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**Security**

**MOTOR VEHICLE TRAFFIC CONTROL**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive 31-2 and Air Force Instruction 31-204. It outlines local policy governing registration, possession, storage and use of privately owned vehicles on this installation. It applies to all personnel assigned, attached and/or visiting the Willow Grove Air Reserve Station in Pennsylvania.

**SUMMARY OF REVISIONS**

This instruction has been globally changed to incorporate the redesignation of the Security Police to the Security Forces (SF) and updates policy and procedures pertaining to reserved parking. It incorporates procedural changes contained in AFI 31-204. An (I) indicates revisions from the previous edition.

**1. Responsibilities:**

1.1. The Wing Commander will:

- 1.1.1. Review annually, the policies and procedures contained herein and ensure traffic supervision is integrated with installation safety, civil engineering, legal and law enforcement planning processes.
- 1.1.2. Cooperate with civil police agencies or civilian traffic organizations concerning traffic supervision.

1.2. The Chief, Security Forces will:

- 1.2.1. Exercise overall responsibility for directing, controlling, implementing, enforcing laws pertaining to traffic control and coordinate with the U.S. Navy Security Division, Naval Air Station, Joint Reserve Base, Willow Grove.
- 1.2.2. Conduct traffic control studies designed to obtain information on local traffic problems and usage patterns.

1.3. The Safety Officer will participate in the development of traffic safety and accident prevention initiatives.

1.4. The Base Engineer will control the planning, designing construction, and maintenance of streets and highways.

1.5. All unit/agency commanders will ensure their personnel operating motor vehicles on this installation are familiar with the contents of this instruction.

1.6. All personnel and commercial firms are individually responsible to ensure that the requirements contained herein are met for vehicles under their operation, ownership, or control, while those vehicles are on Willow Grove ARS.

## 2. Procedures:

2.1. Requirements for base driving privileges. Driving a government owned vehicle (GOV) or privately owned vehicle (POV) on Willow Grove ARS is a privilege granted by the Wing Commander.

2.2. Privately owned vehicle registration. All POVs, including motorcycles, mopeds, or other off-road vehicles operated on Willow Grove ARS by assigned military and civilian personnel will be registered at the 913 Airlift Wing (AW) Pass and Registration Office. Persons who desire to register POVs on Willow Grove ARS must:

2.2.1. Possess a valid state, overseas, command, host nation, or international driver's license, supported by a valid DD Form 2, **Armed Forces Identification Cards (Active, Reserve or Retired)**, or other appropriate identification for Department of Defense civilians.

2.2.2. Possess evidence of ownership or a certificate of vehicle registration and a properly displayed license plate as required by the state in which the vehicle is registered. Personnel need not own vehicles to register them, but must have a lease agreement, power of attorney, or notarized statement from the owner of the vehicle specifying the inclusive dates for which permission to use the vehicle has been granted.

2.2.3. Comply with the minimum requirements of the automobile insurance laws and regulations of the Commonwealth of Pennsylvania. A valid insurance policy in effect, with no less than \$15,000 bodily injury liability insurance for each person, \$30,000 bodily injury liability each accident and \$15,000 property damage liability each accident; or proof of "financial responsibility" as defined by current Pennsylvania law. Motorcycle drivers must show proof of taking a driver safety course before receiving a decal. The Navy Safety Office offers courses for all to take, contact the office at ext. 6005.

2.2.4. Possess evidence of satisfactory completion of safety and mechanical vehicle inspection by the jurisdiction in which the vehicle is licensed. Evidence of base registration will be as follows:

2.2.4.1. Properly affixed DD Form 2220, **DOD Registration Vehicle**.

2.2.4.2. Willow Grove ARS installation tab, with the following color designations:

2.2.4.2.1. Officers - Blue.

2.2.4.2.2. NCOs - Gold.

2.2.4.2.3. Enlisted - Red.

2.2.4.2.4. Civilian Employees - Green.

#### 2.2.4.2.5. Contractors - White.

2.2.4.3. An expiration tab AF Form 2219, **Registered Vehicle Expiration**, identifying the year of expiration. Expiration of registration occurs on 31 December of the particular year. Registration stickers will be affixed in a horizontal position on the left front bumper or on the front windshield above the rear view mirror. Stickers will be affixed in a conspicuous, front facing position on motorcycles.

