



DEPARTMENT OF THE NAVY
NAVAL SUPPORT ACTIVITY SOUTH POTOMAC
6509 SAMPSON ROAD, SUITE 217
DAHLGREN, VIRGINIA 22448-5108

NSASPINST 5560.1C

N3
SEP 08 2022

NAVAL SUPPORT ACTIVITY SOUTH POTOMAC INSTRUCTION 5560.1C

From: Commanding Officer, Naval Support Activity South Potomac

Subj: NAVAL SUPPORT ACTIVITY SOUTH POTOMAC TRAFFIC REGULATIONS

Ref: (a) DoDI 6055.04, DoD Safety and Occupational Health
(SOH) Program, 27 August 2021
(b) SECNAVINST 5100.10K
(c) OPNAVINST M-5100.23, Navy Safety and Occupational
Health Manual, Chapter 36, Traffic Safety Program
(d) OPNAVINST 11200.5D, Motor Vehicle Traffic
Supervision, 22 May 2006

Encl: (1) Traffic Regulations
(2) Parking Regulations
(3) Private Owned Vehicles in the Restricted Areas
(4) Traffic Court and Court Penalties
(5) Vehicle Towing Procedures

1. Purpose. To assign responsibilities and establish local policy requirements for the Naval Support Activity South Potomac (NSASP) Traffic Safety Program.

2. Cancellation. NSASPINST 5560.1B

3. Background. Reference (a) directs Host Installation Commanders to establish a traffic safety program designed to reduce deaths, injuries, and property damage caused by motor vehicle mishaps. The personnel and financial losses that result from motor vehicle mishaps are significant readiness degraders and commanders, at all levels, shall ensure that effective traffic safety programs are developed and implemented to minimize loss.

4. Scope. This instruction applies to all motor vehicle operators, passengers, bicyclists pedestrians, walkers, runners; and those who use, roller skates, blades, or skateboards, and alternate vehicles at all NSASP installations (NSF Dahlgren, NSF Indian Head, Pumpkin Neck Annex, and Stump Neck Annex). Additionally, this instruction applies to all persons operating or riding in or on a motor vehicle owned or leased by the Navy, at all times, on or off base, including rental cars used while on official orders.

5. Discussion. There is no affirmative right, expressed or implied, to drive any vehicle on NSASP installations. The ability to drive a vehicle is a privilege extended to individuals by the Installation Commanding Officer (ICO), NSASP; and he/she or designated representative can

withdraw that privilege at any time. The provisions of reference (a) through (e) are applicable to all personnel onboard NSASP installations. Enclosures one through five provide amplifying guidance and additional requirements for specific program areas.

6. Definitions and Requirements

- a. Reference (a) contains definitions of traffic safety terms used in this instruction.
- b. The terms "shall" and "must" when used in this directive indicate mandatory compliance. "Will" indicates futurity of actions to be taken. "Should," "may," and "can" are used to denote actions that are recommended but are not mandatory.
- c. Proof of License, Registration, and Insurance. All drivers entering NSASP installations shall possess a valid driver's license, issued by competent authority, on their person when operating a motor vehicle. Additionally, all vehicles shall have current registration, license plates, and proof of insurance.

7. Law Enforcement. All traffic control is subject to the supervision of NSASP Naval Security Forces. In the enforcement of traffic control regulations, all persons must obey any signal or instruction received from members of law enforcement or the Naval Security Force in the discharge of their duties. In the case of flagrant violators, an Incident Report will be completed and forwarded to the violator's command or command sponsor.

8. Delegation of Authority. The authority to impose any or all of the penalties listed in this instruction, or to suspend/ revoke the privilege to drive aboard NSASP installations, is delegated to the Executive Officer, the Security Director, the Command Master Chief and the Traffic Court Officers appointed by the Commanding Officer, NSASP.



T. P. COPELAND

TRAFFIC REGULATIONS

1. General. The Installation Commanding Officer (ICO), Naval Support Activity South Potomac (NSASP), is responsible for providing law enforcement, traffic control, and enforcement on NSASP installations. This responsibility, including the traffic court and traffic point system, is delegated to and administered through the NSASP Executive Officer (XO) and Command Master Chief (CMC). All individuals (to include military, civilians, contractors, dependents, residents, and visitors) operating a vehicle on NSASP installations and annexes shall adhere to the following procedures.

a. All operators of government and privately-owned motor vehicles must be properly licensed or permitted when operating these vehicles on NSASP owned or controlled roadways.

b. All operators of government and privately-owned motorcycles must be properly licensed or permitted when operating these vehicles on NSASP owned or controlled roadways.

c. All military members and civilian employees on NSASP installations shall properly wear safety belts when occupying a motor vehicle in operation.

NOTE: Vehicle drivers always hold responsibility for ensuring all occupants comply with safety belt and child safety seat requirements.

d. The use of child safety seats in vehicles shall be consistent with federal and state laws.

e. Passengers shall not ride in the cargo areas of motor vehicles.

f. Only motorcycles that meet the requirements of reference (b) shall be operated on DON owned and controlled roadways. Motorcycles designed for off-road use only, gas-powered or electric mini-bikes, pocket bikes, Segways, and similar type vehicles that do not meet reference (b) shall not be operated on DON owned and controlled roadways.

g. ATVs that do not meet the requirement of reference (b) shall not be operated on Navy owned or controlled roadways. Where allowed, their use shall be restricted to authorized off-road areas. The ICO will designate areas approved for use.

h. Bumper stickers, license plates and accoutrements, visual messages, words, art, or flags attached to or displayed on any motor vehicle considered vulgar, obscene, racist, or sexist in nature, regardless of the location on the vehicle, are strictly prohibited.

i. Music or broadcasts emitting from a car stereo shall be played at a level whereas the noise cannot be heard at a distance of 25 feet or greater from the window of the vehicle.

j. Motor vehicle operators shall approach and pass bicycles at a reasonable speed at least three feet to the left of the overtaken bicycle.

