles.

2.2.1. AFI 31-101, *Integrated Defense*, AFI 31-118, *Security Forces Standards and Procedures* and AFI 10-245, *Antiterrorism*, require Installation Commanders to develop instructions and guidance that detail stop, inspection, search and impoundment of motor vehicles at CONUS installation entry gates, to include Air Force restricted and controlled areas.

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

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

2.4. Implied Consent to Vehicle Impoundment. In addition to those conditions for impoundment listed in AFI 31-218(I), paragraph 2-3, local situations may arise that require impoundment. The determination is made by the Installation Commander or designee. Commanders must include the consequences of abandoning personal property during unit familiarization and indoctrination training **(T-3)**. Additionally, commanders must ensure measures are established to ensure personal effects are cleared prior to personnel departing on permanent change-of-station orders.

2.5. Suspension or Revocation of Driving Privileges. Installation Commanders must incorporate procedures governing suspension and revocation in base publications or as a supplement to this instruction. **(T-2).** Make these known to the base population. AF will follow the administrative due process for suspensions detailed in AFI 31-218(I). **(T-3).**

2.5.1. Suspensions.

2.5.1.1. Installation Commanders determine suspension and revocation guidance for non-moving violations, as well as what constitutes a non-moving violation on their installation (e.g., performing unauthorized repairs; failure to register and insure vehicles; unauthorized modifications or alterations; failure to maintain safety standards, etc.).

2.1.1.1. Make these standards part of the local installation traffic code and take reasonable steps to make them known to the general public.

2.5.1.2. Persons under the age of 21, when in the United States or where legal alcohol consumption age is 21, operating a motor vehicle with a BAC or BrAC level standard of .01 or higher is reason for automatic suspension. Refer to AFI 31-218(I) 2-4.a.(3).(a).(b).(c).(d). for additional guidance.

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

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

2.5.2. Revocation.

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

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

2.6. Alcohol and Drug Abuse Programs. After coordination with the SJA, unit commanders will direct drug and/or alcohol testing within 24 hours of suspected alcohol related motor vehicle/traffic incidents or misconduct, episodes of aberrant or bizarre behavior or where there is reasonable suspicion of drug use and the member refuses to provide consent for testing. **(T-2).** Commanders are also encouraged to ensure Blood Alcohol Tests (BAT) are taken as soon after the incident as possible to determine the level and intensity of alcohol involvement. For additional information refer to AFI 31-218(I).

Chapter 3

PRIVATELY OWNED VEHICLE OPERATION REQUIREMENTS

3.1. General. The Installation Commander will identify requirements to operate a motor vehicle on the installation. (T-2).

3.2. Motorcycles, Motor Scooters and Mopeds. Refer to AFI 91-207, *The US Air Force Traffic Safety Program*, for requirements to operate motorcycles, motor scooters and mopeds on AF installations. Refer to AFI 91-207, para 4.4., for motorcycle training requirements.

3.3. AF Form 75, Visitor/Vehicle Pass. The Security Forces Management Information System (SFMIS), the Defense Biometric Identification System (DBIDS) generated vehicle/visitor passes or the AF Form 75 as methods to control and identify personnel and vehicles on a temporary basis. Specific procedures can be found in AFI 31-118 and AFMAN 31-113, *Installation Perimeter Access Control (FOUO)*, when implemented.

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

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

3.6. Vehicle Registration at Air Force Installations. Personnel who possess appropriate credentials to access Air Force Installations do not require a DD Form 2220 for Air Force installation access. The Air Force no longer issues the DD Form 2220. (T-3).

Chapter 4

TRAFFIC PLANNING AND CODES

4.1. Installation Traffic Codes.

4.1.1. Restraint systems.

4.1.1.1. Require the use of child safety seats consistent with state, territory or host nation laws. If there is no state, territory or host nation law, all children under 4 years of age or less than 50 pounds regardless of age are to be properly secured in an appropriate child restraint system. Children ages 4 through 7, weighing 50 pounds or more and less than 4 feet 9 inches in height are to be properly secured in a booster seat or other appropriate child restraint system. Children ages 8 and above and no less than 4 feet 9 inches in height will be properly secured in a vehicle seat belt or booster seat. The child safety seat or booster seat must be certified by the manufacturer to meet all applicable Federal performance standards or host nation requirements and installed in accordance with the manufacturer's instructions.

4.1.1.2. Commanders will ensure all drivers and passengers on Air Force installations wear seat belts, or in the case of infants, be properly restrained. **(T-1)**.