2.2.4.4. Clearing Base or Changing Vehicles. Personnel departing Willow Grove ARS for permanent change of station, change of employment, retirement, transfer to inactive duty, or transferring ownership of locally registered POVs, are responsible for removing Willow Grove ARS decals and bringing the remnants to the 913 AW Pass and Registration Office. Vehicle control records will be necessary. Failure to adhere to this policy may result in liability for an unauthorized entry onto this installation and prohibition from further POV registration.

2.2.4.5. Temporary Vehicle Registration and Visitor Passes. AF Form 75, **Vehicle Visitor Pass**, will not be issued at the Air Force gate. All one time or infrequent visitors must enter through the Navy Main Gate and register their vehicle and receive a pass in accordance with the Naval Air Station Willow Grove Instruction 5510.SF, *Manual of Security Regulations*. Contractors, vendors, and long term enlisted, U.S. Air Force Reserve/Pennsylvania Air National Guard visitors may obtain AF Form 75, at the 913 AW Pass and Registration Office. The visitor/contractor must first obtain a request using Security Force Form Letter 3 or 4 for a pass from either the Base Contracting office or the visiting sponsor. Form letters may be obtained at the Pass and Registration desk. The Installation Commander may grant limited temporary registration through the use of AF Form 75, pending permanent registration. AF Form 75, **Visitor/Vehicle Passes**, will be issued as follows:

2.2.4.5.1. Short term pass, less than 90 days.

2.2.4.5.2. Long term pass, more than 90 days, will include a laminated picture, with a clip to facilitate long term use of up to, but not exceeding one year.

2.2.4.5.3. All temporary passes, Navy or Air Force, will be returned to the issuing office after use.

2.3. Operation of Government Owned Vehicles (GOV). All personnel/employees operating government owned, rented, or leased vehicles must be qualified IAW AFI 24-301, Chapter 5.

2.4. WGARS Traffic Code. All vehicular and pedestrian traffic on Willow Grove ARS shall abide by rules of the road as promulgated by the Commonwealth of Pennsylvania Vehicle code. Enforcement of traffic regulations while traveling on Willow Grove Naval Air Station (Southeast of Privet Road) will be by Navy Security in accordance with the applicable NASJRB instruction. Violations of NASWILGRO traffic regulations by personnel assigned to Willow Grove ARS will be administered in accordance with naval regulations. The principles of "Hot Pursuit" apply for alleged violations occurring on Navy property and Navy Security may pursue and stop vehicles on Willow Grove ARS.

2.4.1. Restraint systems (seat belts) will be worn by all operators and passengers of POVs and GOVs on Willow Grove ARS.

2.4.2. Vehicle operators are prohibited from operating motor vehicles on Willow Grove ARS while under the influence of alcohol (blood alcohol content of 0.10 by volume or higher will be a

presumption of intoxication), or other drugs. Any person accepting installation driving privileges shall be deemed to have given their consent to evidential tests for alcohol or other drug content of their blood, breath, or urine if lawfully stopped, apprehended, or cited for any offense allegedly committed while driving or in physical control of a motor vehicle on the installation while under the influence of intoxicants. Refusal to voluntarily submit to or complete a chemical test of bodily fluids or breath will result in the revocation of base driving privileges.

2.4.3. All vehicle operators are responsible for the actions of their passengers and will not permit personnel to ride in an unsafe manner, e.g., legs or arms outside the vehicle, riding on running boards, side fenders, rear gates/beds of trucks or load moving vehicles. Mounting or dismounting of moving vehicles is strictly prohibited.

2.4.4. Passing of other moving vehicles is prohibited. Safe driving distances (at least one car length) must be maintained.

2.4.5. U-turns are prohibited.

2.4.6. Turn signals must be utilized when making turns.

2.4.7. Motorcycles, mopeds, and all-terrain vehicles must have headlights on when in motion. Operators and passengers must wear approved head and eye protection at all times. Reflective vests will be worn at all times while driving on the base.

2.4.8. GOVs will not be used to tow, push, or jump-start other vehicles unless specifically authorized by the vehicle maintenance officer.

2.4.9. Emergency/security vehicles responding to an emergency with flashing red or red and blue lights, and sirens, have right-of-way over all traffic. Drivers of emergency vehicles must use extreme caution when responding to emergencies.

2.4.10. Maintenance vehicles with yellow flashing lights have right-of-way over all vehicles except emergency vehicles responding to an emergency.