2. Definitions.

a. Government Vehicle Other (GVO). Government owned vehicles primarily for off-highway operation that may be used to provide transport for one or more individuals. They include, but are not limited to, multi-tracked or multi-wheel vehicles, forklifts, aircraft tugs, motorized scooters, golf carts, agricultural vehicles, amphibious vehicles, ground effect air cushion vehicles, wind powered vehicles, or other means of transportation deriving motive power from a source other than muscle (hand or foot) power.

b. Motorcycles. Motorcycles are motor vehicles with a seat or saddle for the rider(s) and designed to travel on not more than three wheels. They are normally steered with a handlebar and may or may not have a sidecar. They include mopeds, motor scooters, and pocket bikes.

c. Autocycles. Autocycles are broadly defined as three-wheeled motor vehicles designed for on-highway use with a steering mechanism, foot pedals for acceleration and braking, occupant seating, and seat belts. They are required to meet the motorcycle requirements in reference (b), as they are not currently recognized at the federal level. However, many states have established their own definitions, laws, and limitations for their use.

d. All-Terrain Vehicles (ATV). ATVs are four-wheeled vehicles that generally do not provide occupant protection features and are not designed for on-highway use. They are normally steered with a handlebar, have throttle controls, hand levers for breaking, and require riders to straddle a seat and shift their body weight to steer the vehicle.

e. Recreational off-highway vehicles (ROHV) and Similar Off-Road Vehicles. ROHV, utility terrain vehicles (UTV), and other types of off-road vehicles (ORV) generally provide some level of occupant protection features and are not designed for on-highway use. These vehicles generally have a steering wheel, foot pedals for acceleration & braking, seats, side retention features, and rollover protection. They may or may not have doors, windshields or windows.

f. Low Speed Vehicles (LSVs). LSVs are motor vehicles designed to operate at least 20 miles per hour, but no greater than 25 miles per hour. LSVs operated on roadways shall be marked with the slow moving vehicle emblem in accordance with reference (c). All LSVs shall meet the safety requirements of reference (b) such as windshields, exterior mirrors mounted on driver and passenger sides of the vehicle, head lamps, tail lamps, brake lamps, emergency flashers and turn signals, reflectors, parking brake, safety belts, and vehicle identification number.

g. Emergency Vehicles (EV). Vehicles used to transport people and equipment for emergency response.

3. Cell Phones, Texting, and Driver Distractions. All motor vehicle operators on Navy installations, operators of government owned, rented, and leased vehicles, and operators performing officially assigned duties, on and off Navy installations, shall not use cell phones or other hand-held electronic devices unless the vehicle is safely parked. Additionally, the wearing of any portable headsets, earbuds, or other similar listening devices while operating a motor vehicle is prohibited. Military members and civilian personnel who operate private motor vehicles (PMV) off base shall comply with host-nation, state, and local laws. All personnel are encouraged to refrain from any activity that may be a distraction while driving and lead to traffic mishaps (e.g., eating; text messaging; shaving; applying make-up; reading maps, newspapers, magazines, or books, etc.).

4. Headlights and Daytime Running Lights. Vehicles shall be operated with headlights turned on during periods of precipitation or reduced visibility on NSASP owned or controlled roadways. Examples are, but not limited to, periods of light or heavy rain, snow, fog, smoke, or darkness.

5. Children Unattended in Motor Vehicles. Children under ten years of age shall not be left unattended in a motor vehicle.

6. Open Alcohol Containers. While driving on NSASP installations, the operators and passengers of motor vehicles are prohibited from having open containers of alcoholic beverages in their ready possession.

7. Speed Limits. Within NSASP installations, the speed limit is 25 mph unless otherwise posted. Regardless of the maximum speed limits prescribed by these regulations, vehicles must be operated at a speed and with such care as road, weather and prevailing conditions permit. Do not assert right-of-way at the risk of property damage or personal injury.

8. Blocking Streets and Roadways. Blockage or closure of a street or roadway shall have prior approval of the Installation, obtained by contacting the Command Duty Officer (CDO) at 540-850-2380. Following approval, blockages or closures will then be coordinated with the Police and Fire Department.

9. Government Vehicles Only. Private motor vehicles (PMV) are prohibited in the following areas:

- a. Roads identified for "Government Vehicles Only".
- b. Magazine areas.
- c. Test range areas.

10. Traffic Infractions. All traffic infractions, other than impaired driving (e.g., driving under the influence), occurring on NSASP installations will be referred to the appropriate U.S. magistrate, state, or local judicial authorities; as determined by base law enforcement. Any vehicle operator convicted of a moving traffic infraction shall comply with the penalty imposed by the court. Any associated cost or use of leave is the responsibility of the individual.

11. Traffic Safety Orientation. Commands will ensure that all newly assigned personnel receive traffic safety orientation within 30 days of arrival. This orientation will describe factors that commonly lead to traffic related mishaps including speeding, impaired driving (alcohol, illegal drugs, medications, sleep deprived), distracted driving, and failure to properly wear seat belts. It will also include information about Virginia and/or Maryland driving conditions, hazards, regulation, laws, and the legal consequences and penalties for impaired or distracted driving.

12. Traffic Safety Briefs. Commands will ensure traffic safety briefs are provided to all personnel prior to any holiday, seasonal change, or when traffic related mishap warrants additional training. These briefs will reinforce and supplement information provided in the traffic safety orientation.

13. Driver Improvement. Military or civilian personnel convicted of a moving traffic violation or determined to be at fault in a traffic mishap while operating a Government Motor Vehicle will complete remedial driving improvement training. Any National Safety Council, American Automobile Association (AAA), Smith-System Driver Improvement Institute course; or any locally developed or commercial course of instruction approved by COMNAVSAFECEN may be used to accomplish this training.

14. Pedestrians and Bicyclists.

a. Pedestrians and bicyclists are prohibited from the restricted side of NSF Indian Head, with the exception of personnel transiting between buildings or employees who commute to the workspace by walking or bicycling. In those instances, personnel shall utilize the shortest most direct route.

b. Pedestrians.

(1) Pedestrians will be separated from motor vehicle traffic.

(2) Individuals running/jogging/walking on Navy owned or controlled roadways shall face oncoming traffic, in single file, and obey traffic rules.

(3) Individuals running/jogging may utilize sidewalks to reduce the risk of injury. However, runners/joggers shall yield the right of way to pedestrians when able to safely do so.

c. Bicycles and other Pedal-Driven Vehicles.

(1) Bicycles are permitted on roadways and are granted all rights and shall be subject to all responsibilities applicable to the driver of a motor vehicle, except for those rules which, by their nature, have no application.

