

**BY ORDER OF THE COMMANDER
HEADQUARTERS 81ST TRAINING WING (AETC)**

AF INSTRUCTION 31-204

**KEESLER AIR FORCE BASE
Supplement 1**

8 AUGUST 2002

Security



★ AIR FORCE MOTOR VEHICLE TRAFFIC SUPERVISION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 81 SFS/SFAR
(SSgt Eithel J. Selva-Castillo)
Supersedes AFI 31-204/Keesler AFB Sup 1, 4 Apr 01.

Certified by: 81 SFS/CC (Maj Dean A. Cusanek)
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AFI 31-204, 14 Jul 00, is supplemented as follows:

NOTE: Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Vol. 4).

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. Specifies acceptance of international driver's licenses on a limited basis (para 2.1.1.2.); adds other references which must be complied with (para 2.1.1.2.); specifies notification process to 81 TRANS (para 2.5.1.2.); clarifies whose criminal history is checked (para 2.5.2.2.1.); adds requirement to show a valid license before limited driving privileges are considered (para 2.10.2.); clarifies operations of off road vehicles on the installation (para 3.1.2.); adds reference for entry control (para 3.1.5.); adds requirement for Safety Office to issue decal or temporary permit to motorcycle operators (para 3.2.); deletes issuance of second temporary permit (para 3.2.2.1.); adds 30 day requirement for safety course to be completed (para 3.2.2.2.); specifies number of copies of AF Form 533 to be completed by Safety Office and distribution of forms (para 3.2.2.3.); changes minimum coverage "recommended" to "required" (para 3.2.3.); adds Pass and Registration for registering vehicles on the base (para 3.3.); changes location of Safety Office (para 3.3.); adds requirements for AF Form 75 to be stored in a safe at units (para 3.3.2.); adds requirement for authorized vehicle monitors to pick up DD Form 2220 and AF Form 75 (para 3.3.3.); added placement of decals on motorcycles (para 3.4.4.); deleted option to de-register vehicle within 90 days of original receipt of suspension/revocation letter (para 3.5.4.); adds option to transfer vehicle registration from one CONUS base to another CONUS base (para

3.5.7.); changes reference concerning reserved parking policy (para 4.8.2.); adds criteria for parking wardens (para 4.8.4.); adds resale lots (para 4.8.5.); details who can write tickets and who is responsible for training (para 4.9.3.1. thru para 4.9.3.2.); renumbered remaining paragraphs accordingly.

Attachment 3 (Added) DRIVING PRIVILEGE REQUEST

MEMORANDUM, *Sample* 12

1.3. The Deputy Commander, 81st Support Group (81 SPTG/CD), is the installation commander's designated representative for actions related to the suspension and revocation of driving privileges on Keesler AFB. The Commander, 81st Support Group (81 SPTG/CC) is authorized to take these actions in the absence of the 81 SPTG/CD. The designation is in addition to, but not in lieu of, the authority of the installation commander to take these actions. **NOTE:** Individual unit commanders are authorized to implement and track temporary suspensions of base driving privileges that are less than 30 days in length.

2.1.1.2. International driver's licenses are authorized for use on Keesler AFB for the duration of the military member or foreign student's temporary duty. Military members and their family members permanently assigned to Keesler AFB must comply with Mississippi Code, the Soldiers and Sailors Civil Relief Act, and the policy of the Mississippi Department of Public Safety stated in the Mississippi Driver's Manual, as appropriate.

2.4. Initially, security forces will ticket an illegally parked vehicle with DD Form 1408, **Armed Forces Traffic Ticket**. After 24 hours, an abandoned vehicle notice will be placed on the vehicle.

