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SECRETARY OF THE AIR FORCE**



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**Security**

**AIR FORCE MOTOR VEHICLE TRAFFIC  
SUPERVISION**

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This manual implements AFD 31-1, *Integrated Defense*, sets forth AF guidance related to the Interservice publication AFI 31-218 (I), *Motor Vehicle Traffic Supervision*, and provides additional Air Force specific guidance. It assigns responsibilities and establishes procedures for motor vehicle traffic supervision on Air Force installations in the continental United States (CONUS) and overseas (OCONUS) areas. This includes, but is not limited to, granting, suspending, or revoking the privilege to operate a privately owned vehicle (POV); registration of POVs; administration of vehicle registration and driver performance records; driver improvement programs; police traffic supervision; and off-installation traffic activities. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by 50 United States Code 797. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. This publication may be supplemented at any level. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 *United States Code*, Section 8013, and DoD Directive 7730.47, Defense Incident-Based Reporting System (DIBRS). The applicable Privacy

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**(KIRTLANDAFB)** This publication supplements Air Force Manual (AFMAN) 31-116, Air Force Motor Vehicle Traffic Supervision. This supplement assigns responsibilities and establishes procedures for motor vehicle traffic supervision on Kirtland Air Force Base (KAFB). This publication applies to 377 Air Base Wing (ABW) and associate units, active duty, and retired military personnel, Kirtland civilian Department of Defense (DoD) personnel and contractors working on the installation. This publication applies to Air Force Reserve Command (AFRC) and Air National Guard (ANG) Units. Personnel subject to the Uniform Code of Military Justice (UCMJ) who fail to comply with this supplement are subject to punishment under the UCMJ, as well as to adverse administrative action and other adverse action authorized by applicable United States Code (U.S.C.), including assimilated state law, or the Code of Federal Regulations (CFR). Personnel not subject to the UCMJ who fail to comply with this supplement are subject to adverse administrative action or criminal prosecution as authorized by applicable sections of the U.S.C. or CFR, including disciplinary action according to appropriate civilian personnel regulations. Commanders should seek the advice and counsel of their legal advisor when taking actions pursuant to this paragraph. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (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). This publication may not be supplemented or further implemented/extended. Requests for waivers must be submitted to the OPR listed above for consideration and approval.

## ***SUMMARY OF CHANGES***

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

<b>Chapter 1—INTRODUCTION</b>	<b>5</b>
1.1. Program Management. ....	5
1.2. Responsibilities. ....	5
1.3. Delegation of Authority. ....	5

<b>Chapter 2—DRIVING PRIVILEGES</b>	<b>6</b>
2.1.    Requirements for Driving Privileges. ....	6
2.2.    Stopping and Inspecting Personnel or Vehicles. ....	6
2.3.    Implied Consent to Blood, Breath or Urine Tests. ....	7
2.4.    Implied Consent to Vehicle Impoundment. ....	7
2.5.    Suspension or Revocation of Driving Privileges. ....	8
Table 2.1.    (Added-KIRTLANDAFB) Suspension/Revocation Guideline. ....	12
2.6.    Alcohol and Drug Abuse Programs. ....	12
<b>Chapter 3—PRIVATELY OWNED VEHICLE OPERATION REQUIREMENTS</b>	<b>13</b>
3.1.    General. ....	13
3.2.    Motorcycles, Motor Scooters and Mopeds. ....	13
3.3.    AF Form 75, Visitor/Vehicle Pass. ....	13
3.4.    Handicapped Person Identification. ....	13
3.5.    Vehicle Registration at non Air Force Installations. ....	13
3.6.    Vehicle Registration at Air Force Installations. ....	13
<b>Chapter 4—TRAFFIC PLANNING AND CODES</b>	<b>14</b>
4.1.    Installation Traffic Codes. ....	14
4.2.    Traffic Accident Investigation. ....	14
4.3.    Traffic Accident Investigation Reports. ....	15
4.4.    Parking. ....	17
4.5.    Off-installation Traffic Activities. ....	18
<b>Chapter 5—DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM</b>	<b>19</b>
5.1.    Driving Records. ....	19
Table 5.1.    Point Assessment for Moving Violations. ....	19
Table 5.2.    Point Assessment for Non-Moving Violations. ....	19
5.2.    Point System Procedures. ....	20
5.3.    Disposition of Driving Records. ....	20
<b>Chapter 6—IMPOUNDING PRIVATELY OWNED VEHICLES</b>	<b>21</b>
6.1.    Standards for Impoundment. ....	21
6.2.    Procedures for Impoundment. ....	21
6.3.    Disposition of Vehicles After Impoundment. ....	21

<b>Chapter 7—(Added-KIRTLANDAFB) BASE TRAFFIC WORKING GROUP (BTWG) RESPONSIBILITIES.</b>	<b>22</b>
7.1. (Added-KIRTLANDAFB) All agencies must coordinate all issues concerning traffic on KAFB through the BTWG. ....	22
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>23</b>
<b>Attachment 2—(Added-KIRTLANDAFB) KAFB INSTALLATION TRAFFIC CODE</b>	<b>28</b>
<b>Attachment 3—(Added-KIRTLANDAFB) PARKING WARDEN PROGRAM.</b>	<b>35</b>

## Chapter 1

### INTRODUCTION

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

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

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

## Chapter 2

### DRIVING PRIVILEGES

**2.1. Requirements for Driving Privileges.** Each Installation Commander will determine if international driver's licenses will be recognized and authorized for use on the installation. Take into consideration the local (civilian) jurisdiction's policy on recognition and acceptance of international driver's licenses. As a general rule, most CONUS civilian jurisdictions will honor use of international driver's licenses for short periods of time by non-resident visitors and assigned military personnel and dependents. When practical, Installation Commanders should incorporate local guidance to prevent conflicts and confusion.

2.1.1. **(Added-KIRTLANDAFB)** Driving on KAFB is a privilege granted by the 377 ABW Commander (377 ABW/CC). Drivers who fail to comply with applicable traffic laws and instructions while driving within the legal boundaries of KAFB may have their driving privileges suspended or revoked.

2.1.2. **(Added-KIRTLANDAFB)** The 377 ABW/CC has determined international drivers licenses are recognized and accepted on KAFB IAW the state laws of New Mexico (NM).

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

2.1.2.2. **(Added-KIRTLANDAFB)** Military personnel returning from an overseas assignment with an international driver's license must obtain a valid U.S. driver's license within 30 days of return.

### 2.2. Stopping and Inspecting Personnel or Vehicles.

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

2.2.1.1. **(Added-KIRTLANDAFB) Operators Subject to Vehicle Inspection.** Persons who decline or refuse to submit to an inspection of their vehicles by 377 Security Forces Squadron (SFS) will be denied access to the base. They will be subject to revocation/suspension of their on-base driving privileges and/or debarment from the installation as determined by the 377 ABW/CC.

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

2.2.3. **(Added-KIRTLANDAFB)** 377 SFS personnel may conduct traffic stops and inspections of any vehicle on KAFB for reasons specified in this supplement and other

governing directives, or if they believe the vehicle is unsafe or not properly equipped, as required by law. If a 377 SFS member determines a vehicle is in such condition that further operation would be hazardous, the vehicle will be driven to the nearest garage, place of safety, or immediately removed from KAFB. Should a 377 SFS entry controller detect a serious or hazardous violation, the vehicle will be denied entry to KAFB. Individuals operating vehicles on KAFB with minor safety deficiencies (i.e., tires, headlights, taillights) will be issued a DD Form 1408, *Armed Forces Traffic Ticket*, which requires corrective action within 72 hours.