(2) Cyclists shall ride with the flow of traffic and in single file. Attachments (a), (b) and (c) identify roadways and areas that have restrictions and/or prohibited for bicycle use.

(3) All persons riding on a bicycle, regardless of age, shall wear an approved bicycle safety helmet.

(4) As per reference (c), between the hours of sunset and sunrise bicycles shall have a white light visible from a distance of at least 500 feet to the front and a red reflector or light visible from a distance of at least 600 to the rear. These lights may be steady or blinking. The wear of high-visibility or reflective outer garments is also strongly recommended during periods of darkness or reduced visibility.

(5) Motor vehicle operators shall approach and pass a bicycle at a reasonable speed at least three feet to the left of the overtaken bicycle.

15. Motorized or Human Powered Recreation.

a. Motorized Recreational Equipment.

(1) Use of electric scooters and other similar equipment shall only be used in the approved areas identified in attachments (a), (c), and (d). Users of approved equipment must wear ANSI approved head protection.

(2) Motorized scooters, skateboards, and similar equipment capable of traveling 20 miles per hour or higher that do not meet the requirements of reference (b) shall not be operated on NSASP property.

(3) Children's electric vehicles (e.g. Powerwheels) may be used in the residential driveways and access/service roads which lead directly to the resident's home/driveway while under direct adult supervision. These vehicles are not authorized to be used on roadways.

(4) Privately owned ATVs, ROHVs, UTVs, and gas powered recreational equipment shall not be operated on NSASP property, to include housing areas.

b. Human Powered Recreational Equipment.

(1) Skateboards, roller-blades, roller-skates, scooters, and other similar equipment shall only be used in the approved areas identified in attachments (a) thru (d).

(2) Users of this equipment must wear ANSI approved head protection.

(3) Shall yield to pedestrians the right-of-way.

(4) Ramps shall not be constructed or utilized on any streets on NSASP Installations.

c. Prohibited Acts. While using motorized or human powered scooters, skateboards, roller-blades, roller-skates, etc. individuals are prohibited from operating in the following manner.

(1) On any building steps or ramps.

(2) In building parking lots during normal work or business hours.

(3) On any surface while attached to any type of motorized vehicle.

(4) On runways or helicopter pads.

(5) Industrial and RDT&E areas.

16. Listening Devices.

a. In accordance with reference (c), pedestrians and cyclists are prohibited from using any listening device that may impair recognition of emergency signals, alarms, announcements, approaching vehicles, etc., while on Navy owned or controlled roadways.

b. The restriction of listening devices does not apply while performing approved activities on a sidewalk.

c. Listening devices that allow for the ability to recognize emergency signals, alarms, announcements, and approaching vehicles are authorized only while on approved roadways identified in attachments (a) thru (d); where users are protected from nearby motor vehicle traffic, minimal traffic in housing areas, or motor vehicle traffic is not allowed.

17. Military Formations.

a. Military formations or marching troops shall have the right-of-way over all traffic except emergency vehicles when responding.

b. Traffic guides (road guards) shall be assigned to assist in warning oncoming traffic when troop formations march on roads.

- c. Vehicle operators and cyclists shall follow all instructions from road guards.

18. Training Requirements.

- a. Motorcycle Operator Training for Military members.

(1) All military motorcycle riders shall complete Level I training. Level I courses include: Basic Rider's Course (BRC), any COMNAVSAFECEN approved entry Level I course, or any host-nation or state approved curriculum intended to provide novice riders the skills and knowledge needed to obtain a motorcycle endorsement on their driver's license. For additional information, see reference (c), Chapter 36.

(2) All military motorcycle riders shall complete Level II training within 60 days to 1 year of Level I training completion. Riders should use their personally owned motorcycle to complete the training, whenever possible. These courses are intended to build upon the skills and knowledge that riders obtained in Level I courses. For additional information, see reference (c), Chapter 36.

(3) All military members who operate motorcycles shall complete refresher training at least once every five years. The selected refresher course must meet or exceed the training curriculum of Level II or Level III training. For additional information, see reference (c), Chapter 36.

- b. Motorcycle Operator Training for Other than Military.

(1) Civilian operators of personally owned motorcycles, not in the performance of assigned duties, with current state motorcycle operator license, endorsement, or permit are not required to complete training requirements in reference (c), Chapter 36, section B3605.

- c. Training for Operators of Three Wheeled Vehicles and Scooters.

(1) Operators of motorcycles with attached sidecars; three-wheeled vehicles (e.g., autocycles), scooters, mopeds, and certain other two-wheeled vehicles that may be legally operated without a driver license motorcycle endorsement are not required to complete motorcycle training.

- d. Training for Operators of ATVs, ROVs, and ORVs.

(1) Operators of privately owned ATVs, ROVs, and ORVs on any Navy installation must successfully complete a SVIA Recreational Off-Highway Vehicle Association course or COMNAVSAFEECN approved equivalent.