2.4.11. Vehicles transporting school children or visitors to Willow Grove ARS will utilize flashing or emergency lights when loading or off-loading. Drivers of approaching and following vehicles will honor such vehicles and stop while loading/off loading is accomplished. Transport vehicle operators will exercise caution and vigilance when operating transport vehicles.

2.5. Speed Limits. The speed limit on all roadways of the Willow Grove ARS is 25 mph, unless otherwise posted. Speed limit on the flightline is 15 mph and 5 mph when traveling within 25 feet of an aircraft. Speed limits will be monitored by speed measurement radar devices at the discretion of the Chief, Security Forces.

2.6. Traffic Signs and Signals. All traffic signs and signals will be strictly adhered to by all drivers and pedestrians. Vehicles must be brought to a complete stop at stop signs and extreme caution must be exercised at yield signs. Right-of-way will be afforded pedestrians at marked crossing locations. Joggers and cyclists will adhere to all rules and right-of-way so as not to obstruct traffic flows.

2.7. Recreational Activities. No recreational activities are permitted on any roadway except for jogging and bicycling. Joggers will run facing traffic and, when in a group, be in a single file. Group running, for recreational or testing purposes, is encouraged to be conducted on the base track. Bicyclists will comply with the motor vehicle codes. No headphones or "Walkman" type radios/tape players will be used while jogging or operating bicycles on installation roadways.

2.8. Parking. All vehicle operators will:

2.8.1. Not park in areas clearly designated by signs or painted lines, which indicate "No Parking Zones".

2.8.2. Park only in designated parking areas, so designated by painted lines or posted signs. POVs will not park in spaces marked for military or government vehicles only. POV parking is prohibited in loading zones.

2.8.3. No double parking. Personnel or equipment will be loaded/off-loaded in such a manner as not to interfere with a proper traffic flow.

2.8.4. No parking in fire lanes.

2.8.5. No parking on grass or soft shoulder areas.

2.8.6. No parking on flightline approaches.

2.8.7. No parking within 15 feet of fire hydrants, fire fighting equipment, intersections, taxiways or buildings, to include the supply warehouse (building 202).

2.8.8. The Installation Commander determines reserved parking policy for the base. Consideration will be given to the number of available spaces, facility design, layout, traffic flow and number of vehicles using the facility. The policy and procedures governing reserved parking on WGARS are as follows:

2.8.8.1. No parking in reserved or permit-parking spaces to include handicapped parking areas without authorization. These areas are to be designated by the Installation Commander in accordance with AFI 31-204, para 4.8.2.

2.8.8.2. Base reserved parking policy will be reviewed annually by the Installation Commander.

2.8.8.3. Requests for reserved parking will be submitted to respective group commanders for referral to the Installation Commander. Requests will be in writing, with number of spaces requested and justification for the spaces. Requests which are not certified by respective group commanders will not receive consideration.

2.8.8.4. The Installation Commander may consider the use of unit parking wardens to monitor parking and cite parking violators.

2.8.9. Vehicles will not be left unattended, with the engine running. When a vehicle is left unattended the engine will be turned off and the key removed from the ignition. The parking brake should be applied.

2.8.10. Overnight and long term parking space is available on a limited basis at the "dogleg" parking area beside building 235. Usage of the "dogleg" parking area must be coordinated with the Security Forces.

2.9. Abandoned Vehicles. Abandoned or illegally parked unattended POVs will be removed and temporarily impounded in accordance with provisions outlined in AFI 31-204, Chapter 6. Operators of disabled vehicles will notify the Security Forces of their location and place a notice on the vehicle with the owner's name, address, and phone number. When a vehicle is determined to be abandoned the following procedures will apply:

2.9.1. Every effort will be made by the Security Forces to identify and contact the owners of abandoned vehicles.

2.9.2. If the vehicle is not removed and an owner cannot be identified, the vehicle will be considered abandoned and a DD Form 2504, **Abandoned Vehicle Notice**, will be conspicuously placed on the vehicle.

2.9.3. The owner will be allowed 3 days from the date the POV is tagged to remove the vehicle before impoundment action is initiated. Further processing of the impoundment action will be IAW AFI 31-204, Chapter 6.

2.10. Traffic Tickets. Individuals committing traffic violations on Willow Grove ARS will be issued a DD Form 1408, **Armed Forces Traffic Ticket**. All actions will be initiated through the individual's commander or supervisor.

2.10.1. The unit commander or designated supervisor will conduct an inquiry and take or recommend proper disciplinary or administrative action.