2.5. Listed below are the standards for suspension/revocation of driving privileges.

VIOLATION	SUSPENSION ACTION
<i>Violation of Parking Regulations</i>	
3d Violation in 6-Month Time Period	30-Day Suspension
4th Violation in 6-Month Time Period	60-Day Suspension
5th and Subsequent Violation in 6-Month Time Period	90-Day Suspension
Parked in Handicapped Slot 1st Violation	7-Day Suspension
2d and Subsequent Violations	1-Year Revocation (each violation)
<i>Failure to Wear Seatbelt</i>	
1st Violation	7-Day Suspension
2d Violation	30-Day Suspension
3d Violation	90-Day Suspension
4th and Subsequent Violations	1-Year Revocation

VIOLATION	SUSPENSION ACTION
<i>Violation of Child Restraint Law</i>	
1st Violation	30-Day Suspension
2d and Subsequent Violations	1-Year Revocation
<i>Speeding in Military Family Housing Areas (10 MPH or more)</i>	
1st Violation	30-Day Suspension
2d Violation Within 6 Months	90-Day Suspension
3d Violation Within 1 Year	1-Year Revocation
<i>Additional Traffic Violations</i>	
Driving While Base Privileges Are Revoked or Suspended.	Additional 2 years
Driving While License Is Suspended or Revoked by the State. (<i>NOTE:</i> Individuals already on a 2-year revocation caught a second time will have their driving privileges revoked for an additional 2 years.)	2-year revocation
Driving with No License (never obtained)	90 Days
Driving with an Expired License	90 Days
Test Refusal on DUI charge	1-year suspension
DUI	1-year suspension
Consumption of Alcohol by a Minor while operating a motor vehicle with a BAC of .02 or higher	1-year suspension
Fleeing the Scene of Accident w/Injuries	1-year suspension
Commission of Offense Off-base Which is On-base Violation	Up to 1 year maximum
Allowing Unlawful or Fraudulent Use of a License	Up to 6 months maximum
Fleeing or Attempting to Elude a Police Officer	Up to 6 months maximum
Failure to Maintain Insurance	30-Day Suspension and Immediate Deregistration
Failure to Deregister Vehicle	90-Day Suspension and Immediate Deregistration

2.5.1.2. Prohibits individuals from using or obtaining AF Form 2293, **US Air Force Motor Vehicle Operator Identification Card**, for the full term of any type of revocation or suspension. Unit commander and/or staff agency chiefs who desire limited driving privileges for individuals whose driving privileges have been revoked or suspended may submit a request in writing, with justification, through 81 SFS/SFAR to 81 SPTG/CD for approval by 81 SPTG/CD. 81 TRANS/LGTO will be notified through the Suspension/Revocation/Barnment (SRB) Listing in

order to update their driving records. Requests on individuals with revocations for a second or subsequent offense within a five year period cannot be submitted until completion of at least six months of the revocation period.

2.5.1.3.4. 81 SFS/SFAR obtains copies of civilian police reports. Preliminary suspension actions are not initiated until after receipt of the civilian police reports. If final disposition of the case is received prior to the arrival of the civilian police report, final suspension or revocation actions may be initiated based on the final disposition given.

2.5.1.4. (Added) When an individual is stopped for intoxicated or impaired driving, the Flight Chief coordinates all the actions and paperwork concerning the incident to ensure the following:

2.5.1.4.1. (Added) The security forces member or gate sentry established probable cause for the stop.

2.5.1.4.2. (Added) The individual was offered the opportunity to submit to Field Sobriety Testing and either failed or refused to submit.

2.5.1.4.3. (Added) The individual was advised of the Implied Consent Policy and consented to a breath test (via the intoxilyzer) or if not satisfactorily performing the breath test, consented to a blood test, or refused to undergo either test.

2.5.1.4.4. (Added) If the individual refused consent, then this fact is documented in the statements provided by the security forces member.