4.1.2. Radar Detection Devices. The use and/or display of radar or laser detection devices are prohibited while on Air Force installations.

4.1.3. Off-road vehicle usage: Installation Commanders or their designee determines if, when and where off-road vehicles may be operated on base. In many areas, the operation of off-road vehicles is unregulated while other jurisdictions have strict requirements concerning age, safety training and vehicle equipment. Safety practices such as reflective vests, gloves, headlights, turn signals and goggles may not apply when operating off road in a recreational capacity. Off-road operators will ensure full compliance with requirements specified in AFI91-207, local, state or host nation requirements. If no requirements are listed as a minimum manufacturers recommendations for PPE will be worn. When necessary, develop additional procedures and guidance locally and publish in the installation traffic safety plan or supplement to this instruction. Ensure environmental considerations are reviewed prior to designating any off-road vehicle use area.

4.1.4. Off-road vehicles used in on and off-road environments for perimeter patrols and other tactical operations may not meet "on-street" safety requirements. This includes, but is not limited to turn signals and street tires. Instances in which turn signals are not available, SF personnel will apply hand and arm signals or other procedures commensurate with State or local traffic code

4.2. Traffic Accident Investigation.

4.2.1. A major traffic accident is any accident involving a fatality, injury or property damage above the amount established by Installation Commanders. Installation Commanders may set differing amounts for government versus private vehicle and property damage. Monetary damage amounts for major accidents are typically \$10,000. The investigation of major accidents should be accomplished by a trained accident investigator. A trained accident

investigator is one who has completed the Traffic Management and Collision Investigations course/L8AZR3P071 OT0B

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

4.3. Traffic Accident Investigation Reports.

4.3.1. Military members will report information to Security Forces if they are on/off base resulting in accidents involving injuries or damage to military property. Local guidance captures procedures to accomplish these notifications and the timeframes to report. Installation Commanders determine what agencies to notify and for what type of accidents to notify them. The DFC must develop a local notification matrix or other procedures to ensure proper notification of appropriate base and civilian agencies are conducted. **(T-3)**. Develop and publish these notification procedures locally.

4.3.2. Security Forces will act as the focal point for gathering off-base accident information of military affiliated personnel. **(T-3)**. Record the information in the Security Forces blotter, along with the associated case number from the investigating police agency. When possible, Security Forces Reports and Analysis (S5R) will obtain copies of major accident reports prepared by investigating civilian police agencies to accompany off-base accident reporting information. **(T-3)**.

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

4.3.3.1. Render first aid and arrange for medical assistance.

4.3.3.2. Protect personal property.

4.3.3.3. Normalize traffic.

4.3.3.4. Identify witnesses and personnel involved.

4.3.3.5. Conduct a formal investigation.

4.3.3.6. The DFC (with Installation Commander approval) will develop local response and investigative procedures for various types of accidents to include minor vehicle accidents. **(T-3)**. S/He may delegate this authority to on-duty Security Forces supervisory personnel.

4.3.4. Record accident information in the Security Forces blotter. This information should include the accident type, time and date, location, name(s) of vehicle operator(s), unit (or address when civilian not affiliated with military), vehicle description and license number(s)/plate. Also, include a brief summary of any damage and circumstances behind or causing the accident, as well as any traffic citations issued.

4.3.5. Investigation conducted by Security Forces and/or AFOSI of any traffic accident takes precedence over any other types of investigations relating to the accident. (Example: Any safety related investigation and/or any other investigation that may hamper accident investigation practices by Security Forces and/or AFOSI.)

4.4. Parking.

4.4.1. Reserved Parking. Installation Commanders determine reserved parking guidance for their installations. Number of available spaces, facility design and layout, traffic flow and number of vehicles using facilities help determine the number and location of reserved parking spaces. Establish guidance governing reserved parking a part of the installation supplement to this instruction, separate traffic control instruction or installation-parking plan. The publication addresses approval, issue, control and review of reserved parking and should give special consideration to bicycle, motorcycle, visitor, Gold Star families and car pool parking. Consideration should also be given to labor and management contracts when designating parking. Handicap parking is regulated under the Uniform Federal Accessibility Standards and applies to all Air Force installations. To ensure the most efficient use of available parking spaces, reserved parking spaces should be kept to a minimum.

