

1 July 1999

Security



MOTOR VEHICLE TRAFFIC SUPERVISION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 439 SFS/SFA (Capt Rodney Walker)
Supersedes 439 AWI 31-202, 1 June 1996

Certified by: 439 SPTG/CC (Lt Col James P. Joyce)
Pages: 6
Distribution: F

This instruction implements AFPD 31-2, *Law Enforcement*. It prescribes procedures and responsibilities for vehicle operations on Westover ARB, MA. It outlines procedures for revoking and reinstating driving privileges, and establishes speed limits. It applies to all personnel operating motor vehicles on Westover ARB, MA, and is required reading for all personnel registering a motor vehicle on this installation.

SUMMARY OF REVISIONS

This revision changes the reference of Security Police (SP) to Security Forces Squadron (SFS) throughout and updates attachment sample letters (attachments 1 and 3). A (I) indicates revisions from the previous edition.

1. Vehicle Registration:

- 1.1. Motor Vehicles Excluding Motorcycles. Within 72 hours of reporting for duty or employment, after acquisition of a power driven vehicle to be operated on base, or after reinstatement of base driving privileges personnel report to Pass and Registration for on base registration. All motor vehicles found on base without proper registration, base decal, valid safety inspection sticker and other required evidence of ownership or means of identification are subject to impoundment.
- 1.2. Motorcycles. Personnel registering motorcycles must present those items outlined in paragraph 1.1 and a certificate of completion of the Motorcycle Safety Course sanctioned by the Commonwealth of Massachusetts.
- 1.3. Contractors. All contractor personnel obtain a 439 AW Form 9, **Personnel Pass**, from Pass and Registration prior to starting any projects on the installation. The 439 AW Form 9 is affixed to the outer garment at all times while on the installation.

1.4. Galaxy Council. All council members will obtain a 439 AW Form 14, **Galaxy Council Pass**, from Pass and Registration within 30 days of membership. The 439 AW Form 14 will serve as identification for access to Westover ARB.

2. Suspension or Revocation of Driving Privileges. Unit commanders may request the suspension or revocation of driving privileges of personnel under their command. Commanders submit a letter (original and two copies) to the Support Group Commander (SPTG/CC) for approval (attachment 1) and a letter for SPTG/CC signature (attachment 2). After receiving the letter approved from SPTG/CC the individual concerned acknowledges receipt by indorsement and the original letter is forwarded to the Chief of SFS through the Chief of Safety (SE).

3. Reinstatement of Driving Privileges. Unit commanders who wish to reinstate driving privileges for personnel under their command submit a letter of request (original and two copies) for reinstatement to SFS (attachment 3). The unit commander verifies attendance of the Drivers Improvement Course. SFS lists the suspension/revocation date, expiration and any recommendations. Attendance of the Driver Improvement Course is scheduled by the unit commander in coordination with SE. Once action is take by SPTG/CC, an information copy of the letter is forwarded to SFS for required action and filing. SFS notifies SE of any changes in the driving privileges of personnel concerned.

4. Speed Limits. The speed limit on Westover ARB is 30 miles per hour (mph) unless otherwise posted. Exceptions are as follows:

4.1. Five mph in all parking areas.

4.2. Fifteen mph on the flight line and taxiways except taxiway G from the intersection of runway 15-33 to the approach end of runway 23, where the speed limit is 25 mph.

4.3. Five mph whenever passing a troop formation.

4.4. Fifteen mph during periods of severe weather where roads are snow or ice covered or visibility is reduced to a dangerous level.

5. Use of Seatbelts. All personnel operating a motor vehicle (government or civilian on Westover ARB must utilize a seatbelt or other means of approved safety restraint equipment; this requirement extends to passengers and children. Vehicles transporting children in a carseat ensure that it is secured by a seatbelt and that all manufacturer safety devices are employed to protect the child.

6. Approaching Gates. During hours of darkness, personnel operating motor vehicles ensure that headlights are switched to the parking light position when approaching the sentry gates from either direction.

7. Privately Owned Vehicle Maintenance. Major vehicle maintenance on any privately owned vehicles may not be performed on Westover ARB due to environmental spill hazards.