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

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

**2.4.1. (Added-KIRTLANDAFB)** The impoundment of a violator's vehicle while on KAFB is authorized during instances of an extreme nature and will not be accomplished without prior consent/authorization of the on-duty Security Forces Flight Chief or higher authority. Exceptions to this will be Security Forces Investigations (S2I) and Air Force Office of Special Investigations (AFOSI) personnel acting in the performance of their duties. The Installation Commander or designee will determine local situations that may require impoundment. These situations include but are not limited to the following:

**2.4.1.1. (Added-KIRTLANDAFB)** Impounding Privately Owned Vehicles (POV) is authorized in the following instances and will be towed at the owner's expense:

**2.4.1.1.1. (Added-KIRTLANDAFB)** Any unattended vehicle within 15 feet of a fire hydrant or the driveway to any fire, police, ambulance, or crash vehicle entrance or exit that presents any physical obstacle or safety hazard to possible emergency operations.

**2.4.1.1.2. (Added-KIRTLANDAFB)** Any unattended vehicle parked in excess of 3 days in a timed parking area will be considered abandoned.

**2.4.1.1.3. (Added-KIRTLANDAFB)** Any unattended vehicle parked in violation of base traffic or registration regulations in excess of three consecutive days.

**2.4.1.1.4. (Added-KIRTLANDAFB)** Multiple parking violations. Third time violators will have their POVs towed and impounded.

**2.4.1.1.5. (Added-KIRTLANDAFB)** If any Security Forces member finds a vehicle standing on a roadway in violation of any of the provisions of this supplement, the member is authorized to move the vehicle, or will require the driver (or other person

in charge of the vehicle) to move it to a position off the paved or main-traveled part of the roadway.

2.4.1.1.6. **(Added-KIRTLANDAFB)** Vehicles taken as assets of forfeiture.

2.4.1.1.7. **(Added-KIRTLANDAFB)** Vehicles operated by personnel who were stopped for suspicion of driving under the influence (DUI) of alcohol/drugs who have refused to submit to a breath test, have a blood alcohol level of .08 or higher or are found by a Drug Recognition Expert (DRE) to be under the influence of drugs.

2.4.1.1.8. **(Added-KIRTLANDAFB)** Operating a vehicle on the installation while driver's license is suspended/revoked.

2.4.1.1.9. **(Added-KIRTLANDAFB)** When any occupant in a vehicle is caught with illegal drugs/narcotics.

2.4.1.1.10. **(Added-KIRTLANDAFB)** Vehicle operator is an unlicensed driver. This applies to people who have never been issued a driver's license and are caught driving.

2.4.1.1.11. **(Added-KIRTLANDAFB)** Vehicle operator has been detained and has outstanding warrants for his/her arrest.

2.4.1.1.12. **(Added-KIRTLANDAFB)** Driver and/or vehicle is involved in a crime or is evidence of a crime.

2.4.1.1.13. **(Added-KIRTLANDAFB)** Impounded vehicles will be inventoried utilizing DD Form 2506, *Vehicle Impoundment Report*.

2.4.2. **(Added-KIRTLANDAFB)** Impounding POVs is not justified in the following instances:

2.4.2.1. **(Added-KIRTLANDAFB)** Minor offenses including but not limited to:

2.4.2.1.1. **(Added-KIRTLANDAFB)** Driving with an expired license.

2.4.2.1.2. **(Added-KIRTLANDAFB)** Expired license plates and unregistered vehicles.

2.4.2.1.3. **(Added-KIRTLANDAFB)** When all liability requirements have been met as long as the violation has been cited.

2.4.3. **(Added-KIRTLANDAFB)** The tow away and temporary impoundment of a POV will not be used as an overreaction to a parking violation.

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

2.5.1. Suspensions.

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



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

2.5.1.2. 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.

#### 2.5.2. Revocation.

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

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

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

2.5.2.3.1. **(Added-KIRTLANDAFB)** Multiple revocations will run concurrently as opposed to consecutively unless directed by the Installation Commander or designee.

2.5.3. **(Added-KIRTLANDAFB) Suspension or Revocation of Driving Privileges.** Unit Commanders/Directors are required to notify the SFS/S2R when their personnel are arrested/charged by a civilian Law Enforcement Agency for any criminal violation.

2.5.3.1. **(Added-KIRTLANDAFB)** Evidence reviews for suspensions/revocations will be conducted as soon as possible but no later than 14 calendar days following final assembly of evidence.

2.5.3.2. **(Added-KIRTLANDAFB)** The 377 Mission Support Group Commander (377 MSG/CC) is delegated the authority to revoke/suspend on-base driving privileges. Unit commanders may request, in writing, suspension of on-base driving privileges for any problem drivers or drivers whose attitudes and actions are unsafe.

2.5.3.3. **(Added-KIRTLANDAFB)** Refusal to submit to a vehicle stop and inspection will result in the revocation of base driving privileges for a period of 6 months. Additionally, drivers will be subject to barment from base as determined by the 377 ABW/CC.

2.5.3.4. **(Added-KIRTLANDAFB)** Failure to provide proof of financial responsibility for your vehicle will result in the revocation of base driving privileges for a period of 6 months.

2.5.3.5. **(Added-KIRTLANDAFB)** Upon notification of an inbound or newly arrived individual with suspended or revoked driving privileges, the Security Forces Reports and Analysis (377 SFS/S2R) will notify the individual's gaining unit commander to ensure the individual is aware his/her suspension or revocation is still in effect on KAFB.

#### **2.5.4. (Added-KIRTLANDAFB) Administrative Due Process for Suspensions and Revocations.**

2.5.4.2. **(Added-KIRTLANDAFB)** The 377 SFS will issue a signed, written notice of suspension or revocation from the 377 MSG/CC. The issued written notice specifies when the suspension/revocation becomes effective (which is 14 days after notification except for alcohol/drug related offenses), the period of time the suspension/revocation is effective for, and the administrative hearing and appeal process.

2.5.4.2.1.1.1. **(Added-KIRTLANDAFB)** Civilian-nonaffiliated personnel (i.e., retirees, dependents) will be contacted by certified mail. If after three documented attempts, contact has not been made with the individual, the suspension/revocation is immediate and considered a refusal to sign.

2.5.4.3.1. **(Added-KIRTLANDAFB)** If the request is approved, the individual will be directed to report to 377 SFS/S2R to sign/acknowledge receipt by endorsing the 377 MSG/CC signed memorandum.

**2.5.4.4.1. (Added-KIRTLANDAFB) Administrative Appeal/Hearing Requests.** For individuals not involved in an alcohol or drug related driving incident, a request for administrative appeal/hearing can be requested by submitting a request. Instructions for completing the request are included in the request package. The suspension or revocation will not go into effect until a final determination is made by the 377 MSG/CC.

2.5.4.4.1.1. (~~Added~~**KIRTLANDAFB**) Requests for administrative appeals/hearing are initiated by submitting a request to 377 SFS/S2R. The 377

SFS/S2R will forward requests to the 377 MSG, Executive Assistant (377 MSG/CCE), who will notify the individual of the hearing date.

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

2.5.4.4.1.2.1. **(Added-KIRTLANDAFB)** Request for rebuttal of DD Form 1408 requires a letter of appeal from the member within 14 calendar days of the issue date. If a request for rebuttal is received within 14 calendar days, the member will have 14 additional calendar days to complete the appeal memorandum and submit it to 377 SFS/S2R. The letter must be endorsed by his/her commander/director and the commander/director must concur/non-concur with the violator's request.

2.5.4.4.1.2.2. **(Added-KIRTLANDAFB)** When individuals are cited and revoked for no insurance or suspended license, they may have their revocation removed if they bring proof their insurance or suspended license was valid at the time of the citation within five duty days of the incident to 377 SFS/S2R.