4.4.2. Use distinctive emblems, decals, stickers, etc., to control parking space assignments and to indicate authorized use of the parking slot. The Installation Commanders may develop guidance concerning the issue and control of the identification media discussed above. Designation of parking spaces by name, grade, rank or title should be avoided due to force protection concerns.

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

4.4.3.1. If utilized, installations develop a local publication to supplement/implement this instruction addressing the parking warden program. The supplement includes a requirement for individual unit commanders to designate a minimum of one primary and alternate at the grade of E-5 or civilian equivalent, in writing. All monitors will issue parking tickets on the DD Form 1408, *Armed Forces Traffic Ticket*. (T-3). S5R obtains a letter with the current monitors and maintain the letter on file.

4.4.3.2. Monitors are trained by the Security Forces unit on the correct procedures to complete tickets, including the routing process of issued tickets to S5R. The main difference between a DD Form 1408 issued by a Security Forces member and one by a parking monitor is the special instructions on the back of the pink copy that instructs the violator to contact the monitor within 24 hours or next duty day who issued the ticket instead of Security Forces. Monitors will provide contact information on parking tickets to enable violators to provide information necessary to complete citation. (T-3).

4.5. Off-installation Traffic Activities. The DFC must develop procedures for the sharing and exchanging of information with civil authorities. (T-3). Local procedures cover the receiving, processing and securing of traffic and related incident reports received from other investigative agencies. Unit commanders are notified when personnel under their authority are involved in serious off-base incidents (e.g., major accidents, DUI, hit and run, etc).

Chapter 5

DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM

5.1. Driving Records. Use SFMIS to record vehicle traffic accidents, moving and parking violations, suspension or revocation actions and traffic point assessments involving military and DoD civilian personnel, their family members and other personnel operating motor vehicles on a military installation. Units will identify alternate procedures when SFMIS is unavailable. .

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

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

Table 5.1. Point Assessment for Moving Violations.

Violation	Points Assessed
Reference paragraph 4.1.1.1. See note #1.	2
Operating a radar detection device to indicate the presence of speed recording instruments or to transmit simulated erroneous speed (prohibited on DoD installations). See note #2.	3
Failure to yield to pedestrians in designated walkway/crosswalk. See note #2.	3
Using a hand-held electronic device while driving on an installation. See note #3.”	3
NOTES: 1. Applies to not using or when child restraint system is improperly installed, e.g., car seat, infant carrier, booster seat, belt/strap modification (when required by manufacturer), etc. Assess four points when no restraint system of any kind is used. 2. When violation occurs within an active school zone, add 1 point to point assessment. 3. Installation Commanders may suspend driving privileges for 1st and subsequent offense.	

Table 5.2. Point Assessment for Non-Moving Violations (See Note 1).

Violation	Points Assessed
Unattended Child under 12 years of age left in vehicle. Animals are included if a danger exists to the animal. See note #4.	6
Improper Registration (fraudulent tags).	4
Misuse of handicap decal. See note #2.	3
Illegally parked in designated handicap area (no decal, license or placard displayed).	3
Unattended Vehicle (while running).	3
Abandoned Vehicle.	3
Improper Parking. See note #3.	2
Improper Registration (expired or unregistered).	2
<p>NOTES:</p> <p>1. When two or more violations are committed on a single occasion, points may be assessed for each violation.</p> <p>2. When a vehicle has a handicap decal displayed, but the occupant is not the decal or placard registrant and is not dropping off or picking up the handicapped registrant. Also includes parking in an area designated for “Van” access only, and handicap registrant has parked another vehicle class instead.</p> <p>3. When designated in local parking plan (e.g., double parked, parked in reserved parking, against the flow of traffic and those areas designated for emergency vehicles).</p> <p>4. When an AF Form 3545 is also accomplished. Revocation of driving privileges for one year is considered by the commander. Example: If children or animals were left in dangerous conditions in vehicle, e.g., 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.</p> <p>5. Emergency vehicles are authorized to park in any area deemed necessary to affect a response.</p>	

5.2. Point System Procedures.

5.2.1. Distribute citation copies and process IAW AFMAN 31-120, *Security Forces Systems and Administration*.

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

Chapter 6

IMPOUNDING PRIVATELY OWNED VEHICLES

6.1. Standards for Impoundment. The on-duty SF Flight Chief, or above, will determine when the vehicle is driven or moved without owner's consent if the owner cannot be contacted or the owner refuses and conditions in AFI 31-218(I) are present. **(T-3).**

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

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

JOHN B. COOPER, Lieutenant General, USAF
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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