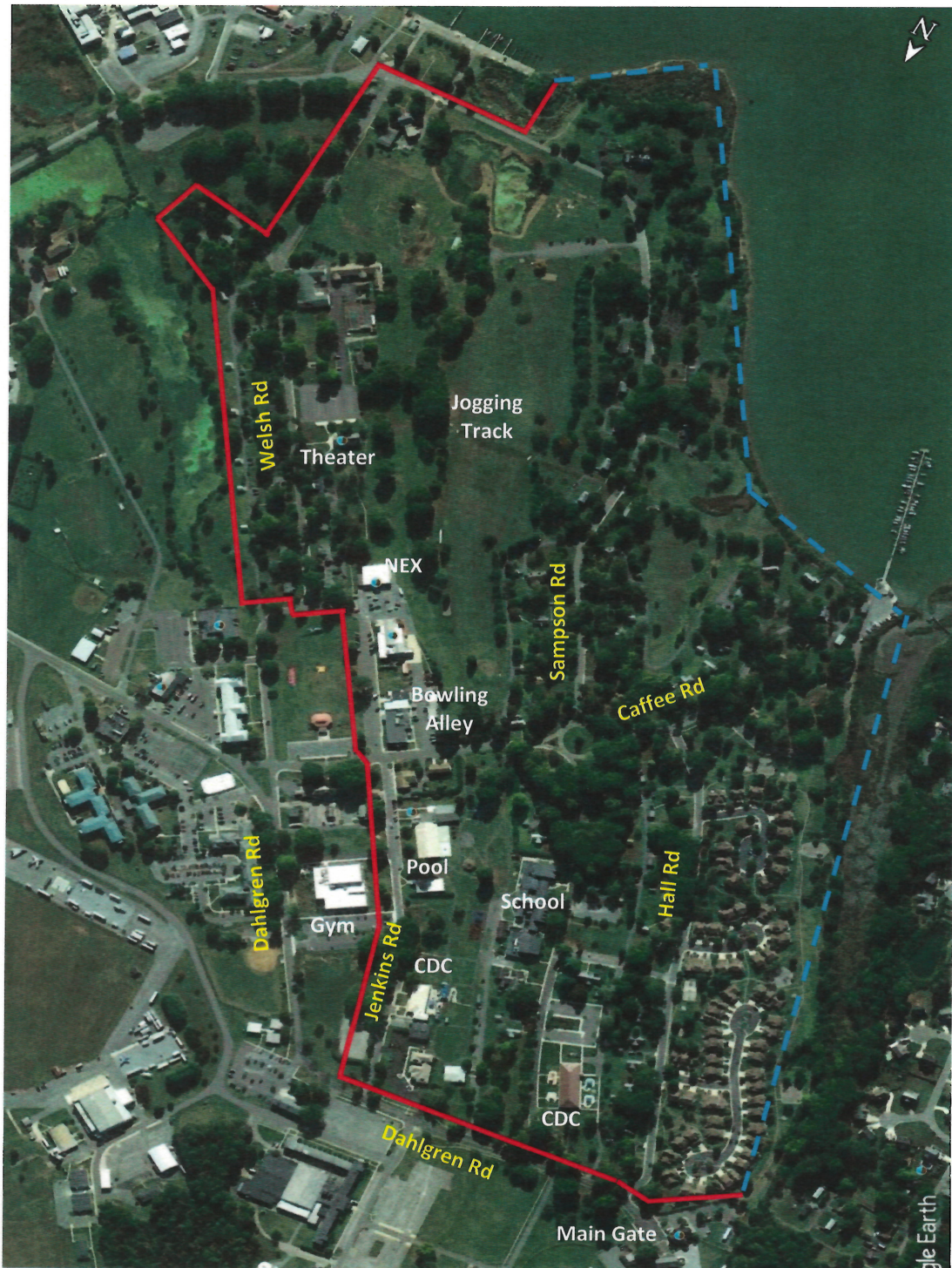
19. Accidents. Report all accidents and/or traffic related near misses to the Police Dept. A copy of all Security Incident Reports and SF-91s will be forwarded to the local transportation division offices and the NSASP Safety Office.

20. Compliance. Traffic incidents or accidents involving personal injury, property damage, etc., will be reported by dialing the following:

NSF Dahlgren – 202-433-3333 (cell phone)
– 911 (office)

NSF Indian Head – 301-744-4333

ATTACHMENT A
DESIGNATED AREA FOR APPROVED LISTENING DEVICES
AND RECREATIONAL EQUIPMENT (NSF DAHLGREN 1 OF 2)



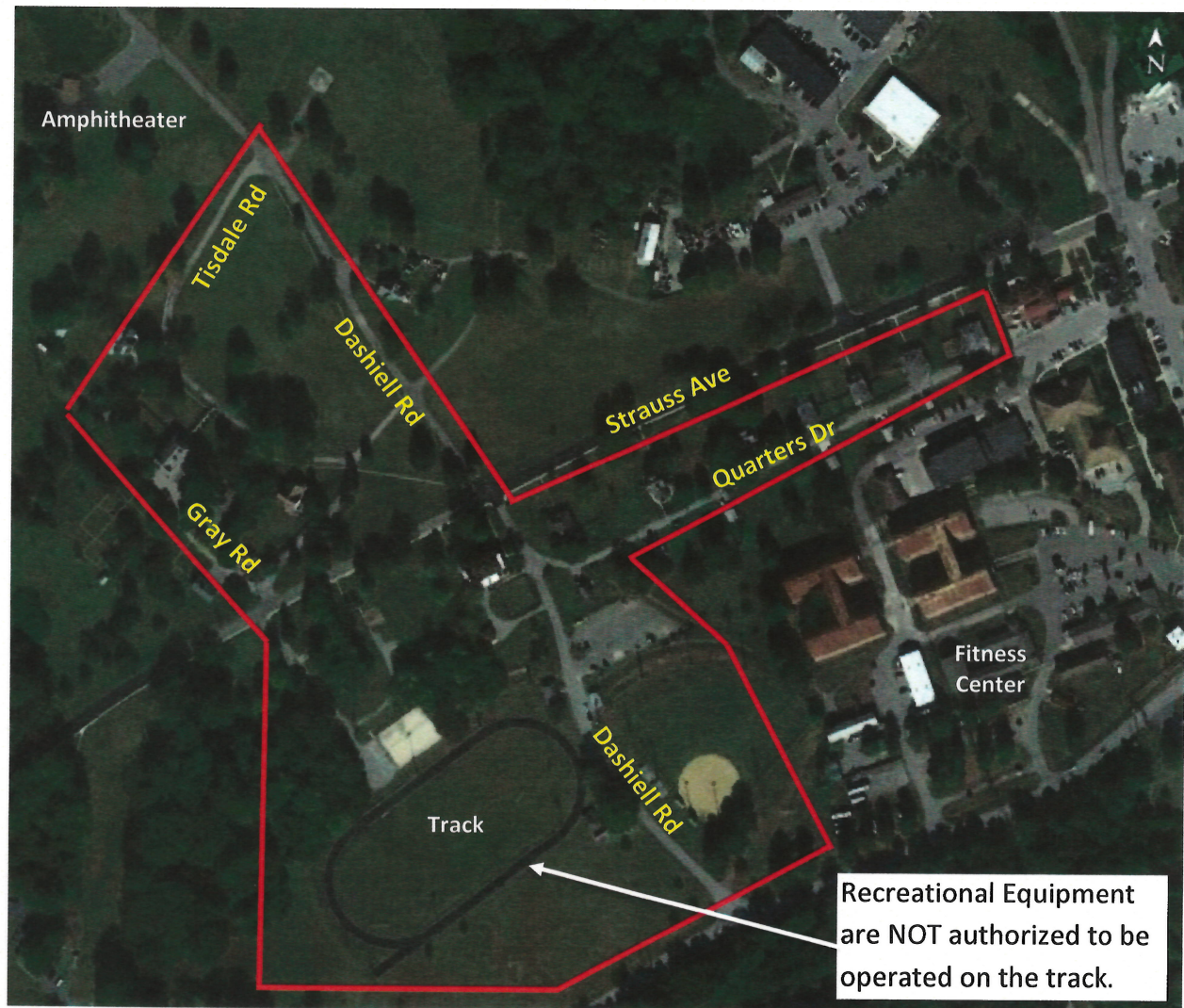
ATTACHMENT B
DESIGNATED AREA FOR APPROVED LISTENING DEVICES
AND HUMAN POWERED RECREATIONAL EQUIPMENT (NSF DAHLGREN 2 OF 2)