2.5.4.4.1.2.3. **(Added-KIRTLANDAFB)** Requests for reinstatement of privileges requires the submission of documentation showing dismissal of charges or legal, financial, or other hardships.

2.5.4.4.1.3. **(Added-KIRTLANDAFB)** Failure to appear for the scheduled hearing without notification and approval from the 377 MSG/CCE may result in forfeiture of the privilege to an administrative hearing.

2.5.4.4.2. **(Added-KIRTLANDAFB)** Submission of a request for a hearing will stay the pending suspension or revocation except for alcohol or drug related incidents.

2.5.4.4.3. **(Added-KIRTLANDAFB)** If a hearing is not held within a 14-day period, the suspension or revocation will not take place until the person is granted a hearing before the 377 MSG/CC.

2.5.4.4.4. **(Added-KIRTLANDAFB)** If the affected person requests the hearing be continued to a date beyond the 14-day period, the suspension or revocation shall normally become effective immediately upon receipt of the written notification.

2.5.4.5. **(Added-KIRTLANDAFB) Restoration Requests.** Members whose driving privileges have been suspended may request restoration of driving privileges pending investigation or resolution of the incident by submitting a request for an appeal to the 377 SFS/S2R. The 377 SFS/S2R will forward the request to the Judge Advocate (JA) for review and to the 377 MSG/CC for final determination.

2.5.4.6. **(Added-KIRTLANDAFB) Reinstatement of Driving Privileges.** Unit commanders who wish to reinstate driving privileges for personnel under their command must submit a request to the 377 SFS/S2R who will forward it to the 377 MSG/CC for consideration/approval. The request must contain justification for reinstatement. Once

action is taken by the 377 MSG/CC, the request is forwarded to the 377 SFS/S2R for required action and filing.

2.5.4.7. **(Added-KIRTLANDAFB)** Any military member, DoD civilian, Non-appropriated Fund (NAF) civilian, privatized housing resident, or military family member whose base privileges are revoked as a result of a driving offense, other than alcohol-related driving offenses, may request full restoration or limited driving privileges. Personnel may only request limited driving privileges if the offense is alcohol related. Submit requests through the 377 SFS/S2R addressed to the 377 MSG/CC. **NOTE:** Limited driving privileges CANNOT be granted to individuals whose license has been revoked or suspended by state issuing authorities. JA will review the requests and provide a recommendation to the 377 MSG/CC.

**Table 2.1. (Added-KIRTLANDAFB) Suspension/Revocation Guideline.**

VIOLATION	SUSPENSION/ REVOCATION PERIOD	SUBSEQUENT VIOLATIONS
Failure to provide valid proof of insurance covering the time of the traffic stop.	6 Month	6 Month
A vehicle receives three valid citations for parking violations in any six-month period.	30 days	6 months
Failure of the operator or occupants to utilize restraint system devices while the vehicle is in motion. (see notes 1 and 2 below)	1st Offense = Point Assessment/Fine	2nd Offense: 30 days; 3rd Offense: 6 months; 4th Offense: 1 year
Littering from a motor vehicle.	30 days	30 days
Individuals who accumulate 12 traffic points within 12-consecutive months or 18 points within 24-consecutive months.	6 months	
<b>NOTES:</b> 1. Base-affiliated civilians will undergo the same penalties. 2. All civilians will be issued a Central Violations Bureau (CVB) Form 1805. The Installation Commander, with the coordination of the office of Judge Advocate, may enact suspensions as stated above on a case-by-case basis.		

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

2.6.1. **(Added-KIRTLANDAFB)** Individuals who have been referred to alcohol education classes may apply for a waiver of driver improvement training by submitting a written request to the 377 MSG/CC through their unit commander, 377 Medical Group (377 MDG) Behavioral Health (Life Skills), and the 377 SFS/S2R.

### Chapter 3

#### PRIVATELY OWNED VEHICLE OPERATION REQUIREMENTS

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

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

**3.3. AF Form 75, Visitor/Vehicle Pass.** The Security Forces Management Information System (SFMIS), the Defense Biometric Identification System (DBIDS) generated vehicle/visitor passes or the AF Form 75 are methods to control and identify personnel and vehicles on a temporary basis. Specific procedures can be found in AFI 31-201, *Security Forces Standards and Procedures*, and AFI 31-113, *Installation Perimeter Access Control*, when implemented.

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

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

**3.6. Vehicle Registration at Air Force Installations.** Personnel who possess appropriate credentials to access Air Force Installations do not require a DD Form 2220. Although AFI 31-218(I) requires vehicle registration, the Air Force was granted a waiver from this requirement. Air Force Installations who continue to utilize the DD Form 2220 will use AFI 31-218(I) for guidance and include any specific requirements for their location in the local traffic plan. The Air Force will no longer produce DD Form 2220.

## Chapter 4

### TRAFFIC PLANNING AND CODES

#### 4.1. Installation Traffic Codes.

##### 4.1.1. Restraint systems.

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

4.1.1.2. All drivers and passengers on Air Force installations will wear seat belts, or in the case of infants, be properly restrained.

4.1.2. Radar Detection Devices. The use of radars or laser detection devices are prohibited on Air Force Installations.

4.1.3. Off-road vehicle usage: Installation Commanders or their designee determines if, when and where off-road vehicles may be operated on base. In many areas, the operation of off-road vehicles is unregulated while other jurisdictions have strict requirements concerning age, safety training and vehicle equipment. Generally, some "on-street" safety practices such as reflective vests, gloves, headlights and goggles may not apply when operating off road in a recreational capacity. However, ensure full compliance with local, state or host nation requirements. When necessary, develop additional procedures and guidance locally and publish in the installation traffic safety plan or supplement to this instruction. Ensure environmental considerations are reviewed prior to designating any off-road vehicle use area.

4.1.3.1. **(Added-KIRTLANDAFB)** Private Off-Road Vehicles (PORVs) are not authorized to be driven on KAFB unless approved by the Installation Commander through the 377 SFS and 377 ABW Safety Office (377 ABW/SE).

#### 4.2. Traffic Accident Investigation.

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

4.2.1.1. **(Added-KIRTLANDAFB)** KAFB Accident Investigation. 377 SFS accident investigators at the scene of an accident are in charge of the investigation. Other agencies

(with the exception of the 377 ABW/SE) may conduct their own investigations after 377 SFS complete their investigation or are approved by the 377 SFS accident investigator(s).

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

4.3.1.1. **(Added-KIRTLANDAFB)** On-Base Accidents will be handled as follows:

4.3.1.1.1. **(Added-KIRTLANDAFB)** Security Forces will respond to all on-base major vehicle accidents. Security Forces may not respond to minor vehicle accidents, as determined by the on duty Security Forces Flight Chief. The Flight Chief must exercise extreme caution when determining whether or not to respond. If it is determined Security Forces are unable to respond to a minor vehicle accident, the Base Defense Operations Center (BDOC) Controller will inform the operator(s) of the vehicle(s) to proceed to the BDOC to accomplish applicable paperwork.

4.3.1.1.2. **(Added-KIRTLANDAFB)** The driver of any vehicle involved in an accident on KAFB and territory under its jurisdiction will immediately stop at the scene of the accident, give or leave name, address, telephone number, and insurance information for the driver/owner of the other vehicle involved. Notify the BDOC at 846-7913.

4.3.1.1.3. **(Added-KIRTLANDAFB)** The 377 SFS will conduct a detailed investigation of all accidents involving vehicle/property damage total, any complaint or visible personal injury (whether fatal or non-fatal), disabling vehicle damage, or accidents that are difficult to explain.