2.5.1.4.5. (Added) All required paperwork is accomplished correctly:

2.5.1.4.5.1. (Added) DD Form 1920, **Alcoholic Influence Report**

2.5.1.4.5.2. (Added) AF Form 1168, **Statement of Suspect/Witness/Complainant**

2.5.1.4.5.3. (Added) DD Form 1408, **Armed Forces Traffic Ticket**, or DD Form 1805, **United States District Court Violation Notice**

2.5.1.4.5.4. (Added) Intoxilyzer printout

2.5.1.4.5.5. (Added) Keesler AFB Intoxilyzer Checklist

2.5.1.4.5.6. (Added) Field Sobriety Test Checklist

2.5.1.4.6. (Added) The Flight Chief will approve the issuing of the preliminary suspension letter.

2.5.1.4.7. (Added) The Reports and Analysis Section (SFAR) sends a copy of all available evidence to 81 SPTG/CD for review and final approval of the suspension.

2.5.1.5. (Added) Individuals stopped off base for DUI, test refusal, or suspended/revoked/expired driver's license will report, upon notification, to Security Forces Reports and Analysis to sign their suspension/revocation of driving privileges letters. This will be accomplished upon receipt of the civilian police report. If the individual is unable to meet this requirement due to extenuating circumstances (e.g., TDY, emergency leave, etc.), the Commander or First Sergeant may excuse the individual by notifying SFAR. The individual should be directed to report to SFAR within five duty days of return to station. A copy of the letter may be faxed or sent by mail to TDY personnel if the Commander or First Sergeant believes this is necessary. However, contact SFAR with this decision.

2.5.2.2.1. (Added) SFAR personnel check the database for criminal/driving histories on personnel PCSing or separating. During this process, if a revocation/suspension is noted, the package is pulled and a copy forwarded to the gaining Chief, Security Forces (CSF).

2.5.2.2.2. (Added) When a revocation/suspension package is received from a losing commander of inbound personnel, SFAR initiates a letter continuing the revocation/suspension, coordinating the letter with the applicable gaining commander.

2.5.2.4. At Keesler AFB, if an intoxicated driving conviction also involves a test refusal, the one year revocation required by the conviction is served consecutively with the one year revocation required by the test refusal; the combination totaling 24 months.

2.7.2. Notify personnel cited for non-alcohol related violations (e.g., speeding in the Military Family Housing Area, driving with suspended license, etc.) their installation driving privileges are suspended 10 days after receipt of the pre-signed suspension letter. During the 10-day time period, cited personnel have the opportunity to ask for an administrative hearing, apply for limited driving privileges, and/or make arrangements for transportation. SFAR forwards a copy of all the reliable evidence to the 81 SPTG/CD for review and confirmation of the suspension action. Maintain this confirmation on file with the case information and evidence. The 81 SPTG/CD is designated to conduct hearings for revocation or suspension actions.

2.10.2. Forward all requests for limited driving privileges, probation, or full reinstatement in writing to SFAR. Requests for limited driving privileges must include complete justification and be indorsed by the unit commander/first sergeant. The driver must show a valid driver's license before limited privileges/reinstatement are considered. See Attachment 3 for sample letter.

2.12.1.1.2. When military personnel are cited on the base for intoxicated driving, Reports and Analysis personnel notifies the licensing authority of the state where a license is issued when revoking a person's installation driving privileges following final adjudication of the citation.

3.1.1. All personnel listed in AFI 31-204, para 3.1.1.1, and individuals who possess DD Form 2574, **Armed Forces Exchange Services Identification and Privilege Card**, Optional Form 55, **Defense Commissary Agency Employee Identification Cards**, or AETC Form 58, **AETC Civilian Employee Identification Card**, will be allowed to register privately owned vehicles on

Keesler Air Force Base. Other personnel may also be allowed to register vehicles on a case-by-case basis as approved by the Installation Commander or designated representative.

3.1.2. Off road vehicles (ORV) will not be operated on Keesler roadways; therefore, registration is not required on Keesler AFB.

3.1.5. All AF Forms 75, **Visitor/Vehicle Pass**, will be issued in accordance with security forces directives covering entry control. (See Keesler AFB Instruction 31-101, *Installation Security*.)