2.10.2. In judicial or non-judicial actions, the final report of action taken will not be forwarded until final adjudication.

2.10.3. The Security Forces will:

2.10.3.1. Annotate AF Form 1313, **Driver Record**, for the individual and maintain the file in the office of the Security Forces.

2.10.3.2. For moving violations, points will be assessed in accordance with AFI 31-204, Chapter 5. Individuals who acquire 12 points in 12 months, or 18 points in 24 consecutive months, will have their driving privileges suspended or revoked. If suspended, the period will be 30 days for full time employees and 90 days for part time reservists. If revoked, the period will be for not less than 6 months.

2.10.3.3. For non-moving violations, personnel who exceed 3 violations will have driving privileges suspended for the time periods reflected above. Points will not be assessed for non-moving violations and these violations will be counted separately from moving violations.

2.10.4. The Wing Commander may require driver improvement measures IAW AFI 31-204, Para 5.4.4.

2.11. Traffic Circulation.

2.11.1. During UTAs, or special events, as necessary, two lanes may be utilized for inbound traffic at the AF Gate during the 0600-0800 hour time frame. The normal outbound lane is converted into an inbound lane and utilized to promote increased inbound traffic flow. Outbound traffic is routed to the Navy Gate.

2.11.2. Two lanes may be utilized for outbound traffic at the AF Gate during the 1600-1700 hour time frame during UTAs or special events, as necessary. The normal inbound lane is converted into an outbound lane and utilized to promote increased outbound traffic flow. Inbound traffic is diverted to the Navy Gate.

2.11.3. Additional Security Force traffic control personnel are stationed at the AF Gate, Privet Road and Itami Road to ensure that traffic flows in an orderly manner.

2.11.4. During joint USAFR, PAANG and USNR UTAs or during special events, joint service security personnel may be utilized to control traffic flow.

2.11.5. All traffic signs, controls and devices, will be as described in the manual of Uniform Traffic Control devices, published by the Federal Highway Administration, and used judiciously on the installation roadways.

## 2.12. Motor Vehicle Accidents:

2.12.1. The driver of any vehicle which is involved in an accident on Willow Grove ARS will immediately stop his/her vehicle at the scene of the accident and report the accident to the Security Forces. Vehicles so involved will not be moved until authorized by SF. The following actions will be performed by SF:

2.12.1.1. Render assistance to any injured personnel and request assistance from base medical authorities where applicable.

2.12.2. Initiate accident investigation. Determine whether a report by the vehicle operator (or operators) is sufficient, or whether a detailed Vehicle Accident Report is necessary. The following criteria will be applied:

2.12.2.1. AF Form 1315, **Uniform Police Traffic Collision Report**. This form is used by security police to record the investigation of a traffic accident that involves disabling damage to a private motor vehicle, damage to government property valued at more than \$250, or fatal or non-fatal personal injury.

2.12.2.2. Drivers of GOVs which are involved in an accident must complete SF Form 91, **Operator's Report of Motor Vehicle Accident**, for submission to the Vehicle Control Officer.

2.12.3. Issue traffic citations as applicable.

2.12.4. When accident involves buildings or Air Force installation property, notify the Civil Engineers, the Building Custodian and the Wing Report of Survey Program Manager.

2.12.5. Notify the 913 AW Safety Office.

2.13. Vehicle Repairs. The repairs and/or maintenance of POVs are authorized only at the Navy Hobby Shop or Exchange Service Station facilities. Oil and fluid changing of POVs, in other than the above authorized locations, is prohibited due to the potential of spill damage, ecological harm, and inconvenience to others.

2.14. Citizen Band Radios. Uncontrolled CB radio transmissions could inadvertently cause detonation of ordnance utilized in Willow Grove ARS and the Naval Air Station Joint Reserve Base. Therefore, the operation of CB radios is prohibited without specific authorization and approval of the Installation Commander.

2.15. Examination of Motor Vehicles. The Installation Commander may order Security Forces to inspect all, or a percentage of, motor vehicles entering or leaving the installation IAW AFI 31-209, Chapter 2. The Installation Commander may also authorize searches of specific motor vehicles in the same manner as premise searches. Upon the request of installation entry control personnel, vehicle operators will open trunks, car hoods, compartments, etc., for examination. Refusal to do so may

result in impoundment of the vehicle, the loss of base driving privileges, and/or debarment from the installation.

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