4.3.1.1.4. **(Added-KIRTLANDAFB)** A collision damage claim is a civil matter between two parties, and the 377 SFS cannot advise or counsel drivers or owners regarding damage claims.

4.3.1.1.5. **(Added-KIRTLANDAFB)** Government owned vehicle (GOV) accidents will be handled as follows:

4.3.1.1.6. **(Added-KIRTLANDAFB)** Any driver of a GOV involved in an on- or off-base accident will notify the BDOC and/or the local civilian law enforcement agency. If outside the City of Albuquerque and off a military installation, the driver of the GOV will call the nearest military installation for instructions. If practical, do not move the vehicle until local civilian or state law enforcement agencies make an official investigation at the scene of the accident.

- 4.3.1.1.7. **(Added-KIRTLANDAFB)** Standard Form 91, *Operator's Report of Motor Vehicle Accident*, will be filled out at the scene of the accident by the driver of the government vehicle. The driver's immediate commander or supervisor (in case of civilian driver) will report the accident to the Chief, Vehicle Management Flight (377 LRS/LGRV) for review and submission to the Judge Advocate Office, (AFNWC/JA), (2000 Wyoming Blvd SE, KAFB NM 87117, Attention: Claims Officer), by the close of business the 3rd work day after receipt of Government Services Administration (GSA) mandated estimates following the accident. The original and one signed copy of the Standard Form 91 will be forwarded to the unit vehicle control officer (VCO) for disposition.
- 4.3.1.1.8. **(Added-KIRTLANDAFB)** The 377 Logistics Readiness Squadron, Vehicle Maintenance Element (377 LRS/LGRVM) will be contacted to provide an estimate for all GOVs.
- 4.3.2. Security Forces will act as the focal point for gathering off-base accident information of military affiliated personnel. Record the information in the Security Forces blotter, along with the associated case number from the investigating police agency. When possible, Security Forces Reports and Analysis (S5R) will obtain copies of major accident reports prepared by investigating civilian police agencies to accompany off-base accident reporting information.
- 4.3.3. Security Forces respond to all on-base major vehicle accidents (unless local conditions or policies prohibit) to accomplish the following:
- 4.3.3.1. Render first aid and arrange for medical assistance.
  - 4.3.3.2. Protect personal property.
  - 4.3.3.3. Normalize traffic.
  - 4.3.3.4. Identify witnesses and personnel involved.
  - 4.3.3.5. Conduct a formal investigation.
  - 4.3.3.6. The DFC (with Installation Commander approval) will develop local response and investigative procedures for various types of accidents to include minor vehicle accidents. S/He may delegate this authority to on-duty Security Forces supervisory personnel.
- 4.3.4. Record accident information in the Security Forces blotter. This information should include the accident type, time and date, location, name(s) of vehicle operator(s), unit (or address when civilian not affiliated with military), vehicle description and license number(s)/plate. Also, include a brief summary of any damage and circumstances behind or causing the accident, as well as any traffic citations issued.
- 4.3.5. Investigation conducted by Security Forces and/or AFOSI of any traffic accident will take precedence over any other types of investigations relating to the accident. This precludes the loss of any potential evidence that may later have to be introduced in any criminal/judicial proceedings. (Example: Any safety related investigation and/or any other investigation that may hamper accident investigation practices by Security Forces and/or AFOSI.)



#### 4.4. Parking.

4.4.1. Reserved Parking. When not addressed by MAJCOMs, Installation Commanders determine reserved parking guidance for their installations. Number of available spaces, facility design and layout, traffic flow and number of vehicles using facilities will help determine the number and location of reserved parking spaces. Make guidance and procedures governing reserved parking a part of the installation supplement to this instruction, separate traffic control instruction or installation-parking plan. The publication must address approval, issue, control and review of reserved parking and should give special consideration to bicycle, motorcycle, visitor and car pool parking. Consideration should also be given to labor and management contracts when designating parking. Handicap parking is regulated under the Uniform Federal Accessibility Standards and applies to all Air Force installations.

4.4.2. Use distinctive emblems, decals, stickers, etc, to control parking space assignments and to indicate authorized use of the parking slot. MAJCOMs (or Installation Commanders if not addressed by the MAJCOM) may develop guidance concerning the issue and control of the identification media discussed above. Designation of parking spaces by name, grade, rank or title should be avoided due to force protection concerns.

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

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

4.4.3.1.1. **(Added-KIRTLANDAFB) Parking Warden Program.** The parking warden program is designed to allow owner/user units to provide enforcement of reserved parking in their areas of responsibility by citing offenders. Parking wardens may cite vehicles that are illegally parked or abandoned in their areas of responsibility. They may not cite personnel for moving violations or expired vehicle registration. Parking wardens are responsible for keeping a running log of all citations issued.

4.4.3.1.2. **(Added-KIRTLANDAFB)** Parking wardens will be appointed in writing by unit commanders/civilian directors and trained by the 377th Security Forces Squadron Operations (377 SFS/S3). The parking warden position is valid for a period of one year from the date of the appointment letter. This person must be an E-5 or above, competent, honest, and knowledgeable of the task to be performed. In addition, it is suggested this person have no negative documentation in his/her records. Appoint only one primary and one alternate parking warden per building. Submit requests to 377 SFS/S3. Once trained, all designated personnel are authorized to issue the DD Form 1408. Further information regarding the Parking Warden Program can be found in Attachment 3 of this supplement.

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

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

## Chapter 5

### DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM

**5.1. Driving Records.** Use SFMIS to record vehicle traffic accidents, moving and parking violations, suspension or revocation actions and traffic point assessments involving military and DoD civilian personnel, their family members and other personnel operating motor vehicles on a military installation. Use AF Form 1313, *Driver Record*, when SFMIS is not available. When filling out the form, use the following codes in the “accident classification” block:

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

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

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

**Table 5.2. Point Assessment for Non-Moving Violations.**

Violation	Points Assessed
Unattended Child under 12 years of age left in vehicle. Animals are included if a danger exists to the animal. See note #4.	6
Improper Registration (fraudulent tags).	4
Misuse of handicap decal. See note #2.	3
Illegally parked in designated handicap area (no decal, license or placard displayed).	3
Unattended Vehicle (while running).	3

Abandoned Vehicle.	3
Improper Parking. See note #3.	2
Improper Registration (expired or unregistered).	2
<p><b>NOTES:</b></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 (i.e., 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 will also be accomplished. Revocation of driving privileges for one year will be considered by the commander. <b>Example:</b> If children or animals were left in dangerous conditions in vehicle, i.e., in hot weather where interior temperatures may reach dangerous levels, keys left accessible to children or where conditions are deemed hazardous by a reasonable person.</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 point assessments IAW AFMAN 31-201, Volume 7, *Security Forces Reports and Analysis*.

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

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

## Chapter 6

### IMPOUNDING PRIVATELY OWNED VEHICLES

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

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

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

6.3.1. **(Added-KIRTLANDAFB)** No person will abandon a vehicle on any public property without the expressed or implied consent of the owner or person in lawful possession or control of the property.

**Chapter 7 (Added-KIRTLANDAFB)****BASE TRAFFIC WORKING GROUP (BTWG) RESPONSIBILITIES.**

**7.1. (Added-KIRTLANDAFB)** All agencies must coordinate all issues concerning traffic on KAFB through the BTWG. The Installation Commander has final approval authority over any issues discussed by the BTWG.