ATTACHMENT C
DESIGNATED AREA FOR APPROVED LISTENING DEVICES
AND RECREATIONAL EQUIPMENT (NSF INDIAN HEAD 1 OF 2)



ATTACHMENT D
DESIGNATED AREA FOR APPROVED LISTENING DEVICES
AND RECREATIONAL EQUIPMENT (NSF INDIAN HEAD 2 OF 2)



PARKING REGULATIONS

1. Purpose. To establish parking policy for NSASP installations.
2. General. For the purpose of this instruction, the term "parking" will be interpreted to mean leaving a vehicle unattended, regardless of the time involved. Vehicles and motorcycles will be parked only in designated and/or marked parking spaces or areas.

3. Parking Enforcement.

- a. Implied Consent to Impoundment, persons who operate a motor vehicle on NSA South Potomac installations shall be deemed to have given consent for the removal and temporary impoundment of the POV when it is:

- (1) Parked illegally for unreasonable periods.
 - (2) Interfering with operations.
 - (3) Creating a safety hazard.
 - (4) Disabled by accident.
 - (5) Left unattended in a restricted or controlled area.
 - (6) Abandoned.

Such persons further agree to reimburse the U.S. Government or contract company for the cost of towing and storage should their vehicle be removed or impounded. The NSASP Commanding Officer or the Executive Officer will determine existence of the conditions described above.

- b. Vehicles parked on roadways with curbs shall be parked in the direction of the flow of traffic with the passenger side parallel to curb.
 - c. When authorized to park on roadways without curbs, vehicles shall be parked on the right shoulder of the roadway in the direction of the flow of traffic. Vehicles shall be completely clear of the traveled portion of the roadway.
 - d. Except when in compliance with the law or the direction of a law enforcement officer, vehicles are prohibited from parking under any of the following conditions:
 - (1) Vehicles will not be parked in such a manner as to impede or obstruct normal traffic flow including on a sidewalk, in a crosswalk, on a bridge, or in front of driveways.

(2) Within 20 feet of any building unless the area has been designated as authorized parking.

(3) In a manner in which the vehicle leaved the roadway by mounting and/or straddling the curb.

(4) Parked in violation of posted signs, including unauthorized parking in designated spaces (i.e. CO, XO, CMC, handicapped, etc.) without proper authorization.

(5) At any place narrow enough to make passing difficult, dangerous, or impossible.

(6) On a roadway or shoulder within 100 feet of the crest of a hill.

(7) Beside another vehicle parked parallel to the curb or on a roadway shoulder.

(8) Where official signs prohibit parking, when the curbing is painted yellow, or when the roadway is marked yellow or white.

(9) Within 20 feet of a fire hydrant, crosswalk, or intersection.

(10) Within 20 feet of a driveway to any fire station or similar emergency facility, on the side of a street opposite the entrance to any fire station or similar emergency facility, or within 75 feet of the entrance.

(11) Within 30 feet of the approach to stop sign, yield sign, traffic control signal located at the side of the roadway.

(12) On a grassed or seeded area. Unless directed by proper authority.

(13) Areas with no marked parking spaces.

(14) Areas around traffic islands and at installations vehicle gates.

(15) Occupying two parking spaces by parking over the line separating two designated parking spaces, thereby hindering the most efficient use of the parking spaces.

(16) Parked unattended with the engine running, even for a short period of time.

(17) Vehicles, boats, trailers, etc., with "For Sale" signs will not be parked unattended in general parking areas for the sole purpose of resale. Contact MWR for assistance.

e. NSASP Law Enforcement officers are authorized to remove any Privately Owned Vehicle (POV) involved in the below described situations:

(1) The person in charge of the vehicle is unable to provide for its custody or removal.

(2) The person driving or in control of such vehicle is apprehended for an alleged offense for which policy requires detention at a law enforcement office pending release to his/her command or other responsible agency.

(3) When the vehicle is left abandoned during inclement weather, and causes an immediate safety hazard or blocks passage of emergency vehicles.

f. Vehicles parked over 14 days in one location will be considered abandoned and subject to impoundment.

(1) Parking in high traffic areas for the purpose of advertising a vehicle for sale is prohibited.

(2) The 14 day rule does not apply to individuals living in base housing areas, barracks who park their vehicles in their designated parking areas.

(3) Personnel requiring long term parking of 14 days or more (TDY, leave, etc.) on base will notify the Police Department, with location, Tag #, length of time, and contact information.

4. Reserved Parking Policy. Assignment of parking spaces to individuals is prohibited, except as follows:

a. Commanding Officers

b. Executive Officers

c. Chief Staff Officer

d. Executive Directors

e. Department Heads

f. Handicapped individuals whose vehicles display an official handicap symbol issued by the state where the vehicle is registered.

g. Government vehicles

h. VIPs

5. Administrative Sanctions:

a. Violators will be issued a DD Form 1408 (Armed Forces Traffic Ticket) by the NSASP Police Officer.

b. The registered owner of the vehicle will be assessed two (2) points for each parking offense against their driving record on NSASP.

OR

The registered owner of the vehicle will be required to attend in person to NSASP Installation Traffic Court.

c. If a violator receives 3 or more traffic or moving violations, 12 points within a one-year period, or 18 points within a two-year period, the violator will face possible suspension of driving privileges. Suspension or revocation of Installation driving privileges could be for a period of six months to three years.