3.1.5.1.5. (Added) AF Forms 75 must be completed in an original and one copy.

3.2. Privately owned vehicle registration requires the same information as stated in AFI 31-204, para 3.2. and para 3.2.3. of this publication. Motorcycle registration requires the same information as other vehicles plus Motorcycle Safety Foundation (MSF) card.

3.2.1. The security forces conduct periodic checks of all issuing agencies to maintain the integrity of the registration program. The checks are conducted individually, combined with other security forces checks for official purposes, or during stops for traffic violations.

3.2.1.2. All unit distribution points file a monthly report, AF Form 335, **Issuance Record – Accountability Identification Card**, upon form completion. Complete AF Form 335 in accordance with instructions from Pass and Registration.

3.2.2. (Added) Motorcycle Registration. Initially, military personnel and civilian employees will receive AF Form 75, valid for 24 hours on duty days and 72 hours on weekends. This provides ample time to report to the Traffic Safety Office. The organizational motorcycle monitor or coordinator is responsible for scheduling all personnel to attend Course IV.

3.2.2.1. (Added) The Traffic Safety Office will issue a 30-day temporary registration to cover the completion of Traffic Safety Course IV. The vehicle portion of the temporary permit shows the expiration date printed across it in red ink. The vehicle portion may then be laminated and attached to the left front fork, front fender or windshield of the motorcycle.

3.2.2.2. (Added) If the safety course is not completed within 30-day temporary registration, a letter from the individual's unit commander must be prepared stating reason for non-completion and date course is rescheduled. The letter must then be taken to safety course personnel prior to issuance of a new temporary permit.

3.2.2.3. (Added) Upon completion of Course IV, the Safety Office issues the Motorcycle Safety Foundation (MSF) card to the individual and a decal or temporary permit. Safety will complete the AF Form 533, **Certificate of Compliance – Private Motor Vehicle Registration** in two copies. One copy will be sent to Pass and Registration and the other will be forwarded to the responsible unit's Motorcycle Safety Representative.

3.2.3. (Added) Certify possession of an automobile liability insurance policy providing at least

the minimum coverage required in Section 63-15-4 of the Mississippi Code of 1972. Minimum coverage is \$10,000 (personal injury per person), \$20,000 (personal injury per accident), and \$5,000 (property damage per accident). Upon expiration or cancellation of an insurance policy used as a basis for registration of vehicle and procurement of DD Form 2220, **DOD Registered Vehicle**, remove the decal from the vehicle and return to Pass and Registration. Deregister the vehicle and remove the vehicle from the confines of Keesler AFB.

3.3. Unit orderly room personnel are authorized to act as registration officials for their unit personnel. Personnel residing or employed on base register their POVs with their unit orderly room or Pass and Registration within 72 hours after bringing a vehicle on base. All motorcycles will be registered through the Traffic Safety Office, Bldg 0233, Room 203, within 24 hours during duty days or 72 hours on weekends. Military personnel who register POVs on Keesler AFB will (1) read and understand the provisions of Keesler AFB Instruction 31-204, *Rules of the Road*; (2) they must understand the "Rules of the Road" are mandatory and violations subject them to prosecution under Article 92, UCMJ, as well as under applicable state and federal laws and regulations; and (3) they must understand driving privileges may be revoked or suspended by the installation commander or designee.

3.3.1. Qualifications. Airman Basic or above, unit orderly room personnel, 3-skill level or equivalent.

3.3.2. Newly appointed vehicle monitors are trained in their units. Document individual's OJT Record upon completion of training. DD Form 2220 and AF Form 75 are stored in a safe or locked steel cabinet. See paragraph 3.2.1.2 for record keeping procedures.

3.3.3. Only vehicle monitors named on a letter of authorization filed at Pass and Registration can pick-up and issue the DD Form 2220 and AF Forms 75.