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

**(KIRTLANDAFB)**

TOM D. MILLER, Colonel, USAF  
Commander

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

(Added-KIRTLANDAFB) AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, 9 May 2012

(Added-KIRTLANDAFB) Service members Civil Relief Act., 50 U.S.C. App, 30 September, 2010

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

Title 10 U.S.C. §, Section 8013

Title 50, U.S.C. § 797

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

***Forms Prescribed.***

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

***Adopted Forms.***

(Added-KIRTLANDAFB) SF 91, *Motor Vehicle Accident Report*, 01 Feb 2004

(Added-KIRTLANDAFB) AF Form 483, *Certificate of Competency*, 01 Feb 1985

(Added-KIRTLANDAFB) AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009

AF Form 1313, *Driver Record*

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

(Added-KIRTLANDAFB) DD Form 2506, *Vehicle Impound Report*

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

DD Form 1920, *Alcohol Influence Report*

DD Form 2220, *DoD Registered Vehicle Decal*

DD Form 2507, *Notice of Vehicle Impoundment*

DD Form 1408, *Armed Forces Traffic Ticket*

DD Form 1920, *Alcohol Influence Report*

DD Form 2507, *Notice of Vehicle Impoundment*

AF Form 75, *Visitor/Vehicle Pass*

AF Form 1313, *Driver Record*

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

AF Form 3545, *Incident Report*

AF Form 1315, *Accident Report*

### ***Abbreviations and Acronyms***

(Added-KIRTLANDAFB) **377 ABW/CC**—377 Air Base Wing Commander

(Added-KIRTLANDAFB) **377 ABW/SE**—377 Air Base Wing Safety Office

(Added-KIRTLANDAFB) **377 FSS**—377 Force Support Squadron

(Added-KIRTLANDAFB) **377 LRS/LGRV**—377 Logistical Readiness Squadron Vehicle Management Flight

(Added-KIRTLANDAFB) **377 LRS/LGRVM**—377 Logistical Readiness Squadron Vehicle Maintenance Element

(Added-KIRTLANDAFB) **377 MSG**—377 Mission Support Group

(Added-KIRTLANDAFB) **377 MSG/CC**—377 Mission Support Group Commander

(Added-KIRTLANDAFB) **377 MSG/CCE**—377 Mission Support Group Executive

(Added-KIRTLANDAFB) **377 SFG**—377 Security Forces Group

(Added-KIRTLANDAFB) **377 SFG/CC**—377 Security Forces Group Commander

(Added-KIRTLANDAFB) **377 SFS**—377 Security Forces Squadron

(Added-KIRTLANDAFB) **377 SFS/S2I**—377 Security Forces Group Investigations Section



(Added-KIRTLANDAFB) **377 SFS/S2R**—377 Security Forces Group Reports and Analysis Section

(Added-KIRTLANDAFB) **377 SFS/S3**—377 Security Forces Squadron Law Enforcement Operations Section

(Added-KIRTLANDAFB) **377 WSSS**—377 Weapons System Security Squadron

(Added-KIRTLANDAFB) **AAA**—American Automobile Association

(Added-KIRTLANDAFB) **AARV**—Alert Aircrew Response Vehicles

(Added-KIRTLANDAFB) **ABW**—Air Base Wing

(Added-KIRTLANDAFB) **AFMAN**—Air Force Manual

(Added-KIRTLANDAFB) **AFNWC**—Air Force Nuclear Weapon Center

(Added-KIRTLANDAFB) **AFNWC/JA**—Air Force Nuclear Weapon Center Judge Advocate

(Added-KIRTLANDAFB) **AFOSI**—Air Force Office of Special Investigations

(Added-KIRTLANDAFB) **AFRC**—Air Force Reserve Command

(Added-KIRTLANDAFB) **AFRIMS**—Air Force Records Information Management System

(Added-KIRTLANDAFB) **ANG**—Air National Guard

**BAC**—Blood Alcohol Concentration

**BAT**—Blood Alcohol Test

(Added-KIRTLANDAFB) **BDOC**—Base Defense Operations Center

**BrAC**—Breath Alcohol Concentration

(Added-KIRTLANDAFB) **BTWG**—Base Traffic Working Group

**CE**—Civil Engineer

(Added-KIRTLANDAFB) **CFR**—Code of Federal Regulations

**CONUS**—Continental United States

(Added-KIRTLANDAFB) **CVB**—Central Violations Bureau

**DFC**—Defense Force Commander

**DBIDS**—Defense Biometric Identification System

**DoD**—Department of Defense

**DoDD**—Department of Defense Directive

(Added-KIRTLANDAFB) **DoE**—Department of Energy

**DRMO**—Defense Reutilization and Marketing Office

(Added-KIRTLANDAFB) **DUI**—Driving Under the Influence

(Added-KIRTLANDAFB) **ECP**—Entry Control Point

**FO**—Fixed Object

**G**—Government

**GOV**—Government Owned Vehicle

**(Added-KIRTLANDAFB) KAFB**—Kirtland Air Force Base

**MAJCOM**—Major Command

**MAJCOM/SF**—Major Command Defense Force Commander

**MJVA**—Major Vehicle Accident

**MTMCTEA**—Military Traffic Management Command Transportation Engineering Agency

**MVA**—Motor Vehicle Accident

**MWR**—Morale, Welfare and Recreation

**NAF**—Nonappropriated Fund

**NHSPS**—National Highway Safety Program Standards

**NHTSA**—National Highway Traffic Safety Administration

**NLD**—No Liability Determined

**(Added-KIRTLANDAFB) NM**—New Mexico

**(Added-KIRTLANDAFB) NMSA**—New Mexico Statutes Annotated

**OCONUS**—Outside Continental United States

**(Added-KIRTLANDAFB) OPR**—Office of Primary Responsibility

**ORV**—Off Road Vehicle

**P**—Private

**PCS**—Permanent Change of Station

**PD**—Property Damage

**PI**—Personal Injury

**(Added-KIRTLANDAFB) PORVs**—Private Off-Road Vehicles

**POV**—Privately Owned Vehicle

**(Added-KIRTLANDAFB) PPE**—Personal Protective Equipment

**SFMIS**—Security Forces Management Information System

**SJA**—Staff Judge Advocate

**S5R**—Security Forces Administration and Reports

**(Added-KIRTLANDAFB) SNL**—Sandia National Labs

**(Added-KIRTLANDAFB) SRB**—Suspension/Revocation/Debarment

**(Added-KIRTLANDAFB) SSCC**—Site Security Control Center

**U.S.C. §**—United States Code

**(Added-KIRTLANDAFB) UCMJ**—Uniform Code of Military Justice

**V**—Vehicle

**(Added-KIRTLANDAFB) VCO**—Vehicle Control Officer

**Attachment 2 (Added-KIRTLANDAFB)****KAFB INSTALLATION TRAFFIC CODE**

**A2.1. (Added-KIRTLANDAFB) KAFB Motor Vehicle Traffic Codes.** The NM Vehicle Laws are hereby adopted for use on KAFB in conjunction with this supplement in accordance with AFI 31-218(I). In cases where the NM Vehicle Laws conflict with this supplement or applicable AFIs, the applicable AFI will apply. In cases not covered by this supplement or AFIs, the NM Vehicle Laws will apply.

A2.1.1. **(Added-KIRTLANDAFB)** This code constitutes a realistic traffic control program aimed at providing maximum safety for all residents, employees, and visitors of this installation. The realization of this aim requires strict observance and enforcement of this code. Careless, indifferent, or irresponsible operation of motor vehicles will not be tolerated. Drivers who demonstrate by their own actions that they constitute a menace to themselves and others must be denied the privilege of operating motor vehicles on KAFB. It is mandatory that action be taken by commanders and civilian employee supervisors against any individual breaking these laws.