PRIVATELY OWNED VEHICLES (POV) IN CONTROLLED ACCESS AREAS

1. Purpose. NSASP has three major controlled access areas which employees and visitors operate their POVs. All traffic control and parking regulations identified within this instruction apply to all personnel operating a vehicle and passengers in a vehicle within these areas. This enclosure only identifies specific additional requirements for operating a POV in the following NSA South Potomac controlled access areas:

- a. NSF Indian Head Restricted Area.
- b. NSF Indian Head Stump Neck Annex Controlled Industrial Area.
- c. NSF Dahlgren Pumpkin Neck Annex Controlled Industrial Area.

2. Government Operated Vehicles (GOV) Only Areas. POVs are prohibited from entering or using these areas.

3. Restricted Items.

a. No CB radios, cell phones, and other privately-owned transmitters shall be used inside controlled access areas except where indicated. Transmitters may be taken into the controlled areas provided they are powered off and remain in the vehicle.

NOTE: Only transmitting devices that have been approved by the NSWC IHD HERO Program Manager are authorized.

b. Spark/flame producing devices are not permitted. Only installed electric lighters shall be allowed in designated smoking areas. A vehicle is not a designated smoking area.

c. Photographic equipment of any kind is prohibited within the sensitive areas unless the person has a camera permit approved by their command and issued by NSASP Visitor Control Center (VCC).

NOTE: Vehicles with installed factory or aftermarket camera systems will be allowed entry with the owner of the vehicle being held responsible for improper use or release of any images/videos.

d. No privately owned firearms or weapons will be left unattended, stored and/or secured in vehicle. The only exceptions are per the NSASP Hunting Instruction.

e. No Children under the age of eighteen.

f. No Pets. The only exception is approved service dogs for employees registered with Visitor Control Center and cleared explosive carrier vehicles by a Naval Security Forces member.

4. Parking. POVs will be parked in authorized spaces and areas only.
5. Explosive Vehicles. Identified by placards and flashing (yellow) lights; POVs will pull to the side of the road, stop their vehicle, and wait for the explosive vehicle(s) to pass.
6. Emergency Vehicles. Give the right-of-way to all emergency vehicles.
7. Markings, Signage and Devices.
 - a. Red Lines - Red lines are printed on the road where transmitters are not to be used.
 - b. Signs are also used in the restricted areas to identify areas where transmitters are not to be used.
 - (1) No Radio Transmission Zone.
 - (2) Radio Frequency Hazard.
 - (3) Turn off Two-Way Radio.
 - c. BRAVO (Red) Flag - A red flag will be displayed prominently near the entrance to any magazine or building or location whenever personnel are working inside that location.
 - d. Red Flashing Lights on Buildings - Red flashing lights indicate that a hazardous operation is in progress. No person will pass beyond that control point when it is lighted.
 - e. Extra-hazardous operations may also be indicated by portable barricades, roadblocks, signs, or other approved restraints. Passing such restraints is also prohibited.

TRAFFIC COURT AND COURT PENALTIES

1. Purpose. To establish procedures for a traffic court system on board NSASP installations per reference (d). The traffic court system will remain separate from the Security Department to provide a uniform administrative forum to impartially adjudicate motor vehicle violations on the installations. This system is not a disciplinary measure or a substitute for punitive action. Further, this system is not intended to interfere in any way with the reasonable exercise of the ICO's prerogative to issue, suspend, revoke, deny, or reinstate installation driving privileges.

2. Objective. Traffic court and court penalties help provide for:

- a. Safe movement of vehicles on the installation.
- b. Reduction of traffic accidents.
- c. Removal of intoxicated drivers.
- d. Expeditious application of appropriate sanctions.

3. Driving Privileges. Driving a government vehicle or privately owned vehicle (POV) onboard NSASP is a privilege granted by the ICO. Persons who accept the privilege must:

- a. Lawfully be licensed to operate motor vehicles in appropriate classification and not be under suspension or revocation in any state.
- b. Comply with Maryland and/or Virginia state laws and federal regulations.
- c. Agree to implied consent to evidential tests for alcohol or other drug content of their blood, breath, or urine when lawfully stopped, apprehended for any offense allegedly committed while driving a motor vehicle to determine the influence of intoxicants.
- d. Agree to implied consent for the removal and temporary impoundment of the POV when parked illegally, or for unreasonable periods as determined by the ICO.

4. Administrative Procedures. Reference (e) provides Navy policy, guidance, procedures and responsibilities for traffic court operations. The following administrative procedures are established for processing traffic violations when security force personnel issue an Armed Forces Traffic Ticket (DD Form 1408) to a traffic violator on board NSF Indian Head or NSF Dahlgren.

- a. The traffic violation point system applies to service members, their families, contractors, visitors, and DOD employees driving POVs or GOVs on board NSASP installations. Traffic violation points will be accumulated on an individual's NSASP installation driving record on a yearly basis. Point values shall be assessed in accordance with reference (d) and exhibit (a) of

this enclosure. Individuals who wish to contest the application of any points to their NSASP installation driving record should appear before the traffic court within 14 days of the ticket being issued.

b. If security force personnel identify an individual driving on the installation during a period of suspension or revocation, the violator will be issued a mandatory federal court appearance for the next available court date. In cases where these individuals will be on temporary assigned duty (TAD) outside of the local area for the next available court date, the individual must coordinate with the Installation Traffic Court Judge to arrange for traffic court at a later time.

c. Points assessed against a person will remain in effect for accumulation purposes for 24 consecutive months. The review of driver records to delete traffic points will be done routinely during records update. Removal of points does not authorize removal of driving record entries for moving violations, chargeable accidents, suspensions, or revocations. These record entries will remain posted on individual driving records for the period indicated below:

(1) Chargeable nonfatal traffic accidents or moving violations-3 years.

(2) Non-mandatory suspensions or revocations-5 years.

(3) Mandatory revocations-7 years.

d. Individual driving records will be retained for the period of an individual's employment or residency on board NSASP installations. When an individual is transferred from the installation, released from military service, or ends local employment, their record shall be maintained for a period of two years from the date of their transfer/end of employment. Records shall be destroyed after this two year period.