3.4.4. Affix registration decals on the lower left front (driver's side) windshield in a position not blocking either the vehicle identification number (VIN) plate or other required safety inspection stickers, or the front bumper (driver's side). On motorcycles, affix decals to the front fork or position where they can be easily seen by the entry controller.

3.5. DD Form 2220 must be turned in to the issuing agency when deregistered due to release from active duty, separation from the service, other permanent departure of the registering military member, or termination of civilian employment with a military service or DoD agency. The DD Form 2220 must be turned in and a new one issued when the existing decal is torn, worn, faded or otherwise unreadable, or when the bumper/windshield is replaced.

3.5.4. Personnel who have their installation driving privileges suspended or revoked for more than 90-days remove their installation vehicle registration (DD Form 2220 with associated other decals or their AF Form 75) from all vehicles registered under their name. This vehicle registration(s) is turned in to the individual's unit CSS upon final disposition of the case.

3.5.4.1. (Added) Family members whose sponsors have lost their driving privileges for more

than 90 days and have subsequently had to de-register their vehicle, may apply to the Pass and Registration Section for an extended AF Form 75, not to exceed one year. Write the expiration date in letters large enough to be read by the gate sentries and in green ink to signify the sponsor is not allowed to drive. This must be done for all vehicles registered under the sponsor's name.

3.5.6. Personnel who sell their privately-owned vehicle (POV), deregister their vehicle using one of the following procedures. Failure to do so may result in a 90-day suspension of installation driving privileges and immediate deregistration of the vehicle.

3.5.6.1. (Added) If the buyer is not authorized the issuance of the DD Form 2220, remove the form from the vehicle and turn in to the issuing agency within 72 hours of the sale.

3.5.6.2. (Added) If the buyer is authorized the issuance of the DD Form 2220, both the buyer and the seller report to the issuing agency within 72 hours of the sale and transfer the registration. The buyer must provide all applicable registration information and documents.

3.5.6.3. (Added) If a member trades in a vehicle to a dealer incident to the purchase of another vehicle, the member will remove the DD Form 2220 from the vehicle traded in and turn it in to the issuing agency.

3.5.7. The installation commander authorizes personnel participating in a CONUS to CONUS PCS to transfer the vehicle registration decal presently attached to the vehicle, providing it is valid and in good condition, to their gaining base. Individual may obtain the registration transfer letter from the Pass and Registration Office or unit orderly room and hand carry it to the gaining installation where the transfer will be completed.

4.2.2. Policy and procedures for the towing, searching, impounding, and inventorying of vehicles is covered in Keesler AFB Instruction 31-201, *Lost, Abandoned, or Unclaimed Personal Property*.

4.2.5.1. Keesler AFB Instruction 31-204, *Rules of the Road*, is hereby the vehicle code for Keesler Air Force Base, Mississippi.

4.2.6. Refer to Keesler AFB Instruction 31-204 covering motorized carts.

4.5.1.2.1. (Added) Government Property/Vehicle Accident. An accident with a damage estimate exceeding \$10,000, personal injuries or fatalities, vehicle(s) sustaining disabling damage, possible lawsuit against the government or any accident which cannot be explained.

4.5.1.2.2. (Added) Private Vehicle Accident. An accident with personal injury, fatality, disabling damage, possible lawsuit against the government or hard to explain accidents.

4.5.2. Security forces will not conduct an investigation when a military member is involved in an accident off the installation. Security forces will accept traffic accident investigations from civilian law enforcement agencies concerning death of a military member or alcohol-related

incidents involving military personnel.

4.6.1. The only personnel authorized at the scene of a vehicle accident are senior commanders, security forces, Base Safety, Alert Photographer, emergency responders, and medical attendants (in cases involving personal injury), and 81 TRW/JA. Base Safety is notified by the Security Forces Control Center on all vehicle mishaps. Furnish copies of AF Form 1315, **Accident Report**, DD Form 1408, **Armed Forces Traffic Ticket**, or DD Form 1805, **United States District Court Violation Notice**, pertaining to major motor vehicle accidents to Traffic Safety, Legal Office, and Transportation as required.