**A2.2. (Added-KIRTLANDAFB)** Unless federal and/or state laws are more stringent, KAFB incorporates section 4-2c of AFI 31-218(I), to include all paragraphs and subsections of section 4-2c as part of the KAFB Installation Traffic Code with the exception of section 4-2c(1)(c). KAFB requires approved protective helmets, eye protection, hard-soled shoes, long sleeved shirt or jacket, full-fingered gloves or mittens and long trousers will be worn by operators and passengers when in operation. 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.

**A2.3. (KIRTLANDAFB) Only vehicles approved for roadways by the Department of Transportation (DOT) are permitted on KAFB.**

**A2.4. (KIRTLANDAFB) Vehicles will not drive over an unprotected fire hose, unless directed by a Fire Department official.**

**A2.5. (KIRTLANDAFB) Gate Entrance/Exit Procedures.** All vehicles and pedestrians must enter and exit KAFB at established base Entry Control Points (ECP) manned by Security Forces and/or Department of Energy (DoE)/Sandia National Laboratories (SNL) security personnel.

A2.5.1. **(Added-KIRTLANDAFB)** When approaching gates during the hours of darkness, all vehicle drivers will dim their lights to the low beam at least 500 feet from the gate. Vehicle drivers will also dim their lights to the low beam when approaching other vehicles on KAFB. Vehicles not equipped with daytime running lights will switch to their parking lights within 100 feet of approaching any gate. Switch all vehicle lights to parking lights or low beams as a minimum when approaching installation gates. Motorcycles may keep low beam on when entering.

A2.5.2. **(Added-KIRTLANDAFB)** The speed limit approaching and exiting all gates is 15 mph unless otherwise posted.

**A2.6. (Added-KIRTLANDAFB)** 377 ABW/SE may, upon coordination with 377 SFS/S3, conduct required safety checks to include seatbelt and Personal Protective Equipment (PPE) checks in the traffic environment.

**A2.7. (KIRTLANDAFB) Reserved Parking Spaces.** The BTWG approves all new requests for and changes in reserved parking spaces.

**A2.8. (KIRTLANDAFB) Recreational Vehicle (RV) Parking.** RVs will not be parked in any parking lot, along any roadway, or in the base housing areas for longer than 48 hours. The only authorized long-term parking areas for RVs are the 377 Force Support Squadron (377 FSS) FamCamp and the 377 FSS RV storage areas. RVs include, but are not limited to: motor homes, boats, camp trailers, popup campers, and utility trailers. Vehicles in violation will be impounded at the owner's expense.

**A2.9. (KIRTLANDAFB) Multiple parking violations.** 377 SFS/S2R will track all parking violations. POV operators will not park POVs in areas. The 377 SFS BDOC will contact 377 SFS/S2R to determine if violator is a repeat offender.

**A2.10. (KIRTLANDAFB) Prohibited Driving Areas.** Driving is prohibited in the following base areas:

A2.10.1. **(Added-KIRTLANDAFB)** Golf Course (except authorized maintenance vehicles, golf carts, etc.)

A2.10.2. **(Added-KIRTLANDAFB)** Lawns or any other tended grass or seeded areas.

A2.10.3. **(Added-KIRTLANDAFB)** In/on a designated bicycle path (Mopeds may operate on bicycle paths only when propelled by human power).

A2.10.4. **(Added-KIRTLANDAFB)** Any area not designated for vehicle driving.

**A2.11. (Added-KIRTLANDAFB) Sale of Vehicles.** Vehicles displaying "For Sale" signs will not be left in base parking lots, with exception that such vehicles may be parked in authorized resident parking areas of on-base quarters or the owner's/operator's place of duty. You may park such vehicles in parking lots adjacent to "service" facilities while owner/operator is conducting official business or is a patron of such service facility. The parking area adjacent to the personal vehicle wash racks on Texas Street, near Griffin Street is the only area authorized for display of vehicles for sale. 377 FSS Auto Hobby Center is responsible for control of the parking lot by means of a parking permit issued to each user with suitable user fees to regulate same.

**A2.12. (KIRTLANDAFB) Restriction of Major Vehicle Maintenance in Certain Areas.** Maintenance that would cause an otherwise operational vehicle to become inoperative may only be performed on POVs in the Auto Hobby Center or Base Exchange Service Stations. Do not raise vehicles on jacks or blocks unless attended by responsible individual(s).

**A2.13. (KIRTLANDAFB) Inoperative Vehicles.** Do not bring inoperative vehicles on base except to be towed directly to the Auto Hobby Center or the Base Exchange Service Station for repair. Do not park inoperative vehicles on base for more than 3 days other than at the Auto Hobby Center or the Base Exchange Service Stations. Tow all vehicles with a properly attached tow bar, giving secure support to the towed vehicle. Tow straps are not authorized.

**A2.14. (KIRTLANDAFB) Movement of Heavy/Special Purpose Equipment/Vehicles.** While traveling on KAFB roadways or operating vehicles outside work

areas, heavy/special purpose or oversized vehicles will be operated in the vehicle's most compact and narrow configuration to preclude blocking road lanes. For example, a road grader will configure so the cutting blade is adjusted inward and is no wider than the rear wheels of the vehicle traveling to and from work sites.

**A2.15. (KIRTLANDAFB) Barricaded Roadways and Parking Lots.** It is prohibited for any person to move or cause to be removed, any barricade erected by either the Security Forces or the base Civil Engineer (CE) for the purpose of restricting traffic from entry to any roadway or parking lot. Vehicle operators will not drive around, though, or otherwise circumvent such barriers (i.e., rope, stanchions, pylons, traffic cones, sawhorses) unless directed otherwise by Security Forces personnel, CE personnel, or other authorized person.

**A2.16. (KIRTLANDAFB) Auxiliary Traffic Control Devices.** Do not post any traffic control device on KAFB except during emergency situations without coordinating with the BTWG, unless directed specifically by the 377 ABW/CC. All such devices posted must conform to the National Highway Safety Program.

**A2.17. (KIRTLANDAFB) Operating Vehicles off Roadways or in Prohibited Areas.** POVs will not be operated off established roadways or in any other area where prohibited. The areas listed below are limited access areas. Government motor vehicles will not be operated off KAFB roadways except under mission-essential requirements. When such operation is required, care will be taken to prevent environmental and vehicle damage.

A2.17.1. **(Added-KIRTLANDAFB) Munitions Haul Road.** All POVs, bicycles, and pedestrians are prohibited from traveling on this road. The only exception is with permission from the 377 Weapons System Security Squadron (377 WSSS) Site Security Control Center (SSCC).

A2.17.2. **(Added-KIRTLANDAFB) Non-DOE/ SNL personnel** are prohibited from traveling in areas within KAFB and territory within its jurisdiction controlled by DoE/SNL, unless DoE/SNL gives prior authorization. Most of these areas are marked appropriately, identifying limited access.

A2.17.3. **(Added-KIRTLANDAFB) Pedestrians, joggers and bicyclists** are prohibited from traveling on specific areas of Pennsylvania from 0600-1800 hours on weekdays, excluding Holidays, unless on official business. These areas are located South of Southgate Ave, South of Hardin Blvd. to the intersection of Pennsylvania and all areas South of Pennsylvania to the Eastern, Western and Southern most areas of the installation. Deviations must be approved by the 377 ABW/CC. Pedestrians, joggers and bicyclists are highly encouraged to find alternate means of traveling on Pennsylvania due to the speed of vehicle traffic and narrowness of the road. Traffic shall slow to at least 30 mph when passing pedestrians, joggers, or bicyclists.

**A2.18. (Added-KIRTLANDAFB) Mopeds on Bicycle Paths.** Whenever a moped is operated on a designated bicycle path, the operator shall disengage the motor and propel such device by human power.