5. Traffic Court Procedures. The traffic court system provides an unbiased assessment of facts and applies administrative action. NSASP ICO will appoint a minimum of two Traffic Court Officers (TCOs), E7 and above from a department other than security to preside over traffic court.

a. Traffic Court will be held at the police stations monthly at NSF Dahlgren Bldg 237 every 3rd Tuesday and NSF Indian Head Bldg 339 every 3rd Thursday at the Police Station to hear those cases concerning Armed Force Traffic Citations (DD Form 1408).

b. Federal Magistrates Citations (DD Form 1805) for more serious incidents will be handled at the Federal District Court at the assigned court locations:

(1) Maryland - Naval Air Station Department of Public Safety, Building 211, 21936 Bundy Road, Patuxent River, MD.

(2) Virginia - U.S. Federal District Court, 701 East Broad Street, Richmond, VA.

c. Point assessments are recorded on the violator's driving record and retained in accordance with paragraph 4c of this instruction. If a violator receives 3 or more traffic or moving violations, 12 points within a one-year period, or 18 points within a two-year period, the violator will be required to attend traffic court and face possible suspension of driving privileges. Suspension or revocation of installation driving privileges could be for a period of six months to three years.

d. All citations will be marked as either Mandatory or Optional court appearances. If Mandatory, personnel shall appear before the TCO on the specified date indicated on the back of the citation (pink copy) for court. If the person is unable to appear on the specified date/time of court, he/she shall call the traffic court clerk and make arrangements for the next court date. If traffic court is cancelled due to holiday, federal holiday, or if the TCO is absent, the traffic clerk will refer the case to the next court date. If he/she fails to appear in court on the scheduled date or notify the traffic court clerk, it will result in an automatic 10-day suspension of on-base driving privileges.

e. Persons with citations marked as optional will not be required to appear in court and are presumed to plead No Contest; not pleading guilty, but accepting the number of points identified on the citation that would normally be assigned by the Traffic Court Judge for the charged offense.

f. The TCO may recommend suspension of installation driving privileges for periods ranging from one day to one year depending on the degree of culpability and recurrence. The ICO must approve all revocations and suspensions of driving privileges.

(1) Suspension of driving privileges is a driver improvement measure initiated only when other measures such as counseling, remedial driver training, or rehabilitation programs fail to produce the desired driver performance. When an individual consistently violates installation traffic or parking regulations, the Commanding Officer may impose a suspension.

(2) Preliminary suspension of station driving privileges is mandatory based upon an arrest report or other official documentation of the circumstances of an apprehension for intoxicated driving, per reference (d).

(3) Preliminary suspension of station driving privileges is mandatory based upon an official report that an individual refused to submit to a lawfully requested Blood Alcohol Content (BAC) test, per reference (d).

(4) Any individual found guilty of intoxicated driving by civilian court, court martial, non-judicial proceeding under article 5 of the Uniform Code of Military Justice, or administrative

Enclosure (4)

proceedings of reference (d) is prohibited from operating a motor vehicle on station for a minimum of one year, per reference (d).

g. All military members or DoD employees whose installation driving privileges are revoked or suspended must successfully complete a prescribed course in remedial driver training before driving privileges are reinstated.

6. Right of Appeal. Personnel having installation driving privileges suspended or revoked have the right of appeal, and the TCO will verbally inform them of this right at the time of issuance of the written suspension or revocation notice. Personnel may send appeals, in writing, to the ICO, through proper chain-of-command channels within 14 working days from the date of the written notification of suspension or revocation.

Exhibit - A

TRAFFIC VIOLATION POINT SYSTEM

<u>VIOLATION</u>	<u>POINTS/MUST APPEAR</u>
Accidents	M/A
Aggressive driving	4
Alcohol/Drug Charges	M/A
Defective vehicle (Unsafe)	M/A
Distracted driving (cell phone while driving)	3
Driving over fire hose	M/A
Driving over lawn	3
Excessive noise	3
Failure to Exhibit Registration	1
Failure to Obey a Police Officer	M/A
Failure to Stop at Stop Sign	3
Failure to Yield (no official sign involved)	4
Failure to Yield Right-of-Way to Emergency Vehicle	4
Failure to Yield Right-of-Way to Explosive Vehicle	4
Failure to Yield Right-of-Way to Pedestrian	4
Failure to Stop for School Bus	4
Following too close	4
Headphones/Earphones (wearing while driving)	3
Impeding traffic	2
Improper passing/overtaking	3
Improper turning	3
License Violations	M/A
Motorcycle (Failure to wear required equipment)	3
Moving violations involving driver error	3
Parking illegally (general)	2
Parking illegally in a handicap space	4
Parking illegally in a safety corridor, fire lane, etc.	4
Reckless driving	M/A
Registration (altered, expired, or none)	M/A
Seat Belts, operator or occupants failure to use	2
Speeding 1 - 10 mph above posted speed limit	3
Speeding 11 - 15 mph above posted speed limit	4
Speeding 16 - 20 mph above posted speed limit	5
Speeding over 20 mph above posted speed limit	M/A
Speed Contest	M/A
Speed too fast for conditions	2
Stopped on traveled portion of roadway	3
Vehicle running while unattended	2
Vehicle running with no lights	1

Notes:

1. When two or more violations are committed on a single occasion, the points may be assessed for each individual violation.
2. An individual's base driving privileges shall be suspended or revoked for any alcohol/drug related charge or an accumulation of 12 points in a 12 month period.

VEHICLE TOWING PROCEDURES

1. General. This enclosure applies to any non-government vehicle. When employees operate or park their vehicle on base, it is entirely the owner's responsibility to ensure the vehicle is parked legally in an identified parking space appropriate for their use, does not pose a force protection threat, a safety risk, or an environmental risk, and possess valid license plates and current vehicle registration for the entire duration of their employment or visit. **ALL VEHICLES TOWED WILL BE AT THE OWNER'S EXPENSE.**

2. Towing Criteria. Vehicles that fail to meet the above criteria shall be towed by a commercial operator and stored by a commercial operator; both towing and storage are at the owner's expense. Subsequent disposition of towed vehicles is a civil matter between the owner and the towing company. In the cases identified below where a citation/warning is required before a vehicle is towed, only one shall be issued.

a. Any vehicle may be towed immediately and without warning if the best judgment of the ICO, XO, or the Security Officer determines that the towing of that vehicle is necessary to maintain safety, security, or good order and discipline on NSASP installations.

b. The Law Enforcement Shift Supervisor is authorized to direct that vehicles meeting any of the following criteria may be towed:

(1) Vehicles operated by impaired drivers may be towed immediately and without warning.