4.6.3.6. Response to minor accidents is at the discretion of the on-duty Flight Chief as delegated by the CSF. Responding security forces members will record pertinent information on Keesler AFB Form 109, **Security Forces Minor Accident Report**.

4.8.2. Installation reserved parking policy is covered in Keesler AFB Sup 1 to AETC Instruction 32-1001, *Base Exterior Sign Program and Building Graphics*.

4.8.4. All Keesler AFB commanders, first sergeants, and others approved by the Chief, Security Forces, are delegated parking warden authority to issue DD Form 1408, **Armed Forces Traffic Tickets**, for parking violations only around their respective duty areas on Keesler AFB. Units can submit appointment letters to SFAR for approval of parking wardens (limit to three wardens per unit; in the grade of E-5 and above; if civilian, GS-5 and above). Prior to issuance of any citation, all parking wardens are required to receive instructions from SFAR on preparation and issuance of DD Forms 1408. Parking wardens will forward completed citations to SFAR or on-duty desk sergeant within 24 hours.

4.8.5. (Added) Recreational vehicle parking areas and resale lots are covered in Keesler AFB Instruction 31-204.

4.9.3.1. (Added) Personnel authorized to issue DD Form 1408 after being trained by 81 SFS Training Section or Reports and Analysis personnel:

4.9.3.1.1. (Added) All security forces personnel

4.9.3.1.2. (Added) READY Augmentees and IMAs.

4.9.3.1.3. (Added) Appointed parking wardens; contracted security personnel at 81 MDG (parking violations only around their respective duty areas on Keesler AFB)

4.9.3.2. (Added) Only security forces personnel are authorized to issue DD Form 1805 after being trained by 81 SFS Training Section or Reports & Analysis personnel.

4.9.3.3. (Added) Once issued, process traffic citations (DD Form 1408 and DD Form 1805) as follows:

4.9.3.3.1. (Added) DD Form 1408:

4.9.3.3.1.1. (Added) For those citations issued by on-duty security forces personnel, forward the traffic citation for processing at the end of the shift.

4.9.3.3.1.2. (Added) Once the citation is turned in for processing, SFAR has 3 duty days to process and forward the citation to the unit commander for action. The unit commander is given 14 days to review the citation and take whatever action deemed appropriate. Only the unit commander can sign in the signature block (Block 28) on the reverse side of DD Form 1408.

4.9.3.3.1.3. (Added) Once the citation with action taken is returned from the unit, process it and file in accordance with the prescribing directives (AFMAN 37-139, Table 31-1, Rule 14.1.)

4.9.3.3.1.4. (Added) Process traffic tickets which are rebutted as follows. The individual prepares the rebuttal, in letter format with endorsement by the unit commander or first sergeant. Submit these rebuttals to the CSF who conducts an investigation. If this investigation finds error in judgment or legal application on the part of the issuing patrolman, the CSF may void the ticket. If no error in judgment or legal application can be found, the CSF provides information from the investigation to the commander who submitted the rebuttal. If the rebuttal commander and the Chief, Security Forces disagree on what action should be taken, forward the rebuttal letter and CSF investigative results to the SJA for a legal review and then forward to the 81 SPTG/CD or 81 SPTG/CC for final action.

4.9.3.3.2. (Added) DD Form 1805:

4.9.3.3.2.1. (Added) For those citations issued by on duty security forces personnel, forward the traffic citation for processing on the first duty day after the issuance of the citation.

4.9.3.3.2.2. (Added) SFAR processes the citation as required and forwards the white copy of citation to the Clerk, U.S. District Court, CVB, San Antonio TX. The Clerk, U.S. District Court is responsible for scheduling the appropriate court date, recording the receipt of any collateral forfeitures received, and notifying SFAR of the status of each DD Form 1805 issued.