**A2.19. (KIRTLANDAFB) Codes for bicycles.** It is prohibited for any person to accomplish any act forbidden in or fail to perform any act required in this section. Bicycle riders must comply with this supplement and the NM law.

A2.19.1. **(Added-KIRTLANDAFB)** The regulations applicable to bicycles will apply whenever a bicycle is operated on any roadway or in any area suitable for the use of a bicycle.

A2.19.2. **(Added-KIRTLANDAFB)** The parent of any child and the guardian of any ward shall not authorize or permit any child or ward to violate any of these provisions.

A2.19.3. **(Added-KIRTLANDAFB)** Every person riding a bicycle on a roadway shall be granted all of the rights and shall be subject to all of the duties applicable to the driver of a motor vehicle except those provisions, which by their very nature, can have no application. Bicycle operators will follow the normal flow of traffic and all other bicycle requirements outlined in this supplement.

A2.19.4. **(Added-KIRTLANDAFB) Riding on Roadways and Bicycle Paths.** Bicycle operators will obey all traffic rules, not cross the center line of the roadway, and operate in a single file on the far right side of the roadway.

A2.19.5. **(Added-KIRTLANDAFB)** Bicycles will not be ridden on sidewalks, with the exception of certain provisions along Wyoming Blvd and Gibson Blvd as listed below and bicycles with training wheels or bicycles ridden by children 10 years of age or younger. Bicyclists do not have a 'pedestrians' right of way when riding on a sidewalk unless the bicyclist dismounts and walks the bicycle.

A2.19.6. **(Added-KIRTLANDAFB)** Bicycles are prohibited on Wyoming Blvd and may only use Wyoming Blvd sidewalks as follows:

A2.19.6.1. **(Added-KIRTLANDAFB)** Bicyclists on the East side of Wyoming Blvd may utilize the sidewalk between Wyoming Gate and Club Road or Wyoming Gate and Paintbrush Road.

A2.19.6.2. **(Added-KIRTLANDAFB)** Bicyclists on the West side of Wyoming Blvd may utilize the sidewalk between Wyoming Gate and West Sandia Circle.

A2.19.6.3. **(Added-KIRTLANDAFB)** Bicyclists must get off of the sidewalks of Wyoming Blvd at Club Road, Paintbrush Road or West Sandia Circle.

A2.19.7. **(Added-KIRTLANDAFB)** Bicyclists are prohibited on Gibson Blvd but may ride on the sidewalks along Gibson Blvd.

A2.19.8. **(Added-KIRTLANDAFB)** Bicyclists riding on a sidewalk will yield or stop for pedestrians and joggers and only pass when safe to do so after informing the pedestrian or jogger that they intend to pass. At no time will a bicyclist ride to within 5 feet behind or in front of a pedestrian or jogger to pass them without informing the pedestrian or jogger of their intention to pass and the pedestrian or jogger acknowledging the bicyclist's intent.

A2.19.9. **(Added-KIRTLANDAFB) Obedience to Traffic Control Devices.** Every person operating a bicycle will obey the instructions of official devices applicable to vehicles, unless otherwise directed by a Security Forces member or any other person authorized to direct, control, and regulates traffic such as Ground Safety personnel conducting seatbelt and PPE checks. Whenever authorized signs are erected indicating that a right, left, or U-turn is not permitted, the person operating the bicycle will not disobey the direction of any such sign, except when the person dismounts from the bicycle to make the turn. Then the person will obey the instruction applicable to pedestrians.

A2.19.10. **(Added-KIRTLANDAFB)** Bicyclists must stop and show an authorized base credential for installation access to the installation entry controller.

A2.19.11. **(Added-KIRTLANDAFB)** Bicycles will not be parked in a manner that obstructs pedestrian or vehicle traffic.

**A2.20. (Added-KIRTLANDAFB)** Persons riding on motorcycles, mopeds, bicycles, skateboards, scooter, or any like vehicle shall not attach themselves to another vehicle on any roadway.

**A2.21. (KIRTLANDAFB) In-line skates, roller-skates, skateboards.**

A2.21.1. **(Added-KIRTLANDAFB)** During periods of darkness, in-line skates, roller-skates, and skateboards will be permitted only in well-illuminated areas and operators will wear some type of reflective garment.

A2.21.2. **(Added-KIRTLANDAFB)** All skating activities are prohibited during hours of high vehicle traffic or any time operations interfere with vehicle traffic or cause safety hazards to personnel, resources, or personal property.

A2.21.3. **(Added-KIRTLANDAFB)** In-line skates, roller-skates, skateboards, and scooters will not be used inside any facilities or on sidewalks or stairs leading to buildings.

A2.21.4. **(Added-KIRTLANDAFB)** In-line skates, roller-skates, and skateboards are not allowed at the Base Exchange, Commissary, or Mountain View Club and Rio Grande Community Center parking lots and sidewalks during the hours of operation.

A2.21.5. **(Added-KIRTLANDAFB)** Skating is permitted in vacant parking lots during non-duty hours. Skating is not permitted between parked vehicles.

A2.21.6. **(Added-KIRTLANDAFB)** Skating is not permitted on any street or road when sidewalks are available.

A2.21.7. **(Added-KIRTLANDAFB)** Skating is permitted in family housing driveways and sidewalks.

A2.21.8. **(Added-KIRTLANDAFB)** No props such as jumps, ramps, or any other artificial obstacle course are permitted in any of the approved skating areas with the exception of the skate park at the Youth Center.

**A2.22. (Added-KIRTLANDAFB) Pedestrians, Joggers, and Troops in Formation.**

A2.22.1. **(Added-KIRTLANDAFB)** Pedestrians will use sidewalks when available. Where no sidewalk exists, pedestrians will walk single file facing oncoming traffic and will not walk on roadway pavement (except to cross intersections) unless no other option exists.

A2.22.2. **(Added-KIRTLANDAFB)** Troops in Formation will march on the right side of the roadway with the direction of traffic. Personnel in front and rear ranks will use fluorescent or reflective personal protective equipment or organizational clothing with sewn-on reflective tape. Road guards will be provided for safety at intersections.

A2.22.3. **(Added-KIRTLANDAFB)** Motor vehicles will be operated at a speed not to exceed 10 mph, when passing troops in formation.



**A2.24. (Added-KIRTLANDAFB)** Where available, sidewalks and jogging paths will be used when walking or jogging.

A2.24.1. **(Added-KIRTLANDAFB)** A reflective jersey, vest, belt, or jacket must be worn as an outer garment at night.

A2.24.2. **(Added-KIRTLANDAFB)** When you must walk/jog along the traffic environment, you will walk/jog against traffic and observe all traffic rules.

**A2.25. (Added-KIRTLANDAFB) Snow and Ice Emergencies.** Drivers will yield the right-of-way to snow removal vehicles engaged in snow removal operations. During periods of snow and ice emergencies, the 377 ABW/CC may declare road conditions. Drivers who violate traffic control devices or enter roadways which have been closed due to inclement weather and unsafe conditions are subject to a suspension of their base driving privileges.

A2.25.1. **(Added-KIRTLANDAFB)** After determination of road conditions and roads are closed, it shall be unlawful for any driver to obstruct the flow of traffic due to lack of adequate traction equipment. For the purpose of this provision, snow tires, chains, or 4-wheel drive will be considered adequate equipment.

**A2.26. (Added-KIRTLANDAFB) Speed Zones.** A speed zone will commence and end even with the posted sign designating the zone.