(2) Vehicles operated by an owner or driver who, as a result of law enforcement action, is under apprehension may be towed immediately and without warning.

(3) Vehicles deemed a force protection risk may be towed immediately and without warning. Vehicles that meet one or more of the following criteria shall be considered a force protection risk:

(a) Vehicles found to bear either a vehicle pass or license plates that clearly show evidence of tampering.

(b) Vehicles without a visible license plate or clearly posted registration, permanent or temporary.

(c) Vehicles without a visible license plate and upon which a check of the Consolidated Law Enforcement Operations Center (CLEOC) and the National Criminal Information Center (NCIC) returns no information.

(d) Vehicles that do not meet other criteria; yet in the professional judgment of the law enforcement shift supervisor or higher authority, present a force protection risk.

(4) Vehicles being operated by drivers who are currently prohibited from driving onboard NSASP installations and annexes may be towed immediately and without warning.

(5) Vehicles that pose a safety hazard may be towed immediately and without warning.

(6) Vehicles that pose an environmental hazard may be towed immediately and without warning.

(7) Vehicles that impede or inhibit actions deemed necessary before, during, or after a fire, disaster, or other emergent event may be towed immediately and without warning. If time allows, the law enforcement shift supervisor should attempt to first receive permission from the Security Officer, Executive Officer or Commanding Officer, but if the urgency of the situation dictates, the law enforcement shift supervisor is empowered to direct this action on his/her authority.

(8) Vehicles that are disabled by a traffic incident and the operator is either unavailable or physically incapable of having the vehicle relocated to a place of safety for storage or safekeeping, may be towed immediately and without warning.

(9) Vehicles that are wrecked, dismantled, or partially dismantled may be towed immediately and without warning.

(10) Vehicles found to be on base without proper permission may be towed immediately and without warning. Examples include, but are not limited to, vehicles owned by members who are no longer employed by the U.S. government, no longer employed by a DoD contractor, or owned by members that have separated from the military and are not otherwise entitled to be onboard NSASP installations or annexes.

(11) Vehicles that are parked illegally, in a manner that does not pose a force protection or safety hazard, will be issued a citation. After attempts have been made to locate the owner and a grace period has passed, as determined by the ICO or designee, the vehicle will be towed.

3. Abandoned Vehicles. Vehicles that are deemed abandoned will have a DD Form 1408 citation issued by a patrol officer and will be towed if the owner fails to remove the vehicle within 72 hours.

a. A vehicle that meets one or more of the following criteria will be considered as abandoned property:

(1) License plates or registration expired for more than 60 days.

(2) One or more flat tires.

(3) Clearly inoperable due to one or more conditions not listed.

(4) Vandalized.

(5) Covered with tarp or other vehicle cover that prevents NSASP police from immediately viewing the license plates. Depending upon the location of the vehicle, this may also be considered a force protection threat and handled per those procedures.

(6) Vehicles covered but not meeting the above criteria, with a cover that is torn or otherwise not completely affixed to the vehicle and deemed an unsightly.

(7) Vehicles in violation of base, local, state, or federal law if operated by the owner.

(8) Vehicles that are deemed unsightly in the opinion of the ICO or XO.

b. The following actions will be taken for vehicles that are determined to be abandoned property:

(1) The vehicle will be taken into custody and placed in a secure lot to prevent theft, pilfering, or unwarranted deterioration.

(2) After the vehicle has been impounded, the officer will complete a DD Form 2506 (Vehicle Impoundment Report) as a record of the actions taken. An inventory listing of personal property will be done to protect the owner, Navy Security Forces, the tow operator, and the Commanding Officer if the vehicle is unlocked or accessed while on an NSASP installation.

(3) Each file will contain proof that diligent efforts were conducted in order to ascertain or locate the owner, their next of kin, or legal representative.

(4) After a diligent efforts and 120 days have passed, the property may be disposed of per references (a) and (b).

(5) If the owner, next of kin, or legal representative is located and wishes to recover the property, they must reimburse the installation for any costs incurred with the order to collect, transport, or store the property.

(6) If the owner, next of kin, or legal representative is not located or expresses in writing no intention to recover their property, it will be sold to the public. The proceeds from the sale shall be used for reimbursement for any costs incurred with the order to collect, transport, or store the property, any excess funds will go to support MWR per Ref (b).

4. Towing Procedures.

a. If a vehicle meets one or more of the towing criteria listed above, the law enforcement shift supervisor shall ensure that a reasonable check of records is completed in an attempt to determine the owner of the vehicle.

(1) For the purposes of towing, a reasonable check of records is defined as a check of the CLEOC database. If CLEOC contains information on the vehicle, then that information shall be annotated in the Watch Commanders Report and Pass Down Log and it will not be necessary to check additional sources.

(2) If there is no information on the vehicle in CLEOC, then a check will be made via NCIC. Results of the NCIC check shall be annotated in the Watch Commanders Report and Pass Down Log.

b. If the vehicle information shows the owner is a member of a unit not currently deployed, then the citation on the vehicle shall constitute notification and fair warning; no additional action shall be necessary. If the CLEOC or NCIC determines the owner is a member of a unit on deployment, then a reasonable attempt shall then be made to notify the owner via his/her chain of command and certified letter. Either action is considered sufficient notification and fair warning. It is the owner's responsibility to ensure that arrangements are made to move the vehicle or bring it into compliance before the deadline set for towing.

c. If the vehicle is towed immediately under one or more of the above conditions, then the towing of the vehicle shall be annotated in the Watch Commanders Report and Pass Down Log along with the criteria under which it was towed.

d. After the vehicle has been towed, the officer will complete a DD Form 2506 (Vehicle Impoundment Report) as a record of the actions taken. An inventory listing of personal property will be done to protect the owner, Navy Security Forces, the tow operator, and the Commanding Officer if the vehicle is unlocked or accessed while on an NSASP installation. The law enforcement shift supervisor shall ensure the towing of the vehicle is annotated in the Watch Commanders Report and Pass Down Log.