4.9.3.3.2.3. (Added) Once a status concerning a DD Form 1805 (e.g., payment of collateral forfeiture, court finding and/or sentence, etc.) is known, annotate it, and file the citation in accordance with the prescribing directives (AFMAN 37-139, Table 31-1, Rule 1).

4.9.5. Reports and Analysis personnel notifies the individual's commander/first sergeant when any Keesler DOD civilian employee is cited with the DD Form 1805.

4.10.4. Formal training on the Intoxilyzer 5000 is conducted by the Mississippi Highway Patrol. Security Forces Training Section conducts training using a National Highway Traffic Safety Administration DWI Detection and Standardized Field Sobriety Testing course. No refresher training is required.

4.14.3. Security forces personnel utilize the Intoxilyzer 5000 for the initial testing of the breath. An alternate means for testing military personnel is the Blood Alcohol Test (BAT).

4.17. Security forces personnel will obtain traffic accident investigations from civilian law enforcement agencies concerning death of a military member or alcohol-related incidents involving military personnel. SFAR obtains copies of civilian police reports when military personnel are stopped off base for DUI, test refusal, or suspended/revoked/expired driver's license. Once received, SFAR processes the report according to applicable procedures.

4.18.3.2. In lieu of individual letters being forwarded, SFAR forwards a current copy of the consolidated Suspension/Revocation/Barment Listing to 81 TRANS/LGTO.

5.4.4.1. SFAR notifies the unit commander of the accumulation of six or more traffic points. "Point Advisory" is accomplished on the DD Form 1408.

5.4.4.5. Prior to reinstatement of driving privileges, any individual convicted of intoxicated driving must attend an alcohol/drug evaluation/treatment program designated by the conviction authority. For military personnel and civilian employees subject to this regulation, use Mental Health Flight's Alcohol Drug Abuse Prevention and Treatment (ADAPT) program. For all others (convicted in U.S. Magistrate Court), the state education program suffices.

5.4.6. Any person compiling 12 traffic points or more within 12 months, or 18 traffic points or more within 24 months, will have their installation driving privileges revoked for a period of one year. Deregister the vehicle and remove the vehicle from the confines of Keesler AFB.

5.5. SFAR personnel will check the database for criminal/driving histories. If a history exists, SFAR personnel print and forward to the gaining CSF. Annotate the database with the gaining unit.

JULIA B. MURRAY, Colonel, USAF
Vice Commander
81st Training Wing

Attachment 3

DRIVING PRIVILEGE REQUEST MEMORANDUM, *Sample*

MEMORANDUM FOR 81 SFS/SFAR
81 SPTG/CD
IN TURN

FROM: <Your Name and Unit>

SUBJECT: Request for Reinstatement/Limited Driving Privileges/Probation

1. This is the paragraph where you request either reinstatement, limited driving privileges, or probation. It will be read by the Deputy Support Group Commander to help decide whether to approve your request. You must understand reinstatements are granted by rare exception and generally require extenuating circumstances. **Questions that must be answered** in this paragraph are:

Do you have a valid state driver's license? (Not "will you have")

What happened to get your license suspended, revoked, or canceled?

What happened to get your base privileges suspended, revoked, or canceled?

What background information to include what led to this situation, information on unique family hardships or medical conditions will impact your need to drive on base?

What alternatives available to you if this request is denied?

2. In this paragraph, you **must include** your full name, mailing address, work address (if any), and telephone numbers where you can be reached to answer questions on this matter.

YOUR SIGNATURE BLOCK
TITLE

1st Ind, <Your Organization>

MEMORANDUM FOR _____

If you are active duty, a civilian employee (DAF or NAF), or a contract employee, **you must include** an indorsement from your supervisor (First Sergeant or Commander for military) which explains any hardship from the perspective of the mission accomplishment or unique duty requirements. And finally, the indorsement makes a recommendation on your request. If you are a dependent (active duty or retired), an indorsement from your sponsor could help your case, but is not required.

APPROPRIATE SIGNATURE BLOCK