AFI 31-218(I), *Motor Vehicle Traffic Supervision*, 22 May 2006, AFGM2016-01, 4 Oct 2016

AFI 31-120, *Security Forced Systems and Administration*, 1 April 2015

DoDD 5525.4, *Enforcement of State Traffic Laws on DoD Installations*, 2 November 1981 DoDI 7730.47, *Defense Incident Based Reporting System (DIBRS)*, 23 January 2014

DoDM 4140.01_V1, DoD , *DoD Supply Chain Materiel Management Procedures: Make and Maintain Materiel*, 10 February 2014

Title 10 U.S.C. § 8013, *Secretary of the Air Force*

Title 50 U.S.C. § 797, *Penalty for violation of security regulations and orders*

DoDM 4140.01_V1, DoD , *DoD Supply Chain Materiel Management Procedures: Make and Maintain Materiel*

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

DoDI 7730.47, *Defense Incident Based Reporting System (DIBRS)*, 23 January 2014

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

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

AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*, 8 July 2014

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

AFI 44-102, *Medical Care Management*, 17 March 2015

AFI 31-118, *Security Forces Standards and Procedures*, 05 March 2014, Change 1, 2 December 2015

AFI 31-101, *Integrated Defense*, 8 October 2009, AFGM2016-01, 19 September 2016

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

AFI 31-118, *Security Forces Standards and Procedures*, 05 March 2014

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

AFI 10-245, *Antiterrorism (AT)*, 25 June 2015

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

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

AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*, 8 July 2014

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

AFI 51-905, *Use of Magistrate Judges for Trial of Misdemeanors Committed by Civilians*, 30 Sept 2014

AFI 91-207, *USAF Traffic Safety Program*, 23 Mar 2015

DoD 4160.21M, *Defense Material Disposition Manual*, 18 August 1997 AFD 31-1, *Integrated Defense*, 28 October 2011

Prescribed Forms

N/A

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

Adopted Forms

AF Form 1313, *Driver Record*

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

AF Form 75, *Visitor/Vehicle Pass* AF Form 3545, *Incident Report* AF Form 1315, *Accident Report*

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

DD Form 1920, *Alcohol Incident Report*

DD Form 2220, *DoD Registered Vehicle Decal*

DD Form 2220, *DoD Registered Vehicle Decal* DD Form 2507, *Notice of Vehicle Impoundment*
DD Form 1408, *Armed Forces Traffic Ticket*

DD Form 2507, *Notice of Vehicle Impoundment*

DD Form 1408, *Armed Forces Traffic Ticket*

DD Form 2507, *Notice of Vehicle Impoundment*

AF Form 75, *Visitor/Vehicle Pass*

AF Form 3545, *Incident Report*

AF Form 1315, *Accident Report*

Abbreviations and Acronyms

AFSFC—Air Force Security Forces Center

BAC—Blood Alcohol Concentration **BAT**—Blood Alcohol Test

BAT—Blood Alcohol Test

BrAC—Breath Alcohol Concentration **CE**—Civil Engineer

CE—Civil Engineer

CONUS—Continental United States **DFC**—Defense Force Commander

DFC—Defense Force Commander

DBIDS—Defense Biometric Identification System **DoD**—Department of Defense

DoD—Department of Defense

DoDD—Department of Defense Directive

DRMO—Defense Reutilization and Marketing Office

FO—Fixed Object

G—Government

GOV—Government Owned Vehicle **MAJCOM**—Major Command

MAJCOM—Major Command

MAJCOM/SF—Major Command Defense Force Commander

MJVA—Major Vehicle Accident

MTMC TEA—Military Traffic Management Command Transportation Engineering Agency

MVA—Motor Vehicle Accident

MWR—Morale, Welfare and Recreation **NAF**—Nonappropriated Fund

NAF—Nonappropriated Fund

NHSPS—National Highway Safety Program Standards **NHTSA**—National Highway Traffic Safety Administration **NLD**—No Liability Determined

NHTSA—National Highway Traffic Safety Administration

NLD—No Liability Determined

OCONUS—Outside Continental United States

ORV—Off Road Vehicle

P—Private

PCS—Permanent Change of Station **PD**—Property Damage

PD—Property Damage

PI—Personal Injury

POV—Privately Owned Vehicle

SFMIS—Security Forces Management Information System

SJA—Staff Judge Advocate

S5R—Security Forces Administration and Reports

U.S.C. §—United States Code

V—Vehicle