8. Traffic Citations. When issued a traffic citation, military, civil service and non appropriated fund personnel operating vehicles on Westover ARB report to appropriate commander or supervisor within 72 hours. Family members of military sponsors receiving a citation immediately report to their sponsor who, in turn, reports to their commander or supervisor within 72 hours of issuance. Personnel apprehended operating a motor vehicle while under the influence will be immediately transferred to the Massachusetts

State Police for arrest and prosecution in District Court. This action will not prohibit the Installation Commander from exercising his or her authority to suspend or revoke the on-base driving privileges of the offender.

9. Reserved Parking Spaces. Personnel listed below are authorized parking spaces adjacent to offices:

- 9.1. 439 AW Commander and Vice Commander.
- 9.2. Group Commanders.
- 9.3. Chiefs of Major Staff Agencies.
- 9.4. Squadron or Detachment Commanders.
- 9.5. Handicapped Decal Vehicles.
- 9.6. Fire Department Personnel Only is designated for Fire Department personnel only with the appropriate decal. The area is located between the Base Hangar and Hangar 3. This decal is issued by the Base Fire Department to support staff personnel only.

10. No Parking Areas. When vehicles are found in a no parking area and appear to be abandoned the Desk Sergeant is notified. An authorized towing agency is contacted and the vehicle is placed in an impoundment area at the owners expense. No parking areas are as follows:

- 10.1. All seeded areas of Westover ARB.
- 10.2. Fire lanes.
- 10.3. Within 15 feet of a fire hydrant.
- 10.4. Reserved parking space.
- 10.5. Impending snow removal areas.

11. Forms Prescribed. 439 AW Form 9 and 439 AW Form 14.

MARTIN M. MAZICK, Colonel, USAFR
Commander

Attachment 1

SAMPLE LETTER - SUSPENSION/REVOICATION OF ON-BASE DRIVING PRIVILEGES

(Date)

MEMORANDUM FOR (Individual)

FROM: 439 SPTG/CC

SUBJECT: Suspension/Revocation of On-Base Driving Privileges

1. In accordance with 439 AWI 31-202, Motor Vehicle Traffic Supervision, you are advised that your on-base driving privileges are hereby suspended/revoked for a period of (time frame). You are hereby ordered not to drive on Westover Air Reserve Base during this period of suspension/revocation
2. The suspension/revocation is effective at (time) hours on (date). The reasons for the suspension/revocation are as follows: (list)
3. You have the right to appeal the suspension/revocation in accordance with AFI 31-204, and may submit to me an appeal within ten working days of the suspension/revocation effective (date).

JAMES P. JOYCE, Lt Col, USAFR
Commander

1st Ind, (Office Symbol)

(Date)

MEMORANDUM FOR 439 SPTG/CC

Receipt acknowledged this date.

(Individual's Signature)
(Typed Name, Grade, USAFR)
(Title)

Attachment 2

SAMPLE LETTER - COMMANDER TO INDIVIDUAL

(Date)

MEMORANDUM FOR 439 SPTG/CC

FROM: (Office Symbol)

SUBJECT: Suspension/Revocation of On-Base Driving Privileges

1. Request the on-base driving privileges of (individual) be suspended/revoked for a period of (number) days/(number) months.
2. Reason(s) for this request are as follows: (list)

(Recommending Officer's Signature)

(Typed Name, Grade, USAFR)

(Title)

Attachment:

439 SPTG/CC Ltr, (Dated), Suspension/Revocation of On-Base Driving Privileges

Attachment 3

SAMPLE LETTER - REINSTATEMENT OF DRIVING PRIVILEGES

(Date)

MEMORANDUM FOR 439 SFS/CC
439 SPTG/CC
IN TURN

FROM: (Office Symbol)

SUBJECT: Reinstatement of On-Base Driving Privileges

Request the driving privileges of (individual) be reinstated effective (date). Individual has completed the Driver's Improvement Course on (date).

(Recommending Officer's Signature)
(Typed Name, Grade, USAFR)
(Title)

1st Ind, 439 SFS/CC

(Date)

MEMORANDUM FOR 439 SPTG/CC

Period of suspension/revocation expires on (date).

(SFS Commander's Signature)
(Typed Name, Grade, USAFR)
Commander

2nd Ind, 439 SPTG/CC

(Date)

MEMORANDUM FOR (UNIT COMMANDER)

Approved/disapproved.

(Unit Commander's Signature)
(Typed Name, Grade, USAFR)
Commander

cc:

439 SFS/CC

439 AW/SE