**A2.27. (KIRTLANDAFB) Maximum Speed Limits.** The speed limit for vehicles on this base is 30 miles per hour (mph) on roadways and 10 mph in parking lots, unless otherwise posted.

**A2.28. (KIRTLANDAFB) Special Speed Limit.** Do not drive scooters, tugs, hoists, lifts, and material handling equipment in buildings, in congested working areas, on warehouse ramps, or within 50 feet of any aircraft in excess of 5 mph. Never operate forklifts at more than 5 mph, anywhere, to include all roadways.

**A2.29. (KIRTLANDAFB) Flightline Driving.**

A2.29.1. **(Added-KIRTLANDAFB)** All personnel must have an AF Form 483, *Certificate of Competency*, and an AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*, in their possession when operating a motor vehicle on the flightline.

**A2.30. (Added-KIRTLANDAFB) KAFB Traffic Planning and Codes.**

A2.30.1. **(Added-KIRTLANDAFB) The Base Traffic Engineer**, 377 ABW/SE and 377 SFG, in coordination, shall authorize the placing and maintenance of such traffic control devices on base roadways as they may deem necessary to indicate and carry out the provisions of this supplement and/or Chapter 66, Section 7 of the New Mexico Statutes Annotated (NMSA), to regulate, warn, or guide traffic. All such traffic control devices erected shall conform to the Manual on Uniform Traffic Control Devices and be approved by the BTWG.

A2.30.2. **(Added-KIRTLANDAFB) Display of Unauthorized Signs, Signals, or Markings.** The Base Traffic Engineer or 377 SFS may remove, without notice, any prohibited sign, signal, or marking hereby declared to be a public nuisance. In any instance in which this should occur, notify the Base Traffic Engineer in writing on removal. The Base Traffic Engineer will then file the removal notice and send a copy of the memorandum to each member of the BTWG.

**A2.31. (Added-KIRTLANDAFB)** Transport of oversized land transportation vehicle loads on KAFB.

A2.31.1. **(Added-KIRTLANDAFB)** Organizations with inbound or outgoing shipments that are oversized will contact the following agencies to determine the best gate to receive the specific shipment and on-base route to move the shipment to its final destination. 377 ABW/SEG, Ground Safety Office; 377 SFS/S3, or 377 MSG/CEC Office, Engineer Division will provide the core membership of a team to address the issue. Other agencies will provide required expertise as needed.

A2.31.2. **(Added-KIRTLANDAFB)** The following information will be provided to the BTWG: length, width, height, and weight of the package to include the tractor-trailer combination.

A2.31.3. **(Added-KIRTLANDAFB)** The BTWG will be contacted a minimum of 30 days prior to the planned receipt or departure of the cargo when possible. Short notification will be handled on a case-by-case basis, taking into consideration mission requirements. However, all attempts should be made to provide a minimum of 30 days notification to the BTWG members.

A2.31.4. **(Added-KIRTLANDAFB)** The BTWG will review proposed shipments/departures and determine the most appropriate route between the KAFB entry point and the final KAFB destination, for arriving shipments; the KAFB starting point and the final KAFB destination; or for departing shipments, the KAFB starting point and the exiting gate, and whether or not Security Forces assistance is needed for the movement.

**A2.32. (Added-KIRTLANDAFB)** Do not equip any vehicle with, nor shall any person use on a vehicle, any siren, whistle, or bell except as otherwise permitted in this supplement.

**A2.33. (KIRTLANDAFB)** It is permissible, but not required, that any vehicle equipped with a theft-alarm signal device be installed so it cannot be used by the driver as an ordinary warning signal.

**A2.34. (KIRTLANDAFB)** Alert Aircrew Response Vehicles (AARVs).

A2.34.1. **(Added-KIRTLANDAFB)** KAFB has designated the use of AARVs. The AARVs may be marked or unmarked but are equipped with emergency lights and sirens.

A2.34.2. **(Added-KIRTLANDAFB)** Drivers will give right of way to any vehicle with emergency equipment engaged (i.e. flashing lights and/or siren on) regardless of any markings or lack thereof.

A2.34.3. **(Added-KIRTLANDAFB)** Drivers of AARVs are responsible to ensure other drivers have given the right of way (i.e. pulled over or stopped) prior to passing or proceeding through an intersection.

**Attachment 3 (Added-KIRTLANDAFB)****PARKING WARDEN PROGRAM.****A3.1. (Added-KIRTLANDAFB) Selective Enforcement Procedures.**

A3.1.1. **(Added-KIRTLANDAFB)** Parking wardens will practice selective enforcement. They will avoid any appearance of special enforcement campaigns, ticket quotas, or any other "hard nose" approach. Citations issued by parking wardens are accountable items. As a rule, if there is any doubt whether a citation should be issued, it will not be issued. Return any citation that is requested to be voided due to an administrative error to 377 SFS/S3 with a concise typed letter annotating why the citation is to be voided. DO NOT throw citations away! Some reasons to void a citation are:

A3.1.1.1. **(Added-KIRTLANDAFB)** Warden entered incorrect information.

A3.1.1.2. **(Added-KIRTLANDAFB)** Violation occurred outside of legal jurisdiction.

A3.1.1.3. **(Added-KIRTLANDAFB)** Citation was not properly completed.

A3.1.1.4. **(Added-KIRTLANDAFB)** Reviewing authority determined the citation was not valid for legal or other unforeseen reasons.

**A3.2. (Added-KIRTLANDAFB)** Traffic wardens will only issue parking citations in the parking lot for which they are authorized. They will not issue citations in parking lots where they have no jurisdiction or authority.

**A3.3. (KIRTLANDAFB)** If a citation is to be issued for being parked over time or abandoned, it is suggested the vehicle must first be chalked, i. e., a line drawn from the lower half of the front drivers side tire, down onto the pavement, and annotated with the time and date chalked. The time and date chalked will be annotated in the remarks section of the citation.

**A3.4. (KIRTLANDAFB)** All parking citations and abandoned vehicle notices issued will be delivered to the BDOC for processing within 24 hours of the date and time issued. All citations received after the deadline will be voided.

**A3.5. (KIRTLANDAFB) Rebuttal Procedures.**

A3.5.1. **(Added-KIRTLANDAFB)** If contact is made with an offender, the parking warden should not argue with the offender, rather the parking warden should inform the offender of the rebuttal procedures.

**A3.6. (Added-KIRTLANDAFB) Temporary Reserved Parking Spaces.** Temporary parking spaces are authorized by parking wardens, but not to exceed 7 days. These types of parking spaces are not to be abused to accommodate permanent party or resident personnel.

A3.6.1. **(Added-KIRTLANDAFB)** Parking wardens should notify 377 SFS/S3 prior to administering a temporary parking space.

A3.6.2. **(Added-KIRTLANDAFB)** The reasons for establishing temporary parking spaces are listed as follows, but is not an all-inclusive list. Direct any question as to whether a reason not listed below is acceptable to 377 SFS/S3 for guidance.

A3.6.2.1. **(Added-KIRTLANDAFB)** Distinguished Visitors (DV).

A3.6.2.2. **(Added-KIRTLANDAFB)** Inspection Teams.

A3.6.2.3. **(Added-KIRTLANDAFB)** Squadron level or higher special event or function.

**A3.7. (Added-KIRTLANDAFB) Warning Tickets.** Parking wardens will not issue warning tickets on KAFB.

**A3.8. (KIRTLANDAFB) Training.** Training will be conducted by 377 SFS/S3. All parking wardens must complete the training prior to carrying out any/all parking warden duties.

A3.8.1. **(Added-KIRTLANDAFB)** Training will consist of covering the procedures for properly completing a traffic citation. Once training is conducted, the parking warden will be issued a book of citations for their use.